

Basic Elements of Development Review

There are five basic elements of the development review process.

Pre-application Conference: The purpose of the pre-application conference is for the applicant to introduce and describe the proposed development project and for the County to advise the applicant of all the applicable development standards, the applicable review processes, and the design and improvement standards of the Land Development Code.

Application: This step entails the preparation of and submittal to the County by the applicant, all documents, plans and studies required by the Land Development Code.

Sufficiency Review: At this step, the Department reviews the application and supporting documentation to determine whether all information needed for making a determination has been submitted by the applicant. Sufficiency review takes place at each submittal stage in the Development Review process.

Preliminary Development Plan Review: This step entails a review of the development plan to determine if it then meets the minimum level of detail required by the submittal requirements of Section 12.05 of the Land Development Code & determines compliance with all applicable requirements of the Code.

Final Development Plan Review: This step consist of the final review of a development plan to ensure all requirements of the Land Development Code are met and that all conditions attached to a preliminary development order, where issued, have been met.

Class I Projects have been approved through the DRC process or are limited in scope and may be submitted to the Building & Zoning Division for permits.

Class II & III Projects require approval through the DRC process prior to submitting for permits from the Building & Zoning Division.

Requirements of the DRC Process

ELEMENTS OF THE REVIEW PROCESS	CLASS OF DEVELOPMENT		
	I	II	III
PRE-APPLICATION MEETING	No	Opt.	Yes
APPLICATION	Yes	Yes	Yes
SUFFICIENCY REVIEW	Yes	Yes	Yes
PRELIMINARY DEVELOPMENT REVIEW	No	No	Yes
FINAL DEVELOPMENT REVIEW*	Yes	Yes	Yes

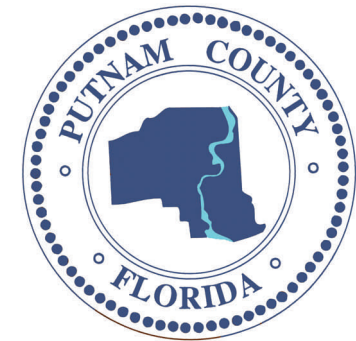
* Class I Final Review by Zoning

DRC Members

- Planning, Zoning and Building
- Public Works
- Sheriff
- Emergency Services
- Recreation
- Property Appraiser
- Health
- Putnam County School District
- Department of the Navy, Naval Air Station Jacksonville
- County Forester
- Utility providers (e.g. gas, electric, cable television, telephone, sewer, water)
- St. Johns River Water Management District
- Suwannee River Water Management District
- Florida Department of Transportation
- Florida Department of Environmental Protection
- Agricultural Center
- Natural Resource Conservation Service

*Putnam County
Planning & Development Services*

DRC Development Review Committee



For Questions Regarding the DRC Process not Addressed in this Brochure, Please Contact our Zoning Division at (386) 326-2893 or Email to: drc@putnam-fl.com

*Putnam County
Planning & Development Services*

PO BOX 1486
Palatka, FL 32178

Phone: 386-329-0307
Fax: 386-329-1213

Provide a location map, use & description of the proposed project, & quality scaled drawings of the site showing the following:

- Location and dimensions of all existing and proposed structures indicating all access points, gross floor area per floor per building, building height including the number of stories, and a statement of number of dwelling units, if applicable.
- All existing and proposed vehicular and pedestrian access ways with dimensions, including existing and proposed surface material.
- Areas designated for off-street parking showing the number of existing, required, & proposed parking spaces based upon parking standards, including handicapped parking.
- Loading and service areas.
- Total square foot area of site with percentages allocated to buildings, paving, impervious area and open space.
- Dimensions of all features on the site must be indicated, including but not limited to setbacks, building separation, driveway and street widths, etc.
- All common areas and sidewalks.
- All proposed or required screening or buffering mechanism, including walls, hedges and/or fences.
- Location of all adjacent streets, internal streets, driveways and all access points.
- Identify any known special fire protection and health concerns such as: flammable liquids storage tanks, dry cleaning operations, paint spray operations, manufacturing processes, furnaces, ovens, combustible storage, etc.
- Provide locations of fire hydrants and the size and locations of water mains that supply them. The point of service for fire protection systems connected to the public water system shall also be designated.
- Show the paved areas and/or stabilized areas of the site that may be used for access to the structures. This will include cul-de-sacs, dead ends, emergency accesses, limerock based areas of travel, etc.
- Generalized landscaping and irrigation plan.
- Indicate the location of all existing utilities on the site.
- Indicate existing and proposed easements for facilities to be maintained by Putnam County.
- General location of proposed water and wastewater facilities.
- Areas of special flood hazard shall be identified, with elevations and the source of information, if applicable.
- Wetland protection setback line shall be located on plan.
- Location of proposed storm water management facilities.
- Location of all service laterals and water meters including size.
- Drainage narrative and drainage plan.
- Grading and paving plan, including horizontal control, elevations, complete notes and specifications covering construction (this can be combined with the drainage plan).
- Sedimentation control plan.
- A statement outlining the status of federal, state and regional environmental permits.
- Maintenance statement for the storm water management facilities.
- A phasing plan where applicable.

A boundary survey, signed and sealed by a certified surveyor, showing all existing and proposed easements, emergency access ways, other cross-access easement agreements, and rights-of-ways may be required prior to final approval.