



DEVELOPMENT PLAN APPLICATION

DEV PLAN No. _____
AS/400# _____

A Development Plan Application is required to be submitted for all non-residential projects and any residential project of three (3) or more dwelling units. No building permits may be issued prior to receipt and approval of a development order for a required development plan by the Planning and Development Director or his designee. An application for Development Plan shall be accompanied by the payment of a **fee equal to \$250.00, plus \$.0025 (¼ cent) for each square foot of land area** to develop or \$1,500.00, whichever is less. An Application for Development Plan shall include the information and attachments listed below, unless the requirement for any particular item is waived by the Planning and Development Director.

APPLICANT INFORMATION

Land Owner's Name: _____ Telephone: _____
Mailing Address: _____ E-Mail: _____

Applicant Name: _____ Telephone: _____
Mailing Address: _____ E-Mail: _____

NOTE: Written authorization from the land owner is required if the applicant is not the owner.

Agent Name: _____ Telephone: _____
Mailing Address: _____ E-Mail: _____

Please provide the name, address and telephone number for any other land use, environmental, engineering, architectural, economic, or other professional consultants assisting with the application on a separate sheet of paper.

PROJECT INFORMATION

Project Name: _____
Type of Development/Intended Use: _____
Street Address of Property: _____
Real Estate Number: _____
Legal Description: _____
Gross Square Feet of Structure(s): _____ Gross Acreage/Square Feet of Site: _____
Current Zoning Classification: _____ Future Land Use Map Designation: _____

****Four complete sets and one additional set of ledger-sized (11"x17") drawings required****

Applicant Signature: _____ Date: _____



REQUIRED DOCUMENTATION

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	Attached?		
	Yes	No	N/A
1. Attach copies of all applicable deeds, plats, easements, etc.			
2. Identify existing rights-of-way, easements and water courses, including floodplains, wetlands and other environmentally sensitive lands within 200 feet of the project.			
3. Site topography at one (1) foot contours (USGS datum)			
4. Title block showing application type, tax map sheet, Real Estate Numbers, lot, block and subdivision name, if applicable.			
5. A location map with reference to surrounding land use, subdivisions, street and government boundaries within 500 feet of the project.			
6. Signed and sealed boundary survey or plat of the land (two copies) prepared by a registered land surveyor showing the location and material of all permanent reference monuments and benchmarks, a metes and bounds description listing dimensions, bearings, curve data, length of tangents, radii, and central angles of all centerline curves of streets, and the size of the land in acres to the newest tenth of an acre, or in square feet.			
7. A development plan for the project showing proposed land uses, densities, and intensities of uses; common areas; recreational facilities; ingress, egress and internal circulation system; existing and proposed utility locations; easements; off-street parking; landscaping and buffers; and signage.			
8. If applicable, a preliminary subdivision plat showing the proposed name and legal description, including government, lot, section, township and range.			
9. Benchmarks at convenient points with locations and elevations noted.			
10. Lengths and bearings of exterior boundaries of the site.			
11. Approximate dimensions of all lots, lot lines and setbacks.			
12. Location and area of land reserved for public use or reserved by deed or covenant for use by all landowners, include a statement of the conditions for such reservation.			
13. A schedule showing lot area, width depth, dimensional standards, building coverage, landscaping and parking with comparison to the minimum requirements.			
14. Tree removal mitigation plan.			
15. A traffic study, prepared by a professional transportation planner or traffic engineer if the project is a "major development". Otherwise, calculations as to the ADT and PM Peak Hour Traffic for the proposed development.			
16. Proposed utility infrastructure plans, including sanitary sewer, potable water, a stormwater management plan with supporting calculations prepared in accordance with section 34-466(e), and an electric plan with accurate indication of locations of points of connection to public systems. Include construction details as needed.			
17. Spot and finished elevations at all property corners, corners of structures, first floor elevations and appropriate locations in and around vehicle use areas.			
18. Site utility and construction details, including a cross-connection control plan.			
19. Roadway and paving cross-sections and profiles.			
20. Lighting plans and details.			
21. Landscape plans and details.			
22. Provisions for solid waste management.			

23. Sight visibility triangles at road intersections and curb cuts with roadways .			
24. Vehicular and pedestrian traffic circulation patterns.			
25. Off-street parking and loading plans showing spaces, size and type, aisle widths, curb cuts, drives, driveways, and all ingress and egress areas and dimensions.			
26. Preliminary architectural plans and elevations.			
27. Demonstration of how the development plan will comply with the standards for adequate public facilities as set for in Article X of the Land Development Code.			
28. An explanation of why the proposed development plan complies with the standards of this section.			
29. One (1) AutoCad disk of site plan showing all utilities			
30. Payment of applicable application fees.			



DEVELOPMENT PLAN APPLICATION SUPPLEMENTAL INFORMATION REQUIREMENTS

City of Jacksonville Beach Public Works Department

The following information is required to be included with all applications for development plans:

1. Water and Sewer Service

- a. Location and size of existing utilities in and adjacent to the site.
- b. Location, size and type of proposed connections to existing public utility systems.
- c. Location of meters, gate valves and clean-outs along with plumbing plans.
- d. Location of meters, gate valves and clean-outs along with plumbing plans.
- e. Water and sewage flow data developed in sufficient detail to obtain Public Works Department and Bio-Environmental Services Division approvals.
- f. Fire flow data, where applicable.

2. Streets and Drainage Systems

- a. Proposed access to existing streets. Traffic generation data, curve data and construction details may be required for certain developments.
- b. Sufficient data on existing and proposed elevations for the development to verify stormwater flow direction and street grades.
- c. Documentation from other agencies regarding required approvals of curbcuts, stormwater flows and retention/detention requirements.
- d. Provisions for proper access for emergency and maintenance vehicles.
- e. Total square footage of impervious area within the project site.

3. General

- a. Provision for on-site dumpster pads and access, where applicable.
- b. Provisions for wheel stops or curbing in parking areas to prevent encroachments.
- c. In certain cases, additional data may be required by Public Works Dept. to adequately review proposed developments. Developers are encouraged to contact the Department directly to determine if any requirements other than those listed above are contemplated.

City of Jacksonville Beach Fire Marshal

1. NFPA 241 Safeguarding Construction, Alteration and Demolition shall be followed during all phases of construction.

Fire Hydrants

- a. Must be located at intersections or 500 feet on center.
- b. Must conform to AWWA standards.
- c. Must open when operating nut is turned clockwise.
- d. Must be painted safety yellow.
- e. Must be equipped with NST threads.
- f. Must include one 4.5" and two 2.5" outlets with the 4.5" outlet to be directed toward the street.
- g. Hydrants shall not be located more than 20 feet from the curb.
- h. Landscaping or other obstructions shall not be placed within a three-foot radius of the hydrant and a 30 foot clear space shall be maintained at the curb. (See attachment).
- i. A minimum vertical clearance from a driving surface of 13' 6" shall be maintained.
- j. Fire lanes are required for buildings 50 feet or more and in height or when setback more than 150 feet from the street. Fire lanes shall be marked with no parking signs and yellow stripping.
- k. Contact Fire Marshal for fire sprinkler requirements for all structures except one and two family dwellings.
- l. Any questions regarding these requirements may be directed to the Fire Marshal at 247-6239.

City of Jacksonville Beach Electric Utilities

The following information is required to be included with All applications for approval of development plans:

- a. Location and size of existing utilities in and adjacent to the site.
- b. A registered sealed legal survey of the property boundary and each parcel.
- c. Complete site plan showing all existing and proposed utilities
- d. Transformer pad location
- e. Electrical load calculations
- f. An electrical riser diagram
- g. Building type and square footage
- h. Approved address numbers for **all** electric meters
- i. AutoCad disk of site plan showing utilities
- j. Developers are required to contact Electric Engineering at 247-6280 for service location. In certain cases, additional data may be required to adequately review proposed developments