



LAND DEVELOPMENT CODE COMPLIANCE

AS/400 No. _____

This form is intended for submittal for review of compliance with all required Land Development Code requirements, prior to submittal of building permits.

OWNER INFORMATION

Name, Title: _____

Telephone: _____

Mailing Address: _____

Fax: _____

E-Mail: _____

APPLICANT AND PROPERTY

Property Address(es): _____

List All Real Estate/Parcel Number(s): _____

Legal Description of Property: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Current Zoning District: _____ (e.g. RS-1, C-2) Flood Zone: _____ (Current FIRM Map)

Applicant / Contractor Name: _____ Address: _____

Phone Number: _____ Email Address: _____

If a contractor, business name and address: _____

Missing or needed documents (Staff portion only):

- ☐ Most Current Survey
- ☐ Any Previous Approvals or Variances
- ☐ Site Plan
- ☐ Floor Plan
- ☐ Architectural renderings to demonstrate overall height.
- ☐ Elevation Certificate (if located in a flood zone)
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

Staff Signature: _____ Approve [] Disapprove [] Date: _____

OVERVIEW

What is the intent of an LDC compliance application?

The LDC Compliance review is intended to verify the proposed use and layout are legal and do not require further review or additional approvals prior to submitting for a Building Permit. It is intended to prevent delays in review of your building permit by addressing zoning related issues prior to submitting full building plans.

What type of information is reviewed?

The zoning verification letter may contain the following information:

- Verification of the use and that it is legal within the zoning district the property is located in.
- Verification of compliance with lot dimensions and square footage for the zoning district.
- Verification of a legal Lot of Record (if needed)
- Verification of setbacks / lot coverage and all other dimensional standards.
- Whether the property is a legal nonconformity and therefore may not need to meet all standards
- If the property has any specific approved Conditional Use or previous Variances.

Information NOT reviewed as part of the LDC compliance application?

- This review will not include any Building code compliance reviews, of plans or documentation.
- It will not review any Fire Code life safety issues.
- It will not address any potential issues with utilities either existing or new connections.
- It will not review compliance with any Beaches Energy Systems requirements.

How do I obtain this review?

Complete the application form and include all required attachments and any other information you think is relevant. Turn completed application and all attachments to the Building Permit Counter.

Requests will not be processed until all required information is provided.

HELPFUL HINTS

- Submit the request as early as feasible during the development of your plans, as any issues may take time to resolve.
- Ensure the property is located within the City of Jacksonville Beach Limits prior to requesting a review.
- Submit a boundary survey of the property with topographic information and flood zones (if available).
- The Property Record Card or Parcel Number is helpful and may save time if provided.
- Any use that requires a state license or certification, please include a copy that approved certification.