



DEVELOPMENT PLAN APPROVAL APPLICATION

DEV PLAN NO. _____

AS/400# _____

A Development Plan 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 Approval 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 Approval 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: _____

Fax: _____

E-Mail: _____

Applicant Name: _____

Telephone: _____

Mailing Address: _____

Fax: _____

E-Mail: _____

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

Agent Name: _____

Telephone: _____

Mailing Address: _____

Fax: _____

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 DEVELOPMENT DATA

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: _____

	<u>REQUIRED DOCUMENTATION</u>			<u>Attached?</u>		
	Yes	No	N/A	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.						

<u>REQUIRED DOCUMENTATION</u>	Attached?		
	Yes	No	N/A
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.			

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

Applicant Signature: _____ Date: _____



DEVELOPMENT PLAN APPROVAL APPLICATION SUPPLEMENTAL INFORMATION REQUIREMENTS

City of Jacksonville Beach Public Works Department

The following information is required to be included with all applications for approval of 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 accessways, where applicable.
- b. Provisions for wheelstops 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 Department

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 Department for fire sprinkler requirements for all structures except one and two family dwellings.
 1. 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

DIVISION 5. DEVELOPMENT PLAN REVIEW.

Sec. 34-251 Purpose.

Development plans shall be required in accordance with the provisions of this section in order to ensure that the proposed development complies with the site development standards in Article VIII and other requirements of the LDC, and to otherwise protect the public health, safety and general welfare of the citizens of the City of Jacksonville Beach.

Sec. 34-252 Applicability.

A development order for a development plan is required prior to receipt of a building permit for any nonresidential development or any residential development of three (3) dwelling units or more.

Sec. 34-253 General description of development plan review.

An application for a development permit requesting approval of a development plan shall be reviewed and approved, approved with conditions, or denied by the planning and development director. An appeal of the decision of the planning and development director on the application for development permit for development plan may be made by the applicant to the planning commission.

Sec. 34-254 Initiation.

An application for a development permit for a development plan shall only be submitted by the owner, or any other person having a contractual interest in the land, or their authorized agent.

Sec. 34-255 Submission of application.

An application for a development permit for a development plan shall be submitted to the planning and development director, along with a nonrefundable application fee which is established from time to time by the city council to defray the actual cost of processing the application.

Sec. 34-256 Contents of application.

The application shall be in a form established by the planning and development director and made available to the public. The materials to be provided as part of the application are to provide the city with sufficient information to ensure compliance with this section and the LDC, and shall include the following information:

- (a) The name, address, and telephone number of the owner of record of the land proposed for development.
- (b) The name, address, and telephone number of the developer, if different from the owner, and an explanation of the difference. Written authorization from the land owner shall also be submitted if the application is being submitted by a person other than the landowners.
- (c) The name, address, and telephone number of the agent for the application, if there is an agent.
- (d) The name, address, and telephone number of all land use, environmental, engineering, economic, or other professionals that are assisting in the application.
- (e) The street address and legal description of the land on which the development plan is proposed to occur, with attached copies of any instruments referenced, such as, but not limited to, deeds, plats, easements, covenants, and restrictions.
- (f) A description of the zoning district designation and the future land use map designation in the comprehensive plan of the land proposed for development.
- (g) Identification of all existing right-of-ways and easements and water courses, floodplains, wetlands, and other environmentally sensitive areas on or within 200 feet of the land subject to the development plan.
- (h) Topography of the site in one (1) foot contours based on USGS datum.
- (i) A title block denoting the type of application, tax map sheet, lot, block and subdivision name (if applicable).
- (j) A location map of the land with reference to surrounding lands, subdivisions, streets, and municipal boundaries within 500 feet of the land subject to the proposed development plan.
- (k) A boundary survey or plat of the land subject to the development plan 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.

- (l) A development plan, with north arrow and scale, identifying:
 1. The proposed land uses, densities, and intensities of use;
 2. The location of proposed structures showing size, and setbacks;
 3. Common areas;
 4. Recreational facilities;
 5. Ingress and egress to the development, and the internal traffic circulation system and identification of street names;
 6. Utility location;
 7. Easements;
 8. Off-street parking and loading facilities;
 9. Landscaping and buffering; and
 10. Signage.

(m) If applicable, the preliminary subdivision plat, which includes the subdivision name in bold legible letters under which the location of the plat by government survey lot, section, township, and range shall appear.

(n) Bench marks at convenient points with locations and elevations indicated.

(o) Length and bearings of the exterior boundary of the site.

(p) Approximate dimensions of all lots, lot lines and setbacks.

(q) Location and area of all property to be dedicated for public use or reserved by deed or covenant for use by all land owners in the development of a statement of the conditions of such dedication or reservation.

(r) A schedule showing the lot area, width, depth, dimensional standards, building coverage, landscaping and parking of the development plan, and how they comply with the requirements of the LDC.

(s) A site clearing and tree removal permit application or affidavit.

(t) If the project is a major development, a traffic study prepared by a professional transportation planner or engineer.

(u) Proposed utility infrastructure plans, including sanitary sewer, potable water, a stormwater management plan with supporting calculations prepared in accordance with Sec. 34-466(e), and an electric plan with accurate indication of locations of points of connection to public systems.

(v) Spot and finished elevations at all property corners, corners of all structures or dwellings, existing and proposed first floor elevations, and appropriate locations in and around vehicle use areas.

(w) Site utility and construction details, including a cross-connection control plan.

(x) Roadway and paving cross-sections and profiles.

(y) Lighting plan and details.

(z) Landscape plan and details.

(aa) Provisions for solid waste management.

(bb) Plans for signs, if any.

- (cc) Sight triangles at the intersections of roadways and curb cuts with roadways.
- (dd) Vehicular and pedestrian circulation patterns.
- (ee) 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.
- (ff) Preliminary architectural plans and elevations.
- (gg) Demonstration of how the development plan complies with the standards of Article X, Adequate Public Facilities Standards.
- (hh) An explanation of why the proposed development plan complies with the standards of this section.

Sec. 34-257 Determination of sufficiency.

The planning and development director shall determine if the application is sufficient within five (5) working days of its receipt.

- (a) If the planning and development director determines the application is not sufficient, a written notice shall be mailed to the applicant specifying the application's deficiencies. No further action shall be taken on the application until the deficiencies are remedied.
- (b) When the application is determined sufficient, the planning and development director shall notify the applicant, in writing, of the application's sufficiency and that the application is ready for review pursuant to the procedures and standards of this section.

Sec. 34-258 Review and decision.

Within ten (10) working days after the application is determined sufficient, the planning and development director shall review the application, and prepare a staff report on whether the application complies with the standards in Sec. 34-259, and informing the applicant of the application's approval, approval with conditions, or disapproval. On the day the staff report is completed, the planning and development director shall mail a copy of the staff report to the applicant.

Sec. 34-259 Standards.

A development plan shall comply with the following standards:

- (1) *Consistency with comprehensive plan.* It shall be compatible with the goals, objectives and policies of the comprehensive plan.
- (2) *Compatible with surrounding land uses.* It shall be compatible with surrounding land uses.
- (3) *Not deter surrounding undeveloped properties.* It shall not hinder, deter, or impede development of surrounding undeveloped land in accordance with the comprehensive plan.
- (4) *Adequate public facilities.* It complies with Article X, Adequate Public Facility standards. The provision of adequate public facilities for the proposed development shall be consistent with the CIE of the comprehensive plan.
- (5) *Design and layout of development.* It shall be adequately designed so that the general layout of the proposed development will be compatible with surrounding land uses and not be at such variance with other development so as to cause a substantial depreciation of property values.
- (6) *Ingress and egress, and internal traffic circulation.* It shall provide adequate ingress and egress to the land proposed for development, provide adequate separation of automotive and pedestrian traffic, and provide adequate internal traffic circulation.
- (7) *Screens and buffers.* It shall provide adequate screens and buffering to ensure compatibility with land uses internal and external to the proposed development.
- (8) *Open space.* It shall provide adequate open space and on-site recreational facilities, consistent with the citywide goals, objectives, and standards established in the comprehensive plan.
- (9) *Site development standards.* It shall comply with the site development standards of Article VIII of the LDC.

Sec. 34-260 Conditions.

The planning and development director shall have the authority to impose such conditions on a development plan that are necessary to accomplish the purposes of this section, the LDC, and the comprehensive plan.

Sec. 34-261 Appeal.

An applicant may appeal a decision of the planning and development director on an application for development permit for a development plan by filing an appeal with the planning commission within ten (10) working days of the decision. The planning commission shall hear the appeal within thirty (30) working days of its filing, and consider only the record before the planning and development director at the time of the decision. The planning commission shall reverse the decision of the planning and development director only if there is substantial competent evidence in the record that the application complies with the standards of this section.

Sec. 34-262 Effect of development order for a development plan.

Issuance of a development order for a development plan shall be deemed to authorize the applicant to submit to the city council a final plat pursuant to the procedures and standards of Article VIII, subdivision standards, and then an application for a building permit. A final plat, however, cannot be submitted until the improvements for the proposed development are in place or bonded.

Sec. 34-263 Time limitations.

Receipt of a development order for a development plan shall expire at the end of two (2) years after the date of its initial approval if an application for a final plat and/or a building permit is not submitted. Only one (1) extension, up to one (1) year in length shall be granted for the development plan by the planning and development director, upon written application to the planning and development director, and a showing of good cause. No request for an extension shall be considered unless a written application requesting the extension is submitted to the planning and development director no later than thirty (30) working days prior to the date the development order is to expire. Failure to submit an application for a building permit within the time limits established by this section shall render null and void the development order for the development plan.

Sec. 34-264 Minor deviations to development plan.

Minor deviations may be made from the development plan upon written approval of the planning and development director. Minor deviations which shall be authorized are those that appear necessary in light of technical or engineering considerations first discovered during actual development that are not reasonably anticipated during the initial approval process, and shall be limited to the following:

- (a) Alteration of the location of any road or walkway by not more than five (5') feet;
- (b) Alteration of the building envelope of up to five (5%) percent, provided such alteration complies with the requirements of the LDC;
- (c) Reduction of the total amount of open space by not more than one (1%) percent, provided that such reduction does not permit the required open space to be less than that required by the standards of the LDC.
- (d) Alterations of the location, type or quality of required landscaping elements, as long as it complies with the standards of the LDC.

Sec. 34-265 Amendments to development plan.

A development plan may be amended only pursuant to the procedures established for its original approval, or as are otherwise set forth in this section.

Secs. 34-266 - 34-280 Reserved.