



## DEVELOPMENT REVIEW PROCESS

**STEP 1. Determine the class of development.** There are three (3) classes of development in Putnam County. The class of development (LDC 12.05) determines the development review process (LDC 12.03). The development review process is separate and different from the other review processes, such as rezonings (including PUDs), special use permits, variances, nonconforming use determinations, vestings, subdivision reviews, comprehensive plan amendments and concurrency determinations. **The development review process is required prior to the issuance of building permits.**

*Table 1: Development Review Elements per Class*

		CLASS OF DEVELOPMENT		
		CLASS I	CLASS II	CLASS III
<b>DEVELOPMENT REVIEW ELEMENTS</b>	<b>PRE-APPLICATION CONFERENCE</b>	OPTIONAL	MANDATORY	MANDATORY
	<b>APPLICATION</b>	MANDATORY	MANDATORY	MANDATORY
	<b>SUFFICIENCY REVIEW</b>	MANDATORY	MANDATORY	MANDATORY
	<b>PRELIMINARY DEVELOPMENT PLAN REVIEW</b>	N/A	DISCRETIONARY	MANDATORY
	<b>FINAL DEVELOPMENT PLAN REVIEW</b>	N/A	MANDATORY	MANDATORY

**Class I:**

1. The construction or alteration of a one or two family dwelling on a lot or parcel determined to be a conforming or lawfully created lot or parcel in compliance with this Code.
2. Additions of two hundred fifty (250) square feet or less to existing nonresidential buildings where there is no proposed change of use.
3. The erection of a sign on a previously developed site and independent of any other development activity on the site.
4. The re-surfacing of a vehicle use area if the vehicle use area conforms to all requirements of this Code.

Project's which meet the criteria for Class 1 (listed above) need to fill out the applicable permit and submit it to Planning & Development Services with all supplemental documents. If the project is not a Class 1 project, contact staff for a pre-application meeting.



### **STEP 2: CALL STAFF**

**Call 386-326-0491** to schedule a pre-application conference with the Putnam County Planning and Development Services department. **There is no fee for a pre-application conference.** The documentation requirements for the class of development and development review step will be provided during this conference, as will submittal deadline dates.

### **STEP 3: Make application.**

Prepare and submit to the County all documents, plans and studies required by this Code. Page 6 lists the site plan requirements and provides a checklist for the applicant.

Attach the following with your application:

- Application fee of \$100. This is non-refundable.
- Agent designation form, if applicable.
- Six (6) folded copies & one (1) electronic copy (one thumb drive) of your plans and supporting data.

#### **Sufficiency Review**

The Planning and Development Services 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. The applicant will be notified in writing as to whether the application is sufficient to commence the review process, and on what date and time the application will be heard before the Development Review Committee (DRC).

### **STEP 4: Preliminary Development Plan Review**

This step entails a review of a development plan that meets the minimum level of detail required by the submittal requirements of Section 12.05 of the Land Development Code in order to determine compliance with all applicable requirements.

### **STEP 5: Final Development Plan Review**

This step is for the final review of a development plan to ensure all requirements of this Code are met and that all conditions attached to a preliminary development order, where issued, have been met. Final development plan review will not be initiated until all preliminary development review comments and issues are addressed. Site plan approval and/or a development order will not be issued until all final review comments are addressed and five sets of completely revised site plans are submitted. Site plans will be signed off by each department at the next regularly scheduled DRC meeting.



# Planning & Development Services

P.O. Box 1486, Palatka, FL 32178

Phone: 386-329-0491

Fax: 386-329-1213

## Site Plan Submittal Requirements

All site plans and required supplementary materials shall cover the parcel(s) being developed. All plans shall have basic site plan elements and drawn to scale sufficient for proper review of the proposal. All plans shall exhibit compliance with design standards of the Land Development Code, Florida Building Code, and any applicable regulation. It is understood that certain item on the checklist do not apply to every development. However, provide an explanation for all items on the checklist that are not applicable for the project.

<b>SITE PLAN SUBMITTAL CHECKLIST</b>	<b>INCLUDED</b>
Basic Site Plan Elements (See Example Site Plan Pgs. 5 &6)	
Location Map with Survey	
· Location of Existing Utilities (water, sewer, electric, gas, etc.)	
· Existing and proposed easements	
· Special flood hazard areas with elevations	
· Wetland Protection Setback Lines	
Proposed use and Description of Project	
Grading/paving plan (With following elements)	
· Paved or Stabilized Areas	
· Existing & Proposed Vehicular & Pedestrian Access Ways	
· Off-Street Parking	
· Loading & Service Areas	
· Location of Adjacent, Internal, Streets, Driveways, Access Points	
· Lighting for Parking Areas	
· Mobility Signage	
Landscaping & Irrigation plan	
· Screening & Buffering	
· Landscaping Vehicle Use Areas	
· Irrigation	
Life Safety Plan	
· Fire Protection or Hazards	
· Fire Hydrants & Water Mains	
· Fire Access Lanes	
· Turning Radius	
· Post Indicator Valve (if applicable)	
Drainage Plan with Narrative	
Sedimentation Control Plan	



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· Proposed Water/Wastewater Facilities	
· All Service Laterals, Water Meters with Size	
· Stormwater Management Facilities	
o Maintenance Statement	
Sign Plan	
· Location	
· Dimensions	
· Engineering	
Statement Outlining Status of Federal, State, Regional Permits	
Phasing Plan (if applicable)	
Construction Plans	
· Occupancy Classification of Building(s)	
· Assumed Property Lines/Building on the Same Lot (if applicable)	
· Location of Exterior Egress Doors	
· Accessibility Route (exterior, interior, entrances, etc.)	

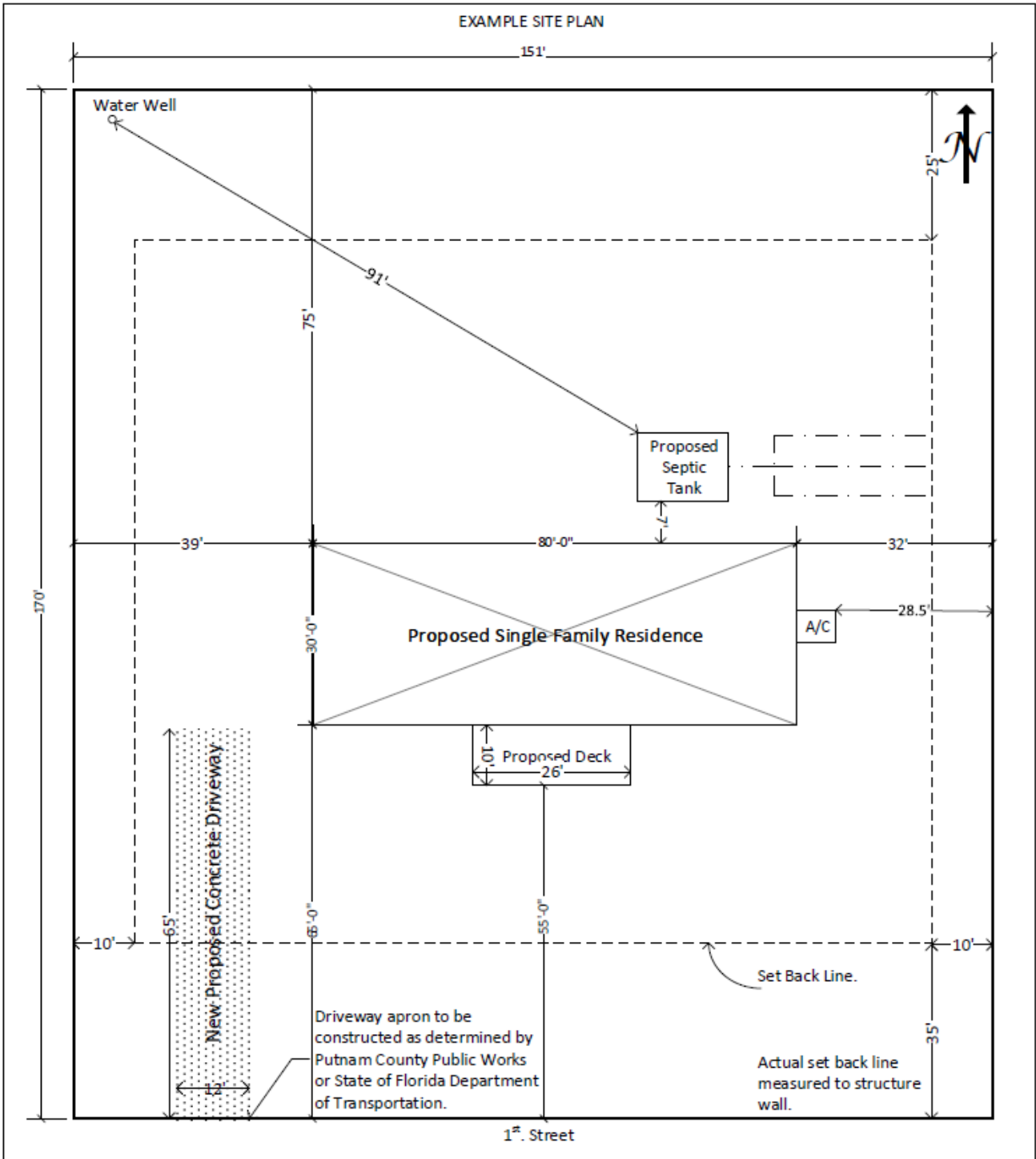


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Parcel Number: 00 - 00 - 00 - 0000 - 0000 - 0000	Scale: 3/32" = 2'
3,440 / 25,670 = 13.4% Impervious Surface Ratio.	Floor Area Ratio: 10.3%
Property Owner: John Doe	Address: 100 First Street
Name of Preparer: John Doe	Zoning: R-2
I affirm that this plot plan is true and accurate to the best of my knowledge.	
Signature of Applicant or Agent: <i>John Doe</i>	Date: 10/23/2015



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<b>Example Site Plan Check List</b>	
<b>Provide Check List Items On Site Plan</b>	
The name and preparer of the site plan.	√
The property owner as listed on the deed.	√
The location of the property. (911 address or intersection.)	√
The present zoning of the property.	√
The dimensions of the property. (I.E. length of the lot lines.)	√
A North arrow. (must point north relative to property.)	√
A graphical scale.	√
Date of submittal.	√
Signature of the applicant or designated agent.	√
The location of all existing and proposed structures and major features.	√
The existing structures or major features are labeled "existing" and the proposed structures or major features are labeled "proposed".	√
Location of septic tank and drain field.	√
Location of water well.	√
Location of large equipment. (Mechanical Equipment, Generator, ETC)	√
The dimensions of all structures and features.	√
The distance of all structures from property lines. (measured from farthest projection of exterior wall.)	√
The distance between all structures. (measured from furthest projection of exterior wall.)	√
The Floor Area Ratio complying with Putnam County Land Development Code section 7.02.02. (See Example Calculation Below)	√
The percentage of property covered by existing and proposed structures complying with Putnam County Land Development Code section 7.02.02. (See Example Calculation Below)	√
The width, length and surface type of all existing and proposed driveways.	√
<p><b>Example Impervious Surface Area Ratio Calculation:</b></p> <p><b>Step 1.</b> Find total impervious area:     Driveway = 780 sq. ft.      Deck       = 260 sq. ft.      Home       = 2400 sq. ft.      Total       = <b>3440 sq. ft.</b></p> <p><b>Step 2.</b> Find total lot area. 151' X 170' = <b>25,670 sq. ft.</b></p> <p><b>Step 3.</b> Divide total impervious area by the lot area. 3440 / 25670 = .134</p> <p><b>Step 4.</b> Move decimal to the right to obtain a percentage.              .134 = 13.4%</p>	<p><b>Example Floor Area Ratio Calculation:</b></p> <p><b>Step 1.</b> Find total impervious area:     Deck = 260 sq. ft.      Home = 2400 sq. ft.      Total = <b>2660 sq. ft.</b></p> <p><b>Step 2.</b> Find total lot area. 151' X 170' = <b>25,670 sq. ft.</b></p> <p><b>Step 3.</b> Divide total impervious area by the lot area. 2660 / 25670 = .103</p> <p><b>Step 4.</b> Move decimal to the right to obtain a percentage.              .103 = 10.3%</p>



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## APPLICATION FOR DEVELOPMENT REVIEW

Please print using blue or black ink only. Failure to complete this form in its entirety may result in a delay of processing. Note: A separate application is required for each request.

PROJECT NAME: \_\_\_\_\_

PARCEL NUMBER(S) \_\_\_\_\_

911 ADDRESS(ES): \_\_\_\_\_

OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AGENT (Fill Out Agent Designation Form): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Preferred method for written notification?  Mail  Email

Present Land Use Designation: \_\_\_\_\_ Proposed Land Use Designation: \_\_\_\_\_

Present Zoning Designation: \_\_\_\_\_ Proposed Zoning Designation: \_\_\_\_\_

Number of Units/Lots: \_\_\_\_\_ Area (Acres or Square Feet): \_\_\_\_\_

### Check Applicable Submission

Preliminary Site Plan  Final Site Plan  Preliminary Subdivision Plan

Final Subdivision Plan  Preliminary Plat  Final Plat

PUD Master Plan

I hereby certify that I have reviewed the Putnam County, Florida Land Development Code and that my submission meets all requirements. The only exceptions are those items to which I am requesting variances to or waivers from certain sections of the code and understand that they must be listed on the plans individually and on the attached submittal. I understand that if an item does need a variance, it will be necessary to file through the appropriate governing body.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary

Personally Known/ID Produced  
Type of Id Produced \_\_\_\_\_





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## AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate \_\_\_\_\_  
as agent in fact for the owner(s) of parcel(s) \_\_\_\_\_

\_\_\_\_\_ to present an application for a rezoning for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Putnam County Planning Commission, and to respond to and furnish all information and data requested by said Board.

Print name of property owner(s)  
owner(s)

Signature(s) of property

_____	_____
_____	_____
_____	_____
_____	_____

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary

Personally Known/ID Produced

Type of Id Produced \_\_\_\_\_



## AGENT OATH AND SIGNATURE:

The undersigned \_\_\_\_\_, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a rezoning and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Notary

Personally Known/ID Produced

Type of Id Produced \_\_\_\_\_

