



**SANTA ROSA COUNTY  
DEVELOPMENT SERVICES**

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

BECKIE CATO  
Planning and Zoning Director  
beckiec@santarosa.fl.gov

RHONDA C. ROYALS  
Building Official  
rhondar@santarosa.fl.gov

**2016-V-042**

|   |  |
|---|--|
| <b>Project Name:</b>                        | N/A  |
| <b>Applicant and/or<br/>Property Owner:</b> | Rowena Levy  |
| <b>Representative:</b>                      | N/A  |
| <b>Request 1:</b>                           | Variance Request to allow an accessory structure to be constructed on the parcel prior to the main building (day spa).           |
| <b>Request 2:</b>                           | Variance Request to reduce the west side setback from 30 feet to 5 feet to accommodate a business, specifically a day spa.       |
| <b>Request 3:</b>                           | Variance Request to eliminate the landscape buffer along the west property line.<br>(LDC 2.10.05.A.1, 6.05.15.I.3.a & 7.01.04.F) |
| <b>Zoning District:</b>                     | HCD (Highway Commercial Development)   |



**Part I. General Information:**

**Project/Applicant:** Rowena Levy  
**Representative:** N/A  
**Location:** 9000 block of Navarre Pkwy., Navarre  
**Parcel(s):** 22-2S-26-0000-01401-0000  
**Zoned:** HCD (Highway Commercial Development)  
**Request 1:** Variance request to allow an accessory structure to be constructed on the parcel prior to the construction of the main building (day spa).  
**Request 2:** Variance request to reduce the west side setback from 30 feet to 5 feet to accommodate a business, specifically a day spa.  
**Request 3:** Variance request to eliminate the landscape buffer along the west side property line.  
(LDC 2.10.05.A.1, 6.05.15.I.3.a, 7.01.05.F)  
**District:** Commissioner District #4  
**Current Conditions:** Vacant

**Part II. Land Development Code Criteria:**

**2.10.00 MODIFICATIONS AND ADJUSTMENTS OF DISTRICT REGULATIONS:** The regulations set forth in this Section modify, adjust or supplement the district regulations appearing in Article 6 of this ordinance.

2.10.05 Accessory Buildings and Structures

A. Timing of Construction and Use –

1. No accessory building or structure shall be constructed upon a lot until the construction of a main building has been commenced, or

6.05.15 HCD - Highway Commercial Development District

I. Minimum Required Setbacks:

3. Side Setback: Except as provided in Section 2.10.04, there shall be a five (5) foot side building setback for Commercial Uses (excluding multiple family dwellings, hotels, motels, guest houses, and other transient quarters) except in the following situations:

- a) On any side of a lot or project parcel which abuts any residential use or zone, a side building setback of thirty (30) feet shall be provided.

7.01.05 Landscape Buffers:

- F. Table of Landscaped Buffer Requirements

**Abutting or Adjacent Use**

| <u>Proposed Use</u>  | <u>High Impact</u> | <u>Medium Impact</u> | <u>Low Impact</u> | <u>Residential Class I</u> | <u>Residential Class II</u> |
|----------------------|--------------------|----------------------|-------------------|----------------------------|-----------------------------|
| High Impact          | None               | None                 | B                 | D or E                     | D or E                      |
| Medium Impact        | None               | None                 | None              | C or E                     | C or E                      |
| Low Impact           | B                  | None                 | None              | C or E                     | B or E                      |
| Residential Class I  | D or E             | C or E               | C or E            | None                       | A or E                      |
| Residential Class II | D or E             | C or E               | B or E            | A or E                     | None                        |

**Part III. Variance Criteria**

**2.04.00 SPECIAL EXCEPTIONS, VARIANCES AND CONDITIONAL USES:** The ZB shall have the following duties and powers:

B. No variances shall be authorized under this provision unless the Board finds that all of the following conditions exist:

1. The special circumstances or conditions applying to the building or land in question are peculiar to such property and do not apply generally to other land or buildings in the vicinity.

**Is this criterion met?      Yes**

**Staff Analysis:** Staff has determined that there are special circumstances regarding the land or building in question, and that this parcel does possess unique qualities with respect to size or exceptional shallowness that are peculiar to such property and not to other lots within the area. The parcel was created prior to zoning being adopted and is a legally existing non-conforming lot. The width of the parcel is approximately 45 feet along Navarre Parkway and the width of the parcel along the rear property line is approximately 70 feet.

**The applicant is seeking relief from the sections of the Ordinance which regulate the timing of construction of an accessory building, the distance a building has to be setback from the property line and placement of landscape buffers . The applicant is seeking to construct an accessory structure prior to the day spa, reduce the west side setback from 30 feet to 5 feet and to eliminate the landscape buffer along the west side property line.**

2. The variance is necessary for the preservation and enjoyment of a substantial property right and not merely to serve as a convenience to the applicant.

**Is this criterion met?      Yes**

**Staff Analysis:** This Variance request is necessary for the preservation and enjoyment of a substantial property right and is not merely a convenience to the property owner.

3. The authorization of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets, the danger of fire, imperil the public safety, unreasonably diminish or impair established property values within the surrounding area or in any other respect impair the health, safety, comfort, morals or general welfare of the inhabitants of Santa Rosa County.

**Is this criterion met?      Unknown**

**Staff Analysis:** It is not anticipated that the authorization of this Variance will impair an adequate supply of light and air to adjacent property, increase congestion to public streets, or impair the public safety.

**It is unknown that authorization of this Variance will unreasonably diminish or impair established property values within the surrounding area.**

4. The variance will not impair the intent of the zoning ordinance or zoning district map.

**Is this criterion met?      Yes**

**Staff Analysis:** If authorized a Variance with special circumstances would not impair the intent of the zoning ordinance.

5. To permit the reduction of parking or loading requirements whenever the character or use of a building is such as to render unnecessary the full provision of parking or loading facilities as specified herein or whenever the strict enforcement of such provision would impose an unreasonable hardship as contrasted with merely granting an advantage or convenience.

Additionally, variances from access management connection standards may be granted where the effect of the variance would be to enhance the safety or operation of the roadway.

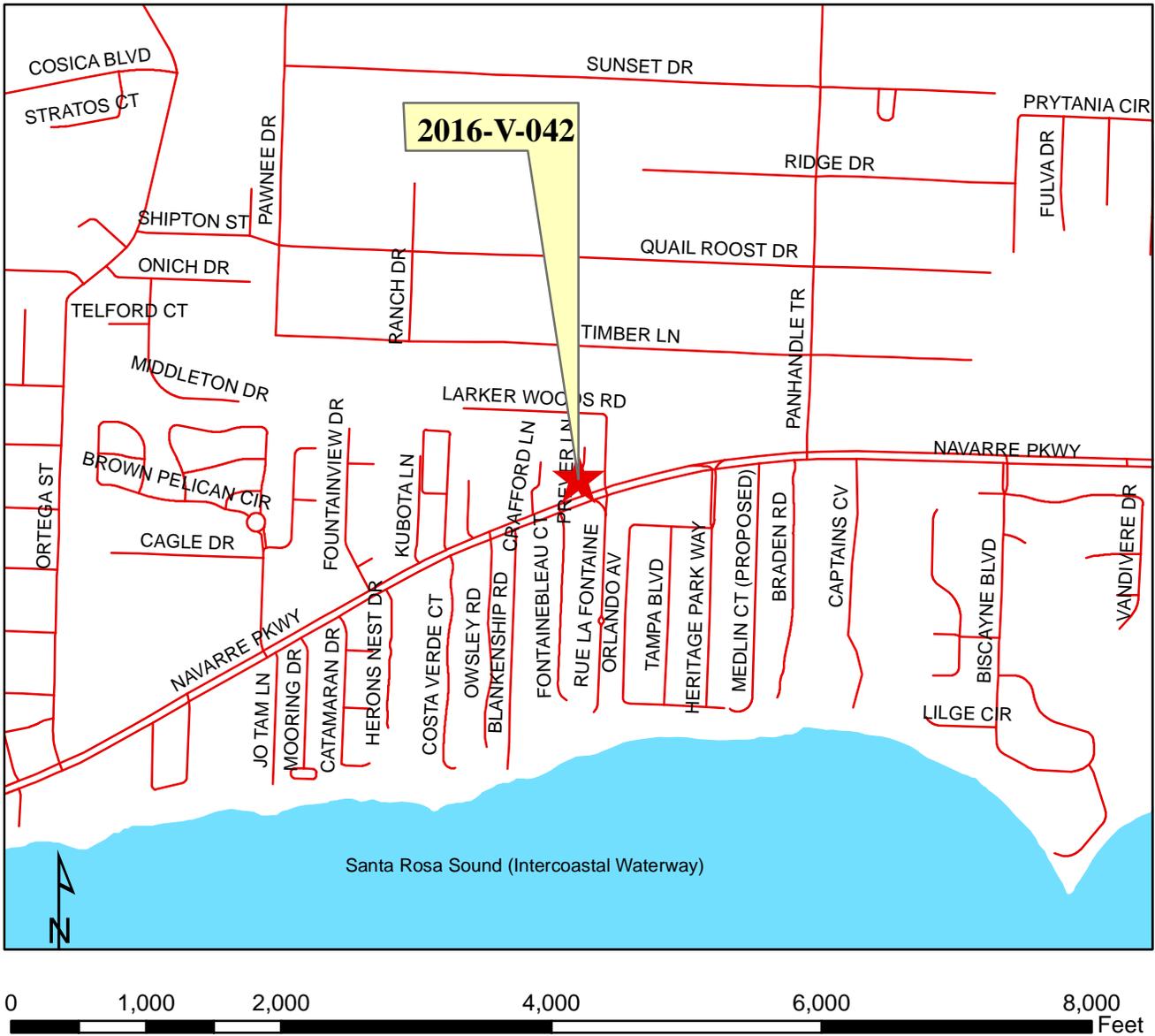
**Is this criterion met?**      N/A

**Staff Analysis:** The proposed request does not apply to the reduction of parking or loading requirements nor does it apply to the access management standards which would affect the safety or operation of the roadway.

**If the Variance is approved, are there any potential building code issues?**

It is not anticipated that there will be any potential building code issues.

# 2016-V-042 Location

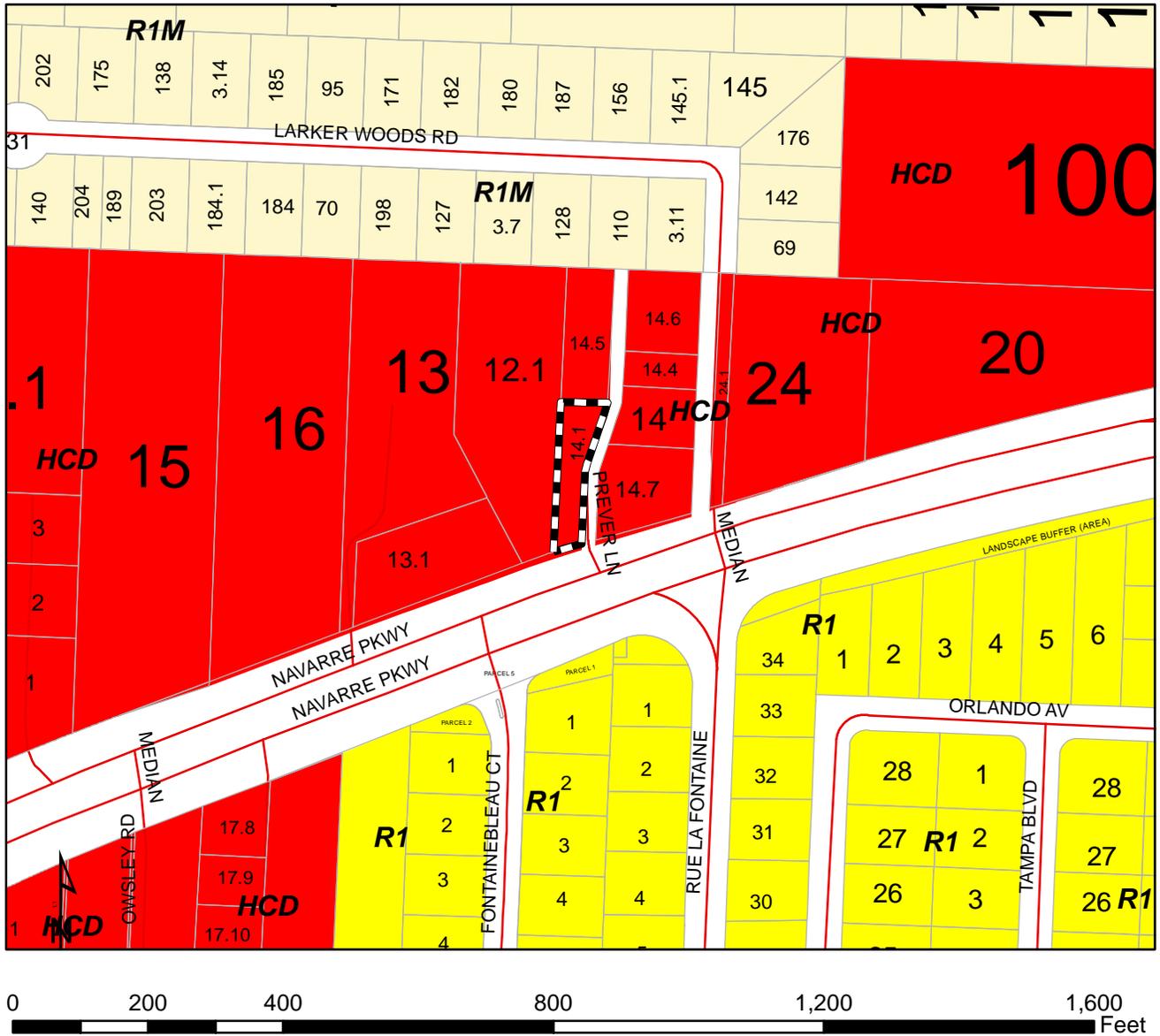


## Legend

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# 2016-V-042 Zoning



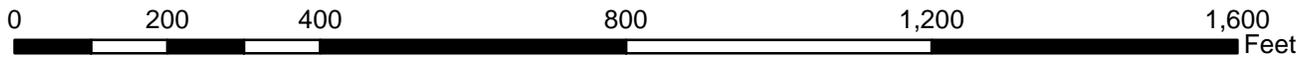
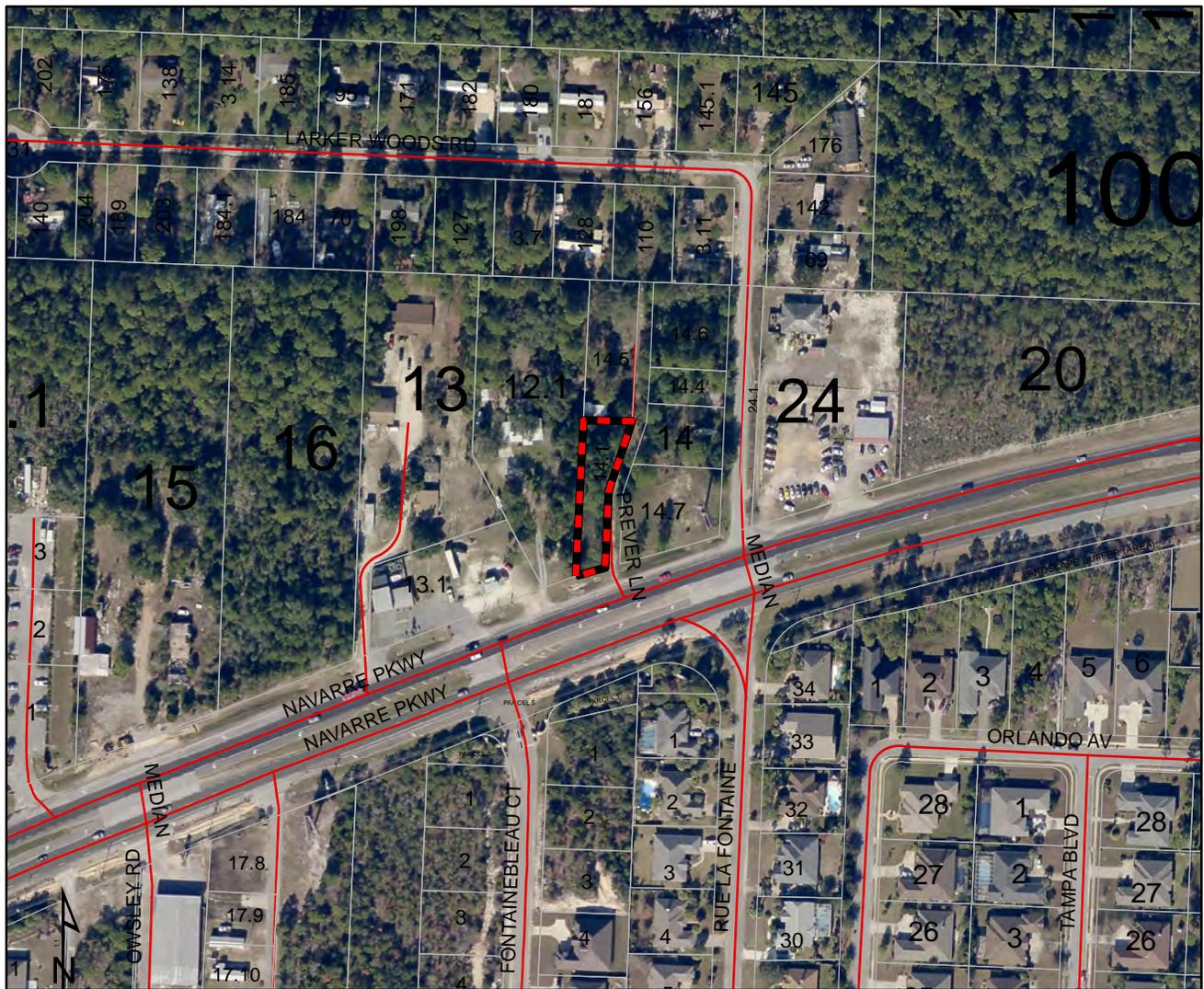
### Legend

|                                  |               |              |              |               |                 |
|----------------------------------|---------------|--------------|--------------|---------------|-----------------|
| Pending Jun ZB                   | HC1           | M2-APZ or CZ | NC           | R1            | R2M             |
| <b>Zoning</b>                    | HCD           | MID          | NC-APZ or CZ | R1-APZ or CZ  | R2M-APZ or CZ   |
| <b>DISTRICT</b>                  | HCD-APZ or CZ | MIL          | NC-HON       | R1-HON        | R3              |
| AG-RR                            | HCD-HON       | NB-C         | P1           | R1A           | RAIL            |
| AG-RR-APZ1; AG-RR-APZ2; AG-RR-CZ | HNB           | NB-CON/REC   | P1-HON       | R1A-HON       | RR1             |
| AG1                              | HR1           | NB-HD        | P2           | R1M           | RR1-APZ or CZ   |
| AG2                              | HR2           | NB-MD        | P2-APZ or CZ | R1M-APZ or CZ | STATE           |
| AG2-APZ or CZ                    | M1            | NB-MHD       | P2-HON       | R1M-HON       | STATE-APZ or CZ |
| C1M                              | M1-APZ or CZ  | NB-PMUD      | PBD          | R2            | TC1-HON         |
| C2M                              | M1-HON        | NB-SF        | PID          | R2-APZ or CZ  | WATER           |
| CITY                             | M2            | NB-U         | PUD          | R2-HON        |                 |

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2016-V-042  
2014 Aerial

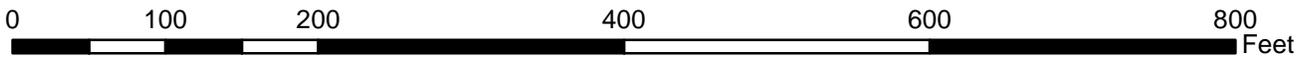
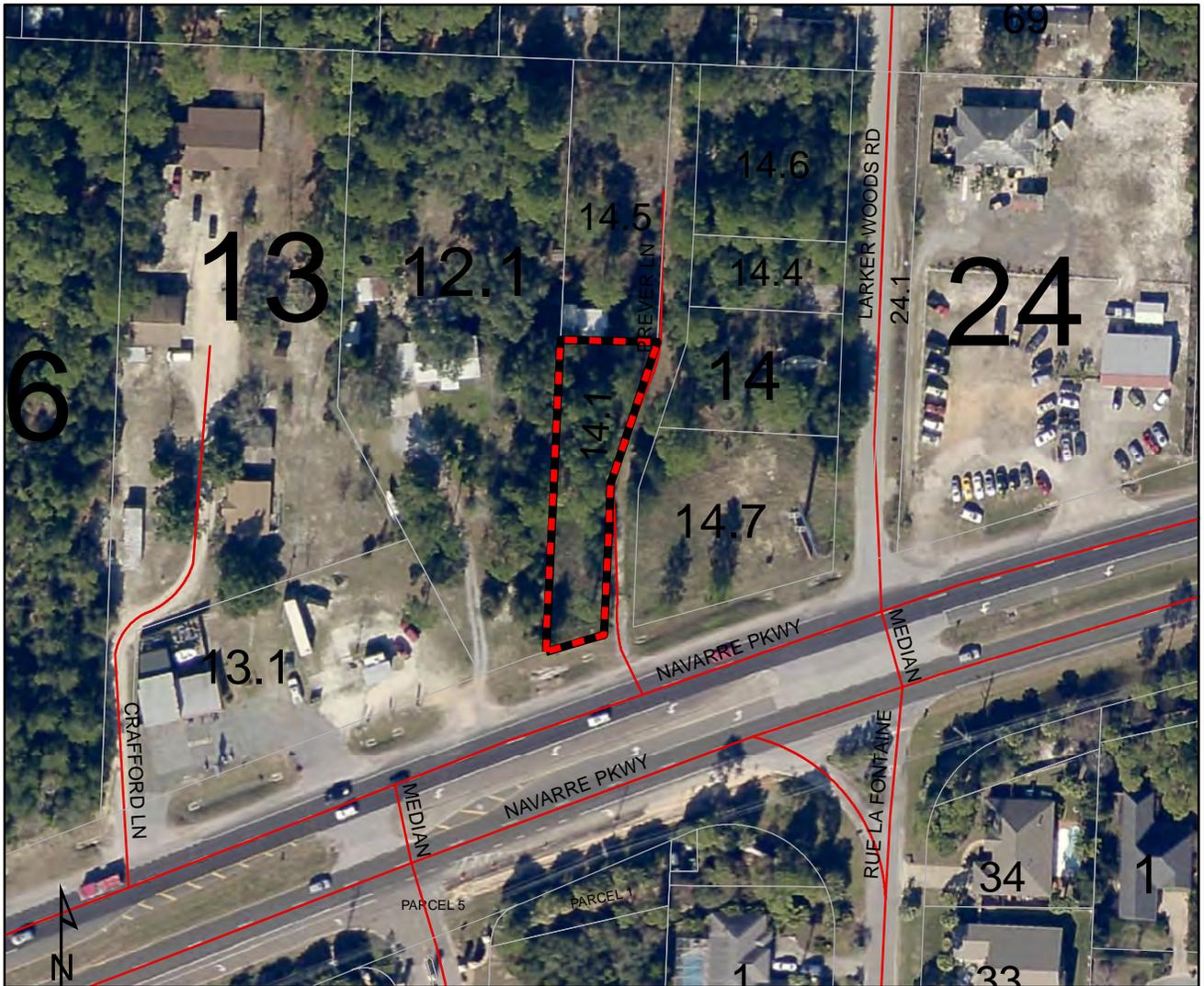


Legend

 Pending Jun ZB

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2016-V-042  
2014 Close Up Aerial

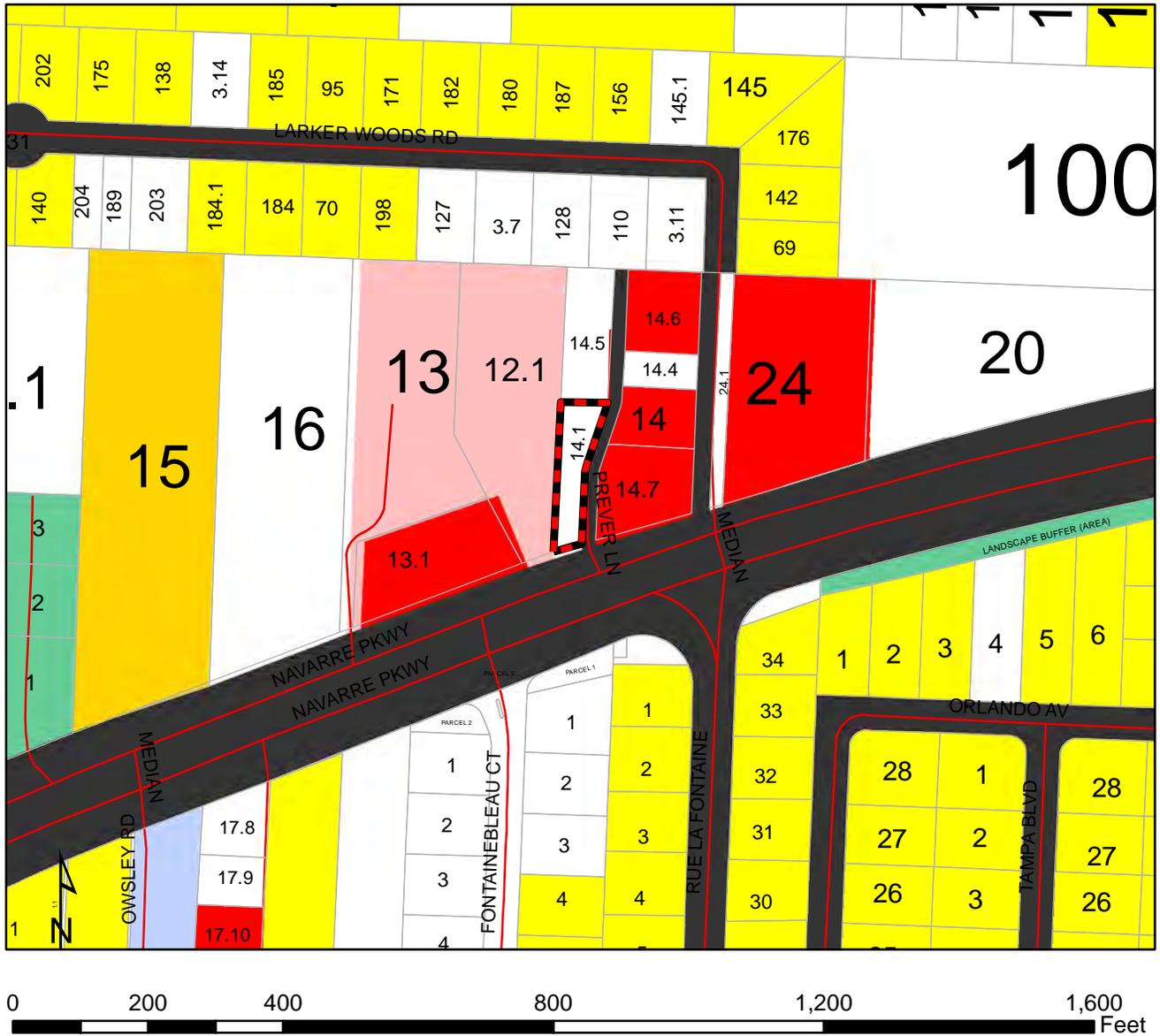


**Legend**

 Pending Jun ZB

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# 2016-V-042 Existing Land Use



## Legend

|   |  |  |
|---|--|--|
|  Pending Jun ZB              |  Institutional (INST)               |  Recreation/Open Space (REC/OS)  |
| <b>Existing Land Use</b>  |  Multi-Family Residential (MFR <5)  |  Right of Way (ROW)              |
| <b>Category</b>   |  Multi-Family Residential (MFR >5)  |  Single Family Residential (SFR) |
|  Agriculture (AG)            |  Military (MIL)                     |  Silviculture (SILVICUL)         |
|  Agriculture, Homestead (AH) |  Mixed Residential/Commercial (MRC) |  Uncategorized (UNCAT)           |
|  Condo's/Townhomes (C/T)     |  Office                             |  Utilities                       |
|  City                        |  Public Owned Property (POP)        |  Vacant                          |
|  Commercial (COMM)           |  Rail                               |  Water                           |
|  Industrial (INDUS)          |  Recreation/Commercial (REC/COMM)   |  |

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# Santa Rosa County Development Services



Beckie Cato, AICP  
Planning and Zoning Director

Santa Rosa County Public Service Complex  
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583  
www.santarosa.fl.gov  
Office: (850) 981-7000

Rhonda C. Royals  
Building Official

## Variance Application

\* Application Instructions begin on Page 5

APR 29 '16 PM 01:54

| ** For Official Use Only ** |                     |                   |                |
|-----------------------------|---------------------|-------------------|----------------|
| Application No.             | <u>2016 -V- 042</u> | Date Received:    | <u>4/29/16</u> |
| Review Fee:                 | <u>235 + 14.16</u>  | Receipt No.:      | _____          |
| Zoning District:            | <u>HCD</u>          | FLUM Designation: | <u>Comm</u>    |

1,220

VD-14

**Property Owner** Property Owner Name: Rowena Levy

Address: 8520 Gulf Blvd, Apt 11

Navarre, Fl 32566

Phone: 863-397-3601 Fax: \_\_\_\_\_

Email: winalevy@yahoo.com

**Applicant**  Check here and skip this section if the applicant is the Property Owner. Otherwise, complete this section and provide authorization from the Property Owner giving the Applicant the authority to pursue variance approvals.

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Information** Parcel ID Number(s): 22-2S-26-0000-01401-0000

-OR-

Street Address of property for which the Variance is requested:

\_\_\_\_\_

**Variance Request**

What is the present use of the property? Vacant

Please describe the requested variance, including exact dimensions and purpose of the variance.  
Allow storage shed to be placed on property while building is constructed.

Reduce west side setback to 5'.

Eliminate landscape buffer requirement along west side.

Please describe the special circumstances or conditions that apply to the building or land in questions which necessitate the variance request.

Would like to relocate personal business to this site and the shed will allow for storage of furniture during construction.

Property to the west is zoned HCD. Buffer and 30' setback are required due to current use. Hwy 98 is a commercial corridor.

Are the special conditions or circumstances described above the result of a proposed or prior action of the applicant? Yes \_\_\_\_\_ No x

Pleas explain why the literal enforcement of the provisions of the Land Development Code will result in unnecessary hardship.

This parcel is very small and there would be little to none buildable area.

**Variance Provisions And Criteria**

Do you currently have a Code Enforcement Violation which pertains to this Variance request?

Yes  No

I understand that all decisions made by the Zoning Board of Adjustment are subject to appeal and that their decision does not become effective until the appeal time has successfully passed.

Yes  No

I understand that approval by the Zoning Board of Adjustments does not authorize construction and/or land clearing to occur on this site and that additional approvals and Building Permits may be required.

Yes  No

I understand that determinations by the Zoning Board of Adjustment are valid for 36 months.

Yes  No

**Certification and Authorization**

By my signature hereto, I do hereby certify that the information contained in this application and the required supplemental materials is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection.

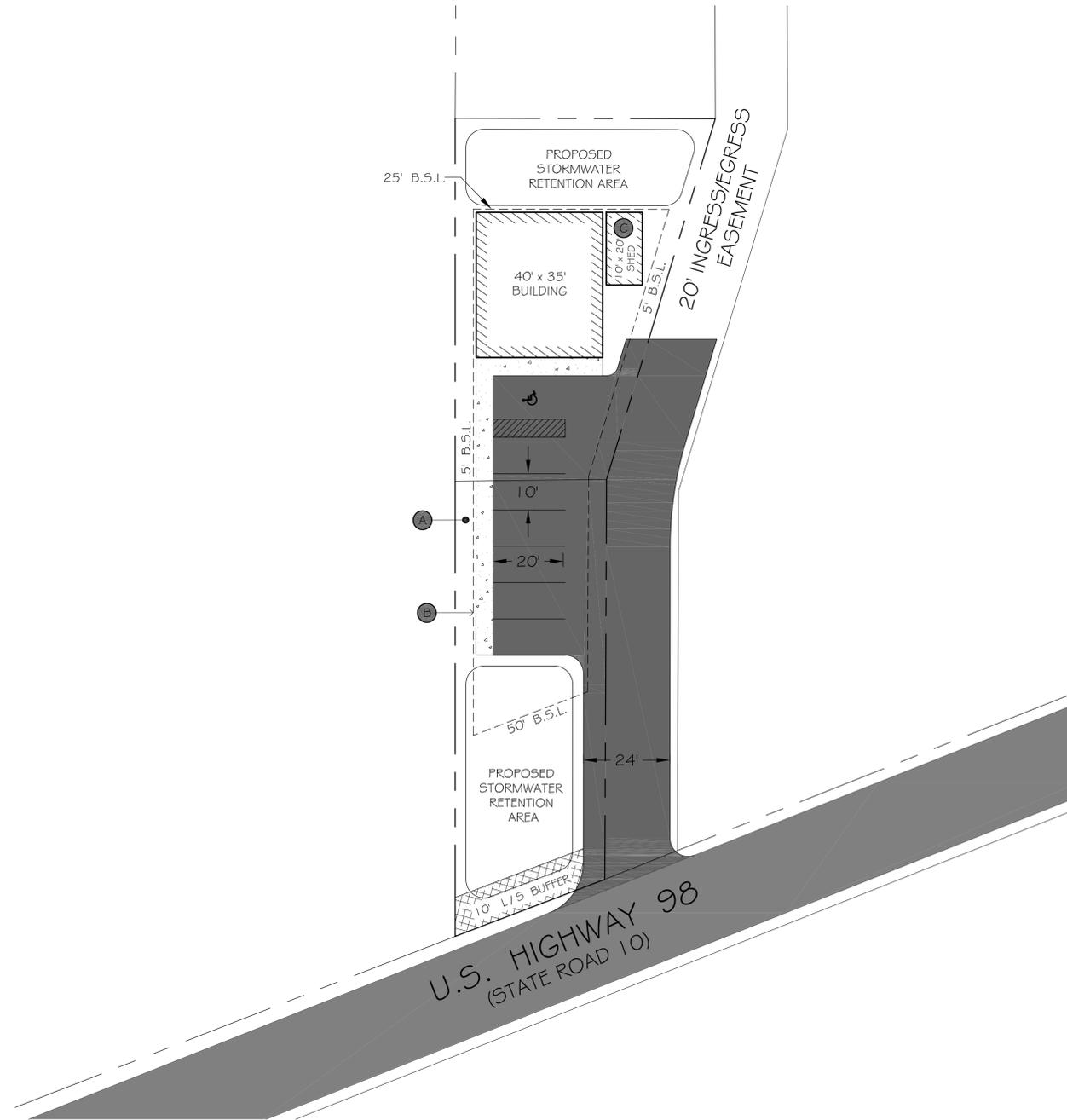
ROWENA LEVY  
Applicant Name (Type or Print)

  
Applicant Signature

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Date

# VARIANCE REQUEST CONCEPTUAL SITEPLAN



### PARKING COUNT

|                                      |  |
|--------------------------------------|--|
| REQUIRED SPACES = 1 SPACE / 250 S.F. |  |
| TOTAL BUILDING..... 1400 S.F.        |  |
| 1400 / 250..... 5.6 SPACES           |  |
| REQUIRED SPACES..... 6               |  |
|                                      |  |
| NORMAL SPACES..... 6                 |  |
| HANDICAP SPACES..... 1               |  |
| TOTAL PROPOSED SPACES..... 7         |  |

### VARIANCE REQUESTS

- (A) VARIANCE REQUESTED TO REMOVE THE LANDSCAPE BUFFER REQUIRED BETWEEN ADJACENT PARCELS.
- (B) VARIANCE REQUESTED TO REVISE THE WESTERN SIDE SETBACK FROM 30' TO 5'.
- (C) VARIANCE REQUESTED TO ALLOW THE STORAGE SHED TO BE CONSTRUCTED BEFORE THE CONSTRUCTION OF THE MAIN COMMERCIAL BUILDING ON THE SITE.

### LEGEND

- DENOTES EXISTING ASPHALT
- DENOTES PROPOSED ASPHALT
- DENOTES PROPOSED CONCRETE
- DENOTES VARIANCE ITEM

Conceptual Plan for:  
**ROWENA LEVY**  
**DAY-SPA**

**SOUTHERN SITE & UTILITY DESIGN, INC.**  
FLORIDA CERTIFICATE OF AUTHORITY NO. 8983  
6555 CAROLINE STREET MILTON, FLORIDA 32570  
PH: (850) 623-9493 E-MAIL: [ssud@bellsouth.net](mailto:ssud@bellsouth.net)  
EROSION CONTROL PLANS \* POTABLE WATER & SANITARY SEWER  
SITE PLANS \* SUBDIVISIONS \* STORMWATER MANAGEMENT

DRAWN BY: PRP DATE: 4/26/2016

DATE: \_\_\_\_\_  
PAUL A. MCLEOD, JR., P.E.  
FL LICENSE NO. 58697  
AJAN M. MILLER, P.E.  
FL LICENSE NO. 53577  
DRAWING NOT VALID UNLESS SIGNED AND SEALED  
BY ENGINEER OF RECORD





# Santa Rosa County Development Services



Beckie Cato, AICP  
Planning and Zoning Director

Rhonda C. Royals  
Building Official

February 26, 2016

Ms. Rowena Levy  
Via email: [winalevy@yahoo.com](mailto:winalevy@yahoo.com)

RE: Pre-Application Meeting on February 23, 2016  
Project Name: **Rowena Spa**  
Parcel(s): 222S260000012010000

Dear Ms Levy:

Thank you for attending the above referenced pre-application meeting with the Santa Rosa County Development Services staff. Below you will find a recap of the information discussed at the meeting and the requirements for you to proceed with the project.

The purpose of a pre-application meeting is to provide you with a thorough understanding of the regulations and requirements applicable to your proposed project and to address any questions that you may have. However, pre-application meetings are informal and do not replace the need for a formal review. Therefore, please understand that the requirements presented below are based solely on the information presented by you at the meeting and is subject to change. Also, additional requirements may be applicable to your project based on information received at a later date or at the time of formal review.

**Proposed Use** - The proposed project is the development of a 1500 square foot single family residence that also includes a commercial day spa to be used in the front of the residence.

**Site/Land Use** - Jason McLarty, (850) 981-7065, [jasonm@santarosa.fl.gov](mailto:jasonm@santarosa.fl.gov)

1. Zoning Map designation: HCD, Highway Commercial Development

Future Land Use Map designation: COMM, Commercial

Overlay Zones: None

2. The commercial use would be allowed on this property but the residential use would require a Conditional Use (C.U.). The C.U. process requires a recommendation from the Zoning Board and approval from the Board of County Commissioners. An application

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[www.santarosa.fl.gov](http://www.santarosa.fl.gov)  
Office: (850) 981-7000

for the C.U. along with meeting dates, contact information and instruction is enclosed. Please refer to Land Development Code (LDC) Section 6.09.02.S for criteria regulating the C.U.

3. A Site Plan prepared by a Florida registered civil engineer is required to demonstrate consistency of the project with the LDC. A site plan application can be found online at: <http://www.santarosa.fl.gov/developmentservices/documents/Site%20Plan%20Editable.pdf>.

The primary LDC sections that apply to this project will be 4.04.00-4.04.10, 6.05.05, 6.05.15 and 7.00.00-7.01.12.

4. Setbacks: The setbacks will be for the R1 zone per the conditions of the C.U. criteria. Structure setbacks are: Front = 50', Side = 4.1', Rear = 25'.
5. Access: This property is located on a Major Arterial and must meet the driveway and interconnectivity requirements of LDC Section 4.04.03.D. It is required that you contact FDOT to discuss your proposed development and access requirements on a state highway. Contact Mike Proctor @ (850) 981-2814.
6. Off-Street Parking and Loading: Parking and loading areas must meet the requirements of LDC Section 7.01.08. For parking calculations, the proposed use is categorized as Single Family Home with 1 space per dwelling and Personal Services with 1 parking space per 250 square feet of commercial use.
7. Tree Protection: A tree survey, tree protection, and mitigation for tree removal is required per LDC Section 7.01.06.
8. Landscaping: Right-of-way and parking area landscaping is required per LDC Section 7.01.03 & 7.01.04.
9. Buffers: Landscape Buffers are required per LDC Section 7.01.05. For this use, the minimum buffer requirements will be option "B" or "E" for the west side abutting the residential zone/use.
10. Signage: Freestanding and wall signage is permitted per LDC Article 8.
11. Water and Sewer: Letters of water and sewer service availability are required. Your project is located in the following service areas:

Holley-Navarre = Buck Paulchek @ (850) 939-2427 ext. 242

12. Variances: Variances may be requested to alter LDC development requirements. Variance request are considered through a public hearing process as with the C.U. process. This can be done with no additional fee if done concurrently with the Conditional Use.

**Engineering** – Marc Bonifay, (850)981-7100, [marcb@santarosa.fl.gov](mailto:marcb@santarosa.fl.gov)

1. Will require an engineered site plan.

**Building** – Bruce Teston, (850)981-7017, [brucet@santarosa.fl.gov](mailto:brucet@santarosa.fl.gov)

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1. This will be a mixed occupancy building and a design professional must submit plans in compliance with the Code requirements for commercial structures with mixed occupancy, notably residential in nature. Each unit must comply with occupancy separation and ADA compliance requirements for the proposed uses. This would apply to access to the entrance from proposed ADA parking, access into building, and access to restrooms proposed for public use.

**Fire Life Safety** – Your project is located within the jurisdiction of Holley-Navarre Fire Department. Please contact Joe Early at (850)939-5236 or [inspector@hdfd.org](mailto:inspector@hdfd.org), for Fire/Life Safety requirements.

**Plumbing** – James Rogers, (850)981-7002, [jamesro@santarosa.fl.gov](mailto:jamesro@santarosa.fl.gov)

1. The plumbing would be reviewed as a Day Spa, Business Type Occupancy, with an occupancy load under 15 people. One restroom would be required to meet the requirements for accessibility and would need to include 1-toilet and 1- lavatory. Two sets of plumbing plans would be required to be submitted for review. The plans may be drawn by an engineer or a plumbing contractor. If drawn by a plumbing contractor each page would be required to include the company name, license number and signature of the license holder to be notarized.

**Mechanical** – James Rogers, (850)981-7002, [jamesro@santarosa.fl.gov](mailto:jamesro@santarosa.fl.gov)

1. The mechanical would be reviewed as a Day Spa, Business Type Occupancy, with an occupancy load under 15 people. Two sets of mechanical plans would be required to be submitted for review. The plans may be drawn by an engineer or a mechanical contractor. If drawn by a mechanical contractor each page would be required to include the company name, license number and signature of the license holder to be notarized.
2. Energy Forms and Load Calculations would be required for new construction and should be provided by an engineer.
3. Ventilation outdoor air and exhaust requirements would be required for the nail station per (2014) 5th Edition Florida Mechanical Code Section 403.3. Your mechanical designer should refer to section 403.2.1 (3), Nail Salons - Note B, recirculation of air prohibited and H (source capture system capable of exhausting not less than 50 cfm per station). Please be sure to provide outdoor air and exhaust air schedules.

### **Review Process:**

1. Site plans and construction plans are reviewed and comments are issued within 10 days.
2. A Development Order is (DO) issued upon approval of a site plan. Building permits are issued upon approval of construction plans.
3. Concurrent review of site and construction plans is allowed; however, building permits may not be issued before issuance of the DO.
4. Site work may not commence prior to the issuance of the DO; construction may not commence prior to issuance of building permits.

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In closing, our hope is that you found the pre-application meeting to be a helpful tool so that you can make informed decisions about your project. As the County's project manager for your project, please feel free to contact me with any questions that you may have. In addition, you may contact the staff listed above if you have questions specific to their area of expertise. Also, I will be in contact with you periodically to assess the status of your project and provide assistance.

Respectfully,

*Tambre L. Lee*

Tambre L. Lee  
Development Review Supervisor  
(850)981-7042  
[TambreL@santarosa.fl.gov](mailto:TambreL@santarosa.fl.gov)

TL/lf

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