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# Santa Rosa County Development Services

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## SITE PLAN APPROVAL APPLICATION

This is not a Construction Plan Review for Code Compliance nor is it a Building Permit application. You must also obtain approval and permits from the Building Department before commencement of construction. Upon approval from this Department, you must submit the approved site plans to the Building Inspection Department.

### I. INSTRUCTIONS:

1. Fill out the application completely. Submit it with four (4) site plans drawn to scale [if the impacted area is 1500 square feet or more, site plans and 2 sets of drainage calculations signed and sealed by a Florida licensed engineer are required], the appropriate fee, four (4) elevation drawings, and two (2) sets of concurrency information to the Community Planning, Zoning and Development Division. Failure to submit all required drawings with correct information will result in a delay of approval. AutoCadd site plans may be E-mailed to [planning@co.santa-rosa.fl.us](mailto:planning@co.santa-rosa.fl.us) - site plans received in this manner shall be for preliminary review purposes only.
2. Clearing of land and tree removal may **NOT** take place until site plans have been approved and a development order has been issued. Construction may **NOT** take place until a building permit is acquired.
3. Site Plan approval is required for all construction projects in the following zoning districts: P-1, P-2, R-2, R-3, HCD, PBD, PUD, C-1M, C-2M, M-1, M-2, HR-2, HC-1. A pre-submission review is required for projects in PBD, PUD, and Industrial type projects. A pre-application conference is strongly encouraged for all other development projects prior to submission.
4. The Community Planning, Zoning, and Development Division has ten (10) working days to review the site plan and any subsequent revisions.

**Note:** You may apply to the Building Department for a Building Permit after you receive approval from the Community Planning, Zoning, and Development Division. Construction plans may also be submitted to the Building Department concurrently with your site plan submittal.

II. PROJECT INFORMATION

** FOR OFFICIAL USE ONLY **	
Application No. _____ -SP- _____	Date Received: _____
FEE: _____	Receipt: _____
FLUM Designation: _____	Zoning District: _____

PLEASE COMPLETE:

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

**PARCEL SIZE:** \_\_\_\_\_

PARCEL ID NUMBER: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

PARCEL ZONED: \_\_\_\_\_

TYPE OF PROJECT/BUSINESS: \_\_\_\_\_

Gross floor area (sq. ft.): \_\_\_\_\_ Building height: \_\_\_\_\_

Geographical description or address and driving directions:  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Engineer's Name: \_\_\_\_\_

Engineer's Firm: \_\_\_\_\_

Engineering Firm's Address: \_\_\_\_\_

Engineering Firm's Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor's Firm: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

**III. ATTACHMENTS: (For development other than subdivisions.)**

SITE PLANS SHALL INCLUDE AT LEAST THE FOLLOWING INFORMATION:

(According to the Santa Rosa County Land Development Code)  
<http://www.santarosa.fl.gov>

1. Land survey with complete legal description prepared and certified by a registered surveyor. **All architectural or engineering designs must be prepared by a professional architect or engineer registered in the State of Florida** pursuant to Florida Statutes 467 and 471 as exists or hereafter amended.
2. Site plans shall provide a vicinity map, address, and show the location of existing easements and rights-of-way.
3. Site plan with grades, contours, number of dwelling units, square footage of paved areas, and open areas.
4. Location of building with front, rear and side setbacks according to the Santa Rosa County Land Development Code. Include a copy of any approved variances, conditional uses or special exceptions. Indicate the building façade (NOTE: In the HCD district, the façade of a building exposed to public view from travel on the corridors shall be constructed of the following: brick, stone, stucco, wood, or vinyl. Within NC districts, metal facades are not allowed.), and entrance locations, and proposed building height.
5. A scaled drawing of the sides, front, and rear of the building or structure, generalized floor plan indicating uses and square footage of each proposed use of all building or structures.
6. Location, heights and general character of perimeter of ornamental walls, fences or other screen devices.
7. Location and general character of all existing curb cuts, driveways, parking areas, within one hundred (100) feet of any proposed curb cuts, driveways, or parking areas. Label the number of parking spaces, provide dimensions, and the appropriate number of landscaped islands according to the total square footage of the proposed building.
8. Survey of existing trees by a specialist including genus, species, and caliper of existing trees on site. Location and general character, size and species of landscaped areas based on the performance standards criteria of the Santa Rosa County Land Development Code. Indicate trees to be removed. (SEPARATE APPLICATION REQUIRED)
9. Location, general character, and screening of all outside facilities for waste disposal, storage areas, display or utilities.
10. All pedestrian walks, yards and open spaces.
11. Location of proposed signs. (SEPARATE APPLICATION REQUIRED)

12. Copy of septic tank permit or sewer letter from the Health Department that demonstrates concurrency.
13. Surface water drainage plan and drainage calculations **certified by an engineer registered in the State of Florida.**
14. Copy of FDOT and FDEP permit applications and approvals.
15. The approved site plan is contingent upon your receipt of all other applicable regulatory agencies permits and approvals
16. Lighting plan with fixture cut sheets and photometric plan

#### **IV. CONCURRENCY MANAGEMENT**

If any of the following criteria are met, concurrency will need to be demonstrated prior to Site Plan Approval being given. (Please see Article five of the Santa Rosa County Land Development Code for more information on Concurrency Management). <http://www.co.santa-rosa.fl.us/>

1. The planned activity involves combined land and water area (to include submerged land leased area) exceeding three (3) acres unless the application is for the construction of a single family house;
2. The development is a residential project including ten (10) or more dwellings;
3. Development involves more than one thousand-five hundred (1,500) square feet of non-residential floor space;
4. When development is aggregate with other requests for a development order (permit) exceeds any of the above limits; or
5. When existing Levels of Service for affected roadways are at LOS E.

## V. FEE SCHEDULE

Note: Development Order review fees can be reduced by 20% if a licensed landscape architect is part of the project design team as demonstrated on the site plan by a signature and seal.

### Site Plans

Building Size equal to or less than 5,000 sq. ft.	\$500.00 plus \$10.00 per 100 sq. ft.
Building Size greater than 5,000 sq. ft.	\$800.00 plus \$4.00 per 100 sq. ft.
Miscellaneous Plan Reviews (Towers, Parking lots)	\$350.00
Miscellaneous Plan Reviews (Borrow, LCD or C&D pits)	\$800.00
Maximum site plan fee	\$6,000.00
Final Inspection fee (One final inspection included in site plan fee)	\$135.00