



SANTA ROSA COUNTY
DEVELOPMENT SERVICES – Planning & Zoning

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

Site Plan Application

INSTRUCTIONS:

This application is used to obtain site plan approval (i.e. a development order) for a commercial or multi-family residential (>2 units) project. One single family home or duplex on a lot of record does not require site plan approval. Subdivision plats are approved under a separate process (Engineering Department).

Separate application(s) must be made to obtain building construction permits (Building Department) and/or debris disposal operational permits (Environmental Department). Construction plans may be submitted to the Building Department concurrently with the site plan submittal. However, building permits cannot be issued until a development order is obtained.

1. Fill out the application completely and submit with the following:

- i. Four (4) copies of the site plans, drawn to scale, prepared in accordance with Section 4.04.00 of the Santa Rosa County Land Development Code. Site plans must be signed and sealed by a Florida licensed civil engineer if the impacted area is 1,500 square feet or greater.
- ii. If the impacted area is 1,500 square feet or greater, two (2) sets of drainage calculations prepared, signed and sealed by a Florida licensed civil engineer.
- iii. One (1) building elevation drawings (for new construction, additions or exterior renovations only), indicating building façade and height.
- iv. One (1) generalized floor plan drawings with square footage of each proposed use.
- v. Two (2) copies of concurrency determination information (see the Required Supplemental Documentation section below).
- vi. Applicable outside agency and supplemental documentation (see the Required Supplemental Documentation section below).

Impacted areas include those areas where activities or improvements create new impact on the site, to include building footprints, parking and driveway areas and impacts to previously undisturbed areas. Areas do not have to be paved to create impact.

2. Failure to submit all required drawings with correct information will result in a delay of approval. Preliminary review of PDF site plans may be requested by e-mailing them to DevelopmentServices@santarosa.fl.gov. Preliminary reviews are a courtesy service provided by this office, are not binding and are not intended to replace a formal review.

3. A pre-application conference is strongly encouraged for all development projects prior to submission. There is no fee for a pre-application conference.

4. The maximum allowable review time for plan submissions is ten (10) business days and for resubmissions, five (5) business days.

5. 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.

INFORMATION REQUIRED ON THE SITE PLAN

A site plan must include, but is not necessarily limited to, the following requirements. If necessary, other information may be requested by the Community Planning, Zoning and Development Division to demonstrate compliance with the Land Development Code or Comprehensive Plan.

1. Property boundary (or survey) and complete legal description.
2. Location of existing easements and rights-of-way.
3. The area of the property shown in square feet and/or acres.
4. The 100-year flood elevation boundaries, the CCCL, CHHA, and Shoreline Protection Zone, when applicable.
5. Location of all existing and proposed buildings, graphically indicating the minimum required and proposed building setbacks.
6. Number of dwelling units, square footage of building footprint, paved areas and open areas.
7. Parking area and driveway location, dimensions and specifications, including a traffic striping plan and parking calculations based on the proposed use. Driveway connection and main access driveway traffic striping must be thermoplastic.
8. Gross floor area (i.e. includes all floors) of the building(s) and proposed uses.
9. Total area calculation with percentage of total site to be covered by impervious surface(s) and landscaping.
10. If the impacted area is 1,500 square feet or greater, the following shall be included:
 - a. Grades, finished ground floor elevations and existing and proposed contours.
 - b. A surface water drainage facilities plan certified by an engineer registered in the State of Florida.
11. Location and general character of all existing curb cuts and driveways within one hundred (100) feet of any proposed curb cuts, driveways or parking areas.
12. If the property is located on an access management corridor, the following shall be provided:
 - a. Location of all existing and proposed driveways, curb cuts and median openings within the minimum connection distance specified for the roadway's access management classification, to be measured from any property corner which is located along the right-of-way for any designated access management corridor.
 - b. The following distances shall be noted: distance between driveways, corner clearance and median opening spacing.
 - c. The posted speed limit for all roadway segments which abut the development parcel(s).
13. Location and character of all outdoor waste disposal facilities (including dumpsters), storage areas, display areas and utilities, including screening information.
14. A landscape plan indicating the location and character of open space and landscaped areas, including perimeter landscaping, interior landscaping, buffering requirements and the minimum required and proposed landscaping types, quantities and sizes.
15. Tree survey locating all protected tree species, indicating the size and type of each and identifying trees proposed for preservation and removal. For protected tree removal, provide a tree mitigation plan with calculations.
16. Location, height and general character of perimeter or ornamental walls, fences or other screening devices.
17. If the property, in whole or in part, lies within any Military Airport Zone, Public Airport Zone, Clear Zone, Runway Protection Zone, or Accident Potential Zone, the boundaries of such zone shall be delineated on the plan. If the entire property lies inside any such zone, the plan shall incorporate a statement that declares all property within its legal description lies within the applicable zone. If contiguous property is owned by a military installation or public airport, the name of the installation or airport shall be so designated. If the property, or any portion thereof, lies within any Military Airport Zone, Public Airport Zone, Clear Zone, or Accident Potential Zone, the plan shall include substantially similar language as that appearing in the following statement: "All or a portion of the property appearing within this site plan lies within a Military Airport Zone. Use of or construction upon lands or waters within this area may have additional restrictions set forth in ordinances of the Santa Rosa County Board of County Commissioners".
18. Site plans for borrow pits and disposal facilities shall include:
 - a. The identification, location and proximity of any community or private potable water wells permitted by the Northwest Florida Water Management District; and,
 - b. The location and character of the nearest residential structure, paved roadway, and proposed access to the site.

19. The following standard notes, as applicable, shall be included on the plan:
 - a. "A utility permit from the County Road and Bridge Department is required before commencing work in a County right-of-way."
 - b. "At completion of construction, all exposed dirt shall be stabilized with sod, a hay/seed mix or hydro-seed."
 - c. "No more than 50% of required landscaping material may be of the same species."
 - d. "A separate permit is required for all signage."
 - e. "The contractor/owner should coordinate with the Community Planning, Zoning and Development Division prior to purchasing or installing landscaping to determine credit for existing vegetation to (partially) meet the landscaping requirements shown on this plan."
20. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
21. The front cover sheet of each site plan shall include:
 - a. A general vicinity or location map showing the position of the proposed development in the section, township and range, together with the principal roads, county limits, or any other pertinent orientation information.
 - b. A complete legal description of the property.
 - c. The name(s), address(es) and telephone number(s) of the owner(s) of the property.
 - d. The name, business address and telephone number of those individuals responsible for the preparation of the drawing(s).

REQUIRED SUPPLEMENTAL DOCUMENTATION

Concurrency Management

Concurrency management ensures that facilities and needed services are available concurrent with development. In Santa Rosa County, concurrency is measured for the following services/facilities:

1. **Drainage:** demonstrated by drainage calculations prepared by a Florida licensed civil engineer (see instructions above).
2. **Sanitary Sewer:** demonstrated by providing a letter of availability from the local utility provider or.
3. **Potable Water:** demonstrated by providing a letter of availability from the local utility provider.
4. **Solid Waste:** demonstration not required as sufficient solid waste capacity exists to meet this requirement.
5. **Recreation/Open Space:** demonstration not required as sufficient recreation/open space exists to meet this requirement.

If any of the following criteria are met, concurrency must be demonstrated by the applicant prior to site plan approval. Please see Article 5 of the Santa Rosa County Land Development Code for more information on concurrency management.

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; or
4. When development is aggregate with other requests for a development order (permit) exceeds any of the above limits.

Additional Required Plans/Documents

1. Copy of the deed or County Property Appraiser information showing property ownership.
2. If exterior lighting is proposed, a lighting plan including light locations, fixture details and photometric measurements may be required.
3. If the project is located along a state (or federal) roadway, a permit may be required from the Florida Department of Transportation (FDOT).
4. If the project impacts wetlands, a permit from the Florida Department of Environmental Protection (FDEP) or United States Army Corp of Engineers (USACOE) may be required.

FEE SCHEDULE

Fees are due upon application submittal. Follow the fee calculation steps below to determine the fee due. Other fees (i.e. traffic concurrency review, protected tree removal, etc.) may be due as well (see Fee Notes).

| <u>Project Type</u> | <u>Fee Calculation</u> |
|--|---------------------------------------|
| Engineered Building Size equal to or less than 5,000 sq. ft. | \$500.00 plus \$10.00 per 100 sq. ft. |
| Engineered Building Size greater than 5,000 sq. ft. | \$800.00 plus \$4.00 per 100 sq. ft. |
| Borrow, LCD or C&D pits | \$800.00 |
| Miscellaneous Plan Reviews (towers, parking lots, change of use) | \$350.00 |
| Owner Developer Site Plan Review | \$350.00 |

Fee Notes:

1. 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.
2. Resubmittal Fees are \$150.00 and are collected at the 2nd resubmittal.
3. The cost of an initial site inspection is included in the above fees. Any re-inspection due to failure of an inspection will result in an additional fee of \$135.00.
4. A \$25.00 protected tree removal per tree is required for protected trees approved for removal. This fee will be calculated by staff during review and is due prior to issuance of the development order.

Fee Calculation Steps:

1. Is the project a new cell tower (not a co-location), parking lot or change of use?
 Yes: Enter \$350.00 on line 5 and skip to step 7.
 No: Continue to step 2.
2. Is the project a new, expansion of or conversion of an excavation or disposal pit?
 Yes: Enter \$800.00 on line 5 and skip to step 7.
 No: Continue to step 3.
3. Is the gross floor area of the building (inclusive of all floors) greater than 5,000 square feet?
 Yes: Enter \$800.00 on line 1, enter \$4.00 on line 2 and continue to step 4.
 No: Enter \$500.00 on line 1, enter \$10.00 on line 2 and continue to step 4.
4. Divide the gross floor area (GFA) by 100, enter the result on line 3 and continue to step 5. If no building is proposed, enter 0 on line 3.

_____ (GFA) / 100 = _____ (enter this number on line 3).
5. Multiply line 2 by line 3, enter the result on line 4 and continue to step 6.
6. Add lines 1 and 4. Is the sum greater than \$6,000.00?
 Yes: Enter \$6,000.00 on line 5 and continue to step 7.
 No: Enter the sum of lines 1 and 4 on line 5 and continue to step 7.
7. Was a Florida licensed landscape architect used for this project (as evidenced by a landscape plan signed and sealed by the landscape architect included in the plan submittal)?
 Yes: Multiply line 5 by 80% (0.80), enter the result on line 6 and stop. This is the total fee due.

_____ (line 5) X 0.80 = _____ (enter this number on line 6).
 No: Enter the number on line 5 on line 6 and stop. This is the total fee due.

Line 1 – Base Fee: _____
Line 2 – Square Footage Charge: _____
Line 3 – Square Footage Factor: _____
Line 4 – Fee for Square Footage: _____
Line 5 – Sub-Total Fee: _____
Line 6 – Total Fee Due: _____

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Site Plan Application

**** For Official Use Only ****

| | |
|----------------------------------|------------------------|
| Application No. _____ -SP- _____ | Date Received: _____ |
| Fee: \$ _____ | Receipt No. _____ |
| FLUM Designation: _____ | Zoning District: _____ |

Property Owner Information

Owner Name: _____

Contact Name: _____

Address: _____

Phone: (_____) _____ Email: _____

Developer Information

Check here and skip this section if the Developer is the Property Owner. Otherwise, complete this section and provide appropriate authorization from the Property Owner giving the Developer the authority to pursue development approval (i.e. power of attorney, sales contract, etc.).

Company: _____

Contact Name: _____

Address: _____

Phone: (_____) _____ Email: _____

Engineer Information

Company: _____

Contact Name: _____

Address: _____

Phone: (_____) _____ Email: _____

Project Information

Project Name: _____

Project Type: *(check one)*

New Construction (including building additions)

New Cell Tower (does not include co-locations)

New/Expansion/Conversion - Excavation/Disposal

Change of Use (without building additions)

Parking Lot Only

Other *(specify)*: _____

Parcel No: _____

Project Acres: _____ Gross Floor Area (sq. ft.): _____ No. of Residential Units: _____

Acknowledgment and Authorization

By my signature hereto, I acknowledge that deliberate misrepresentation of information related to this application will be grounds for denial, reversal or revocation of any approval of this application. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection.

Developer Name & Title (Type or Print) Developer Signature / /
Date