



SANTA ROSA COUNTY DEVELOPMENT SERVICES – Planning & Zoning

SHAWN WARD, AICP
Planning Director
shawnw@santarosa.fl.gov

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

FINAL SITE INSPECTION REQUEST VERIFICATION OF DEVELOPMENT ORDER COMPLETION

INSTRUCTIONS:

- A. Complete this form and submit to the Planning and Zoning Department of Santa Rosa County Development Services to request a final site inspection for any project requiring site plan approval (i.e. requiring a development order).
- B. Per the Santa Rosa County Land Development Code, development orders are contingent upon receipt of all other necessary permits and/or regulatory agency approvals. Copies of these approvals may be requested by Santa Rosa County prior to approval of the final site inspection.
- C. Review the **Commercial/Multi-Family Residential Site Inspection** document attached to this form for information regarding the site inspection process and inspection approval criteria. The **Commercial/Multi-Family Residential Site Inspection** document is also available online at (<https://www.santarosa.fl.gov/168/Forms-Documents>).
- D. Complete the following statement on page 3 of this document:

COMMERCIAL/MULTI-FAMILY RESIDENTIAL SITE INSPECTION PROCESS

Overview:

Several inspections are necessary to receive final approval and/or a certificate of occupancy (CO) for a commercial and multi-family residential project which requires site plan approval, including a satisfactory site inspection by both the engineering and zoning inspectors. The purpose of the site inspection is to ensure that all elements of the approved site plan have been completed as approved. This inspection occurs **at or near the end of construction but prior to occupancy of the premises. A satisfactory site inspection, in addition to all other required inspections, is necessary for issuance of a CO.**

Site Inspection Process:

1. Once the site has been completed (typically near the end of a construction project), a **Final Inspection Request/Verification of Development Order Completion** form must be submitted to the Development Services office via either hand delivery, mail, fax or e-mail. This form is attached and is also available in our office or online at <https://www.santarosa.fl.gov/168/Forms-Documents>.
 - For engineered site plans, the **Final Inspection Request** form must be signed & sealed by the engineer of record.
 - For non-engineered site plans, the **Final Inspection Request** form must be signed by the project owner/developer (or their agent).
 - **Final Inspection Request** forms signed by the project contractor are not acceptable.
2. Once this form is received by our office, a site inspection will be scheduled for both the engineering and zoning inspectors. The site inspection will be completed within three (3) business days of receipt of the request. It is not necessary to be present at the time of either the engineering or zoning inspections.
3. Once both inspections have been completed (which may occur at different times within the three day window), a letter will be produced which details the result of the inspections, any deficiencies found and the next steps to proceed.
4. There are three possible outcomes for the site inspection. See the "Site Inspection Criteria" section below for information as to how the site inspection outcome is determined.
 - a. **Approval:** The site is approved "as is" or with conditions. Zoning and engineering approval will be given for the CO (issuance of a CO is subject to all other necessary approvals). Any conditions of approval will be documented in the approval letter.
 - b. **Preliminary Approval:** The site has minor deficiencies and an additional inspection is required with payment of a re-inspection fee of \$135.00. If desired, **Preliminary Approval** will allow for issuance of a 30 day temporary CO (subject to all other necessary approvals) if the project owner/developer or engineer of record submits a signed notice of intent to correct the outlined deficiencies.
 - c. **Failure:** The site has major deficiencies and is not eligible for a CO. Payment of a re-inspection fee (\$135.00) is required before another site inspection is performed.

A permanent CO will be issued once all necessary inspections, including the site inspection, have been passed. The CO is issued by the Development Services Inspections/Compliance Division. Information on other outstanding inspections can be obtained by contacting the Inspections/Compliance Division at 850-981-7000.

Site Inspection Criteria:

The following criteria will be used to determine the outcome of a site inspection. Each criterion is evaluated against the approved site plans, with each marked as MAJOR (will lead to **Failure** of the inspection) or MINOR (will lead to **Preliminary Approval** of the inspection). Any major deviation from **County approved plans or plan amendments** without prior approval from the County will automatically result in **Failure** of the inspection.

1. Engineering Criteria

- a. Any damage to adjacent public roadways/rights-of-way has been repaired and the public right-of-way is stabilized with no erosion apparent [MAJOR].
- b. If the project requires a Florida Department of Transportation (FDOT) permit, FDOT has approved all improvements as installed [MAJOR].
- c. All features of the required stormwater pond construction are in place (i.e. sodding, fencing, discharge structures, skimmers, energy dissipation devices, etc) [MAJOR].
- d. The stormwater pond(s) demonstrates performance in accordance with County pond recovery standards [MAJOR].
- e. All pavement striping (including thermoplastic striping) and traffic control devices/signage are in place [MAJOR].
- f. The site is stabilized with a healthy stand of vegetation in the pond and along the rights-of-way (minor erosion - [MINOR]; significant erosion - [MAJOR]).

2. Zoning Criteria

- a. The approved building façade/architectural style is present (if required – check plans) [MAJOR].
- b. The parking layout is correct and the correct number of spaces, including handicap parking spaces, are provided (handicap parking space installation will be checked by the Building Inspections Department) [MAJOR].
- c. Any outside waste facilities (dumpsters, compactors) are screened (if present; does not apply to waste cans) [MINOR].
- d. The site lighting is installed as approved [MINOR].
- e. Landscaping is installed as approved, in accordance with the following: [MINOR]
 - i. Location/purpose (based on general area as shown on plans - perimeter, interior, buffers and mitigation).
 - ii. Type (i.e. canopy, understory and shrub)
 - iii. Quantity
 - iv. Species (specific species are required in certain areas of Navarre)
 - v. Minimum size (height and diameter)

Common Inspection Deficiencies:

Below are some common inspection deficiencies which we frequently encounter:

1. Stormwater pond features are not installed or not installed correctly. (MAJOR)
2. Pavement striping (especially thermoplastic striping) is not installed. (MAJOR)
3. The site is not stabilized. (See 1.f above)
4. The handicap parking signage is incorrect (fine is \$100; the bottom edge of the sign must be 84 inches above grade).
5. The outside waste facilities are not screened. The landscaping quantity is deficient.
6. The landscaping is smaller than the minimum size requirements (check plans for minimum sizes).
7. Planted trees block traffic signage (stop signs, one way signs, etc.)



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**FINAL SITE INSPECTION REQUEST
VERIFICATION OF DEVELOPMENT ORDER COMPLETION**

** FOR OFFICIAL USE ONLY **	
Site Plan Number: _____	Date of Request: _____
-SP-	

Complete the following statement:

- For engineered site plans, the **Final Inspection Request** form must be signed & sealed by the engineer of record.
- For non-engineered site plans, the **Final Inspection Request** form must be signed by the project owner/developer (or their agent).

I, (the property owner, developer or engineer of record – *please print*) _____, certify that the following items are true and correct:

1. All other regulatory agency approvals have been obtained and are deemed complete (i.e. FDOT, FDEP, etc.).
2. I have reviewed the site inspection criteria outlined in the **Commercial/Multi-Family Residential Site Inspection** document and all criteria listed therein have been met.
3. All other elements of the site plan have been installed as approved and any changes to the site plan have been approved by the Planning and Zoning Department.
4. Two (2) sets of As-Builts are required when the Contractor deviates from the approved site plan.

Owner Signature OR _____
Engineer of Record's signature and seal

_____/_____/_____
Date Building Project Number(s) (if applicable) _____

Mailing Address: _____

Fax Number: _____ Phone Number: _____

E-Mail Address: _____

NOTE: _____
