



# WASHINGTON COUNTY PLANNING OFFICE

1331 South Boulevard  
Chipley, Florida 32428  
Phone (850) 415-5093

E-Mail : [dmcDonald@washingtonfl.com](mailto:dmcDonald@washingtonfl.com)

## MINOR DEVELOPMENT REVIEW PROCEDURE

### Definition, LDC Section 10.02.03

#### A “Minor Development” is:

1. A Minor Subdivision, as defined by LDC Article Six (6)\*
2. Any Multifamily Residential Development (Less than ten (10) units)
3. Any Non-Residential Use on a Single Parcel (Less than 10,000 sq. ft.)
4. Any Addition to an Existing Non-Residential Use (Addition=Less than 10,000 sq. ft.)

*\*For Minor Subdivisions, refer to the “Subdivision Review Procedure” available in the Planning Office.*

*\*\*For developments requiring a “Special Exception,” refer to the “Special Exception Application Packet” available in the Planning Office.*

#### Procedure

1. Application. Submit a “Application for Development Review,” \$750 Application Fee, Property Deed, Proof of Paid Property Taxes, and Development Plan containing the specifications contained in LDC Section 10.02.02. Allow up to fifteen (15) business days for processing.
2. Development Review Committee (DRC) . Applicant will be required to provide information and answer questions in regards to his/her proposed development during the DRC review process. The DRC may provide comments for incorporation into the applicant’s development plans.
3. Planning Commission Meeting. Meetings are typically held on the first (1st) Monday of each month, but are subject to change. Confirm all dates with the Planning Office. The applicant will be required to make a presentation to the Planning Commission in regards to his/her proposed development and answer any questions. The Planning Commission will consider the proposed development and determine whether the proposed development meets the requirements of the Land Development Code. The decision of the Planning Commission will be final action concerning the proposed development, except in cases where the development is located within the jurisdiction of a municipality. In this case, the decision of the Planning Commission shall constitute a recommendation to the governing body of the municipality for final action.
4. Development Order. Upon approval, the Development Administrator will issue a Development Order containing conditions of approval, and time period of validation. Where additional requirements need to be met, the Development Administrator will issue a Preliminary Development Order. At this time, the applicant must proceed with satisfaction of all required conditions of approval, and may apply for an Emergency 911 address, and begin the building permit process. However, a building permit may not be issued until all conditions contained within the Preliminary Development Order have been satisfied, and a Final Development Order has been issued.

*\*Expiration. A development permit for a minor development shall be valid for one (1) year and may be renewed only once for an equal period of time. Requests for renewal must be received prior to the date of expiration. Additional requests for renewal must be granted by the Board of County Commissioners (BCC).*

## Minor Development Plan Specifications, LDC Section 10.02.02

*All subdivisions as defined in Article Six of the LDC shall comply with the platting and review requirements contained in Article Six.*

1. All other development plans shall be drawn to a scale of one (1) inch equals one hundred feet (100'), unless the Development Administrator determines that a different scale is sufficient or necessary for proper review of the proposal.
2. These plans shall be twenty-four (24) inches by thirty-six (36) inches in size. A three-quarter (3/4) inch margin shall be provided on all sides except for the left binding side where a two (2) inch margin shall be provided.
3. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
4. The front cover sheet of each plan shall include:
  - a. A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in the section(s), township and range, together with the principal roads, city limits, and/or other pertinent orientation information.
  - b. A boundary survey pursuant to current Florida Administrative Code (F.A.C.) requirements.
  - c. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.
  - d. Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
  - e. Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
  - f. The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number(s).
  - g. The area of the property shown in square feet and acres.

### **5. Proposed Development Activities and Design**

- a. Generally
  1. Area and percentage of total site area to be covered by an impervious surface.
  2. Grading plans specifically including perimeter grading.
  3. Construction phase lines.
- b. Buildings and Other Structures
  1. Building plan showing the location, dimensions, gross floor area, and proposed use of.
  2. Building setback distances from property lines, abutting right-of-way center lines, and all adjacent buildings and structures.
  3. Minimum flood elevations of buildings within any 100-year flood plain.
- c. Public/Waste Water. Location of the nearest available public water supply and waste water disposal system and the proposed tie-in points, or an explanation of alternative systems to be used.
- d. Fire Hydrants. Exact locations of on-site and nearby existing and proposed fire hydrants.

- e. Streets, Parking and Loading
  1. The layout of all streets, bike paths, and driveways with paving and profiles showing existing and proposed elevations and grades of all public and private paved areas.
  2. A parking and loading plan showing the total number and dimensions of proposed parking spaces, spaces reserved for handicapped parking, loading areas, proposed ingress and egress (including proposed public street modifications), and projected on-site traffic flow.
  3. The location of all exterior lighting.
  4. The location and specifications of any proposed garbage dumpsters.
  5. Cross sections and specifications of all proposed pavement.
- f. Landscaping
  1. Location and dimensions of proposed buffer zones and landscaped areas.
  2. Description of plant materials existing and to be planted in buffer zones and landscaped areas.
  3. A map of existing and proposed vegetation cover
- g. Drainage. A complete drainage plan prepared in accordance with Section 5.06.00 of Article Five of this Code, including storm water management and erosion control.

## 6. Signs

- a. Design. Two blueprints or ink drawings of the plans and specifications of regulated signs, and method of their construction and attachment to the building or ground, except those plans for standard signs that have been placed on file with the Development Administrator by a licensed sign contractor for standards signs. The plans shall show all pertinent structural details, wind pressure requirements, and display materials in accordance with the requirements of this Code and the building and electrical codes adopted by Washington County. The plans shall clearly illustrate the type of sign or sign structure as defined in this Code; the design of the sign, including dimensions, colors and materials; the aggregate sign area; dollar value of the sign; maximum and minimum heights of the sign; and sources of illumination.
  - b. Ground Signs. For regulated ground signs, a plan, sketch, blueprint, blue line print or similar presentation drawn to scale which indicates clearly:
    1. The location of the sign relative to property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas and other existing ground signs on the parcel.
    2. All regulated trees that will be damaged or removed for the construction and display of the sign.
  - c. Building Signs. For regulated building signs, a plan, sketch, blueprint, blue line print or similar presentation drawn to scale which indicates clearly:
    1. The location of the sign relative to property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas, buildings and structures on the parcel.
    2. The number, size, type, and location of all existing signs on the same parcel, except a single business unit in a multiple-occupancy complex shall not be required to delineate the signs of other business units.
    3. A building elevation or other documentation indicating the building dimensions.
7. **Public/Private Features**. Location of all land to be dedicated or reserved for all public and private uses including rights-of-way, easements, special reservations, open space, and the like.
8. **Wells**. Location of on-site wells, and wells within one-thousand feet (1000') of any property line, exceeding one-hundred thousand (100,000) gallons per day.

9. **Density/Intensity.** Total acreage in each phase and gross intensity (non-residential) and gross density (residential) of each phase.
10. **Residential Units.** Number, height and type of residential units categorized according to number of bedrooms and the total number of residential units per acre (gross density).
11. **Non-Residential Units.** Floor area, height and types of office, commercial, industrial and other proposed uses and the Floor Area Ratio (FAR).
12. **Other Documentation.** Additional documentation as necessary to permit satisfactory review under the requirements of the LDC and other applicable law as required by special circumstances in the determination of the Development Administrator.

\*\*\*Restrictions pertaining to the type and use of existing or proposed improvements, waterways, open spaces, building lines, buffer strips and walls, and other restrictions of similar nature, shall require the establishment of restrictive covenants and such covenants shall be submitted with the Development Plan for recordation with the Clerk of the Circuit Court of Washington County.

### **Environmentally-Sensitive Area Specifications, LDC Section 10.02.02**

The specifications shall be required to be incorporated into development plans in cases where the proposed development site is believed to contain or may potentially contain environmentally-sensitive areas as identified in Article Four (4) of the Land Development Code.

1. The exact sites and specifications for all proposed drainage, filling, grading, dredging, and vegetation removal activities including estimated quantities of excavation or fill materials computed from gross sections, proposed within an environmentally-sensitive area.
2. Detailed statement or other materials showing the following:
  - a. The percentage of the land surface of the site that is covered with natural vegetation and the percentage of natural vegetation that will be removed by development.
  - b. The distances between development activities and the boundaries of the environmentally-sensitive area.
  - c. The manner in which habitats of endangered and threatened species are protected.

### **Optional Specification, LDC Section 10.02.02**

These specifications shall be required to be incorporated into development plans in cases where they are required by the Development Administrator, Planning Commission or Board of County Commissioners when additional data is necessary to ensure proper review and conformance with local regulations.

1. A soils map of the site (existing U.S. Soil Conservation Service maps are acceptable).
2. A topographic map of the site clearly showing the location, identification, and elevation of benchmarks, including at least one bench mark for each major water control structure.
3. A detailed overall project area map showing existing hydrograph and runoff patterns, and the size, location, topography, and land use of any off-site areas that drain onto, through, or from the project area.
4. Existing surface water bodies, wetlands, streams and canals within the proposed development site, including seasonal high water-table elevations and attendant drainage areas for each.
5. A map showing the locations of any soil borings or percolation tests representative of design conditions shall be performed in the storm water management system will use swales, percolation(retention), or infiltration (detention with filtration) designs.

6. A depiction of the site, and all land within four hundred feet (400') of any property line of the site, showing the locations of environmentally-sensitive areas.
7. The location of any underground or overhead utilities, culverts and drains on the property and within one hundred feet (100') of the proposed development boundary.
8. The 100-year flood elevation, minimum required floor elevation and boundaries of the 100-year flood plain for all parts of the proposed development.
9. Drainage basin or watershed boundaries identifying locations of the routes of off-site waters onto, through, or around the project.
10. An erosion and sedimentation control plan that describes the type and location of control measures, the stage of development at which they will be put into place or used, and maintenance provisions.
11. A description of the proposed storm water management system, including:
  - a. Channel, direction, flow rate, and volume of storm water that will be conveyed from the site, with a comparison to natural or existing conditions.
  - b. Detention and retention areas, including plans for the discharge of contained waters, maintenance plans, and predictions of surface water quality changes.
  - c. Areas of the site to be used or reserved for percolation including an assessment of the impact on groundwater quality.
  - d. Location of all water bodies to be included in the surface water management system (natural or artificial) with details of hydrograph, side slopes, depths, and water-surface elevations or hydrographs.
  - e. Linkages with existing or planned storm water management systems.
  - f. On- and off-site rights-of-ways and easements for the system including locations and a statement of the nature of the reservation of all areas to be reserved as part of the Stormwater Management System.
  - g. The entity or agency responsible for the operation and maintenance of the Storm water Management System.
12. The location of off-site water resource facilities such as surface water management systems, wells, or well fields that will be incorporated into or used by the proposed project, showing the names and addresses of the owners of the facilities.
13. Run-off calculations.
14. Amount of area devoted to all existing and proposed land uses, including schools, open space, churches, residential and commercial, as well as the location thereof.

# APPLICATION FOR DEVELOPMENT REVIEW

All applicants which are NOT the property owner, must submit an "Agent Authorization Form" to act on behalf of the property owner.

## Applicant Information

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

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

Applicant Type:

Property Owner

Authorized Agent

Contractor

Contractors Only

Company Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Type: \_\_\_\_\_

## Property Information

Parcel ID(s): \_\_\_\_\_ Site Address: \_\_\_\_\_

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

Acreage: \_\_\_\_\_ Land Use Designation: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

## General Description of Proposed Development

### Dedication of Public Improvements

Are public improvements required for dedication to Washington County, Florida?

Yes

No

Unsure

### Certification of Compliance with Local, State and Federal Regulations

I, the applicant, hereby certify that I will obtain all required permits, approval and/or exemptions letters and comply with all applicable local, state and federal regulations as may be required prior to the beginning of construction of the proposed development.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Fees and Security\***

\$750 Application Fee Enclosed

I understand that all developments are subject to a Security Agreement (see LDC Section 10.02.11.B for requirements) and Deposit in the amount of 110% or more of the project construction cost, as determined by the applicant's engineer or a copy of an executed construction contract, depending on the intensity of the proposed project in accordance with LDC Section 10.02.11. Security requirements may be met by cash deposit, irrevocable letter of credit or surety bond.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\*Special Exceptions may be subject to additional fees and securities. Contact the Planning Office for more information.

**Application Certification**

I certify that the information provided on this application is true and accurate to the best of my knowledge and belief. I understand that knowingly providing a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be subject to a misdemeanor of the second degree pursuant to Section 837.06, Florida Statutes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**NOTARY SEAL**

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

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by

\_\_\_\_\_

Personally Known    OR    Produced Identification    Type of Identification Produced \_\_\_\_\_

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