



Washington County, Florida, Planning Department

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Application Checklist

Please include the following items in the order shown below. In addition, if any item is not included, please identify the item and the reason for its exclusion in the narrative.

1. APPLICATION: Please use the new application form.
2. When submitting large format plans digitally, include one set of paper plans. Each of the plans listed below should be submitted on flash drive. Do NOT scan the plans but save the original .dwg or other file type as a .pdf at a minimum of 24x 36 inches and 300 dpi. A scale of 1":100' is recommended for plans.
3. When submitting the 8 1/2 by 11- or 14-inch documents digitally, include one flash drive.
4. NARRATIVE: A complete project narrative including what is being requested, the location and size of the subject property.
5. Payment per the County's Planning Department Development Review Fees: [APPLICATIONS\Washington County Planning Fee Schedule 05012016.pdf](#)
6. RECORDED DEED: A copy of the recorded deed(s) for the subject property and any contract for purchase of the property. Deed must include the full legal description including parcel control number(s) and total acreage.
7. COVER SHEET PAGE: A cover sheet for the plans requires the following:
 - A general vicinity or location map drawn to scale showing the position of the proposed development of the sections(s), township, and range, together with the principal roads, city limits, and/or other pertinent orientation information.
 - A boundary survey pursuant to current Florida Administrative Code (F.A.C.) requirements. A legal description of the property along with the area of the property shown in square feet and acres.
 - The name, address, and telephone number of the owners(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.
 - Name business address, and telephone number of those individuals responsible for the preparation of the drawings(s).
 - Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
 - 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.

8. SURVEY: Signed and sealed boundary survey. Survey must include the full legal description, including parcel control number(s), and total acreage.
9. LOCATION MAP: A location map (8 1/2 x 11) showing the property and all major and minor roadways in and adjacent to the property with the property clearly outlined.
10. SITE PLAN with development summary table that includes the following:
- Building plan showing the location, dimensions, gross floor area, and proposed use of buildings
 - Building setback distances from property line, abutting right-of-way center line, and all adjacent buildings and structures. Setbacks are determined by the Future Land Use Map category.
 - Density or Intensity standards. FAR shall be indicated for non-residential developments. Any residential development must include the number and type of residential units with the number of residential units per acre (gross density).
 - Minimum flood elevations of buildings within any 100-year flood plain
 - Location of nearest available public water supply and wastewater disposal system and the proposed tie-in points, or an explanation of alternative systems to be used, if available
 - Layout of all streets, bike paths, driveways with paving and profiles showing existing and proposed elevations and grades of all public and private paved areas.
 - Parking spaces with dimensions (10' X 20' Typical)
 - 1 ADA accessible parking space/25 spaces (ADA accessible spaces (12' X 20'). Access aisles should be included and must be a minimum of five feet wide. (ADA spaces must be of a smooth surface, such as concrete or asphalt and should be located at the entrance of buildings or adjacent to walkways that will allow full access to buildings.) ADA spaces are additional and should not be included in parking totals.
 - Driveways and internal driveways must be a minimum of 18' wide and may require additional width, depending on the classification of the adjacent roadway.
 - Access widths in parking lots must be a minimum of 24' in width.
 - Loading zones of 10' X 25', if needed. Vertical clearance of 15 feet is needed for maneuvering, ingress, and egress. The length of one or more of the loading spaces may be increased up to 55' for full-length tractor trailers.
 - Location of all exterior lighting, or photometric plan.
 - Location and specifications of all any proposed garage dumpsters.
 - Cross sections specifications of all proposed pavement.
 - Exact location of hydrants, if available.
 - Parking and loading plan showing the total number and dimensions of property.
 - Landscaping plans with the location and dimensions of proposed buffer zones and landscaped areas; Description of plant materials existing and to be planted in buffer zones and landscaped areas; and map of existing and proposed vegetation cover.
 - Public and private features, including easements, should be included on the site plan.
 - Location of any underground or overhead utilities, culverts, and drains on the property and within 100' of the proposed development.
 - Location of off-site water resource facilities, such as surface water management systems, wells or wells fields that will be incorporated into or used by the proposed project, showing the names and addresses of the owners and the facilities.
 - Amount of area reserved for all existing and proposed land uses, including schools, open space churches, residential and commercial uses, as well as the location of these uses.
 - A depiction of the site and all land within 400 feet of any property line of the site, showing the locations of any environmentally sensitive areas.
11. SIGNS: Sign proposals submitted with a development review application must meet the requirements of Chapter 7, Land Development Code. (Sign plans may be submitted separately.)

- 12. STORMWATER REPORT or STORMWATER MASTER PLAN: Must include stormwater management and erosion control, per Section 5.06.00, Land Development Code. Stormwater plans must include a map showing the locations of soil borings, or percolation tests, representative of design conditions.
- 13. TRAFFIC IMPACT ANALYSIS: A traffic impact analysis or statement signed and sealed by a licensed Florida professional engineer and if practicing through a duly authorized engineering business, the name, address, and certification of authorization number of the engineering business.
- 14. ENVIRONMENTAL ASSESSMENT: In cases where the proposed development site is believed to contain, or may potentially contain environmentally sensitive areas, as identified in Chapter 4, Land Development Code, an environmental assessment of the property is required.
- 15. OPTIONAL – If not included in the Environmental Assessment or Stormwater Report, a soils report and a topographic map will be required with any development review application. Additionally, any existing surface water bodies, wetlands, streams, and canals within the development site must be included in the plans (with seasonal high water table elevations and attendance drainage areas for each), if not included in the stormwater report or environmental assessment.
- 16. OPTIONAL – An erosion and sedimentation control plan that describes the type and location of control measures and the state of development at which they will be put into place or used, and maintenance provisions.