Jackson County Community Development Services
Development Application

Community Development Department
4979 Healthy Way Suite B
Marianna, FL 32446

Phone: (850) 482-9637
www.jacksoncountyfl.gov

Owner Information	**General Information**
Owner Name:	Type of Construction: ☐Residential ☐Commercial ☐Industrial
Owner Address:	Square Footage: _____
City, State, Zip:	**Class of Work**
Phone Number:	☐New Construction ☐Expansion ☐Existing Building
Email:	☐Existing Shopping Center ☐Other: _____
Site Location / Property Information	**Road Information**
Project Address:	☐Dirt ☐Paved ☐County ☐State ☐Private
City, State, Zip:	Will a new road be created? ☐Yes ☐No
Parcel ID:	**Activity Type (select one or more)**
Type of Water Supply: ☐Private well ☐Public (provider: _____)	☐**Amendment to the Comprehensive Plan** More than 50 acres ☐Yes ☐No Proposed Future Land Use Designation: ☐Agricultural 1 ☐Agricultural 2 ☐Industrial 1 ☐Industrial 2 ☐Commercial ☐Public ☐Conservation ☐Recreational ☐Greenway ☐Residential ☐MUUT ☐Rural Mobile Home Park
Sewerage Disposal: ☐Individual Septic ☐Public Sewerage (Provider: _____)	
Fill out this section if applicable:	
Name of Subdivision:	
Lot: _____ Block: _____	☐**Debris Disposal Site**
Authorized Agent Information:	☐**Home Occupation**
Name:	☐**Junkyard**
Address:	☐**Mobile Home Park** Proposed number of mobile home lots: _____
City, State, Zip:	
Phone:	☐**Non-Residential Development**
Email:	☐**Petition for Road Abandonment**
Corporate/Business Information:	☐**Residential Development**
Business Name:	☐**Sign** ☐Building Sign ☐Freestanding ☐Shopping Center Sign ☐On Premise ☐Off Premise Illumination: ☐Yes ☐No Sign Square Footage: _____
Address:	
City, State, Zip:	
Business Contact Rep:	
Phone:	
Email:	☐**Subdivision Plat**
OFFICIAL USE ONLY	☐**Temporary Use** Date Range __/__/____ to __/__/____ ☐Film and Motion Photography ☐Music or Entertainment ☐Other: _____
Fees: ☐Exempt ☐Paid	
Receipt #: _____	
Date: __/__/____	
Received By: _____	☐**Wireless Telecommunications Facility**
Flood Zone: ☐X ☐A ☐AE	Comments:
NFIP No. 12063CO_____	
Floodway: ☐Y ☐N	
FLU: _____	
Approval: ☐Y ☐N	
Date: __/__/____	
Approved by: _____	

Printed Name: _____

Signature: _____ Date: __/__/____

GENERAL NON-RESIDENTIAL DEVELOPMENT ORDER

To apply online visit:
https://jacksoncountyfl.gov.portal.iworq.net/portalhome/jacksoncountyfl

Allow seven (7) BUSINESS days (*does not include weekends or holidays)* for determination of COMPLETION of application. Submittal of application does not guarantee approval.

Allow thirty (30) BUSINESS days (*does not include weekends or holidays*) for final action on the request AFTER application is determined to be COMPLETE and SUFFICIENT.

Notification of request status will be sent to the e-mail address provided on the application.

GENERAL DEVELOPMENT INFORMATION ***Commercial Regulations may be found in Sec. 42-80 Code of Ordinances; Industrial Regulations may be found in Sec. 42-81 Code of Ordinances***

Type of Development ☐ **Commercial** ☐ **Industrial** ☐ **Alcoholic Beverage**
☐ **Gaming/Sports** ☐ **Solar Energy Production Facility** ☐ **Other Non-Residential:**_____
Y ☐ **N** ☐ **Restricted from Minors** _____ **Maximum height of structure**
_____ **Total Proposed Impervious Area (***buildings, sidewalks, parking areas, driveways, anything that covers the ground***)**

Sec. 42-62 Jackson County Code of Ordinances: Commercial, industrial, or nonresidential uses which encompass less than 10,000 square feet of impervious surface will be reviewed at the staff level UNLESS the use involves alcoholic beverage license, exceed 35 feet in height prior to commencement of construction, house gaming or sports activities of any kind, house activities or businesses that are not fully and with out limitation accessible to minors, or are of a controversial nature in which case board approval shall be required.

Proposed Development Name:

Proposed Water Supply ☐ **Private Well** ☐ **Public Water System provider**_____

Proposed Sewage Disposal ☐ **Private Septic System** ☐ **Public Sewer provider**_____

Indicate any natural features on the property:
☐ lake
☐ pond
☐ river
☐ stream
☐ wetlands
☐ sinkhole
☐ cave
☐ none

NON-RESIDENTIAL DEVELOPMENT IS <u>PROHIBITED</u> IN THE 1% ANNUAL CHANCE FLOODPLAIN
(*FEMA ZONES A AND AE) – CHAPTER 1 POLICY 1.3 JACKSON COUNTY COMPREHENSIVE PLAN*

REQUIRED INFORMATION WITH DEVELOPMENT ORDER SUBMITTAL

☐ **Pre-Application Meeting** *(required prior to preparation and submittal of the plat)*

☐ **Community Meeting** *(must be held prior to filing the application) See Sec. 42-64(2) for requirements and procedure*

☐ **Fees** required to be paid PRIOR to review of application and are based on TOTAL impervious area (***<u>denial of application does not warrant a refund</u>*****):**

- **$0.10 per square foot** Non-refundable fee ($750.00 minimum)
- **$150.00** advertising fee if approval by the regulatory boards is required
- A third-party engineering review fee will be assessed and must be paid prior to plat approval

☐ Copy of the most current **RECORDED** deed.

☐ **NOTARIZED** Agent Authorization form(s) if the applicant is not the owner

☐ **SITE PLAN** ONE (1) paper copy and ONE (1) digital copy (*see below for submission requirements*)

☐ Proposed **Landscaping Plan (***if NO landscaping is proposed, no plan is required) must comply with Ch 42 Div 8 Code of Ordinances*

☐ **Statement from Utility Provider** *(indicating availability of public utility capacity)*

☐ **Application or Approval for Commercial Well and/or Septic System** (*if no public utilities are available*)

☐ **Stormwater Design and Calculations** or verification of why one is not required

☐ **Traffic Impact Analysis –** must be completed by a Florida Professional Engineer

☐ **Buffering Plan** if adjacent to unlike uses

☐ Proof of application for **Right of Way Connection** (FDOT or County Road & Bridge)

DEVELOPMENT ORDERS AND AGREEMENTS ARE VALID FOR 12-24 MONTHS. THE INITIAL BUILDING PERMIT MUST BE APPLIED FOR AND RECEIVED WITHIN THE ALLOTTED TIME PERIOD.

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SITE PLAN SUBMISSION REQUIREMENTS (Sec. 42-63 Jackson County Code of Ordinances)
☐ Location of existing and proposed buildings
☐ Location of accessory structures including signs and outbuildings.
☐ Location of existing and proposed driveways, parking lots, and service areas.
☐ Location of existing and proposed utilities, including easements.
☐ Proposed landscaping and required buffering.
☐ Topography and natural features including water bodies, wetlands, drainageways, etc.
☐ Contours at a maximum of 5-ft intervals.
☐ Surveyed property boundaries.
☐ Adjacent road names and right-of-way widths.
☐ Date, north arrow, and scale.
☐ Parcel Identification Number(s).
☐ **REQUIRED APPROVALS** from other agencies or municipalities if any.
THE DEVELOPER IS RESPONSIBLE FOR CONTCTING THE PLANNING DIVISION TO ARRANGE A FINAL SITE INSPECTION ONCE ALL IMPROVEMENTS ARE COMPLETE.
Public Water and Sewer system connections require approval from local municipalities.
Private Well permits are issued by the Northwest Florida Water Management District.
Private Septic System permits are approved by the Florida Department of Environmental Protection.
A vegetative buffer of 50 or 75 feet is required from all water bodies or wetland areas *(see Sec. 42-69(8)(c) Code of Ordinances for specific requirements*).
NOTICE: • Approval of this development request verified that the proposal described has been reviewed for compliance with the minimum requirements of the Jackson County Comprehensive Plan and Code of Ordinances at the time of issuance. • Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM) are used to determine potential flood hazard areas and base flood elevations. • Where any portion of proposed subdivision lies within a flood hazard area, each lot shall have sufficient buildable area outside the flood hazard area. • This development approval does not constitute or guarantee approval of building, driveway connection, septic, or well permits. • The initial $200,000.00 in value of development, alterations, additions, demolitions, or construction by churches, church organizations, or 501(c)(3) organizations on their own property shall be exempt from all county fees (for development, building, or otherwise), provided that such church or organizations shall be required to reimburse the County for any expenses incurred by the County for engineering or other consultation with non-county employees with respect to such development, alterations, additions, demolitions, or construction (Sec. 42-61). • The denial of or any conditions placed on any commercial or nonresidential development may be appealed by written submission to the Planning Commission (Sec. 42-62). • All proposed signs require a separate application.

***Sec. 42-64(2) Jackson County Code of Ordinances**

Community meeting. The purpose of a community meeting is to educate occupants and owners of nearby lands about the proposed development and application, receive comments, address concerns about the development proposal, and resolve conflicts and outstanding issues, where possible. The applicant shall conduct a community meeting prior to filing its development application with the planning division.

Procedure. The applicant shall provide notification of the community meeting a minimum of 21 calendar days in advance of the meeting by mailing notice to all owners of property located within 500 feet of the land subject to the application. The list of owners within 500 feet of the affected property shall be obtained by the applicant from the most recent version of the property owners of record provided by the Jackson County Property Appraiser. Jackson County Community Development shall be added to the notification mailing list for all community meetings. The notification shall state the time and place of the meeting.

Conduct of meetings. At the community meeting, the applicant shall explain the development proposal including, but not limited to, the proposed uses, densities, intensities, and, if applicable, the proposed master concept plan, inform attendees of the character and nature of the process for review, and respond to comments and questions that attendees may have about the application and propose ways to resolve conflicts. Materials and exhibits shall be displayed in a format and size that can be easily viewed by the attendees of the community meeting.

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☐

Staff attendance. County staff may attend the community meeting for the purpose of advising the attendees regarding applicable provisions of the County's land use regulations but shall not serve as facilitators or become involved in negotiations at the community meeting.

Written summary of community meeting. The applicant shall include a written summary of the community meeting, as well as copies of all documents and exhibits that the applicant presented during the community meeting, with its application. The written summary shall include a list of those in attendance, a summary of the issues related to the development proposal discussed, comments by those in attendance about the development proposal, and any other information the applicant deems appropriate.