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**
City, State, Zip:	Proposed number of mobile home lots: _____
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: __/__/____

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HOME OCCUPATION/HOME-BASED BUSINESS

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Allow 30 BUSINESS days (*does not include weekends or holidays)* for review of COMPLETED application. Submittal of application does not guarantee approval.
Notification of request status will be sent to the e-mail address provided on the application.
Sec. 42-56 Jackson County Code of Ordinances defines a Home Occupation as a nonresidential uses which is clearly subordinate to the residential land use, and does not occupy more than 25 percent (25%) of the floor area of the buildings on the site OR do not employ more than two (2) persons NOT living in the residence on the property; the business may have additional REMOTE employees that DO NOT work at the residential dwelling on the property.
PROPOSED BUSINESS NAME:
REQUIRED INFORMATION
_____**$150.00** Non-refundable fee required prior to review of application (***denial of application does not warrant a refund*****).**
_____Copy of the most current **RECORDED** deed OR lease agreement
_____**Site Plan** (on separate paper)
_____**NOTARIZED** Agent Authorization form(s) if the applicant is not the owner
DEVELOPMENT APPROVAL EXIPIRES SIX (6) MONTHS FROM DATE OF APPROVAL.
Public Water and Sewer system connections require approval from local municipalities.
Private Well permits are issued by Northwest Florida Water Management District.
Private Septic System permits are approved by Florida Department of Environmental Protection.
ADDITIONAL INFORMATION
For ENTIRE parcel referenced by deed: Total Number of Acres_____ Number of EXISTING buildings_____ Number of NEW buildings_____ Total Square Footage of ALL buildings_____

DESCRIPTION OF BUSINESS for this application: _____Total number of employees ☐**Y** ☐**N** Will hazardous materials be stored or accumulated on the site? _____Square footage of area to be used for home business	Briefly describe the business activities that will be conducted at this location:_____
Indicate any natural features on the property:	_____Lake _____Stream _____Pond _____Wetlands _____River _____None
Estimate the Number of Vehicles that will be Visiting the Location daily:	
Distance to Nearest Intersection: _____**(miles/feet)** **Intersection Road Names:** _____	

ROAD INFORMATION		
Names of roads abutting property	**Road Surface Dirt or Paved**	**Road Maintenance Type County/State/Private**

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

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A DEVELOPMENT ORDER WILL BE ISSUED AND MUST BE SIGNED BY THE APPLICANT AND THE COUNTY REPRESENTATIVE BEFORE OPERATION OF THE BUSINESS.

A 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).

SITE PLAN REQUIREMENTS

The following information must be included on the site plan:

- All property lines with dimensions (lengths)
- Any easements on the property
- All existing structures with dimensions (length and width)
- All driveways/access points with dimensions (length and width)
- All abutting road names
- Any rivers, lakes, streams, ponds, or wetlands on or adjacent to the property

ALLOWED SIGNAGE (Sec. 42-491(8) Jackson County Code of Ordinances

A SEPARATE SIGN APPLICATION IS REQUIRED

All APPROVED home-based businesses shall be authorized to erect and display a **SINGLE** sign meeting **ALL** of the following requirements:

- The display area can be no larger than 18-inches by 24-inches (18x24)
- The sign **MAY NOT** be illuminated
- A freestanding sign must be set back a MINIMUM of three (3) feet from any property line
- A freestanding sign **MAY NOT** be higher than four (4) feet above the ground as measured from the natural grade to the bottom of the sign structure
- The sign must be either a freestanding sign meeting these standards or a sign permanently attached to the home in which the business is located AND meeting these criteria

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.
- The development must remain consistent with approved site-specific plans, drawings, and documentation submitted. **Any modifications will require approval through the County Planning Department.**
- The development must comply with all applicable permitting agencies.
- **THE SITE MUST REMAIN PRIMARILY RESIDENTIAL IN NATURE AND THE APPEARANCE MUST REMAIN SIMILAR TO ADJACENT DEVELOPMENTS.**
- The Development Order will be valid for One (1) year from the date of full execution during which the business must begin. If the business is not opened within one (1) year, the application must be resubmitted.

OFFICIAL USE ONLY

Fee Paid ☐Y ☐N Receipt #_____ Date_____ Received By_____

Project Number_____

Project Approved ☐Y ☐N Approved By _____

DO Signed ☐Y ☐N

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