

RESOLUTION NO. 2001- 66

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA ESTABLISHING ADMINISTRATIVE REGULATIONS AND PROCEDURES NECESSARY TO FACILITATE THE ADMINISTRATION OF THE LAND DEVELOPMENT CODE; AND PROVIDING FINDINGS OF FACT.

RECITALS

WHEREAS, on July 29, 1999 the Board of County Commissioners of St. Johns County Florida, enacted the St. Johns County Land Development Code, by Ordinance No. 99-51; and

WHEREAS, Section 9.00.02 requires the preparation and approval of a Development Review Manual containing supplemental administrative regulations and procedures, forms, applications, fee schedules, submittal requirements, internal review procedures, charts and related materials, consistent with the intent and content of the Code, and necessary to facilitate the efficient, effective and equitable administration of the Land Development Code.

WHEREAS, The Land Development Code established that details for certain construction standards be provided within a Standard and Details Manual consistent with the intent and content of the Code.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida as follows:

Section 1. The above Recitals are hereby incorporated herein by reference and adopted as findings of fact in support of this Resolution.

Section 2. The attached St. Johns County Development Review Manual (hereinafter "Manual") is hereby incorporated herein and enacted by reference.

Section 3. The attached St. Johns County Standards and Details Manual (hereinafter "S&D Manual") is hereby incorporated herein and enacted by reference.

Section 4. The County Administrator is hereby authorized to change or modify the Development Review Manual at any time following the initial approval of the Development Review Manual by the Board of County Commissioners consistent with the standards and regulations contained in the Land Development Code.

Section 5. The adoption of this Development Review Manual and Standards and Detail Manual, and subsequent amendments, is merely to specify and formalize administration of the Land Development Code. It is hereby provided that if any section, subsection, sentence, clause, phrase, or provision of these Manuals is held to be in conflict by the County Administrator with any language of the Land Development Code or any other St. Johns County Ordinance, such conflict shall be struck from the Manual and the Land Development Code or other St. Johns County Ordinance shall be controlling.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 10th day of April, 2001.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

By:

Mary F. Kohnke
Mary F. Kohnke, Chair

ATTEST: Cheryl Strickland, Clerk

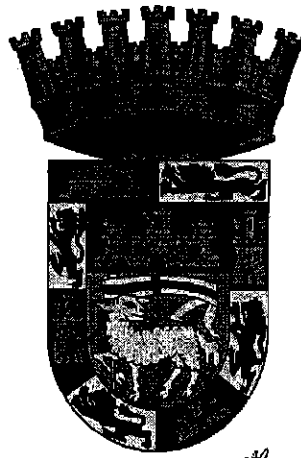
BY:

Patricia DeGrande
Deputy Clerk



St. Johns County

Development Review Manual



Adopted

SECTION 1.0	GENERAL	1-1
SECTION 1.01	PURPOSE	1-1
SECTION 1.02	ADOPTION AND AMENDMENT	1-1
SECTION 1.03	CONFLICT WITH OTHER LAWS	1-1
SECTION 1.04	DEFINITIONS	1-1
SECTION 1.05	ABBREVIATIONS USED	1-1
SECTION 1.06	DEVELOPMENT REVIEW COMMITTEE	1-2
SECTION 2.0	COMPREHENSIVE PLAN AMENDMENTS	2-1
SECTION 2.01	INTRODUCTION	2-1
SECTION 2.02	TYPES OF AMENDMENTS	2-1
SECTION 2.03	PROCEDURES FOR AMENDMENTS TO THE COMPREHENSIVE PLAN	2-2
	Comprehensive Plan Amendment Pre-Application Form	2-12
	Comprehensive Plan Amendment Application Form	2-14
	Applicant's Certification	2-17
	Owner's Authorization for Agent	2-18
SECTION 3.0	CONCURRENCY	3-1
SECTION 3.01	INTRODUCTION	3-1
SECTION 3.02	APPLICATION PROCESS	3-1
SECTION 3.03	REVIEW PROCESS	3-2
SECTION 3.04	TYPE OF CONCURRENCY REVIEW (SMALL, MINOR OR MAJOR)	3-4
SECTION 3.05	CONCURRENCY REVIEW COMMITTEE	3-6
SECTION 3.06	APPROVAL PROCESS	3-7
SECTION 3.07	VALIDITY OF FINAL CERTIFICATE OF CONCURRENCY	3-8
SECTION 3.08	MODIFICATION OF APPROVED FINAL CERTIFICATE OF CONCURRENCY	3-9
	Table 1 – St. Johns County P.M. Peak Hour Trip Rate and Percent New Trips Data	3-11
	Application For Concurrence Determination	3-13
	Owner's Authorization For Agent	3-15
SECTION 4.0	DEVELOPMENT AGREEMENTS	4-1
SECTION 4.01	INTRODUCTION	4-1
SECTION 4.02	APPLICATION PROCESS	4-1
SECTION 4.03	REVIEW PROCESS	4-3
SECTION 4.04	APPROVAL PROCESS	4-3
SECTION 4.05	TERM/EXTENSION	4-4
SECTION 4.06	POST-APPROVAL	4-4
SECTION 4.07	PERIODIC REVIEW	4-5
	Development Agreement Application	4-6
	Owner's Authorization for Agent	4-8
SECTION 5.0	IMPACT FEE CREDIT AGREEMENTS	5-1
SECTION 5.01	INTRODUCTION	5-1
SECTION 5.02	APPLICATION PROCESS	5-2
SECTION 5.03	REVIEW PROCESS	5-2
SECTION 5.04	PUBLIC HEARING	5-3
SECTION 5.05	IMPLEMENTATION	5-3
	Sample Resolution	5-4
	Sample Impact Fee Credit Agreement	5-5
	Sample Impact Fee Voucher	5-9
SECTION 6.0	ECONOMIC DEVELOPMENT PROJECTS	6-1
SECTION 6.01	PURPOSE	6-1
SECTION 6.02	CRITERIA	6-1

SECTION 6.03	EXEMPTIONS.....	6-1
SECTION 6.04	PRE-APPLICATION.....	6-2
SECTION 6.05	APPLICATION SUBMITTAL	6-2
SECTION 6.06	ARCHITECTURAL PLAN REVIEW	6-2
	Application for Economic Development Expedited Review.....	6-4
SECTION 7.0	AFFORDABLE HOUSING	7-1
SECTION 7.01	PURPOSE	7-1
SECTION 7.02	ELIGIBILITY.....	7-1
SECTION 7.03	OPTIONS/INCENTIVES.....	7-2
SECTION 7.04	APPLICATION SUBMITTAL	7-2
	Affordable Housing Development (AHD) Designation Application	7-4
	Compliance Agreement for Rental Development (Multi - or Single Family)	7-5
	Affordable Housing Development (AHD) Designation Application	7-6
	Compliance Agreement - Single-Family Houses and Condominiums	7-7
SECTION 8.0	COASTAL CORRIDOR OVERLAY DISTRICTS.....	8-1
SECTION 8.01	INTRODUCTION	8-1
SECTION 8.02	APPLICATION PROCESS	8-1
SECTION 8.03	REVIEW PROCESS.....	8-2
SECTION 8.04	PUBLIC HEARING PROCESS.....	8-2
	Application for Design Review.....	8-4
	St. Johns County Design Review District Sign Application.....	8-6
	Owner's Authorization For Agent.....	8-8
SECTION 9.0	SPECIAL DISTRICTS - HISTORIC PRESERVATION	9-1
SECTION 9.01	INTRODUCTION	9-1
SECTION 9.02	FORMS OF PROTECTION.....	9-1
SECTION 9.03	PROCEDURES FOR PROTECTION	9-2
SECTION 10.0	REZONINGS	10-1
SECTION 10.01	INTRODUCTION	10-1
SECTION 10.02	APPLICATION PROCESS	10-1
SECTION 10.03	REVIEW PROCESS.....	10-2
SECTION 10.04	PUBLIC HEARING PROCESS.....	10-3
	Application For Rezoning.....	10-5
	Owner's Authorization For Agent.....	10-7
SECTION 11.0	MASTER DEVELOPMENT PLAN.....	11-1
SECTION 11.01	INTRODUCTION	11-1
SECTION 11.02	APPLICATION PROCESS	11-1
SECTION 11.03	REVIEW/APPROVAL PROCESS	11-1
	Application For Master Development Plan.....	11-3
	Owner's Authorization For Agent.....	11-5
SECTION 12.0	DEVELOPMENT REVIEW PRE-APPLICATION	12-1
SECTION 12.01	INTRODUCTION	12-1
SECTION 12.02	APPLICATION PROCESS	12-1
SECTION 12.03	REVIEW PROCESS.....	12-1
	Pre-Application For Development Review	12-2
SECTION 13.0	CONSTRUCTION PLANS (PAVING, DRAINAGE & UTILITIES)	13-1
SECTION 13.01	INTRODUCTION	13-1
SECTION 13.02	GENERAL INFORMATION	13-1
SECTION 13.03	APPLICATION PROCESS	13-3
SECTION 13.04	LANDSCAPE PLAN REQUIREMENTS	13-5
SECTION 13.05	BUFFER REQUIREMENTS.....	13-7

SECTION 13.06	FIRE SERVICE REQUIREMENTS.....	13-9
SECTION 13.07	ST. JOHNS COUNTY UTILITY DEPARTMENT (SJCUD) REQUIREMENTS	13-11
SECTION 13.08	PRIVATE UTILITY CONSTRUCTION REQUIREMENTS	13-13
SECTION 13.09	HEALTH DEPARTMENT REQUIREMENTS FOR COMMERCIAL PROJECTS	13-13
SECTION 13.10	REVIEW PROCESS.....	13-15
SECTION 13.11	APPROVAL PROCESS	13-15
SECTION 13.12	MODIFICATIONS TO CONSTRUCTION PLANS	13-16
SECTION 13.13	BUILDING DEPARTMENT REQUIREMENTS.....	13-16
	Site & Construction Plan Technical Review Checklist.....	13-18
	Application For Development Review	13-22
	Owner's Authorization For Construction Plan Reviews	24
	Engineer's Certification.....	13-25
	Operation and Maintenance Entity	13-26
	Electronic Drawing File Submittal Form.....	13-27
SECTION 14.0	BORROW PITS (LAND EXCAVATION).....	14-1
SECTION 14.01	INTRODUCTION	14-1
SECTION 14.02	EXEMPTIONS.....	14-1
SECTION 14.03	GENERAL INFORMATION	14-1
SECTION 14.04	APPLICATION PROCESS	14-2
SECTION 14.05	REVIEW PROCESS.....	14-3
SECTION 14.06	APPROVAL PROCESS	14-3
	Application For Development Review	14-4
SECTION 15.0	AS-BUILT	15-1
SECTION 15.01	INTRODUCTION	15-1
SECTION 15.02	GENERAL INFORMATION	15-1
SECTION 15.03	APPLICATION PROCESS:	15-1
SECTION 15.04	REVIEW PROCESS.....	15-2
	As-Built Certification By Registered Professional Engineer of Record	4
	St. Johns County Subdivision As-Built Drawing Requirements.....	15-5
	St. Johns County Commercial As-Built Drawing Requirements.....	15-7
	SURVEYOR'S CERTIFICATION.....	15-9
SECTION 16.0	SUBDIVISION PLAT	16-1
SECTION 16.01	PURPOSE	16-1
SECTION 16.02	GENERAL INFORMATION	16-1
SECTION 16.03	APPLICATION PROCESS	16-1
SECTION 16.04	REVIEW PROCESS.....	16-2
	Application for Development Review	16-4
SECTION 17.0	CLEARANCE SHEETS	17-1
SECTION 17.01	INTRODUCTION	17-1
SECTION 17.02	GENERAL INFORMATION	17-1
SECTION 17.03	APPLICATION PROCESS	17-1
SECTION 17.04	REVIEW PROCESS.....	17-2
SECTION 17.05	SITE PLAN REQUIREMENTS.....	17-2
SECTION 17.06	LANDSCAPE/CLEARING FOR SINGLE FAMILY RESIDENTIAL LOTS.....	17-4
SECTION 17.07	LOT GRADING PLANS.....	17-6
SECTION 17.08	REQUIREMENTS	17-6
SECTION 17.09	EXEMPTIONS.....	17-6
SECTION 17.10	APPLICATION PROCESS	17-7
SECTION 17.11	REVIEW PROCESS.....	17-7
SECTION 17.12	INSPECTION	17-8
SECTION 17.13	BUFFER REQUIREMENTS.....	17-8
SECTION 17.14	SEPTIC TANKS AND WELLS	17-11
SECTION 17.15	BUILDING SERVICES DIVISION INFORMATION.....	17-13

Clearance Sheet Information Form.....	17-15
CERTIFICATION OF FINISHED FLOOR ELEVATION	17-16
SECTION 18.0 SPECIAL USES	18-1
SECTION 18.01 INTRODUCTION	18-1
SECTION 18.02 APPLICATION PROCESS	18-1
SECTION 18.03 REVIEW PROCESS.....	18-2
SECTION 18.04 PUBLIC HEARING PROCESS.....	18-3
Application for Special Use.....	18-5
Owner's Authorization For Agent.....	18-7
SECTION 19.0 TEMPORARY USE PERMITS.....	19-1
SECTION 19.01 INTRODUCTION	19-1
SECTION 19.02 APPLICATION PROCESS	19-1
Application for Temporary Use Permit	19-4
Special Event Signage Form	6
SECTION 20.0 ZONING VARIANCES	20-1
SECTION 20.01 INTRODUCTION	20-1
SECTION 20.02 APPLICATION PROCESS	20-1
SECTION 20.03 REVIEW PROCESS.....	20-2
SECTION 20.04 PUBLIC HEARING PROCESS.....	20-3
Application for Zoning Variance	20-5
Owner's Authorization For Agent.....	20-7
SECTION 21.0 NON-ZONING VARIANCES.....	21-1
SECTION 21.01 INTRODUCTION	21-1
SECTION 21.02 APPLICATION PROCESS	21-1
SECTION 21.03 REVIEW PROCESS.....	21-2
SECTION 21.04 PUBLIC HEARING PROCESS.....	21-2
SECTION 21.05 NON-ZONING VARIANCES AS PART OF DEVELOPMENT REVIEW	21-3
Application for a Non-Zoning Variance	21-4
Owner's Authorization For Agent.....	21-5
SECTION 22.0 SMALL ADJUSTMENT	22-1
SECTION 22.01 INTRODUCTION	22-1
SECTION 22.02 APPLICATION PROCESS	22-1
SECTION 22.03 REVIEW/APPROVAL PROCESS	22-1
Application for a Small Adjustment to a Planned Unit Development (PUD).....	22-3
Owner's Authorization for Agent.....	22-4
SECTION 23.0 MINOR MODIFICATION.....	23-1
SECTION 23.01 INTRODUCTION	23-1
SECTION 23.02 APPLICATION PROCESS	23-1
SECTION 23.03 REVIEW PROCESS.....	23-1
SECTION 23.04 PUBLIC HEARING PROCESS.....	23-2
Application for Minor Modification.....	23-3
Owner's Authorization For Agent.....	23-4
SECTION 24.0 MAJOR MODIFICATIONS	24-1
SECTION 24.01 INTRODUCTION	24-1
SECTION 24.02 APPLICATION PROCESS	24-1
SECTION 24.03 REVIEW PROCESS.....	24-1
SECTION 24.04 PUBLIC HEARING PROCESS.....	24-2
Application For a Major Modification to a	24-4
Owner's Authorization For Agent.....	24-5
SECTION 25.0 ADMINISTRATIVE REVIEW AND WAIVER.....	25-1

SECTION 25.01 INTRODUCTION.....	25-1
SECTION 25.02 APPLICATION PROCESS	25-1
Application for Administrative Waiver	25-4
SECTION 26.0 APPEALS.....	26-1
SECTION 26.01 PURPOSE	26-1
SECTION 26.02 INTRODUCTION.....	26-1
SECTION 26.03 APPLICATION PROCESS	26-2
SECTION 26.04 PUBLIC HEARING PROCESS.....	26-3
Application for an Appeal	26-6
SECTION 27.0 OCCUPATIONAL LICENSE LOCATION APPROVAL.....	27-1
SECTION 27.01 INTRODUCTION	27-1
SECTION 27.02 APPLICATION.....	27-1
Application/Affidavit for Certificate for Business Office/Home Office	27-4
Owner's Authorization Form #ZON.99.7.....	27-6
SECTION 28.0 ROAD VACATIONS.....	28-1
SECTION 28.01 INTRODUCTION	28-1
SECTION 28.02 APPLICATION PROCESS	28-1
SECTION 28.03 REVIEW PROCESS.....	28-2
SECTION 28.04 PUBLIC HEARING PROCESS.....	28-2
Sample Petition for Road Vacation	28-4
Sample Schedule "B"	28-6
Consent and Joinder	28-7
SECTION 29.0 PLAT VACATIONS.....	29-1
SECTION 29.01 INTRODUCTION	29-1
SECTION 29.02 GENERAL INFORMATION	29-1
SECTION 29.03 APPLICATION PROCESS	29-1
SECTION 29.04 REVIEW PROCESS.....	29-2
Sample Advertisement	29-3
Sample Petition.....	29-4
SECTION 30.0 RIGHT OF WAY PERMITTING.....	30-1
SECTION 30.01 INTRODUCTION	30-1
SECTION 30.02 EXEMPTIONS.....	30-1
SECTION 30.03 APPLICATION PROCESS:	30-1
SECTION 30.04 REVIEW PROCESS.....	30-3
Fee Schedule for Right-of-Way Permitting.....	30-5
Right-of-Way Driveway/Culvert Permit Application	30-6
Right-of-Way Permit Application.....	30-9

DEVELOPMENT REVIEW MANUAL

SECTION 1.0 GENERAL

Section 1.01 Purpose

The Development Review Manual is intended to help users of the Land Development Code (LDC) understand the review and decision making processes outlined in the LDC. The manual includes information on application submittal requirements and review procedures for each review process.

Section 1.02 Adoption and Amendment

The Development Review Manual shall be adopted by resolution of the Board of County Commissioners and may be amended by the County Administrator.

Section 1.03 Conflict with Other Laws

If the provisions of the Development Review Manual conflict with those of the Land Development Code or any other statute, code, local ordinance, resolution, regulation, or Comprehensive Plan, the provisions imposed in said other regulations shall be deemed to be controlling.

Section 1.04 Definitions (See also Land Development Code, Article XII)

Days: Shall mean consecutive calendar days.

Calendar Days: Shall mean five (5) calendar days excluding Saturday, Sunday, and Holidays.

Week: Shall be construed to mean seven (7) calendar days.

Month: Shall be construed to mean a calendar month.

Year: January 1 through December 31.

Manual: Shall mean the Development Review Manual.

Administrator: Shall mean the County Administrator of St. Johns County, Florida and/or his designee.

Jobs: shall mean permanent, full-time equivalent positions not including construction jobs.

Section 1.05 Abbreviations Used

AASHTO: American Association of State Highway and Transportation Officials
AHD: Affordable Housing Development
ARC: Architectural Review Committee

The Development Services Division of the Growth Management Services Department is responsible for the coordination of the DRC committee meetings.

SECTION 2.0 COMPREHENSIVE PLAN AMENDMENTS
LAND USE POLICY DECISIONS LAND DEVELOPMENT CODE PART 9.04

Section 2.01 Introduction

The text or Future Land Use Map of the **St. Johns County Comprehensive Plan** may be amended in accordance with the provisions of Chapter 163 of the Florida Statutes (F.S.). Applications to amend the Future Land Use Map may be submitted by the owner, or agent for the owner, of property proposed for re-designation; by County Planning staff; by the Planning & Zoning Agency; or by the Board of County Commissioners. Applications to amend other portions of the Comprehensive Plan may be submitted by any interested party, the County Planning staff, by the Planning & Zoning Agency, or by the Board of County Commissioners.

The Planning and Zoning Agency (PZA) reviews Comprehensive Plan Amendments and makes recommendations to the Board of County Commissioners (BCC). The Growth Management Services Department, Planning Division, coordinates all related Comprehensive Plan activities.

Location – Mailing Address: 4020 Lewis Speedway, 32095, Post Office Drawer 349, St. Augustine, Florida 32085.

Phone Numbers – Facsimile Number:
904-823-2480 – GENERAL INFORMATION
904-823-2498 – FACSIMILE

Fees (Resolution 2000-167):

Commercial, Industrial, Mixed Use: \$1,050.00 + \$100/acre over 5 acres, max. \$7,500.

Other Uses and Changes: Fee based upon use closest to application.

Development of Regional Impact: \$10,000 + \$1,500 per land use for Multi-Use Developments as specified by Chapter 28-24 F.A.C. (in addition to Comprehensive Plan Amendment Application fees).

Section 2.02 Types of Amendments

The Land Development Code (LDC) provides a process whereby the BCC may approve a proposed amendment following the review and recommendation of the PZA, although the BCC is not bound by the recommendation of the PZA. The legislative procedures for Comprehensive Plan Amendment Applications will vary depending on the following conditions:

- A. **“Regular” Amendment to the Comprehensive Plan:** Unless exempted by Chapter 163 of the Florida Statutes (F.S.), proposed amendments to the Comprehensive Plan shall be adopted no more than twice per year and applications to amend the Comprehensive Plan shall be accepted only during the months of June and December. This includes proposed text or FLUM Amendments other than DRI-based Amendments or Small-Scale Land Use Map Amendments.

- B. **Development of Regional Impact (DRI):** The term "development of regional impact" is defined by Chapter 380.06 of the Florida Statutes as "...any development which, because of its character, magnitude, or location, would have a substantial effect upon the health, safety or welfare of citizens of more than one county." DRIs are usually contingent upon Future Land Use Map amendments, and text amendments may be proposed in conjunction with a DRI. There are no filing restrictions for DRI-based Comprehensive Plan Amendments. Applications are accepted during any month of the year and otherwise follow the same general review process prescribed for the "Regular" Amendment.
- C. **Small-Scale Land Use Map Amendment:** A Small-Scale Amendment involves ten (10) acres or less of land, as provided in Section 163.3187(1)(c), F.S. Small-Scale Amendments do not require separate Transmittal Hearings. Applications are accepted anytime during the year and follow the same general review process prescribed for *Rezoning Requests*.

Section 2.03 Procedures for Amendments to the Comprehensive Plan

- A. Applications for "Regular" Amendments (Section 9.05.02): Proposals are evaluated pursuant to Policy A.1.15.2 of the Comprehensive Plan. The *Comprehensive Plan Amendment Pre-Application* and *Application Forms* are available from the Planning Division.
1. Pre-Application Process: Establish a Pre-Application Meeting and file the information with the Planning Division at least 5 working days before the meeting, not including the day of submittal. At a minimum, six (6) copies and a signed original *Comprehensive Plan Amendment Pre-Application Form*, must be completed and returned along with the following information and supporting materials, as appropriate:
 - a. Owner and Applicant Information: Name(s), mailing address(es), and contact telephone and fax numbers.
 - b. Type of Request: For an amendment to the Future Land Use Map, identify existing and proposed Future Land Use Map Designations and Zoning Districts. For a Comprehensive Plan Text Change, identify the affected Comprehensive Plan Element(s), Adoption Document Number, and page of Adoption Document.
 - c. Location/Description: Identify the Street Address and/or General Location of the subject property, and list the following information:
 - 1) Section, Township, Range, Planning District, and Road Segment.
 - 2) Block, Lot/Parcel Number, and name of subdivision.
 - 3) Property Appraiser's Parcel Identification Number.
 - 4) Census Tract(s) and Block(s).
 - 5) Total acreage and overall dimension.
 - 6) Future Land Use Map designation (FLUM) and Zoning of the subject property.

- 7) The FLUM designations of adjacent properties located to the North, South, East and west of the subject property.
 - 8) The Zoning Districts of adjacent properties located to the North, South, East and West of the subject property.
 - 9) Flood Zone.
 - 10) Acknowledge presence of wetlands, and the type and acreage if applicable.
 - 11) Soil associations.
- d. **Property Information:** A brief description of the existing property to include existing land cover and uses, any existing structures, and infrastructure.
 - e. **General Description of proposed Development:** Include uses and estimates of the number and type of dwelling units, square feet and type of commercial/industrial uses; open space; recreational areas; buffers; wetlands; drainage and infrastructure areas; other uses and sizes. Generally account for all acres. Provide estimated phasing dates and anticipated buildout.
 - f. **Public or Private Utilities:** Indicate whether the project will use septic tanks or wells, or whether it will build its own plants, and the name of the utility company if applicable.
 - g. **Required Exhibits:** Supporting materials required with the Pre-Application Form include:
 - 1) Completed Applicant's Certification Form or Owner's Authorization for Agent Form
 - 2) Proof of Ownership (copy of deed or purchase agreement, and title opinion).
 - 3) Legal description and tax identification number.
 - 4) General Location Map and subject property clearly identified.
 - 5) Property Appraiser's Map: Identify subject property, zoning, and Future Land Use Map designations within 300 feet of the property.
 - 6) Future Land Use Map with subject property clearly identified.
 - 7) Most recent aerial photograph of site showing property boundaries.
 - 8) Copy of soils map showing property boundaries.
 - 9) Generalized site plan with uses and phases as described in Question "e."
 - 10) Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
 - 11) Six (6) copies and the signed original Pre-Application Form and exhibits.
2. **Pre-Application Meeting:** The Planning staff will meet with the Applicant at the established time but no sooner than five working days after receipt of the Pre-Application Packages. The Planning staff will consider the general nature of the proposed Amendment as it pertains to the Goals, Objectives and Policies of the Comprehensive Plan, and will discuss these concerns with the Applicant. In addition, the Planning staff will provide guidance to the Applicant on preparing the standard Application Form and related materials.

3. Standard Application Process: Submit Comprehensive Plan Amendment Application Form to the Planning Division during the months of June or December only. At a minimum, twelve (12) copies and the signed original Comprehensive Plan Amendment Application Form, must be completed and returned along with the following information and supporting materials, as appropriate:
 - a. Basic Information: Basic information requested by the Application Form is essentially the same as that contained in the Pre-Application Form, including Owner and Applicant Information; Type of Request; Location/Description; Property Information; Proposed Development; Type of Utilities, etc.
 - b. Justification/Reasoning: Provide a rational basis for not developing in designated Development Areas as shown in the Future Land Use Map. Include economic reasons and, if available, market study.
 - c. Consistency with the Future Land Use Element: Provide information regarding the consistency of the proposed land use amendment with the adopted Future Land Use Element objectives and policies and any other relevant sections of the Comprehensive Plan. Also, address consistency with the Strategic Regional Policy Plan and State Comprehensive Plan.
 - d. Estimated Impact on and Availability of Public Facilities:
 - 1) Describe in more detail how the property is to be developed. Include phasing, uses and estimates of:
 - a) number and type of dwelling units
 - b) square feet and type of commercial/industrial uses
 - c) open space and recreational areas
 - d) buffers
 - e) wetlands
 - f) drainage and infrastructure areas
 - g) other uses and sizes. Account for all acres
 - h) provide phasing dates and anticipated buildout.
 - 2) Public or private utilities: Indicate whether the project will use septic tanks or wells, or whether it will build its own plants. Attach a letter from the utility company stating whether the utility anticipates capacity to service the project through all phases.
 - 3) Estimated Water and Sewer Demand: Discuss phasing, use, gallons per day (GPD) and Peak usage as it relates to the proposed development.
 - 4) Describe the anticipated drainage system.
 - 5) Estimated Solid Waste Demand: estimate 5.7 pounds per person per day or by use.

- 6) Disadvantaged Van Services: estimate the demand of residential projects by applying 1.5% times the number of dwelling units X 2.44 persons per unit.
- 7) Recreation/Open Space: estimate the demand of residential projects by applying the applicable formulas contained in the Application form.
- 8) Traffic: estimate the Average Daily Trips by number of dwelling units and square feet of each non-residential use using the trip generation rates from the latest edition of the Institute of Transportation Engineers Trip Generation Manual.
- 9) Area of Impact: estimate the area of impact using the Traffic Impact Methodology of the Concurrency Management Ordinance. In addition, estimate the impacts on the Levels of Service on the segments within the Area of Impact by Phase, and attach the calculations.
 - a. Required Exhibits: Materials required with the Application Form include:
 - 1) Completed Applicant's Certification Form or Owner's Authorization for Agent Form.
 - 2) Proof of Ownership (copy of deed or purchase agreement, and title opinion).
 - 3) Legal description and tax identification number.
 - 4) General Location Map and subject property clearly identified.
 - 5) Property Appraiser's Map: Identify subject property, zoning, and Future Land Use Map designations within 300 feet of the property.
 - 6) Future Land Use Map with subject property clearly identified.
 - 7) Most recent aerial photograph of site showing property boundaries.
 - 8) Copy of soils map showing property boundaries.
 - 9) Generalized site plan with uses and phases as described in Question "3.d.1".
 - 10) Letter of availability from the water and sewer service provider(s), if applicable.
 - 11) Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
 - 12) Twelve (12) copies and the signed original Application Form and exhibits.

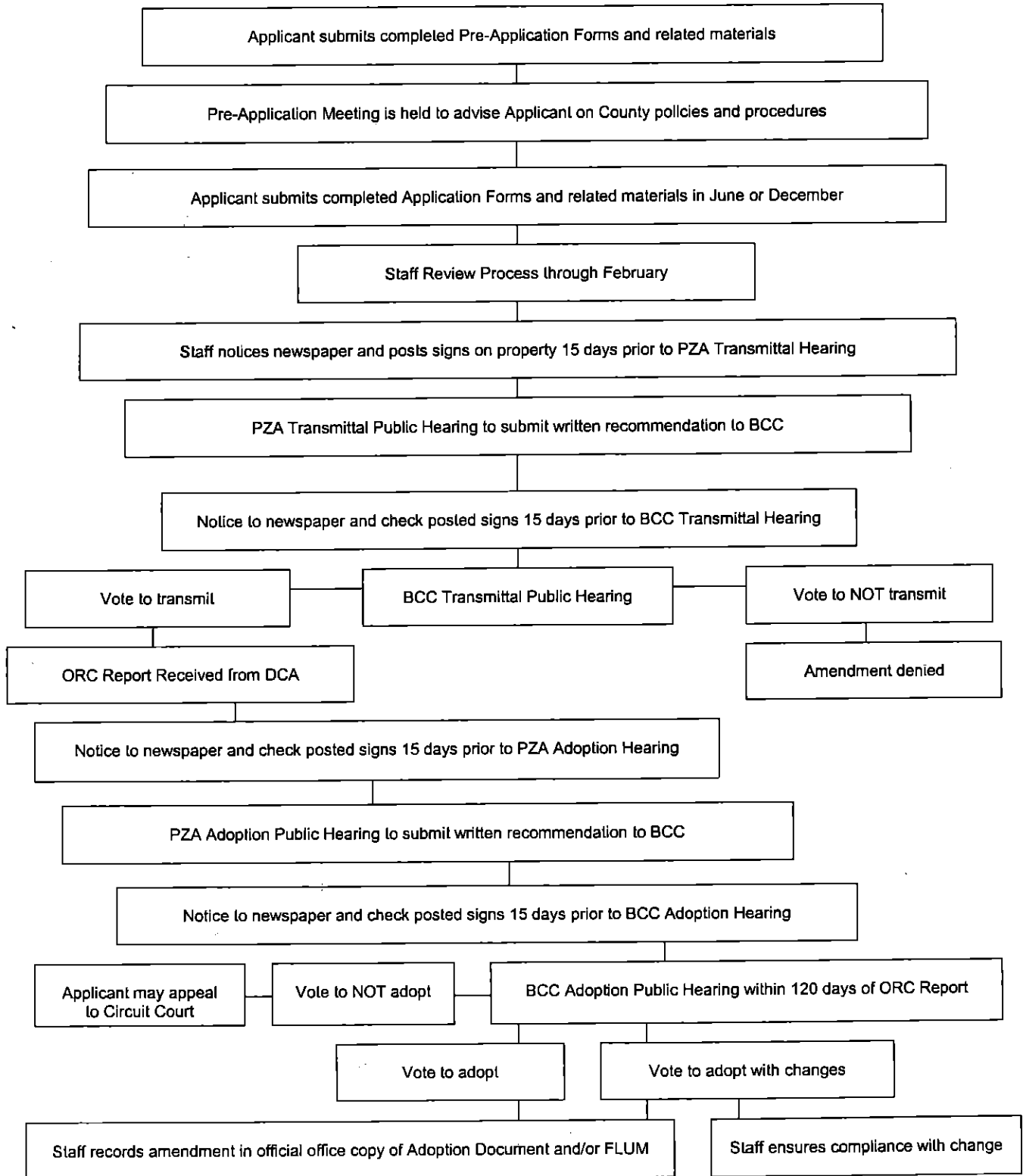
4. **Staff Review Process:** The Planning staff shall review the Application Package for compliance with the Goals, Objectives and Policies of the Comprehensive Plan. Additional meetings may take place to discuss transportation, environmental, or other policy concerns. Insufficient information may delay the processing of the Application, and a written request for additional information will be sent to the Applicant in these instances.
5. **Subsequent Submittals:** Re-submittals and reviews may continue through the month of February or August as applicable unless a written request for continuance is received from the Applicant. Voluntary continuation of the Application beyond this time period may necessitate a delay of six (6) months or more, depending on the status of other then current Applications.
6. **Noticing Requirements:** All Transmittal Public Hearings and all Adoption Public Hearings which are held by the Planning and Zoning Agency or the Board of County Commissioners shall be advertised as follows:
 - a. Not less than fifteen (15) days in advance of the date of the required public hearing(s) at which an application is to be considered, the time and place shall be published once in a St. Johns County Newspaper of general circulation, and others deemed necessary by the Senior Planner.
 - b. Not less than fifteen (15) days in advance of the date of the required public hearing(s) at which the application is to be considered, the Senior Planner shall cause a Sign or Sign(s) to be posted on the subject property in full view of the public on each street side of such land, as stated in Section 9.06.04 of the LDC.
7. **Planning and Zoning Agency Transmittal Public Hearing Process:** The Planning and Zoning Agency shall hold a legislative hearing pursuant to Sections 9.05.02 and 9.06.00 of the Land Development Code. Applications shall be referred to the Planning and Zoning Agency for review within one hundred twenty (120) days of receipt, unless specific time periods are otherwise established per Florida Statutes. The PZA shall submit to the Board of County Commissioners a written recommendation which:
 - a. Identifies any provisions of this Code, the Comprehensive Plan, or other law relating to the proposed change and describes how the proposal relates to them.
 - b. States factual and policy considerations pertaining to the recommendation.
 - c. In the case of proposed amendments to this Code, includes the written comments, if any received from the PZA.
8. **Board of County Commissioners Transmittal Public Hearing Process:** The Board of County Commissioners shall hold a legislative public hearing on

Comprehensive Plan Amendments, pursuant to Section 9.06.00 of the Land Development Code.

- a. At the public hearing, the Senior Planner shall present the analysis of the proposed action, along with any recommendation by the PZA and any reports or recommendations received from other agencies. Interested parties shall be allowed to submit written recommendations and comments before or during the hearing, and shall be given a reasonable opportunity to make oral arguments in favor of or in opposition to the proposal.
 - b. At the conclusion of the hearing(s), the BCC shall vote to transmit or not transmit the proposed amendments to the Florida Department of Community Affairs.
9. Planning and Zoning Agency Adoption Public Hearing Process: The Planning and Zoning Agency shall hold a legislative hearing pursuant to Sections 9.05.02 and 9.06.00 of the Land Development Code.
- a. The ORC Report shall be referred to the Planning and Zoning Agency for review. As before during the *Planning and Zoning Agency Transmittal Public Hearing Process*, the PZA shall submit to the Board of County Commissioners a written recommendation which:
 - 1) Identifies any provisions of this Code, the Comprehensive Plan, or other law relating to the proposed change and describes how the proposal relates to them.
 - 2) States factual and policy considerations pertaining to the recommendation.
 - 3) In the case of proposed amendments to this Code, includes the written comments, if any received from the PZA.
10. Board of County Commissioners Adoption Public Hearing Process: Within one hundred twenty (120) days of receiving the DCA's ORC Report, the BCC shall hold a legislative hearing pursuant to Section 9.06.00 to adopt, adopt with changes, or not adopt the proposed amendment(s).
- a. Immediately following the BCC's adoption of a proposed Comprehensive Plan Amendment, the Senior Planner shall notify the DCA and the property owners.
 - b. The DCA shall provide for a published forty-five (45) day public comment period.
 - 1) In cases where no public comment is received during this time, the adoption takes effect immediately following the public comment period.

- 2) In cases where public comment is received, such comment must provide evidence that the proposed amendment would be inconsistent with the State Comprehensive Plan and/or the Strategic Regional Policy Plan and/or the St. Johns County Comprehensive Plan.
- c. An approved change to the Future Land Use Map designation of a given property shall be recorded by the Planning Director on the official Future Land Use Map (FLUM) of St. Johns County. Text amendments shall be entered into the official office copy of the Adoption Document in the manner established by the Planning Director.
 - d. The decision of the Board of County Commissioners shall constitute final action for the County and may, thereafter, be appealed to circuit court in accordance with Florida law.
- B. **Applications for DRI-Based Comprehensive Plan Amendment:** There are no application filing restrictions for DRI-based Comprehensive Plan amendments. Applications are accepted during any month of the year and otherwise follow the same review process prescribed for "Regular" Amendments.
- C. **Applications for Small-Scale Land Use Map Amendment:** A Small-Scale Amendment involves ten (10) acres or less of land, as provided in Section 163.3187(1)(c) of the Florida Statutes. Small-Scale Amendments do not require separate Transmittal Public Hearings. Applications are accepted anytime during the year and follow the same general review process prescribed for *Rezoning Requests*.

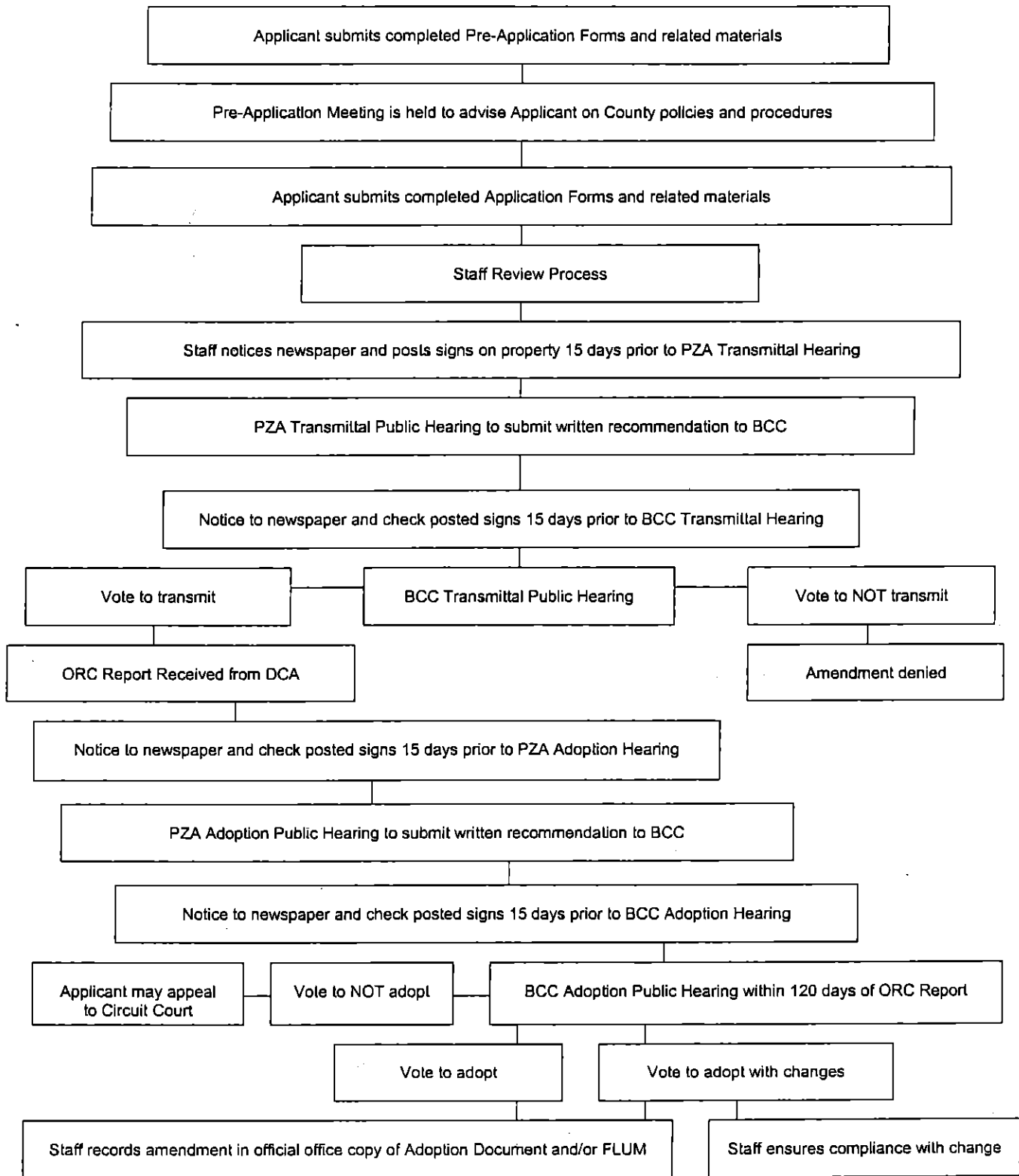
**ST. JOHNS COUNTY PROCEDURES FOR
"REGULAR" COMPREHENSIVE PLAN AMENDMENT**



Source: St. Johns County Development Review Procedures, January 2001.

*Note: "All owners" include the owners of the subject property as well as adjacent property.

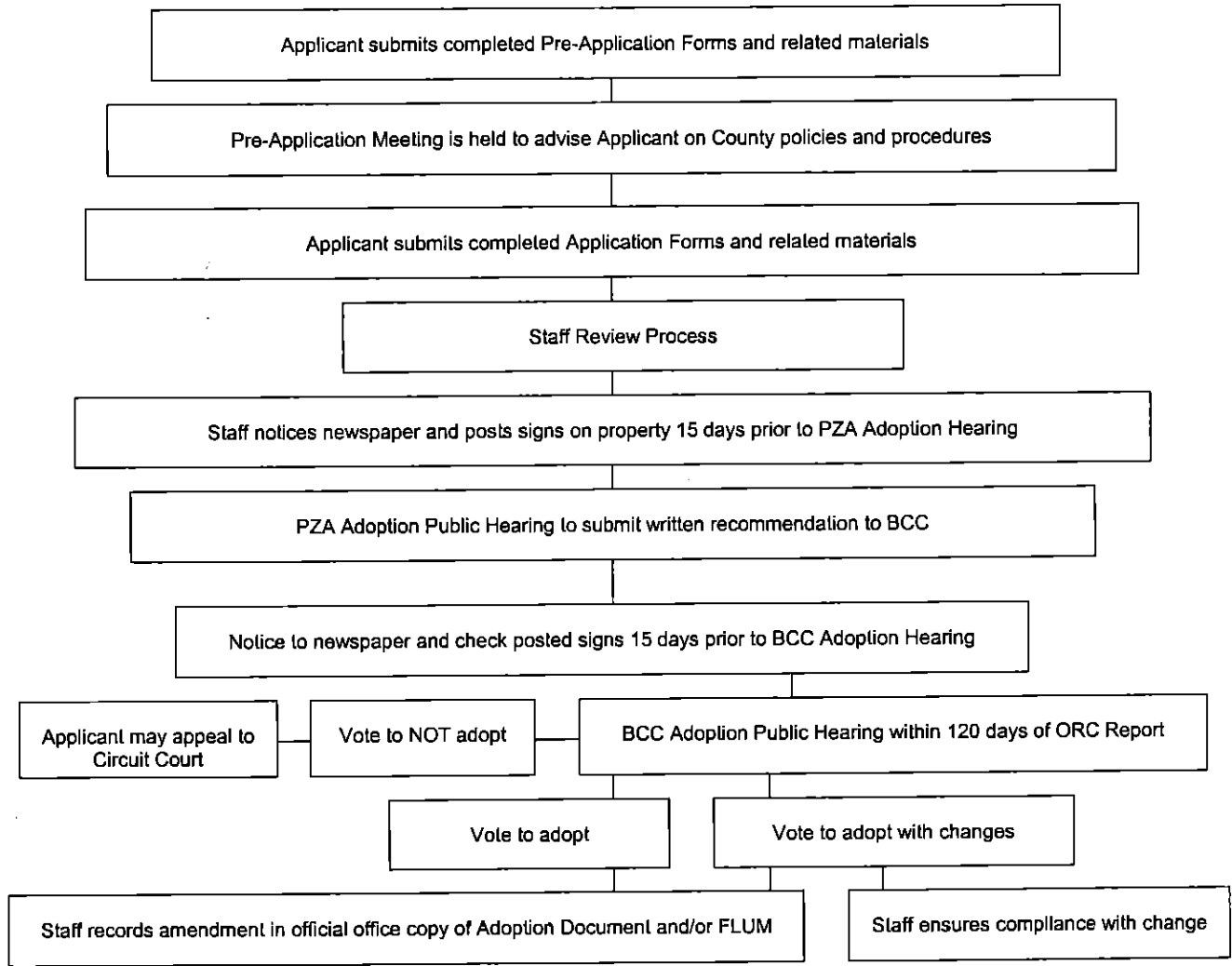
ST. JOHNS COUNTY PROCEDURES FOR DRI-BASED COMPREHENSIVE PLAN AMENDMENT



Source: St. Johns County Development Review Procedures, January 2001.

*Note: "All owners" include the owners of the subject property as well as adjacent property.

ST. JOHNS COUNTY PROCEDURES FOR SMALL-SCALE LAND USE MAP AMENDMENT



Source: St. Johns County Development Review Procedures, January 2001.

*Note: "All owners" include the owners of the subject property as well as adjacent property.



Comprehensive Plan Amendment Pre-Application Form

This application, together with ALL REQUIRED EXHIBITS, should be completed and filed with the Planning Division at least 5 working days prior to the established pre-application meeting.

File No. _____ Date _____
Owner: _____ Applicant/Agent _____
Address _____ Address _____
City _____ State _____ City _____ State _____
Zip _____ Phone _____ Zip _____ Phone _____

TYPE OF REQUEST: This is a request to amend the *St. Johns County 2015 Comprehensive Plan* as follows:

TEXT AMENDMENT (Sign certification statement and attach additional pages as necessary):

Element _____ Goal, Objective, or Policy # _____ Page _____

FUTURE LAND USE MAP AMENDMENT (Complete the following sections):

Existing Future Land Use Map Designation _____ Zoning _____

Proposed Future Land Use Map Designation _____ Zoning _____

LOCATION/DESCRIPTION: Property Appraiser's Parcel Identification # _____

1. Street Address/Location _____

2. Section: _____ Township: _____ Range: _____

PD: _____ Road Segment: _____

3. Block: _____ Lot/Parcel: _____ Subdivision: _____

4. Census Tract: _____ Census Block: _____

5. Total Acreage: _____ Overall Dimensions: _____

6. Adjacent Future Land Use Map Designation/Zoning North: _____

South: _____ East: _____ West: _____

7. Flood Zone: _____

8. Wetlands: Yes: _____ No: _____ Type: _____ Acres: _____

9. Soil Associations: _____

10. Provide brief description of existing property. Include existing land cover and uses, any existing structures, infrastructure.

11. Provide general description of how property is to be developed. Include uses, and estimates of : number and type of dwelling units; square feet and type of commercial/industrial uses; open space, recreational areas; buffers; wellands; drainage and infrastructure areas; other uses and sizes. Account generally for all acres. Provide estimated phasing dates and anticipated buildout.

ESTIMATED IMPACT ON THE AVAILABILITY OF PUBLIC FACILITIES:

12. (a) The project will use: public sewer or private sewer or septic tank.
(b) The project will use: public water or private water or private well.
13. (a) Will the project build its own water plant? Yes No.
(b) Will the project build its own sewage plant? Yes No.
14. Will the project utilize public/private central utilities? If yes, provide name of Utility Company.
-

REQUIRED EXHIBITS

15. Completed Applicant's Certification Form or Owner's Authorization for Agent Form.
16. Proof of ownership (copy of deed or purchase agreement, and title opinion).
17. Legal description and tax identification number.
18. General location map with subject property clearly identified.
19. Property Appraiser's Map with identification of subject property, zoning, and Comprehensive Plan Land Use Designation within 300 feet of property.
20. Comprehensive Plan Future Land Use Map with subject property clearly identified.
21. Most recent aerial of site showing property boundaries.
22. Copy of soils map showing property boundaries.
23. Generalized site plan with uses, phases as described in Question 11.
24. Six (6) copies of pre-application and exhibits.

NOTE: On each map include north arrow, property outline, name of person or firm who prepared the map, date of map preparation, and source of the map.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner(s) or authorized person if Owner's Authorization Form is attached:

Printed or typed name(s): _____

Singature(s): _____

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:

Name: _____

Mailing Address: _____

Phone: _____ FAX: _____

E-mail: _____

St. Johns County Growth Management Services Department
Planning Division
4020 Lewis Speedway
St. Augustine, Florida 32084
904/823-2480



Comprehensive Plan Amendment Application Form

This application, together with ALL REQUIRED EXHIBITS and application fee, should be completed and filed with the Planning Division prior to the established filing deadline for the public hearings before the planning and Zoning Agency and Board of County Commissioners. A COMPREHENSIVE PLAN AMENDMENT DOES NOT ENTITLE THE APPLICANT TO A DEVELOPMENT PERMIT OR CERTIFICATE OF CONCURRENCY.

File No. _____ Fee _____ Date _____

Owner: _____ Applicant/Agent _____

Address _____ Address _____

City _____ State _____ City _____ State _____

Zip _____ Phone _____ Zip _____ Phone _____

TYPE OF REQUEST: This is a request to amend the *St. Johns County 2015 Comprehensive Plan* as follows:

[] TEXT AMENDMENT (Sign certification statement and attach additional pages as necessary):

Element _____ Goal, Objective, or Policy # _____ Page _____

[] FUTURE LAND USE MAP AMENDMENT (Complete the following sections):

Existing Future Land Use Map Designation _____ Zoning _____

Proposed Future Land Use Map Designation _____ Zoning _____

LOCATION/DESCRIPTION: Property Appraiser's Parcel Identification # _____

1. Street Address/Location _____

2. Section: _____ Township: _____ Range: _____ PD: _____ Road Segment: _____

3. Block: _____ Lot/Parcel: _____ Subdivision: _____

4. Census Tract: _____ Census Block: _____

5. Total Acreage: _____ Overall Dimensions: _____

6. Adjacent Future Land Use Map Designation/Zoning North: _____

South: _____ East: _____ West: _____

7. Flood Zone: _____

8. Wetlands: Yes: _____ No: _____ Type: _____ Acres: _____

9. Soil Associations: _____

10. Provide brief description of existing property. Include existing land cover and uses, any existing structures, infrastructure.

CONSISTENCY WITH COMPREHENSIVE PLAN:

11. Provide justification/reasons for not developing in designated development areas as shown on Future Land Use Map. Include economic reasons and, if available, market study.

12. Provide information regarding the consistency of the proposed land use amendment with the adopted Future Land Use Element objectives and Policies and any other relevant section of the Comprehensive Plan. Also address consistency with the Strategic Regional Policy Plan and the State Comprehensive Plan.

ESTIMATED IMPACT ON THE AVAILABILITY OF PUBLIC FACILITIES:

13. Describe how property is to be developed. Include phasing, uses and estimates of (a) number and type of dwelling units; (b) square feet and type of commercial/industrial uses; (c) open space and recreational area; (d) buffers; (e) wetlands; (f) drainage and infrastructure areas; and (g) other uses and sizes. Account for all acres. Provide phasing dates and anticipated buildout.

14. (a) The project will use: public sewer or private sewer or septic tank.
 (b) The project will use: public water or private water or private well.

15. (a) Will the project build its own water plant? Yes No.
 (b) Will the project build its own sewage plant? Yes No.

16. If public or private utilities are to provide services, attach letters from the utility company or companies stating whether the utility company anticipates the availability of capacity to service the project through all phases.

17. Estimated Water and Sewage Demand:

	Phase (Years)	Use	GPD	Peak
Water				
Sewage				
Water Utility	Name:		Address:	
Sewer Utility	Name:		Address:	

18. Describe anticipated drainage system: _____

19. Estimate the Solid Waste Demand by 5.7 pounds per person per day or by use. Indicate methodology:

Phase (Years)	Number of People or Use	Pounds per Day

20. Estimate the Transportation Disadvantaged Van Services Demand by applying 1.5 percent times the number of Dwelling Units times 2.44 Persons Per Unit. (Only applies to residential developments.)

Phase (Years)	demand = Dwelling Units X 2.44 Persons Per Unit X 0.015

21. Estimate the Recreation and Open Space Demand of residential projects by applying the following formulas:

(a) Number of Dwelling Units X 2.4 Persons Per Unit X 5 Acres Per 1,000 Population for Neighborhood/Community Park Recreation, by phase:

(b) Number of Units X 2.5 Persons Per Unit X 24 Acres per 1,000 Population for Regional/Open Space, by Phase.

22. Traffic – Estimate Average Weekday Peak Hour Trips by phase by number of dwelling units and square feet of each on-residential use using the trip generation rates from the latest edition of the Institute of Transportation Engineers *Trip Generation Manual*.

Phase (Years)	Dwelling Units or Square Feet of Each Use	Trips

23. Estimate the area of impact using the *Traffic Impact Methodology and Procedures* contained in Appendix A of the **Land Development Code** and estimate the impacts on the Levels of Service on the segments within the Area of Impact by Phase. ATTACH CALCULATIONS (staff will complete for up to 29.99 peak hour trips).

Phase Years	Road Segment #	Existing LOS	Project Trips	LOS with Project & Background Traffic by Phase End

REQUIRED EXHIBITS: (MUST BE SUBMITTED IN THIS ORDER)

24. Completed Applicant's Certification Form or Owner's Authorization for Agent Form.
25. Proof of ownership (copy of deed or purchase agreement, and title opinion).
26. Legal description and tax identification number.
27. General location map with subject property clearly identified.
28. Property Appraiser's Map with identification of subject property, zoning, and Comprehensive Plan Land Use Designation within 300 feet of property.
29. Comprehensive Plan Future Land Use Map with subject property clearly identified.
30. Most recent aerial of site showing property boundaries.
31. Copy of soils map showing property boundaries.
32. Generalized site plan with uses, phases as described in Question 13.
33. Water and Sewer Utility letter, if applicable (Question 16).
34. Twenty-six (26) copies of application and exhibits.

NOTE: On each map include north arrow, property outline, name of person or firm who prepared the map, date of map preparation, and source of the map.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner(s) or authorized person if Owner's Authorization Form is attached:

Printed or typed name(s): _____

Signature(s): _____

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:

Name: _____

Mailing Address: _____

Phone: _____ FAX: _____ E-mail: _____

Applicant's Certification

Before me, the undersigned authority, appeared _____
who first by me being duly sworn, states that he/she is the applicant herein, is authorized to
make this verification, has read the foregoing application, and verifies that the information and
statements herein are true and correct to the best of his/her knowledge and belief.

By: _____

Its: _____

Print Name

Address

Telephone Number

State of _____

County of _____

Signed and sworn before me on the _____, day of _____, 200_____

by _____

Identification Presented: _____

Oath taken: []Yes [] No

Notary Signature

My Commission expires: _____, 200_____

Owner's Authorization for Agent

_____ is hereby authorized TO ACT
ON BEHALF OF _____, the
owner(s) of those lands described within the foregoing application, and as described in
the attached deed or other such proof of ownership as may be required, in applying to
St. Johns County, Florida, for action pursuant to a Comprehensive Plan Amendment.

By: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of _____

County of _____

Signed and sworn before me on the _____ day of _____, 200____,

by _____

Identification Presented: _____

Oath taken: [] Yes [] No

Notary Signature

My Commission expires: _____, 200____

SECTION 3.0 CONCURRENCY
ARTICLE XI – LAND DEVELOPMENT CODE

Section 3.01 Introduction

Article XI of the St. Johns County Land Development Code applies to any development order/permit authorizing the development of land within the unincorporated area of St. Johns County. The public facilities that are the subject of concurrency review in St. Johns County are traffic, water, sewer, solid waste, drainage, mass transit and parks.

Applications for Concurrency Determination are submitted to and processed by the Transportation Planning Section, Planning Division, Growth Management Services Department.

CONTACT: Phone: 904-823-2475
Fax: 904-823-2498
Email: plancon@co.st-johns.fl.us

FILING FEES: Small Project (<4 Peak Hour Trips)	-	No Fee
Minor Project (4-29.9 Peak Hour Trips)	-	\$250.00
Major Project (30+ Peak Hour Trips)	-	\$840.00
Modification to FCOC	-	\$250.00

Section 3.02 Application Process

- A. Use Table 1 below to determine if the project is "small", "minor" or "major". Complete Application for Concurrency Determination form for minor and major projects and submit to the Transportation Planning Section. Application forms are available in the Planning Division, 2nd Floor of the County Administration Building or on the County web page
- B. Include the following information with the application:
1. Legal Description (attach as Exhibit A)
 2. Tax Assessment Map with subject property clearly outlined (attach as Exhibit B)
 3. General Site plan showing all proposed access points.
 4. Proof of ownership (Deed or other)
 5. Owners authorization, if applicable
 6. Water and sewer availability letter, if applicable.
 7. Land Development Traffic Assessment (LDTA); for Major projects only
 8. Appropriate filing fee
 9. Submit the original and 3 copies of the application and all exhibits (2 copies of LDTA).
- C. An applicant may submit a concurrency application at any time during the development review process, but a Final Certificate of Concurrency is required prior to approval of a Final Development Permit or rezoning. The public hearing before the Board of County Commissioners for a rezoning cannot be scheduled until a final concurrency determination is made.

Section 3.03 Review Process

A. Procedures for Projects Requiring a Rezoning

1. All rezonings must be preceded by a Final Certificate of Concurrency for at least one-third (1/3) of the maximum development allowed by such rezoning.
2. The maximum development allowed will be determined based on the proposed zoning, the comprehensive plan future land use designation, and the size of the property, as applicable.
3. The maximum development allowed can be influenced by submittal of engineered Construction Plans through the County's Development Review Committee (DRC) process, by an existing use when the proposed rezoning seeks to bring the existing use into compliance with the LDC, or by a rezoning that is a down-zoning to a less intense use than the existing zoning.
4. The one-third (1/3) of the maximum development allowed shall be measured as that development which is projected to generate one-third (1/3) of the maximum number of new external peak hour vehicle trips generated by the total development proposed for rezoning.

B. Completeness Review

1. Upon receipt of an Application for Concurrency Determination, County Staff shall have 5 working days to review for completeness.
2. If the application is determined incomplete, the applicant will be notified within 5 working days identifying all additional information needed to complete the application.
3. No further action will be taken on the application until the information is received.
4. The determination of incompleteness can be appealed to the Concurrency Review Committee within ten (10) days from the date the notice of incompleteness is sent.

C. Sufficiency Review

1. After an application is determined complete, it will be routed to the evaluating departments for sufficiency review. Sufficiency review is a determination that accurate and complete information has been provided in order for a determination of concurrency to be made.
2. Evaluating departments shall have 15 working days from the determination of completeness to determine whether the application is sufficient.
3. If additional or revised information is required, a letter shall be sent to the applicant identifying all additional or revised information that is required.

4. The applicant shall have up to sixty (60) days from the date the first insufficiency letter is sent to submit all additional or revised information.
5. No further action shall be taken on the application until the required information is received.
6. If the applicant does not submit the requested information within sixty (60) days, the applicant will be notified in writing that the application is deemed withdrawn. The applicant may request an extension upon showing of good cause.
7. The additional or revised information will be routed to the appropriate evaluating departments upon receipt.
8. Evaluating departments shall have 10 working days from receipt of the additional information to determine whether the application is sufficient.
9. If an evaluating department determines that the application is not sufficient, a letter shall be sent to the applicant identifying the additional or revised information that is needed.
10. The applicant shall have up to twenty (20) days from the date the second insufficiency letter is sent to submit all additional or revised information.
11. If the applicant does not submit the requested information within twenty (20) days or the information submitted does not meet the requirements specified in the Land Development Code, the applicant will be notified in writing that the application is deemed withdrawn. The applicant may request an extension upon showing of good cause.
12. Any application that is inactive for a period of three (3) months or more will be deemed withdrawn. The applicant may submit a new application with a new review fee for consideration and will be placed in line from the date the new application is received.
13. The determination of insufficiency or staff withdrawal of an application can be appealed to the Concurrency Review Committee within thirty (30) days from the date the action was taken. The application will be given priority status over subsequently filed applications if an appeal is filed within the thirty (30) day time frame.

Section 3.04 **Type of Concurrency Review (Small, Minor or Major)**

The type of concurrency review is determined by the number of average weekday peak hour trips the project is estimated to generate. A **small project** is defined as any project estimated to generate less than 4 average weekday peak hour trips. A **minor project** is defined as any project estimated to generate 4-29.9 average weekday peak hour trips. A **major project** is defined as any project estimated to generate 30+ average weekday peak hour trips.

A. Small Project

A small or de minimus project is not required to meet transportation concurrency requirements, but is required to provide adequate public facilities pursuant to all other applicable regulations and is reviewed through the appropriate application process as outlined in this Manual. A formal concurrency application is not required.

B. Minor Project

1. A minor project is required to file an Application for Concurrency Determination for staff review. County staff will perform the minor traffic review pursuant to Section 4(b) of the St. Johns County Traffic Impact Study Methodology and Procedures, Appendix A of the Land Development Code.
2. If the staff determination indicates the application is insufficient or that additional analysis is required, the applicant shall provide the additional information or analysis pursuant to the appropriate methodology provided in the Land Development Code.
3. A Final Certificate of Concurrency, Final Certificate of Concurrency with Conditions, or denial of a Final Certificate of Concurrency, as appropriate, shall be issued by staff within ten (10) working days of receipt of the recommendations from the evaluating departments.
4. If the staff determination indicates that a deficiency exists that prevents the issuance of a Final Certificate of Concurrency, a denial determination shall be issued by staff.
5. The denial determination shall be provided to the applicant in writing and shall identify the decision reached in each facility category, outline the procedures to be followed in order to appeal the staff determination, and outline the procedures to be followed in order to enter into a Development Agreement to provide the necessary capacity.
6. The applicant shall have the option of reducing the size, intensity or density of the project, or changing the phasing of the project to achieve available capacity, if applicable.
7. The applicant shall have thirty (30) days to respond to such notification by either providing an amended application to reduce the size, intensity or density of the project that will achieve available capacity, filing an appeal of

the staff denial to the Concurrency Review Committee or filing an Initial Determination request for a Development Agreement.

8. If an amended application, an appeal or an Initial Determination for a Development Agreement is filed within thirty (30) days, the application will be given priority status over other applications filed subsequent to the denied application.
9. If neither an amended application, an appeal nor an Initial Determination for a Development Agreement is filed within thirty (30) days from the date of written notification, the application shall automatically be withdrawn and lose its priority status. A new application will be required in order to proceed with the project.

C. Major Project

1. A major project is required to file an Application for Concurrency Determination including a Land Development Traffic Assessment (traffic study) for staff review.
2. Signs shall be posted on the subject parcel(s) in full view of the public on each street side of such land upon a determination of completeness, but no less than ten (10) days in advance of the date of the Concurrency Review Committee meeting at which the application is to be considered.
3. If the staff determination indicates the application is insufficient and that additional analysis is required, the applicant shall provide the additional information or analysis pursuant to the appropriate methodology provided in the Land Development Code.
4. If the staff determination indicates that a deficiency exists that prevents the issuance of a Final Certificate of Concurrency, the applicant will be notified in writing and given the option of reducing the size, intensity or density of the project or changing the phasing of the project to achieve available capacity.
5. The applicant shall have fifteen (15) days to respond to the staff notification of deficiency.
6. If an amended application reducing the size, intensity or density of the project, or phasing of the project is not received within fifteen (15) days from the date the notification is sent, the application shall proceed to the first available Concurrency Review Committee (CRC) for denial.
7. If adequate capacity exists to accommodate project impacts, the application will be schedule for the first available CRC meeting for consideration.

Section 3.05 Concurrency Review Committee

The Concurrency Review Committee meets on the 2nd and 4th Wednesdays of each month, excluding legal holidays.

A. Major Projects

1. The Concurrency Review Committee shall make determinations on Major Projects.
2. Staff shall prepare a staff report including Findings of Fact and a recommendation to the CRC.
3. The CRC shall consider the determinations of staff and may approve a Final Certificate of Concurrency, a Final Certificate of Concurrency with Conditions, or a denial.
4. The Order of the Concurrency Review Committee shall be issued by the County staff within five (5) working days of the meeting where such action was taken.
5. Any denial determination that is issued by the CRC shall be provided to the applicant in writing and shall identify the decision reached in each facility category, outline the procedures to be followed in order to appeal the CRC decision, and outline the procedures to be followed in order to enter into a Development Agreement to provide the capacity necessary for approval.
6. A denied application shall be given priority over other applications filed subsequent to the denied application if the applicant files an Initial Determination request expressing the intent to enter into a Development Agreement to provide adequate capacity or files an appeal of the CRC decision within thirty (30) days from the date of the CRC denial determination.
7. If neither an Initial Determination for a Development Agreement or an appeal is filed within thirty (30) days from the date of the CRC denial determination, the application shall lose its priority status. A new application will be required in order to proceed with the project.
8. The review of a Development Agreement shall follow the Development Agreement Procedures in this Manual. An appeal of a CRC decision shall follow the procedures outlined in Part 11.06.00 of the Land Development Code.

B. Appeal of Staff Determinations

1. An applicant who had an application determined incomplete, or withdrawn by staff due to insufficient information, or has received a determination of denial due to inadequate capacity, may appeal the determination to the Concurrency Review Committee within thirty (30) days from the date the action was taken.

2. The Concurrency Review Committee shall consider the determination of staff and shall adopt the staff determination with or without modification or conditions, or reject the staff determination.
3. The Concurrency Review Committee is not authorized to modify or reject the staff determination unless it finds that the determination is not supported by substantial competent evidence or that the staff determination is contrary to the criteria established in Article XI of the Land Development Code.
4. The decision of the Concurrency Review Committee can be appealed to the Board of County Commissioners pursuant to Part 11.06.00 of the Land Development Code.

Section 3.06 Approval Process

- A. Approval of a Final Certificate of Concurrency for a Minor or Major project shall result in a reservation of capacity for transportation and recreation, as applicable.
- B. Reservation of water and sewer capacity occurs when the applicant pays all applicable connection fees to the appropriate utility.
- C. Actual drainage approval occurs with the approval of engineered Construction Plans through the Construction Plan Application process as identified in this Manual.
- D. Solid waste capacity is monitored by the St. Johns County Solid Waste Department based on the design capacity of the County's Tillman Ridge Transfer Station and appropriate contracts for the disposal of solid waste outside of St. Johns County.
- E. Mass Transit involves only the Council on Aging Public Transportation, which is a state and federally funded organization.
- F. Traffic Reservation
 1. Upon approval of a Final Certificate of Concurrency, actual vehicle trips are reserved on the appropriate road segment(s) pursuant to the approved traffic study.
 2. The impact of the project on the directly accessed segment(s) shall always be reserved. The impact of the project on other roadways in the four-mile radius study area shall be reserved if the project contributes 10 or more trips to a roadway segment or if project impact is 1% or more of the approved peak hour service volume of the roadway segment.
 3. The County maintains a Transportation Analysis Spreadsheet (TAS) to provide applicants with the current status of all roadways on the County's Major Road Network. The spreadsheet is available on the County web page.
 4. The TAS is updated every two weeks with newly approved project traffic following the Concurrency Review Committee Meetings.

5. Trips shall be released for use by other applicants if the Final Certificate of Concurrency expires. The release of trips due to expiration shall also occur every two weeks consistent with the above update.
6. The TAS is updated once a year with new traffic counts.
7. Upon receipt of new traffic counts, the trips associated with development that has been built prior to the new traffic count will be released for each project, as appropriate. The release of trips based on development that has been built will occur when the TAS is updated with new traffic counts.

B. Recreation Reservation

1. Recreation facilities are impacted by residential projects only.
2. The County shall use the most recent population estimate available to determine the available capacity in each park category.
3. The impact of any proposed project shall be based on the most recent estimate of persons per household for St. Johns County.
4. The number of acres required to meet the adopted level of service standard for each project shall be reserved, as appropriate.
5. Park categories and adopted levels of service include:

Neighborhood Parks	(2 acres/1000 population)
Community Parks	(3 acres/1000 population)
Regional/Open Space	(20 acres/1000 population)
6. Upon receipt of a new population estimate, the reservation for each portion of a project that has been built will be released from reservation

Section 3.07 Validity of Final Certificate of Concurrency

- A. A Final Certificate of Concurrency shall be valid for two (2) years from the date of approval.
- B. A Multi-phase project may have phases effective for up to two (2) years for each phase.
- C. The project must obtain Construction Plan approval, Final Plat approval or a Building Permit, as applicable, for horizontal or vertical construction within the two (2) year period or the concurrency certificate will expire.
- D. Extension of Final Certificate of Concurrency
 1. A valid, non-expired Final Certificate of Concurrency may be extended for up to an additional three (3) year period provided the applicant pays the applicable reservation fee prior to expiration.

2. The reservation fee is the current impact fee for roads and recreation, as applicable to each project.
3. The applicant is required to provide an updated letter of availability from the utility provider verifying that water and sewer capacity is available for the additional three (3) years for the amount of development approved in the concurrency certificate.
4. The applicant is required to sign a waiver of rights for refund of the impact fees paid in consideration for the extension of the Final Certificate of Concurrency.
5. An Impact Fee Credit for the amount of impact fees paid in advance is recorded for the project.
6. Upon applying for a Building Permit, the applicant provides a voucher for the credit and pays the difference, if any, between the reservation fee paid in advance to extend the Final Certificate of Concurrency and the total impact fee, as determined at the time of permit application.
7. In the event, the applicant does not obtain Construction Plan approval, Final Plat approval or a Building Permit within the three (3) year extension period, the Final Certificate of Concurrency shall expire and the applicant will not be refunded the impact fees paid.
8. A Multi-phase project may extend the Final Certificate of Concurrency by phase. The reservation fee shall be paid prior to the expiration date of the phase being extended. Under no circumstances can a phased project extend the validity of the Final Certificate of Concurrency beyond ten (10) years from the date of original approval.

Section 3.08 Modification of Approved Final Certificate of Concurrency

A modification to an existing Final Certificate of Concurrency is required prior to approval of a modification to a Development Permit where a change in use, intensity, or density of the approved project, which either individually or cumulatively with other changes, results in increased impacts to public facilities and services.

A. Change in Use, Intensity or Density

1. A change in use, intensity or density of a project that generates less than 4.0 average total weekday peak hour trips and does not increase impacts to other public facilities and services cumulatively with other changes, can be approved by staff as a modification.
2. Any modification that results in an increase of 4.0 or more average total weekday peak hour trips cannot be approved by modification of the existing Final Certificate of Concurrency. A new concurrency application and review are required.

B. Change in Legal Description or Acreage

1. A change in the legal description and acreage that does not result in additional impacts or impact different public facilities and services can be approved by staff as a modification.
2. A new concurrency application and review are required if the new project boundary or change in acreage results in additional impacts or impacts different public facilities and services.
3. A Final Certificate of Concurrency is attached to the land parcel upon which the proposed project was reviewed and approved to be built. A Final Certificate of Concurrency is not transferable to another parcel.

Table 1 – St. Johns County P.M. Peak Hour Trip Rate and Percent New Trips Data

ITE Land Use	Land Use Description Code	Independent Variable	P.M. Peak Hour Trip End Estimation Method	Land Use Maximum Size Threshold By Unit			Percentage New Trips
				Small	Minor	Major	
				< 4.00 PHT Trips	4.00 to 29.99 PHT Trips	>= 30.00 PHT Trips	
022	General Aviation Airport	Average Flights Per Day	0.30	13	99	> 99	90%
110	General Light Industrial < 150,000 sf GFA	1,000 sf GFA	0.98	4,000	30,607	> 30,607	92%
110	General Light Industrial > or = 150,000 sf GFA	1,000 sf GFA	T = 1.433 (X) - 163.421	N/A	N/A	> 0	92%
130	Industrial Park	1,000 sf GFA	Ln(T)=0.854*Ln(X)+ 0.712	N/A	23,306	> 23,306	92%
140	Manufacturing	1,000 sf GFA	T = 0.776 (X) - 12.885	N/A	55,257	> 55,257	92%
150	Warehousing	1,000 sf GFA	Ln(T)=0.754*Ln(X)+ 0.826	N/A	30,421	> 30,421	92%
151	Mini-Warehousing	1,000 sf GFA	Ln(T)=1.015*Ln(X)- 1.487	16,938	123,444	> 123,444	92%
210	Single Family Detached Housing	Dwelling Units	Ln(T)=0.901*Ln(X)+ 0.527	2	24	> 24	100%
220	Apartment	Dwelling Units	T = 0.541 (X) + 18.743	N/A	20	> 20	100%
230	Residential Condominium/Townhouse	Dwelling Units	Ln(T)=0.827*Ln(X)+ 0.309	3	42	> 42	100%
240	Mobile Home Park	Occupied Dwelling	Ln(T)=0.897*Ln(X)- 0.044	4	46	> 46	100%
252	Congregate Care Facility	Occupied Dwelling	0.17	23	176	> 176	74%
270	Residential Planned Unit Development (PUD)	Dwelling Units	Ln(T)=0.896*Ln(X)+ 0.265	3	33	> 33	100%
310	Hotel	Occupied Rooms	Ln(T)=1.150*Ln(X)- 1.255	N/A	57	> 57	71%
311	All-Suites Hotel	Occupied Rooms	0.55	N/A	54	> 54	71%
320	Motel	Occupied Rooms	T = 0.532 (X) + 5.947	N/A	45	> 45	59%
330	Resort Hotel	Occupied Rooms	Ln(T)=1.130*Ln(X)- 1.524	N/A	78	> 78	75%
412	County Park	Acres	0.06	66	499	> 499	90%
416	Campground/Recreational Vehicle Park	Occupied Camp Sites	0.39	10	76	> 76	90%
417	Regional Park	Acres	0.20	19	149	> 149	90%
420	Marina	Berths	0.19	N/A	157	> 157	90%
430	Golf Course	Acres	T = 0.126 (X) + 31.301	N/A	N/A	> 0	90%
432	Golf Driving Range	Driving Positions	1.25	3	23	> 23	75%
444	Movie Theatre with Matinee	Movie Screens	44.53	N/A	N/A	> 0	85%
492	Raquel Club	1,000 sf GFA	1.83	N/A	16,390	> 16,390	75%
494	Bowling Alley	1,000 sf GFA	3.54	N/A	8,473	> 8,473	75%
520	Elementary School	1,000 sf GFA	3.12	N/A	9,613	> 9,613	80%
530	High School	1,000 sf GFA	1.02	N/A	29,406	> 29,406	90%
540	Junior/Community College	1,000 sf GFA	1.77	N/A	16,946	> 16,946	90%
550	University/College	Students	T = 0.193 (X) + 125.350	N/A	N/A	> 0	90%
560	Church (without school)	1,000 sf GFA	0.66	6,053	45,446	> 45,446	90%
565	Day Care Center	1,000 sf GFA	Ln(T)=0.664*Ln(X)+ 3.026	N/A	1,759	> 1,759	74%
590	Library	1,000 sf GFA	7.09	N/A	4,230	> 4,230	90%
610	Hospital	1,000 sf GFA	Ln(T)=0.842*Ln(X)+ 0.908	N/A	19,314	> 19,314	77%
620	Nursing Home	1,000 sf GFA	Ln(T)=0.929*Ln(X)- 0.688	9,313	81,576	> 81,576	75%
630	Clinic	1,000 sf GFA	5.18	N/A	5,790	> 5,790	92%
710	General Office Building < 21,000 sf	1,000 sf GFA	1.49	2,681	20,130	> N/A	92%

	GFA							
710	General Office Building > or = 21,000 sf GFA	1,000 sf GFA	$T = 1.121 (X) + 79.295$	N/A	N/A	> 24,999	92%	
720	Medical/Dental Office Building	1,000 sf GFA	$\ln(T)=0.921*\ln(X)+1.476$	N/A	8,086	> 8,086	77%	
732	United States Post Office	1,000 sf GFA	10.79	N/A	2,779	> 2,779	25%	
750	Office Park	1,000 sf GFA	$T = 1.213 (X) + 106.215$	N/A	N/A	> 0	92%	
760	Research and Development Centers	1,000 sf GFA	$\ln(T)=0.832*\ln(X)+1.060$	N/A	16,672	> 16,672	92%	
770	Business Park	1,000 sf GFA	$\ln(T)=0.915*\ln(X)+0.782$	N/A	17,502	> 17,502	92%	
813	Free-Standing Discount Superstore	1,000 sf GFA	3.82	N/A	7,852	> 7,852	61%	
814	Specialty Retail Center	1,000 sf GLA	2.59	N/A	11,581	> 11,581	50%	
815	Free-Standing Discount Store	1,000 sf GFA	$\ln(T)=1.139*\ln(X)+0.764$	N/A	10,127	> 10,127	83%	
820	Shopping Center	1,000 sf GLA	$\ln(T)=0.660*\ln(X)+3.403$	N/A	N/A	> 0	Equation	
823	Factory Outlet Center	1,000 sf GFA	$\ln(T)=0.430*\ln(X)+3.678$	N/A	N/A	> 0	Equation	
831	Quality Restaurant	1,000 sf GFA	7.49	N/A	4,004	> 4,004	56%	
832	High-Turnover (Sit-Down) Restaurant	1,000 sf GFA	10.86	N/A	2,761	> 2,761	57%	
833	Fast-Food Restaurant without Drive-Through Window	1,000 sf GFA	26.15	N/A	1,147	> 1,147	57%	
834	Fast-Food Restaurant with Drive-Through Window	1,000 sf GFA	33.48	N/A	N/A	> 0	50%	
835	Fast-Food Restaurant with Drive-Through & No Indoor Seating	1,000 sf GFA	153.85	N/A	N/A	> 0	50%	
836	Drinking Place	1,000 sf GFA	11.54	N/A	2,599	> 2,599	56%	
837	Quick Lubrication Vehicle Shop	Servicing Positions	5.19	N/A	5	> 5	72%	
843	Automobile Parts Sales	1,000 sf GFA	$T = 7.866 (X) - 14.860$	2,397	5,702	> 5,702	72%	
845	Gasoline/Service Station with Convenience Market	Vehicle Fueling Positions	13.38	N/A	2	> 2	23%	
847	Self-Service Car Wash	Wash Stalls	5.79	N/A	5	> 5	67%	
848	Tire Store	Service Bays	3.47	1	8	> 8	72%	
849	Wholesale Tire Store	Service Bays	3.17	1	9	> 9	72%	
850	Supermarket	1,000 sf GFA	$\ln(T)=0.870*\ln(X)+2.902$	N/A	1,774	> 1,774	64%	
851	Convenience Market (Open 24 Hours)	1,000 sf GFA	53.73	N/A	N/A	> 0	39%	
853	Convenience Market with Gasoline Pumps	Vehicle Fueling Positions	19.22	N/A	1	> 1	34%	
861	Discount Club	1,000 sf GFA	3.80	N/A	7,893	> 7,893	83%	
862	Home Improvement Superstore	1,000 sf GFA	2.87	N/A	10,451	> 10,451	52%	
863	Electronics Superstore	1,000 sf GFA	4.50	N/A	6,665	> 6,665	60%	
880	Pharmacy/Drugstore without Drive-Through Window	1,000 sf GFA	7.63	N/A	3,931	> 3,931	47%	
881	Pharmacy/Drugstore with Drive-Through Window	1,000 sf GFA	10.40	N/A	2,884	> 2,884	51%	
890	Furniture Store	1,000 sf GFA	0.45	8,877	66,654	> 66,654	47%	
896	Video Rental Store	1,000 sf GFA	$\ln(T)=0.929*\ln(X)+2.609$	N/A	2,345	> 2,345	70%	
911	Walk-In Bank	1,000 sf GFA	33.15	N/A	N/A	> 0	80%	
912	Drive-In Bank	Drive-In Windows	63.33	N/A	N/A	> 0	53%	
N/A	Auto Repair/Detailing Center (a)	1,000 sf GFA	2.75	1,452	10,907	> 10,907	83%	
N/A	Veterinary Clinic (b)	1,000 sf GFA	5.54	N/A	5,414	> 5,414	70%	

Sources: Institute of Transportation Engineers, Trip Generation, Sixth Edition, 1997. Institute of Transportation Engineers, Trip Generation Handbook, 1998.
Institute of Transportation Engineers, Trip Generation, Fifth Edition, 1991. Tindale, Oliver & Associates, Inc.

Notes: a. Land Use 843 peak hour rate (5.98) divided by daily rate (61.91) produces a peak-to-daily ratio of 0.097. Auto Repair/Detailing Center daily rate (28.40) multiplied by 0.097 produces a 2.75 peak hour average rate.

b. Land Use 830 peak hour rate (1.31) divided by daily rate (7.75) produces a peak-to-daily ratio of 0.169. Veterinary Clinic daily rate (32.80) multiplied by 0.169 produces a 5.54 peak hour average rate.



**St. Johns County Planning Department
4020 Lewis Speedway
St. Augustine, FL 32095
(904) 823-2480**

Application For Concurrency Determination

Date _____ Project Name _____

Staff Use Only		
<i>(check)</i>	Minor Review (Projects generating 4-29.9 Average Weekday Peak Hour Trips (PHTs))	<i>(fee)</i> \$250.00
	Major Review (Projects generating 30+ Average Weekday Peak Hour Trips (PHTs))*	\$840.00
*Requires Pre-application meeting and Land Development Traffic Assessment		
File # _____	Receipt # _____	

1. Type of Determination Requested *(list which phase(s) applies to each item)*
 Final _____ Informational _____
2. Applicant Name, Address, and Phone # _____
3. Agent Name, Address, and Phone # _____
4. Property Owner(s) Name, Address, and Phone # _____
5. Property Location/Street Address _____
6. Present Use of Property _____
7. Parcel #(s) _____ Total Acres _____ Land Use Designation _____
8. Present Zoning _____ Proposed Zoning *(if applicable)* _____
9. Subdivision Name *(if applicable)* _____ Ordinance Number _____
 PUD/PSD/PRD Name *(if applicable)* _____ Ordinance Number _____
10. Brief Description of Proposed Development _____

11. **Traffic/Trip Generation and Phasing Schedule-** Provide the type, amount and trip generation of development by Phase *(Refer to Table 1, attached, the ITE Trip Generation Manual, latest edition, or Planning Department staff for trip generation rates)*

<u>Residential</u>			Date Phase to Begin	Date Phase to End	Total PHTs Generated
<u>Phase No.</u>	<u>Type of Residential</u> (e.g. SF, MF, Condo)	<u>DUs</u>			

<u>Non-Residential</u>			Date Phase to Begin	Date Phase to End	Total PHTs Generated
<u>Phase No.</u>	<u>Type of Commercial</u> (e.g. office, retail)	<u>Sq. Ft.</u>			

12. **Water/Sewer- Availability of capacity (check to signify if attached):**
 _____ If within the service area of St. Johns County Utilities, City of St. Augustine, or Town of Hastings, attach a letter certifying there is available capacity for each development phase covered by this application.
 _____ If within a private utility service area, attach a letter certifying there is available capacity for each development phase covered by this application.
 _____ If a private well or septic tank will be used, applicant understands permits will be required by the Environmental Health Unit and/or the St. Johns River Water Management District, as applicable.

13. Name of utility providing service to the development (obtain water and sewer demand from utility provider)
 Water _____ Total water demand (gallons/day) _____
 Sewer _____ Total sewage demand (gallons/day) _____

14. **Drainage** - State that the project will comply with all federal, state, regional and local regulations _____

15. **Solid Waste** -Provide solid waste generation (pounds/day) by phase; for items a and b use this formula: Number of units x 2.43 persons/unit x 5.7 lbs./day; for items c-f, refer to Planning Department staff for generation rates for non-residential uses.

	Phase 1	Phase 2	Phase 3		Phase 1	Phase 2	Phase 3
a. Single Family	_____	_____	_____	d. Industrial	_____	_____	_____
b. Multi-Family	_____	_____	_____	e. Office	_____	_____	_____
c. Commercial	_____	_____	_____	f. Other	_____	_____	_____

16. Provide the type(s) of solid waste which will be generated by the proposed project: _____

17. Commercial, Industrial, Office Land Uses Only - Are any hazardous wastes being generated? If Yes, provide type(s) and quantity: _____

18. **Mass Transit (residential uses only)** - Determine mass transit demand by using the following formula:
 Number of units x 2.43 persons per unit x 1.5%
 Phase 1 Phase 2 Phase 3

19. **Recreation (residential uses only)** - Determine recreation demand by using the following formulas:
 Phase 1 Phase 2 Phase 3
 a. Neighborhood Park (#DUs x 2.43 x 2 acres/1000 pop.) _____
 b. Community Parks (#DU x 2.43 x 3 acres/1000 pop.) _____
 b. Regional/Open Space (#DU x 2.43 x 20 acres/1000 pop.) _____

20. Does the property access a roadway within the boundaries of the City of St. Augustine, the City of St. Augustine Beach, or the Town of Hastings? _____

Attach the following to application:

- Legal Description (attach as Exhibit A)
- St. Johns County Tax Assessors Map (1"=200', 11 x 17), which will be provided without cost. Clearly outline the boundaries of the property included in this application. (attach as Exhibit B)
- Owner's authorization, if applicable
- Proof of Ownership (Deed or other)
- General Site Plan showing all access point(s)
- Water/Sewer availability letter, if applicable
- Include the original application and 3 copies; if major project, 2 copies of LDTA is required.

I/WE HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of all owners or authorized person if letter of authorization is attached:

Printed or typed name(s): _____

Signature(s): _____

ADDRESS & TELEPHONE NUMBER OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION: Name: _____

Phone: _____ **Fax:** _____

Mailing Address: _____

Note: If the application is determined incomplete, the applicant will be notified within 5 days of submission.

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, _____.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

SECTION 4.0 DEVELOPMENT AGREEMENTS
Article V, Part 5.05.00, and Article XI, Part 11.07.00 - LAND DEVELOPMENT CODE

Section 4.01 Introduction

The County may, but under no circumstances is it required to, enter into a Development Agreement as authorized by Sections 163.3220 through 163.3243, Florida Statutes, as amended. No Development Agreement may be entered into by the County unless the public facilities and services to be constructed by the Developer pursuant thereto are secured and guaranteed by such security as approved by the County Administrator and the Clerk of Courts, as appropriate. Any funds or contributions received by the County pursuant to a Development Agreement shall be applied towards or spent solely on the projects specified in the Development Agreement.

Applications for Development Agreement are submitted to and processed by the Transportation Planning Section, Planning Division, Growth Management Services Department.

CONTACT: Phone: (904) 823-2475
Fax: (904) 823-2498
E-mail: plancon@co.st-johns.fl.us

FILING FEES: Deposit - \$7,500.00

Customer will be billed for actual costs and the balance is refunded after the review is completed.

Section 4.02 Application Process

A. Initial Determination – NO FEE REQUIRED

1. The purpose of the Initial Determination is to avoid time being wasted on Development Agreements which clearly are not in the interests of the County. This advance review of the feasibility of entering into a Development Agreement will be based on the impacts and benefits of the Development.
2. All Developers wishing to initiate a Development Agreement shall provide the following information, prior to formal application, to enable the Initial Determination to be made:
 - a. Generalized description of the development, the impacts and benefits of the project.
 - b. General information such as the name and address of the owner, applicant and agent; site area; location and legal description.
 - c. Any Developer commitments and anticipated special benefits of the development.

- d. Any anticipated approvals, waivers, variances, exceptions or government commitments sought by the Developer.
- e. This is an informal procedure. The information requested should be very general in nature and the format may be as simple as a letter.

B. Formal Application

1. The Applicant has the right to submit an application after the Initial Determination regardless of the conclusion of the Initial Determination.
2. The Development Agreement Application form is available from the Planning Division or online at www.co.st-johns.fl.us. The following information is required to be submitted with a completed Development Agreement Application:
 - a. Proposed Development Agreement meeting all requirements of the St. Johns County Land Development Code Part 5.05.00 and Chapter 163.3227 Florida Statutes.
 - b. Legal Description (attach as Exhibit A to the Development Agreement).
 - c. Proof of ownership (copy of deed or purchase agreement, and land title report); land title report shall be considered valid for 3 months and will need to be updated thereafter.
 - d. General location map with subject property clearly identified.
 - e. Traffic Analysis (from Concurrency Application), as applicable; Traffic Analysis will need to be updated if data used is updated.
 - f. Conceptual design for all proposed infrastructure improvements (attached as Exhibit B to the Development Agreement).
 - g. Cost estimates for all proposed infrastructure improvements, if impact fee credits are being sought as apart of the Agreement (attached as Exhibit C to the Development Agreement).
 - h. Filing fee (\$7,500.00 Deposit).
 - i. Owner's Authorization for Agent(s), if applicable.
 - j. Submit the original and 10 copies of the application and all exhibits.
3. Only a qualified applicant may file an application to enter into a Development Agreement. A qualified applicant is a person who has legal or equitable interest in the real property that is the subject of the Development Agreement.

Section 4.03 Review Process

- A. The application shall be routed to the appropriate evaluating departments for sufficiency review.
- B. If the application is determination insufficient, the applicant shall be provided a statement of any additional information required within twenty (20) working days of the application submittal or resubmittal.
- C. A report and recommendation by County staff shall be due within sixty (60) days of receipt of a sufficient submittal.
- D. The time limits established above may be extended upon agreement by both the applicant and St. Johns County when necessary to facilitate the preparation and review of the Development Agreement.
- E. Where a Development is undergoing a number of simultaneous reviews, these will, to the extent possible, be unified into one review process. Fee reductions may be considered in such instances, especially if one review is immediately subsequent to another.

Section 4.04 Approval Process

- A. Concurrency Review Committee
 - 1. The Development Agreement shall be reviewed by the Concurrency Review Committee simultaneously with the Application for Concurrency Determination, as applicable.
 - 2. Approval of the Development Agreement shall be included as a condition to the Final Certificate of Concurrency.
 - 3. The Concurrency Review Committee shall review the Development Agreement and recommend approval, approval with changes, or denial to the Board of County Commissioners.
- B. Board of County Commission Hearings
 - 1. The Board of County Commissioners shall conduct two (2) public hearings on each Development Agreement Application.
 - 2. The public hearings may take place during the regularly scheduled public hearings.
 - 3. At the conclusion of the second public hearing, the Board of County Commissioners shall approve, approve with modifications, or deny the application.
- C. Notice Requirements – as required in Part 9.06.00 of the Land Development Code.

1. Not less than ten (10) days in advance of the date of the required public hearing(s) at which an application is to be considered mailed notices shall be posted by U.S. mail to all owners of real property within three hundred (300) feet of the boundaries of the land upon which the application is made.
2. Published notice shall be published once in a St. Johns County newspaper of general circulation not less than fifteen (15) days in advance of the date of the required public hearing(s) at which an application is to be considered.
3. Signs shall be posted on the subject parcel(s) in full view of the public on each street side of such land not less than fifteen (15) days in advance of the date of the required public hearing(s) at which an application is to be considered.

Section 4.05 Term/Extension

The term of a Development Agreement shall not exceed ten (10) years or such time as Section 163.3220 through 163.3243, Florida Statutes, may provide.

- A. A Development Agreement may be extended by mutual consent of the parties to the Agreement, subject to public hearings in accordance with Section 5.05.02 of the Land Development Code.
- B. The term of any one extension shall not exceed five (5) years or such time as Section 163.3220 through 163.3243, Florida Statutes, may provide.

Section 4.06 Post-Approval

- A. Within fourteen (14) days after St. Johns County enters into a Development Agreement, the Clerk to the Board of County Commissioners shall have the agreement recorded in the public records of St. Johns County.
- B. A copy of the recorded Agreement shall be submitted to the Florida Department of Community Affairs within fourteen (14) days after the Agreement is recorded by certified mail, return receipt requested.
- C. The Agreement shall become effective after it has been recorded in the public records of St. Johns County and thirty (30) days after it is received by the Florida Department of Community Affairs.
- D. A Development Agreement may be amended or cancelled by mutual consent of the parties to the Agreement or by their successors in interest. Prior to amending a Development Agreement, the Board of County Commissioners shall hold two (2) public hearings on the proposed amendment.
- E. If the Agreement is amended, cancelled, modified, extended, or revoked, the Clerk shall record such action in the public records and such recorded notice shall be submitted to the Department of Community Affairs.

Section 4.07 Periodic Review

- A. The County shall review the Development(s) subject to the Development Agreement every twelve (12) months in accordance with Section 163.3235, Florida Statutes.

- B. Beginning one year after the effective date of a Development Agreement, Developers shall each provide the County a written and accurate status report which shall include all information necessary for the County to conduct its periodic review in compliance with the requirements of Section 163.3225, Florida Statutes.



St. Johns County
 Growth Management Services Department
 4020 Lewis Speedway
 St. Augustine, Florida 32095
 904/823-2480

Development Agreement Application

This application, together with ALL REQUIRED EXHIBITS and application fee, should be complete and filed with the Transportation and Housing Division. Application fee consists of a deposit of \$7,500. The applicant will be billed for actual costs and the balance will be refunded upon finalization of the application. An Initial Determination is required prior to application.

File No. _____ Date _____

Owner _____ Agent _____
 (or Owner representing group of owners)

Address _____ Address _____

City _____ State _____ City _____ State _____

Zip _____ Phone _____ Zip _____ Phone _____

Fax _____ E-mail _____ Fax _____ E-mail _____

PROJECT LOCATION/DESCRIPTION

Project Location _____
 Comp. Plan Future Land Use Designation _____ Current Zoning _____
 Proposed Zoning _____ Tax Parcel I.D. #(s) _____

STATEMENT OF REASONS FOR THE REQUEST: _____

RESULTS OF INITIAL DETERMINATION: _____

BRIEF DESCRIPTION OF PROPOSED MITIGATION: _____

REQUIRED EXHIBITS

1. Proposed Development Agreement meeting all requirements of the St. Johns County Land Development Code Part 5.05.00 and Chapter 163.3227 Florida Statutes.
2. Proof of ownership (copy of deed or purchase agreement, and land title report); land title report shall be considered valid for 3 months and will need to be updated thereafter.
3. Owners authorization(s), as applicable.
4. General location map with subject property clearly identified.
5. Comprehensive Plan Future Land Use Map with subject property clearly identified.
6. Traffic Analysis (from Concurrency Application), as applicable.
7. Conceptual design for all proposed infrastructure improvements.
8. Cost estimates for all proposed infrastructure improvements.

I/WE HEREBY CERTIFY THAT ALL INFORMATION PROVIDED HEREIN IS CORRECT TO THE BEST OF OUR KNOWLEDGE:

Signature of all owners or authorized person if owners authorization is attached:

Printed or typed name(s): _____

Signature(s): _____

PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:

Name: _____ **Phone:** _____ **Fax:** _____

Mailing Address: _____

E-mail: _____

Reference Part 5.05.00 St. Johns County Land Development Code, Ordinance 99-51.

Owner's Authorization for Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
 Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

SECTION 5.0 IMPACT FEE CREDIT AGREEMENTS

Section 5.01 Introduction

An Impact Fee Credit Agreement is an agreement between the applicant and St. Johns County in which an applicant is given credits for improvements and dedications pursuant to Ordinances 87-57, 87-58, 87-59 and 87-60, as amended, and the Impact Fee General Administration Guidelines and Procedures Manual, as amended.

In order to be eligible for Impact Fee Credits the improvement or dedication should be consistent with the appropriate category as follows:

- A. Roads: Road and intersection improvements or right-of-way dedications shall be in accordance with Ordinance 87-57 and the Manual, and must be related to the mitigation of non-site impacts from the development for which application has been made.
- B. No credit shall be given for Site-related Improvements. Site-related Improvements are defined in Ordinance 87-57 as follows:

"Capital improvements and right-of-way dedications for direct access improvements to and/or within the development in question. Direct access improvements include but are not limited to the following: (1) access roads leading to the development; (2) driveways and roads within the development; (3) acceleration and deceleration lanes, and right and left turn lanes leading to those roads and driveways; and (4) traffic control measures for those roads and driveways."
- C. Parks: Park land dedication and/or park capital improvements in accordance with Ordinance 87-58 and the Manual.
- D. Public Capital Facilities: Public capital facilities land dedication and/or public capital facilities capital improvements as comply with Ordinance 87-59 and the Manual.
- E. Educational Facilities: All mandatory or required land dedications and/or educational facility improvements as are in accordance with Ordinance 87-60 and the Manual.

Any claim for credits must be made no later than the time of application for a building permit or permit for mobile home installation. Any claim not so made shall be deemed waived. If land is to be donated to the County, application for Impact Fee Credits should be made prior to dedication.

PHYSICAL ADDRESS: 4020 Lewis Speedway, St. Augustine, FL 32084

MAILING ADDRESS: P.O. Drawer 349, St. Augustine, FL 32085-0349

PHONE NUMBER/FACSIMILE NUMBER: (904)823-2480 Planning Department
(904)823-2498 Fax

FILING FEE: None.

Section 5.02 Application Process

The following items should be included in an Impact Fee Credit Agreement Application.

- A. Copy of Development Application
- B. A letter identifying the capital improvements and/or dedications for which credits are claimed.
- C. Construction cost estimates and acceptable engineering drawings and specifications for approved construction projects and/or final payment estimates and drawings for completed projects, and/or
- D. The value of land dedications as determined by a qualified appraiser or as contained in the official records of the St. Johns County Property Appraisers Office. (A qualified appraiser shall be defined as a State certified general appraiser who is also on St. Johns County's approved appraiser list.)
- E. Maps and plans showing the location and extent of the capital improvements and/or land dedications for which credits are claimed.
- F. Proposed Impact Fee Credit Agreement
- G. Proposed Resolution
- H. Proposed Voucher

Section 5.03 Review Process

- A. The complete application is submitted to the Planning Department.
- B. The application is routed to the reviewing departments. These departments have 20 working days to review the application and provide comments to the Planning Department.
- C. Comments are then submitted to the applicant by mail and/or fax.
- D. The applicant shall then respond in writing, addressing each comment and providing additional information as needed in the resubmittal.
- E. The resubmittal will then be routed to the appropriate reviewing departments and be returned to the Planning Department within 10 working days.
- F. The resubmittal process will continue until the agreement is deemed to be sufficient to be scheduled for the Board of County Commissioners.

Section 5.04 Public Hearing

The Impact Fee Agreement will then be scheduled as a Business Item on the first available Board of County Commissioners Meeting as determined by the County Administrator.

- A. If the Impact Fee Credit Agreement is approved, the Resolution will be signed by the Board's Chairperson and recorded by the Clerk. The credits will then be recorded as approved in the specified categories (i.e. Roads, Parks, Public Capital Facilities and Educational Facilities).

- B. If the item is denied, an appeal may be filed within 30 days of the Board Action.

Section 5.05 Implementation

Once an agreement is enacted, all designated Impact Fees applicable to the project will be paid directly to the Applicant named in the agreement and a voucher presented to the Impact Feepayer. The Feepayer will then present the voucher to St. Johns County at the time a clearance sheet is pulled and the credits will be deducted from the appropriate account. This holds true only as long as the Applicant has credits remaining.

S
Sample Resolution

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY,
FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR TO
EXECUTE AN IMPACT FEE CREDIT AGREEMENT WITH
Name of Development Company

WHEREAS, Name of Development Company is the Developer of certain lands contained within the Name of Development (the Project) as described and approved in St. Johns County Ordinance and/or Resolution No. ##-##; and

WHEREAS, Section # of St. Johns County Ordinance No. 87-57 or 87-58 or 87-59 or 87-60, as amended, St. Johns County Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance ("Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance") allows for impact fee credits to be granted by the Board of County Commissioners for the property dedicated to St. Johns County and/or improvements made as identified within the Impact Fee Agreement attached hereto and incorporated herein; and

WHEREAS, in accordance with the County Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance, Name of Development Company is entitled to certain impact fee credits for certain dedications and/or improvements.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida that:

Section 1. The County Administrator is hereby authorized to approve and execute an Impact Fee Credit Agreement with Name of Development Company substantially in the form of that which is attached hereto and incorporated herein by reference for those improvements and/or dedications identified within the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance which are eligible for impact fee credits.

Section 2. Upon acceptance by the County Administrator, the Clerk is instructed to record the agreement in the official records of St. Johns County, Florida.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida this _____ day of _____, 2001.

L
BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

Its Chairman

ATTEST:
CHERYL STRICKLAND, CLERK

By: _____
Deputy

E

Clerk

Sample Impact Fee Credit Agreement
IMPACT FEE CREDIT AGREEMENT
("AGREEMENT")

Road or Park or Public Capital Facilities or Educational Facilities Impact Fees

THIS AGREEMENT is made this _____ day of _____, 2001, by and among the BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA ("County") and Name of Development Company

RECITIS

- A. Name of Development Company is the Developer and projected Impact Feepayer of certain lands contained within the Name of Development ("Project"), as described and approved in St. Johns County Ordinance and/or Resolution No. ##-##.
- B. Pursuant to St. Johns County Ordinance No. 87-57 or 87-58 or 87-59 or 87-60, as amended, ("Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance"), the County requires a person who seeks to develop land within St. Johns County, as evidenced by such person's application for a building permit or certificate of occupancy ("Feepayer"), to pay a Road or Park or Public Capital Facilities or Educational Facilities impact fee ("Road or Park or Public Capital Facilities or Educational Facilities Impact Fee"), so as to assure that such new development bears a proportional share of the cost of capital expenses necessary to provide roads within St. Johns County.
- C. Section # of the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance allows impact fee credits to be granted for certain dedications and/or improvements ("Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits").
- D. Pursuant to the County requirements of the Land Development Code Section #, Name of Development Company is dedicating and/or making improvements where?, which is recognized as meeting the requirements for Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits.
- E. Pursuant to the terms of the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance, County and Name of Development Company desire to set forth their agreement and a procedure for the applicant and treatment of such Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits.

NOW, THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The above stated Recitals are incorporated herein as Findings of Facts.
2. The total Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits will be calculated as the sum shown on Exhibit # in the amount of \$ (see attached Exhibit #).
3. From and after the date thereof, all Feepayers applying for building permits or certificates of occupancy in connection with any construction in the Project shall pay the amount due under the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance directly to Name of Development Company. Then, for so long as the total Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits for which Name of Development Company has issued vouchers under this Agreement is less than the total Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits authorized by this Agreement, Name of Development Company shall issue to such Feepayer a voucher evidencing full payment of Road or Park or Public Capital Facilities or Educational Facilities Impact Fees in connection with such Feepayer's application for a building permit or certificate of occupancy. The voucher issued by Name of Development Company shall contain a statement setting forth the amount of Road or Park or Public Capital Facilities or Educational Facilities Impact Fee paid. Upon presentation of such voucher by the Feepayer, the County shall issue a receipt to the Feepayer.
4. In the event that Name of Development Company determines to sell all or part of the Project, Name of Development Company may sell, transfer, assign or convey any of its interest in part of the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits to such purchaser, transferee, assignee or grantee for use within the Project for such consideration as Name of Development Company in its sole discretion, determines. In such event, Name of Development Company shall execute and deliver to the County a copy of the instrument selling, transferring, assigning or granting the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits so sold, transferred, assigned or granted and the remaining amount of Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits, if any, shall remain vested in Name of Development Company. The Parties agree that no impact fee credit may be used or applied to development outside the Project without the specific approval of the County, and that such approval may be denied based on factors including, but not limited to the relationship of the dedication and/or improvements to the particular development to which credits are transferred.
5. On or before January 31 of each year, so long as there remains any Road or Park or Public Capital Facilities or Educational Facilities Impact

Fee Credits, Name of Development Company shall prepare and deliver to the County Planning Department an annual report setting forth the amount of Road or Park or Public Capital Facilities or Educational Facilities Impact fee payments made by the Fee payers applying for building permits or certificates of occupancy within the Project and the remaining balance of Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits.

6. At such time as the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Credits provided for hereunder have been exhausted, Name of Development Company or the Fee payer seeking building permits or certificates of occupancy within the Project shall pay the County the Road or Park or Public Capital Facilities or Educational Facilities Impact Fees as are then due and payable under the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance in effect at that time. Until such time, any Fee payer within the project shall be instructed by the County to pay its Road Impact Fees directly to Name of Development Company.

7. Miscellaneous Provisions

1. This Agreement shall be construed and governed in accordance with the laws of the State of Florida. All parties to this Agreement have participated fully in the negotiation and preparation hereof and accordingly, this Agreement shall not be more strictly construed against any one of the parties hereto. All parties agree particularly that this Agreement is bound by the terms of the County's Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance and other applicable ordinances and all applicable terms of those Ordinances are to be considered incorporated herein by reference. If there is any inconsistency found between this Agreement and such Ordinances or applicable law, those Ordinances or law shall prevail and be applicable.
2. The Parties agree that Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance Section # limits the total amount of impact fee credits given to an amount not greater than the total amount of impact fees due for the Project.
3. In construing the Agreement, the singular shall be held to include the plural, and the plural shall include the singular, the use of any gender shall include every other and all gender and captions and paragraph headings shall be disregarded.
4. All of the exhibits attached to this Agreement are incorporated in, and made a part of this Agreement.
5. The Agreement, and its exhibits and/or addendum made a part hereof constitute the entire Agreement and understanding of the

parties and shall not be modified or amended except by written agreement duly executed by the parties hereto.

6. This Agreement is made for the sole benefit and protection of the parties and no other persons shall have any right of action hereunder. This Agreement shall be binding upon the parties and their respective successors and permitted assigns.
7. All covenants, agreements, representation and warranties made herein shall be deemed to have material and relied on by each party to this Agreement.
8. This agreement is recognized as being subject to the laws of Florida and the Ordinances of St. Johns County, Florida and therefore all applicable provisions thereof are incorporated herein and if any provision hereof is inconsistent with such provisions, such provision shall apply.
9. The Development Company must be a feepayer as referenced in the applicable impact fee ordinance to receive impact fee credits under this ordinance.
10. Nothing in this Agreement shall act to allow an entity to receive impact fees credits for contributions provided by a government entity including, but not limited to, a Community Development District.

IN WITNESS WHEREOF, the undersigned have set their hands and seals as of the date set forth above.

P

Name of Development Company

By: _____

Name
Title

L

ST. JOHNS COUNTY, FLORIDA

By: _____

Ben W. Adams, Jr.
County Administrator

E

S

Sample Impact Fee Voucher

Voucher # _____

St. Johns County Impact Fee Voucher

Name of Development/Developer _____

1. Name and address of Developer/Grantor: _____
2. Name and address of Grantee: _____
3. Legal description of subject property: _____
4. Subdivision or Master Development Plan name: _____

A

The undersigned Developer/Grantor confirms that _____ was received from _____ on _____, 20__ funds sufficient to pay the following impact fees required under the applicable St. Johns County Impact Fee Ordinance, as amended, as indicated below. Developer/Grantor gives notice to St. Johns County, Florida that the following sums should be deducted from the applicable Impact Fee Credit account of the Developer/Grantor.

M

- | | |
|---------------------------------|--|
| _____ Roads | Ordinance #87-57 in the amount of \$ _____ |
| _____ Parks | Ordinance #87-58 in the amount of \$ _____ |
| _____ Public Capital Facilities | Ordinance #87-59 |
| _____ Buildings | in the amount of \$ _____ |
| _____ Police | in the amount of \$ _____ |
| _____ Fire | in the amount of \$ _____ |
| _____ EMS | in the amount of \$ _____ |
| _____ Educational Facilities | Ordinance #87-60 in the amount of \$ _____ |

P

L

By: _____

Print: _____

Its: _____

E

SECTION 6.0 ECONOMIC DEVELOPMENT PROJECTS

Section 6.01 Purpose

In order to encourage Economic Development within St. Johns County and strengthen our local economy the following procedures have been established to expedite the development approval process. The expedited review process does not modify, qualify or otherwise alter existing standards for development permit approval.

Section 6.02 Criteria

- A. To qualify for the expedited review, new businesses must provide the following:
1. At least 25 full-time, permanent jobs at 100% of the ¹county average wage rate; or,
 2. At least 15 full-time, permanent jobs at the ¹county average wage rate plus 15%; or,
 3. At least 5 full-time, permanent jobs at the ¹county average wage rate plus 50%.
- Note: The number of jobs used above are based on 100% of the total number of jobs within your business.
- C. Expansion of existing projects will qualify for expedited review when the expansion generates at least one-half of the full-time, permanent jobs as described in paragraph A above.
- B. The numbers referenced above may be amended by the County Administrator when the proposed project is within a designated community redevelopment area. The administrator shall consider economic impact factors that include, but are not limited to:
1. The proposed wage and skills levels relative to those existing in the area in which the project may be located;
 2. The project's potential to diversify and strengthen the area's economy;
 3. The amount of capital investment; and
 4. The number of jobs that will be made available for persons served by the welfare transitions program.

Section 6.03 Exemptions

- A. The following projects are ineligible for review under these procedures:

¹ Based on Enterprise Florida's Average Wage Data – the current update

1. A project funded and operated by St. Johns County.
2. A project, the primary purpose of which is to:
 - Effect the final disposal of solid waste, biomedical waste, or hazardous waste.
 - Produce electric power, unless the production is incidental and not the primary function of the project.
 - Extract natural resources.
 - Produce oil.
 - Construct, maintain, or operate an oil, petroleum, natural gas, or sewage pipeline.

Section 6.04 Pre-Application

In order to reduce the need for re-submittals it is recommended that all Economic Development Projects utilize the Pre-Application process as outlined in Sec. of this Manual.

Section 6.05 Application Submittal

An Application for Economic Development determination must be completed and submitted to the Development Review Manager, St. Johns County Growth Management Services, Room 2030, Administration Building, 4020 Lewis Speedway, St. Augustine, FL 32084 (mail to P.O. Drawer 349, 32085, or fax to (904) 823-2498). Please call 823-2777 if assistance is needed with the application. If your project meets the criteria for expedited review as an Economic Development Project a copy of your approved application will be provided for inclusion with your formal application as appropriate (for example, application for construction plan approval).

Prior to acceptance of an Application for Construction Plan Approval etc. all required review fees must be paid. Submittal shall include all information, signatures and forms appropriate to the Application type as outlined in this Manual.

Upon receipt of a complete submittal the Application will be processed as outlined in this Manual except as to review times. The first submittal will be processed with a ten (10) working day (one-half of the normal time) deadline for staff comments/sign-off. The first re-submittal will be processed with a five (5) working day (one-half of the normal time) deadline. Any additional re-submittals will be processed as any other application with a ten (10) working day deadline.

The review times as stated above do not apply to public hearing notices.

Section 6.06 Architectural Plan Review

Once construction plans have been submitted for paving and drainage review, the architectural plans (building plans) may be submitted to the Building Department for a courtesy review prior to acquiring paving and drainage approval and prior to obtaining a Clearance Sheet. The goal is to be able to obtain your building permit as soon as you

obtain your paving and drainage approval and Clearance Sheet. Utilizing this benefit will eliminate a separate Building Department Plan review.



ST. JOHNS COUNTY
Application for Economic Development Expedited Review

DATE _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE : _____ FAX : _____

E-MAIL ADDRESS: _____

PROPERTY APPRAISERS PARCEL NO: _____

OVERLAY DISTRICT? _____ IF YES, WHICH ONE _____

ZONE CLASS _____ COMP. PLAN DSGN. _____

OF FULL-TIME PERMANENT JOBS AT THE COUNTY AVERAGE WAGE RATE: _____

OF FULL-TIME PERMANENT JOBS AT THE *COUNTY AVERAGE WAGE RATE PLUS 15%: _____

OF FULL-TIME PERMANENT JOBS AT THE *COUNTY AVERAGE WAGE RATE PULS 50%: _____

ESTIMATED CAPITAL INVESTMENT: _____

PROJECT NAME: _____

TO BE COMPLETED BY ST. JOHNS COUNTY

APPLICATION APPROVED DATE: _____

AUTHORIZED SIGNATURE: _____

APPLICATION DENIED DATE: _____

AUTHORIZED SIGNATURE: _____

DESIGNATED COMMUNITY REDEVELOPMENT AREA YES _____ NO _____
(identify below)

* Based on Enterprise Florida's Average Wage Data - the current update

SECTION 7.0 AFFORDABLE HOUSING

Section 7.01 Purpose

St. Johns County recognizes the lack of affordable housing, both for purchase and for rent. Affordable housing can promote economic development by providing housing for households in the service industries, as well as for professionals such as teachers. To facilitate the construction of projects which qualify as an Affordable Housing Development (AHD), an expedited Development Permit review will be conducted.

Section 7.02 Eligibility

A. Rental Developments (Multi- or Single-Family)

1. Set – aside units

- a. The proposed development must follow set-asides required of any state or federal financing program such as the Low Income Housing Tax Credits, SAIL, or HOME; or,
- b. If the development is privately finance, each developer/builder seeking an AHD certification must set aside a minimum of 50% of the project units for tenants earning 60% or less of the Jacksonville Metropolitan Statistical Area (MSA) median income.
- c. These rents may not exceed those limits adjusted for bedroom size published annually by the Florida Housing Finance Corporation (FHFC). Income and rent charts are available directly from the FHFC or the County Housing/Community Services Office.

2. If SHIP (State Housing Initiatives Partnership) or other County funds are utilized, rents shall be maintained at affordable rates for a minimum period of 15 years on designated set-aside units.

- a. Copies of annual income reporting required by State or Federal funding agencies shall be mailed concurrently to the St. Johns County SHIP Program.
- b. If funding is private, the developer must provide, at own expense, annual income reporting on tenant income and rent rates.

B. Single-Family Houses and Condominiums Offered for Purchase

1. At least 30% of the units in a fee simple single-family development (attached or detached units) shall be "affordable" and set aside for those households whose income is at 80% or less of the median annual income adjusted for family size within the Jacksonville Metropolitan Statistical Area's (MSA) median income (See A. 1. above.)

"Affordable" in this situation means that monthly mortgage payments including taxes and insurance do not exceed 30% of those household

incomes named above. Homeowner assessment fees and condominium association fees (except for fees such as water and trash collection) are part of the 30% consideration.

2. The sales prices of the designated affordable houses shall not exceed the maximum adopted by the St. Johns SHIP Home Buyer Program as revised. This maximum is currently set at \$106,017, per Resolution 2000-38, effective September 19, 2000.

Section 7.03 Options/Incentives

A. Rental Developments (Multi- or Single-Family)

1. If available and appropriate, the SHIP Program and/or the Board of County Commissioners may offer deferred or partial payment, or a loan, to pay impact or other related fees as a local government contribution.
2. Utility connection fees may be partially deferred by the appropriate utility server. Arrangements must be made directly with the utility server involved.
3. Other contributions such as impact fee reductions for developments targeted to the elderly may be available.
4. If available, the developer/builder may request that density bonuses be granted to the project.

B. Single-Family Houses and Condominiums Offered for Purchase

1. Developers utilizing their own pre-approved model plans or other pre-approved plans from the County Building Department or the SHIP Program (if applicable) are exempt from individual plan review and Plan Checking Fees normally required by the Building Department. All other requirements must be met.
2. If available and appropriate, the SHIP Program, the Board of County Commissioners, or the utility server may offer deferred or partial payment of impact or other related fees on the designated affordable units, density bonuses, and/or deferred utility connection fees.
3. Other contributions for certain targeted populations or areas for example the elderly or rural areas, may be available

Section 7.04 Application Submittal

The Application for AHD Designation must be completed and submitted to the SHIP Program, St. Johns County Housing/Community Services Division, 1955 U.S. 1 South, Suite 600, St. Augustine, FL 32086. Mailing address is P.O. Drawer 349, 32085; fax number is (904) 823-2481; telephone number is 823-2625. If the development is determined to be an AHD for expediting the review process, the developer/builder will be provided with a signed sheet stating the AHD status. This sheet must be attached to the

formal application as appropriate (for example, application for construction plan approval).

Prior to acceptance of an Application for Construction Plan Approval, etc., all required review fees must be paid. Submittal shall include all information, signatures and forms appropriate to the Application type as outlined in this Manual.

Upon receipt of a complete submittal, the Application will be processed as outlined in this Manual except as to review times. The first submittal will be processed with a ten (10) working day deadline for staff comments/sign-off. The first re-submittal will be processed with a five (5) working day deadline. Any additional re-submittals will be processed as any other application with a ten (10) working day deadline.

The review times as stated above do not apply to public hearing notices.

ST. JOHNS COUNTY
Affordable Housing Development (AHD) Designation Application

RENTAL DEVELOPMENTS (MULTI- AND SINGLE-FAMILY)
(Sources of data below are available from SHIP, Housing/Community Services.)

This form must be completed and submitted to the SHIP Program, St. Johns County Housing/Community Services Division, 1955 U.S. 1 South, Suite 600, St. Augustine, FL 32086. Mailing address is P.O. Drawer 349, 32085; fax number is (904) 823-2481. Call 823-2625 for an appointment if assistance is needed with the application. If the development is determined to be an AHD for expediting the review process, the developer/builder will be provided with a signed sheet stating the AHD. This sheet must be attached to the front of all copies of the review package.

Project Name

Address/Location

Developer's/Builder's Name(s)

Mailing Address

Telephone(s)

STANDARDS

A. _____% of the units or _____ units of _____ total units have been reserved for tenants earning 60 percent or less of the Jacksonville MSA median income. Rents shall not exceed limits adjusted for bedroom size as referenced above.

B. If any SHIP or other County funds are utilized, rents shall be maintained at affordable rates for a minimum period of 15 years on units assisted. Copies of annual income reporting shall be provided, at developer's expense, to the SHIP Program.

C. Financing has been: _____ applied for _____ or _____ received from:
____ SAIL _____ LIHTC _____ HOME _____ Rural Development
____ private (list lending institutions) _____
____ other (specify) _____

OPTIONS/INCENTIVES

E. On the following pages are requests for impact or other fees to be (partially) paid by SHIP, the Board of County Commissioners, or utility servers if available.

F. On the following pages are requests for density bonuses, and other contributions, if available.

**ST. JOHNS COUNTY
Affordable Housing (AHD) Designation**

Compliance Agreement for Rental Development (Multi – or Single Family)

I am in agreement with the terms and conditions of the preceding Affordable Housing Development (AHD) Designation instructions and application, which state guidelines for participation in this procedure. I understand that in each project designated as an Affordable Housing Development (AHD): I agree to follow any state or federal program's guidelines for set-aside units if applying for such financing programs, or to set aside at least 50 percent of the units for tenants earning 60 percent or less of the Jacksonville MSA median income; rents shall not exceed the cited limits on bedroom size; if SHIP or other County funds are expended, I agree to maintain all assisted units at affordable rates for 15 years and to submit copies of all annual reports on tenant income to St. Johns County SHIP Office; and I have applied for or am in the process of applying for financing stated below;

I agree to notify the SHIP Office of any changes in this application. I understand that false claims made or not reported by me in order to receive the AHD may result in future AHD designation requests associated with me or my business to be denied consideration.

Funding sources/lenders that have been or will be applied to are: _____

Impact or other fee considerations requested (if available): _____

Density bonuses requested (if available): _____

Deferred utility connections or other contributions applied for: _____

Signature Name typed or printed

Name of company or business Date

This development is designated as an Affordable Housing Development (AHD). Please offer all expediting of permitting and development review available.

Director, Housing/Community Services Date

**ST. JOHNS COUNTY
Affordable Housing Development (AHD) Designation Application**

SINGLE-FAMILY HOUSES AND CONDOMINIUMS OFFERED FOR PURCHASE
(Sources of data below are available from SHIP, Housing/Community Services.)

This form must be completed and submitted to the SHIP Program, St. Johns County Housing/Community Services Division, 1955 U.S. 1 South, Suite 600, St. Augustine, FL 32086. Mailing address is P.O. Drawer 349, 32085; fax number is (904) 823-2481. Call 823-2625 for an appointment if assistance is needed with the application. If the development is determined to be an AHD for expediting the review process, the developer/builder will be provided with a signed sheet stating the AHD. This sheet must be attached to the front of all copies of the review package.

_____ Address/Location
Project Name

_____ Developer's/Builder's Name(s)

_____ Telephone(s)
Mailing Address

STANDARDS

A. _____ units of _____ total (_____%) have been set aside for those households whose income is at eighty percent or less of the Jacksonville MSA median income.

B. The PITI (plus association fees) shall not exceed the maximum limits set in C. below, according to the most current SHIP Home Buyer Income Guidelines. An example follows.

Sales price	\$ _____	Prin. & int. mo. pmt	\$ _____
Down payment*	_____	Taxes & insurance mo. pmt.	_____
Amount financed	_____	Assoc./assessment mo. fee	_____
at _____%		TOTAL MO. PMT.	_____

*SHIP Home Buyer \$ _____ HOME \$ _____ \$ _____ \$ _____

C. The maximum sales prices of the designated affordable houses/condominiums shall be: \$ _____. This does not exceed the maximum adopted by the St. Johns County State Housing Initiatives Partnership (SHIP) Home Buyer Program, set at \$106,017 as of September 2000.

OPTIONS/INCENTIVES

E. ___My pre-approved model plans or ___ plans designated as affordable which are available from the County Building Department or the Housing/Community Services Office (if available) shall be utilized. Which specific plan(s)? _____

F. On the following pages are requests for fees to be (partially) paid by SHIP or the Board of County Commissioners, density bonuses, utility deferments and/or other considerations, if available.

ST. JOHNS COUNTY
Affordable Housing Development (AHD)

Compliance Agreement - Single-Family Houses and
Condominiums
(Purchase)

I am in agreement with the terms and conditions of the preceding Affordable Housing Development (AHD) Designation instructions and application, which state guidelines for participation in this procedure. I understand that in each project designated as an Affordable Housing Development (AHD): at least 30 percent of the units shall be "affordable"; the definition of "affordable" shall be abided by; the PITI shall not exceed 30% of the household income; the sales prices shall not exceed the SHIP maximum.

I agree to notify the SHIP Administrator of any changes in this application. I understand that false claims made or updated information not reported by me in order to receive the AHD designation may result in future AHD designation requests associated with me or my business to be denied consideration.

Impact or other fee considerations requested (if option is available): _____

Density bonuses or other considerations requested (if available): _____

Deferred utility connections applied to: _____

Signature Name typed or printed

Name of company or business Date

This development is designated as an Affordable Housing Development (AHD). Please offer all expediting of permitting and development review available.

Director, Housing/Community Services Date

**SECTION 8.0 COASTAL CORRIDOR OVERLAY DISTRICTS
LAND DEVELOPMENT CODE PART 3.06 THROUGH PART 3.09**

Section 8.01 Introduction

Parts 3.06 through 3.09 establish special design review Overlay Districts for certain coastal areas within St. Johns County. The Overlay District regulations contain additional requirements that apply to Signs, new multi-family and commercial development and also to certain changes to existing development and existing signs. These regulations provide certain site planning standards, additional sign requirements and architectural design guidelines and standards. Applications require approval by an Architectural Review Committee or Design Review Board before construction permits can be issued. Applications are reviewed and considered at public meetings, which are generally scheduled on a monthly basis.

Applications for review of buildings and signs are submitted and processed by the Planning Division. Two separate applications, one for signs and one for general design reviews are available from the Planning Division. These applications are also available on the St. Johns County web site at: <http://www.co.st-johns.fl.us/> Follow links: Board of County Commissioners → Growth Management Services → Current Planning.

Planning Division Mailing Address:

St. Johns County Planning Division
Post Office Drawer 349
St. Augustine, Florida 32084

Planning Division Physical Address:

St. Johns County
4020 Lewis Speedway
St. Augustine, Florida 32084

Telephone and Facsimile Numbers:

904.823.2480-General Information
904.823.2498-Facsimile

Fees:

\$200.00 for Regular Review as defined by the LDC
\$ 50.00 for Minor Review as defined by the LDC

Section 8.02 Application Process

Eight (8) copies of the following is required in order to process an application:

- A. Complete application form titled: "Application For (Sign or Design) Review".
- B. Provide a copy of proof of ownership or proof of lease.

- C. Submit Owner's Authorization Form if applicant is acting on behalf of the Owner or Leasee.
- D. Provide site plan of property, showing all structures on property, use of structures, roads, signage, and easements, landscape features including items appropriate for the specific request. Identify development on adjacent properties. Information required on the Site Plan may vary depending upon the type of application, i.e. sign review or building review.
- E. Provide letter or general summary statement of the desired request. The letter should address compatibility with surrounding properties and consistency with all applicable land development regulations.
- F. Applicants may submit any additional information or material to support the request such as pictures, professional reports, drawings, color and material samples. As a minimum, applicants should bring appropriate renderings, color samples, and building materials as necessary to sufficiently demonstrate the application to the reviewing board at the time of public hearing.
- G. Submit filing fee as defined above.

Section 8.03 Review Process

Application and all supporting documents are forwarded to the Overlay District Planner within the Planning Division. Any questions, concerns or problems with the application will be discussed with the applicant by telephone, mail or facsimile in attempt to resolve such issues prior to the public hearing.

Section 8.04 Public Hearing Process

- A. The application is set for public hearing before the appropriate Overlay Architectural Review Committee (ARC) or Design Review Board (DRB). Applicants will be notified in writing of the time, place, and date of the meeting. A notice of the public hearing is published in the St. Augustine Record, and a sign is posted on the property by County Staff indicating that the request will be considered at public hearing. Meetings require reasonable public notice, and all meetings are open to the public.
- B. A staff report is prepared for review by the ARC/DRB. A copy of the staff report will be mailed to the applicant or representative approximately one week before the scheduled public hearing date.
- C. A final order of the ARC/DRB will be prepared and signed by the Chairperson of the agency within 30 days of the hearing at which the request was made and action was taken. The final order will be mailed to the applicant or representative. The Applicant must provide a copy of the final order at the time any development permits are sought.

- D. The applicant or any aggrieved party may file an appeal to the decision of the ARC/DRB. An appeal must be properly filed with the Planning Division and appeal fee paid within 30 days of the date of the signing of the final order by the Chairperson of the ARC/DRB for the action being appealed.

Application for Design Review
Within A St. Johns County Design District
 St. Johns County Growth Management Services Department
 Planning Division
 P.O. Drawer 349, 4020 Lewis Speedway
 St. Augustine, Florida 32095

Phone: 904 823-2480 Fax: 904 823-2498 E-mail: plandept@co.st-johns.fl.us

Date	File Number
------	-------------

- Ponte Vedra Overlay District (Section VIII.Q within the Ponte Vedra Zoning Ordinance)
- Ponte Vedra / Palm Valley Coastal Corridor Overlay District (LDC Section 3.06)
- South Anastasia Coastal Corridor Overlay District (LDC Section 3.07)
- Mid-Anastasia Island Coastal Corridor Overlay District (LDC Section 3.08)

1. Applicant's Name (Attach signed Owner's Authorization form if Applicant is not the owner.)	
2. Address	
3. Project Name (if applicable)	
4. Project Address and Location	
5. Parcel ID Number	Zoning District Designation

7. Type of Review <input type="checkbox"/> Commercial Use <input type="checkbox"/> Multi-family Use <input type="checkbox"/> Other _____ If Signs are involved, please use Sign Review Application form in addition to this form.	8. The Project involves: (Check all that apply.) <input type="checkbox"/> Changes to an existing building <input type="checkbox"/> Exterior repainting only <input type="checkbox"/> New building <input type="checkbox"/> Landscaping <input type="checkbox"/> Other _____
--	---

9. Describe project and work proposed to be done. (Provide additional information by attachment as needed.)
--

10. Provide by attachment eight (8) copies each of the following:

- a. A general site plan indicating the location of the proposed project.
- b. Elevation drawings at a scale that clearly depict the proposed exterior design of the new building or changes that are proposed to an existing building. Where possible, a color rendering is preferred.
- c. Applications that involve painting or repainting should provide six (6) sets of sample paint colors.
- d. Applications that involve landscaping must provide a landscape and planting plan. (Where appropriate, and at the Applicant's choice, the landscape plan may be depicted on the general site plan.)
- e. Applications that involve Federally registered designs, logos, trade or service marks must provide copies of registration with this application.
- f. Signed Owner's Authorization Form, if the Applicant is not the same as the Owner.
- g. The original application and five (5) copies of the completed application along with the required fee.

WITH THE EXCEPTION OF PAINT COLOR SAMPLES, APPLICANTS ARE NOT REQUIRED TO PROVIDE SAMPLES OF EXTERIOR FINISH MATERIALS WITH THIS APPLICATION. HOWEVER, IT IS REQUIRED THAT TO THE EXTENT POSSIBLE, A SAMPLE OF ACTUAL COLORS AND MATERIALS BE BROUGHT TO THE REVIEW MEETING. APPROVALS OF APPLICATIONS MAY BE DELAYED IF THE REVIEW COMMITTEE CANNOT DETERMINE HOW A PROJECT WILL LOOK WHEN COMPLETED.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signature: _____

Printed or typed name(s): _____

ADDRESS AND CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE THIS REGARDING THIS APPLICATION:

Name (typed or printed): _____

Mailing Address: _____

Phone: _____ **FAX:** _____ **E-mail:** _____

Once your application has been reviewed for completeness, it will be scheduled for the next available meeting of the Design Review Committee. You will receive a notice of the meeting in the mail. An orange sign will be placed on the property providing notice of the meeting, and a notice of all items to be heard at the meeting will be placed in the newspaper and on the St. Johns County website. All meetings are open to the public. Please notify the Planning Division at 904 823-2480 if you need any special assistance or accommodations to attend the meeting. If your application is approved at the meeting you will receive an "Order of Approval" in the mail approximately one week after the meeting. You must provide this Order at the time you apply for any building permits. If you have any questions, please feel free to call the staff of the St. Johns County Planning Division at 904 823-2480.

ONCE YOUR APPLICATION HAS BEEN APPROVED, OR FINAL ACTION HAS BEEN TAKEN, PLEASE PROPERLY DISPOSE OF THE ORANGE ZONING SIGN THAT WAS PLACED ON THE PROPERTY.

St. Johns County Design Review District Sign Application

St. Johns County Growth Management Services Department

Planning Division

P.O. Drawer 349, 4020 Lewis Speedway

St. Augustine, Florida 32095

Phone: 904 823-2480 Fax: 904 823-2498 E-mail: plandept@co.st-johns.fl.us

Date	File Number
------	-------------

- Ponte Vedra Overlay District (Section VIII.Q within the Ponte Vedra Zoning Ordinance)
- Ponte Vedra / Palm Valley Coastal Corridor Overlay District (LDC Section 3.06)
- South Anastasia Coastal Corridor Overlay District (LDC Section 3.07)
- Mid-Anastasia Island Coastal Corridor Overlay District (LDC Section 3.08)

1. Applicant's Name (Attach signed Owner's Authorization form if Applicant is not the owner.)	
2. Address	
3. Project Name (if applicable)	
4. Project Address and Location	
5. Parcel ID Number	6. Zoning District Designation

7. Type of Sign(s) <input type="checkbox"/> Commercial Use <input type="checkbox"/> Multi-family Use <input type="checkbox"/> Ground / Monument Sign(s) → <input type="checkbox"/> Pylon Sign(s) → <input type="checkbox"/> Wall or Fascia Sign(s) → <input type="checkbox"/> Awning or Canopy Sign(s) → <input type="checkbox"/> Hanging Sign(s) →	8. If a Ground or Pylon Sign(s), provide height. (Include the height of overall Sign structure.) _____ feet _____ inches → _____ feet _____ inches → → → proceed to Question 9. → → → proceed to Question 9. → <input type="checkbox"/> 1 st story <input type="checkbox"/> 2 nd story → →	9. Square Footage of Sign(s) (Calculate by measuring width and height of Display Area.) _____ square feet _____ square feet _____ square feet _____ square feet _____ square feet
---	--	--

10. If Sign(s) are to be lighted, describe type and color of illumination. Also provide time of night any illumination will cease.

11. Describe method of construction and installation, and materials to be used

12. Provide by attachment eight (8) copies each of the following:

- a. Drawing, at an accurate scale, depicting the requested Sign(s). All notation necessary to address size, color, materials to be used, method of construction and installation should be included.
- b. A general site plan indicating the location of the requested Sign(s). Elevation drawings should be provided for wall signs depicting the location of the Sign in relation to any other store or office fronts.
- c. Applications for Signs involving Federally registered trade or service marks must provide copies of registration with this application.
- d. Signed Owner's Authorization Form, if the Applicant is not the same as the Owner.
- e. Five (5) copies of the completed application along with the required fee.

APPLICANTS ARE NOT REQUIRED TO PROVIDE SAMPLES OF SIGN COMPONENTS WITH THIS APPLICATION; HOWEVER, IT IS STRONGLY ADVISED THAT A SAMPLE OF ACTUAL COLORS AND MATERIALS BE BROUGHT TO THE REVIEW MEETING. APPROVALS OF APPLICATIONS MAY BE DELAYED IF THE REVIEW COMMITTEE CANNOT DETERMINE HOW A SIGN WILL LOOK WHEN CONSTRUCTED AND INSTALLED.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signature: _____

Printed or typed name(s): _____

ADDRESS AND CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE THIS REGARDING THIS APPLICATION

Name (typed or printed): _____

Mailing Address: _____

Phone: _____ **FAX:** _____ **E-mail:** _____

Once your application has been reviewed for completeness, it will be scheduled for the next available meeting of the Design Review Committee. You will receive a notice of the meeting in the mail. An orange sign will be placed on the property providing notice of the meeting, and a notice of all items to be heard at the meeting will be placed in the newspaper and on the St. Johns County website. All meetings are open to the public. Please notify the Planning Division at 904 823-2480 if you need any special assistance or accommodations to attend the meeting. If your application is approved at the meeting you will receive an "Order of Approval" in the mail approximately one week after the meeting. You must provide this Order at the time you apply for any building permits. If you have any questions, please feel free to call the staff of the St. Johns County Planning Division at 904 823-2480.

ONCE YOUR APPLICATION HAS BEEN APPROVED, OR FINAL ACTION HAS BEEN TAKEN, PLEASE PROPERLY DISPOSE OF THE ORANGE ZONING SIGN THAT WAS PLACED ON THE PROPERTY.

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF

_____, *the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a :*

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
 Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

Sate of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

**SECTION 9.0 SPECIAL DISTRICTS - HISTORIC PRESERVATION
LAND DEVELOPMENT CODE PART 3.01**

Section 9.01 Introduction

The purpose of the historic preservation regulations is to establish procedures related to the identification and protection of **Historic Resources** within unincorporated St. Johns County. The Land Development Code defines **Historic Resource** as *“Any prehistoric or historic district, site, building, object, or other real or personal property of historical, architectural, or archaeological value. These properties or resources may include, but are not limited to, monuments, memorials, Indian habitations, ceremonial sites, abandoned settlements, engineering works, architectural interiors, artifacts, or other objects with intrinsic historical or archaeological value, or any part thereof, relating to the history, government, and culture of the County.”*

The Historic Resource Review Board (HRRB) reviews Historic Resources and makes recommendations to the Board of County Commissioners (BCC). The Growth Management Services Department, Planning Division, coordinates all related historic preservation activities.

Location - Mailing Address: 4020 Lewis Speedway, 32095, Post Office Drawer 349, St. Augustine, Florida 32085.

Phone Numbers – Facsimile Number:
904-823-2480 - GENERAL INFORMATION
904-823-2347 – Staff
904-823-2498 – FACSIMILE

Fees (Resolution 2000-167):

Historic Resource Review Board Landmark Designation	\$1,000.00
Historic Resource Management Plan Review	\$ 400.00

Section 9.02 Forms of Protection

The Land Development Code (LDC), provides a process whereby the BCC may designate certain significant Historic Resources as St. Johns County Landmarks pursuant to recommendations submitted by the HRRB. In addition, the LDC establishes guidelines for the treatment of Historic Resources and St. Johns County Landmarks. In effect, the LDC provides three (3) forms of protection to preserve or conserve Historic Resources in St. Johns County, including:

- A. Proposed Designation of a St. Johns County Landmark (Section 3.01.04): Within the Historic Resources Inventory certain sites, buildings, structures, objects, or groups thereof may have particularly unique or special significance related to the cultural, architectural, archaeological and historical heritage of St. Johns County. The HRRB receives and evaluates proposals for recommendations for potential Landmarks from the general public; historic preservation professionals; and other interested parties.

- B. Treatment of Historic Resources and Landmarks (Section 3.01.05): In cases where proposed development affects sites within the Historic Resource Inventory

or a designated Landmark, procedures shall be followed pursuant to Section 3.01.05 of the LDC.

- C. Emergency Action Involving a Threat to a Historic Resource or Landmark (LDC, Section 3.01.07): Emergency action may be taken to review and consider any activity that may have an adverse effect upon a Historic Resource or Landmark.

Each of these methods of protection requires different procedures.

Section 9.03 Procedures for Protection

- A. Proposed Designation of a St. Johns County Landmark (Section 3.01.04): Proposals are evaluated pursuant to the Criteria for Landmark Designation in Section 3.01.04C of the LDC. The required *Application for Designation of a St. Johns County Landmark* is available from the Planning Division.
 - 1. Application Process: Submit applications to the Planning Division. At a minimum, a completed copy of *Application for Designation of a St. Johns County*, must be returned along with the following information, evidence and supporting materials, as appropriate:
 - a. Applicant Information: Name, mailing address, and contact telephone and fax numbers.
 - b. Property Information: Property Name, location, tax parcel identification number, legal description and map of the subject property.
 - c. Property Ownership: Owner's name and mailing address; and proof of ownership, deed or certificate by lawyer, abstract company or title company that verifies the record owner. In addition, a list of the owners of adjacent property located within 300 feet of the boundaries of the subject property. The list shall provide the name, address and legal description of each parcel, as it appears on the current St. Johns County tax rolls. Legal description shall be those listed on the most recent certified tax roll of St. Johns County. The Applicant is responsible for compiling the required list, as it is not a service provided by County staff. The list is available through private sources such as Abstract Companies Title Companies, and Legal Offices, or you may use the information from the tax rolls and prepare the list. The County tax office will not provide the list, but will assist in the use of equipment and records available in their office. It is the responsibility of the applicant for the list being correct. If any name is omitted and that person files a complaint, the application may be deemed null and void and a new hearing may be required.
 - d. Criteria for St. Johns County Landmark Designation: Specifically address and document those points contained in the Land Development Code, Sec. 3.01.04C, Subsections 1 through 9.
 - e. Written Description of Proposed Landmark or Landmark Site: Prepare a written narrative summary of the archaeological, historical, architectural,

or cultural significance of the proposed landmark or landmark site. Why does the site need to be listed?

f. Additional Evidence and Supporting Materials:

- 1) For properties already included in the National Register of Historic Places or any other Federal, State or local listing, attach copies of nomination forms, including all maps and photographs already approved by the State Historic Preservation Office and the National Park Service, etc.
- 2) Date of construction of the historic structure and the names of former owners, and the date of occupation of the property.
- 3) An archaeological or architectural description.
- 4) Historic references from other sources mentioning the property.
- 5) A statement of significance related to the local community.
- 6) A site plan, showing all structures, roads, signage, and easements and landscape features including septic tank and drainfield, and all other improvements located on the site. Identify development on adjacent properties.
- 7) Floor plans of all subject buildings.
- 8) Photographs which are exclusive of all elevations, architectural details and significant exterior features.
- 9) Written information about the property that could be used as a suggested guide for the evaluation of any future proposed changes to the property (including development or re-development of the site or adjacent property).

g. Letter size envelopes: Affix the name, mailing address and regular postage on envelope for each Adjacent Property Owner. If the name appears more than once (owner of more than one parcel), only one envelope is required for that individual.

h. Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.

2. Review Process: Once the Planning Division determines that the *Application* is complete:

- a. Within thirty (30) days of receiving a completed Application Package, Staff notifies by certified mail the owner(s) and the adjacent property owner(s), that the property is under consideration for Landmark designation.
- b. Staff forwards the completed Application Package to the Historic Resource Review Board at least ten (10) days before the meeting at which the Application is to be considered.
- c. The HRRB notifies Staff of its intent to forward recommendations for potential Landmark designation to the Board of County Commissioners.

- d. For each Landmark designation, the HRRB shall prepare a written report that contains a statement in evidence of the criteria contained in Section 3.01.04C of the LDC, as well as the descriptive and evaluative information contained in Section 3.01.04.B1 of the LDC. The report shall be filed with Staff and a copy provided to the property owner(s).
3. Public Hearing Process: The Board of County Commissioners shall hold a public hearing on the proposed Landmark designation(s) within ninety (90) days of the filing of the **HRRB's report** with Staff.
 - a. **Notice shall be given pursuant to the notice requirements of Section 9.06.02 of the LDC**, including notification to the property owner(s) and adjacent property owners. (see 3.01.04B.3. and 9.06.02 and 9.06.04 of the LDC), as follows:
 - 1) Not less than ten (10) days in advance of the date of the required public hearing(s) at which an application is to be considered, the time and the place of the public hearing shall be posted by United States mail to all Owners of real property within three hundred (300) feet of the boundaries of the land upon which the application is made.
 - 2) Not less than fifteen (15) days in advance of the date of the required public hearing(s) at which an application is to be considered, the time and place shall be published once in a St. Johns County Newspaper of general circulation, and others as deemed necessary by Staff.
 - 3) Not less than fifteen days in advance of the date of the required public hearing(s) at which the application is to be considered, Staff shall cause a Sign or Signs to be posted on the subject property in full view of the public on each street side of such land, as stated at Section 9.06.04.
 - b. At the public hearing, the HRRB shall present the proposed designation and recommendation of the HRRB to the Board of County Commissioners. The BCC shall review each potential Landmark considering the information contained within the designation report, the criteria for Landmark designations contained in Section 3.01.04C of the LDC, public testimony and evidence submitted for the record at the public hearing. The BCC shall move to approve, approve with modifications or conditions, or deny the proposed Landmark designation(s).
4. Determination by the Board of County Commissioners:
 - a. Immediately following approval of a Landmark designation, the **Board of County Commissioners** shall notify the property owner(s) and the adjacent property owners of the BCC's designation of the Landmark.
 - b. The Landmark designation shall be recorded in the official record books of the St. Johns County, and noted on the Official Zoning Atlas of St. Johns county, and shall be noted in the Historic Resources Inventory as a landmark.

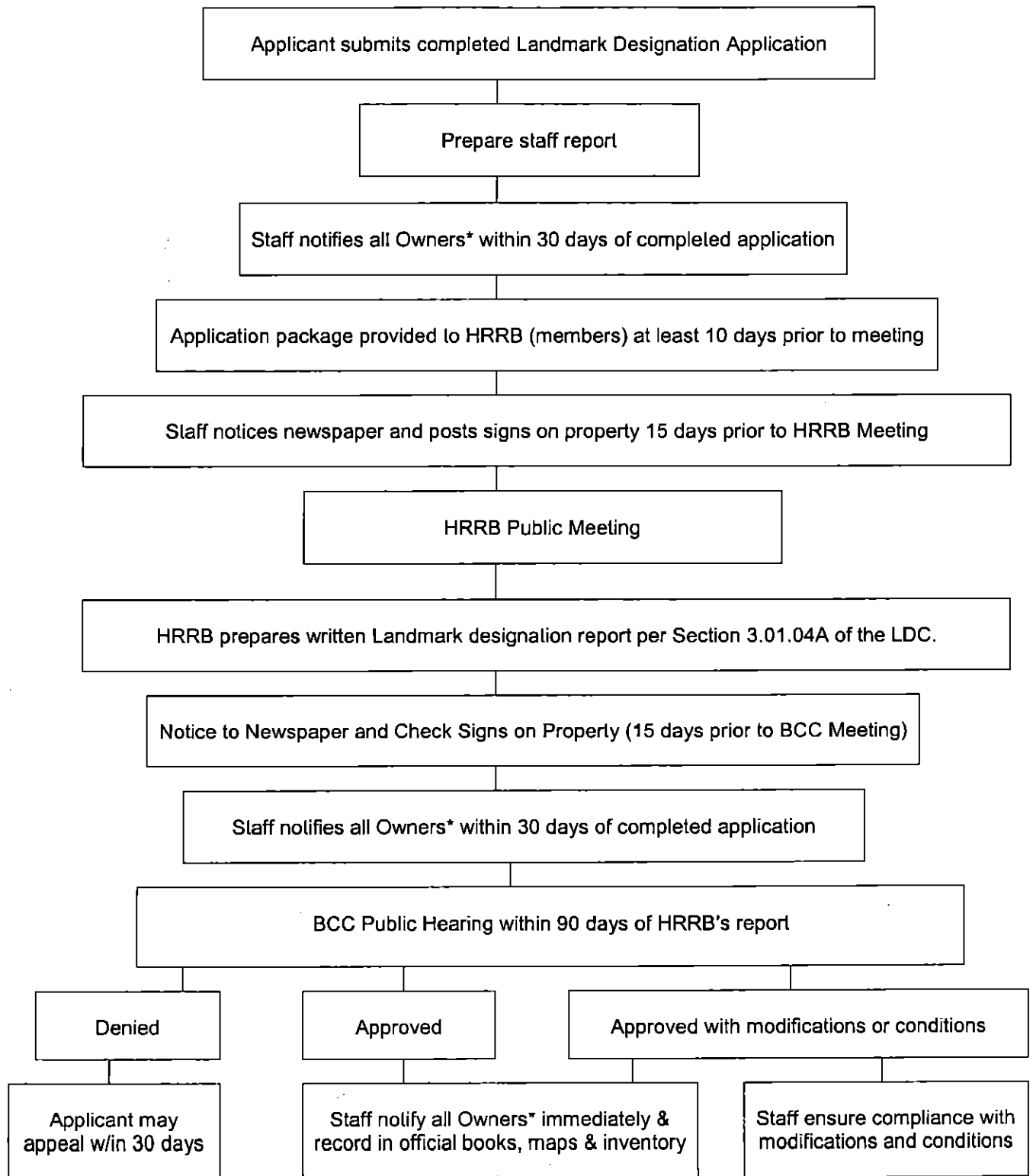
- c. Within thirty (30) days of the decision by the BCC to designate a Landmark, the property owner(s) may petition for a review of the Board of County Commissioners' decision by the Circuit Court of St. Johns County. The nature of the review shall be by petition for writ of certiorari.

B. Treatment of Historic Resources and Landmarks (Section 3.01.05 of the LDC):

1. **Historical Resource Search:** When applications are filed for permits, orders or other approvals, the County Department to which the application was made shall verify the existence of any site contained in the Historic Resource Inventory or a designated Landmark. Staff shall be notified if any such site or Landmark exists.
2. **Consideration of Adverse Effect:** Staff shall consider criteria contained in the LDC Section 3.01.05A.2 to determine whether the project will have no effect, no adverse effect, or an adverse effect on a Historic Resource or Landmark. A presumption of adverse effect upon a Historic Resource or Landmark shall require the Applicant to have more detailed investigation performed in accordance with Section 3.01.05B of the LDC.
3. **Historic Resource Management Plan:** Where an adverse effect has been substantiated or is apparent, the Applicant shall provide a Historic Resource Management Plan. The Management Plan shall include information on the nature, context and significance of the resource. Staff shall consult with the Division of Historical Resources to determine appropriate information to be requested and appropriate protection or mitigation measures. The Management Plan shall at a minimum include information listed at Section 3.01.05C of the LDC.
4. **Review and Public Hearing Process:** When required, a Historic Resource Management Plan shall be reviewed pursuant to the established **Development Review Process**, and the HRRB shall provide a report to Staff **within 14 days of receipt**.
 - a. The BCC shall hold a public hearing on the proposed Management Plan.
 - b. **Notice shall be given pursuant to the notice requirements of Section 9.06.02 of the LDC**, including notification to the property owner(s) and adjacent property owners.
 - c. The BCC may approve, approve with conditions, or disapprove the Historic Resources Management Plan. The Management Plan shall be attached to any Development Order or Permit, and shall remain in effect as prescribed within the Management Plan.
 - d. Development related to a Project may commence and proceed prior to final approval of a Management Plan provided no activity effects the Historic Resource or Landmark or its environs. Such condition shall be noted on any Development Order or Permit.

- C. Emergency Action Involving a Threat to a Historic Resource or Landmark (LDC Section 3.01.07): Emergency action may be taken to review and consider a **threat** to a Historic Resource or Landmark. A **threat** is any activity that may have an adverse effect upon a Historic Resource or Landmark.
1. Request for Emergency Action: Any interested party or agency may submit to the Staff a notice related to a potential threat, as follows:
 - a. In support of the request for emergency action, written information describing the potential threat shall be submitted to Staff, as required by Section 3.01.07 of the LDC.
 - b. Staff shall determine if a potential threat exists and schedule a public hearing to consider the request for emergency action.
 - c. All permitted activity shall be held in abeyance until action regarding the threatened property is completed.
 - d. Staff shall notify the Applicant and/or property owner of the public hearing on the request for emergency action.
 - e. The County Building Official shall have the authority to suspend any Permit during which time the Applicant or Property Owner shall provide a Historic Resource Management Plan as per Section 3.01.05 of the Land Development Code.
 - f. Upon approval of a Management Plan by the BCC, the County Building Official shall authorize release of the Permits, with any conditions to remain in force as set forth in the Management Plan.

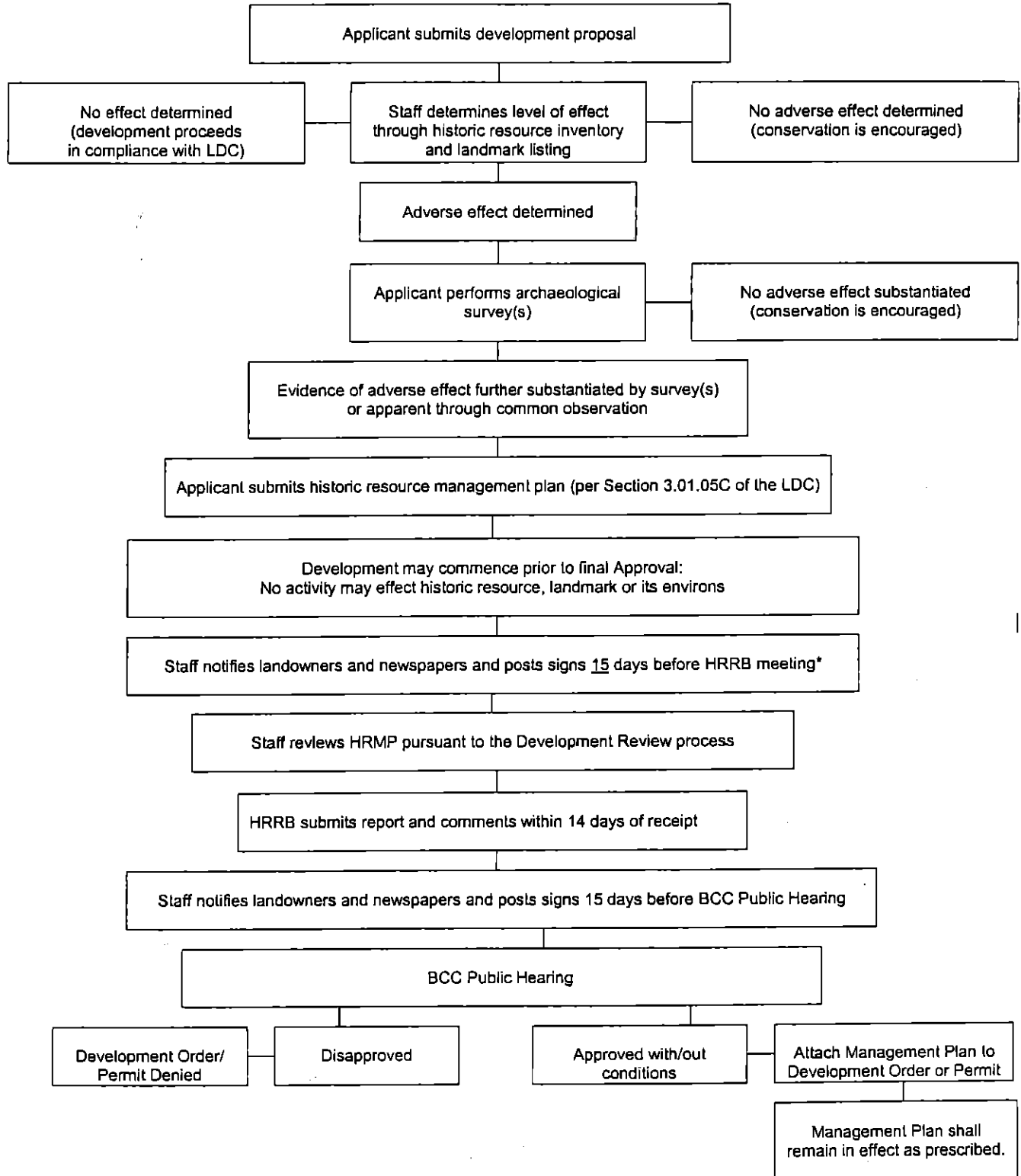
ST. JOHNS COUNTY PROCEDURES FOR LANDMARK DESIGNATION



Source: St. Johns County Development Review Procedures, December 2000.

*Note: "All owners" include the owners of the subject property as well as adjacent property.

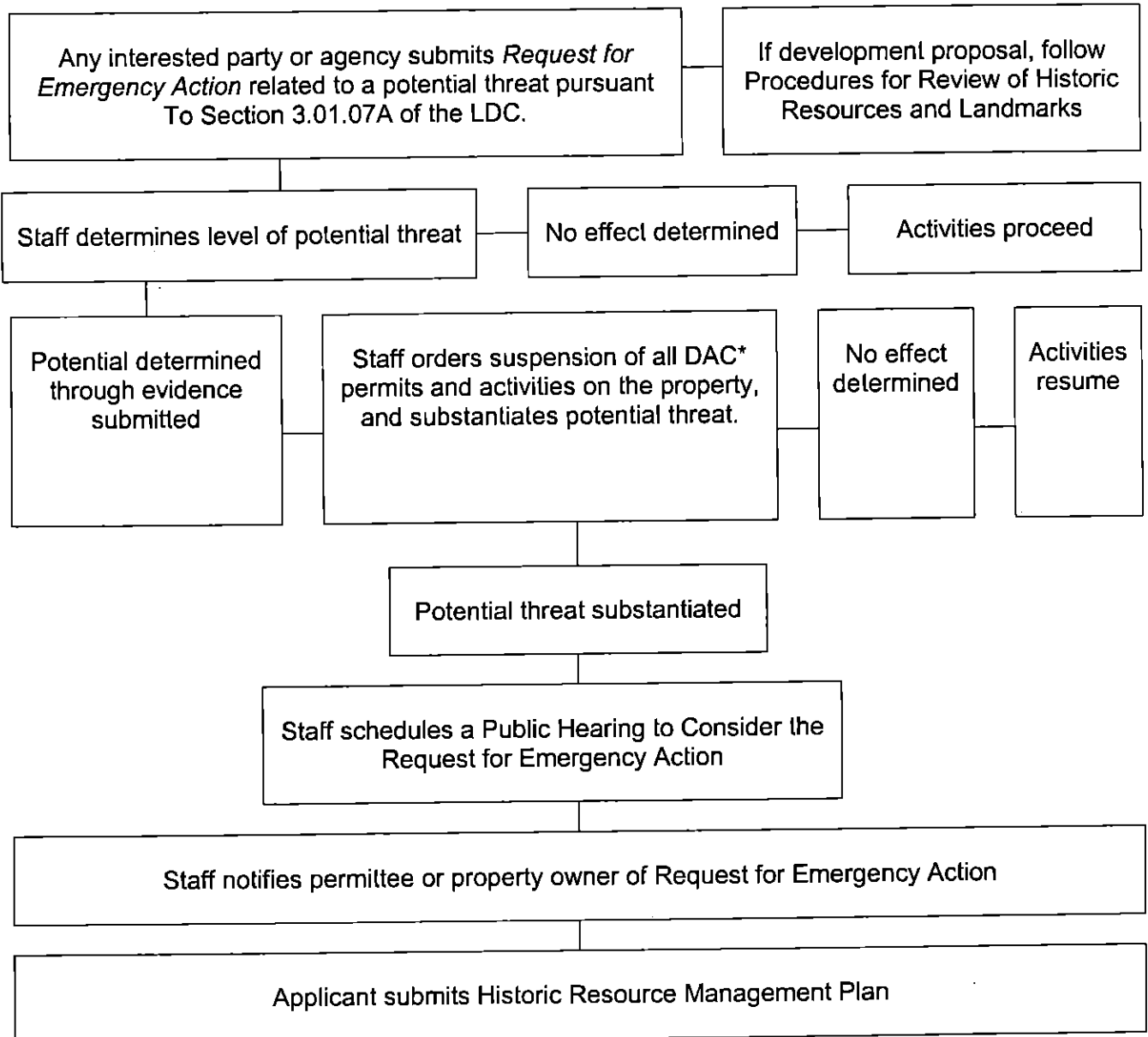
ST. JOHNS COUNTY PROCEDURES FOR REVIEW OF HISTORIC RESOURCES AND LANDMARKS



Source: St. Johns County Development Review Procedures, December 2000.

*Note: The Land Development Code does not specify whether notification is required for the HRRB Meeting. It is assumed that the HRRB must meet to take action on the Management Plan.

**ST. JOHNS COUNTY PROCEDURES FOR EMERGENCY ACTION INVOLVING
A THREAT TO A HISTORIC RESOURCE OR LANDMARK**



Source: St. Johns County Development Review Procedures, December 2000.

*Note: DAC = demolition, alteration or construction activities.



Application for Designation of a St. Johns County Landmark

Planning Division
(904)823-2480

Date: _____

Reference #: _____

1. APPLICANT INFORMATION

Name _____

Mailing Address _____

Contact Phone Number _____

Contact Fax Number _____

2. PROPERTY INFORMATION

Property Name _____

Property Location (Address) _____

Tax Parcel Ident. Number _____

Location of Property _____

3. PROPERTY OWNERSHIP

Owner's Name _____

Mailing Address _____

Applicant's Signature _____

Section 3.01.04C of the St. Johns County Land Development Code sets forth the following criteria for the designation of a landmark in St. Johns County.

4. CRITERIA FOR ST. JOHNS COUNTY LANDMARK DESIGNATION

A landmark shall have achieved significance if it meets one or more of the following criteria:

Please check the criteria which are believed to be met.

- (a) Associated in a significant way with the life of a person of recognized importance.
- (b) The site of a historic event with significant effect upon St. Johns County, the State of Florida, or the nation.
- (c) Exemplifies a historic, cultural, political, economic, or social trend of St. Johns County, the State of Florida, or the nation.
- (d) Embodies distinguishing characteristics of an architectural style, period or method of construction.
- (e) Is the work of an architect or builder whose work has significantly influenced the development of St. Johns County, the State of Florida, or the nation.
- (f) Contains elements of design, detail, materials or craftsmanship of outstanding quality or represents a significant innovation or adaptation to the Florida environment.
- (g) Has value as a building that is recognized for the quality of its architecture and retains sufficient features showing architectural significance.
- (h) Has yielded, or is likely to yield, archaeological information or artifacts important in prehistory or history.
- (i) Is a geographically definable area or neighborhood united by culture, architectural styles or physical development, which has historic or cultural significance in the community.

WRITTEN DESCRIPTION OF PROPOSED LANDMARK OR LANDMARK SITE

Provide a narrative summarization of the archaeological, historical, architectural, or cultural significance of the proposed landmark or landmark site. Explain why this site should be listed. The written description should specifically address the **CRITERIA FOR ST. JOHNS COUNTY LANDMARK DESIGNATION** as contained in Section 3.01.04C of the St. Johns County Land Development Code, and as provided on page 2 of this applications.

(ATTACH WRITTEN DESCRIPTION ON SEPARATE PAGES AS NEEDED.)

5. ADDITIONAL EVIDENCE AND SUPPORTING MATERIALS

Please provide the following, as appropriate to this application:

- (a) Is this property listed in other listings (e.g. State Historic, Federal Register, Archilecturally)? Master Site File reference # _____.
- (b) Date of construction of the historic structure, or the date of occupation of the pre-historic location _____.

- (c) An archaeological or architectural description.
- (d) Historic references from other sources mentioning the property.
- (e) A statement of significance related to the local community.
- (f) A site plan.
- (g) Floor plans of all subject buildings.
- (h) Photographs which are inclusive of all elevations, architectural details and significant exterior features.
- (i) Specific written information about the property that could be used as a suggested guide for the evaluation of any future proposed changes to the property (including development and re-development of the site or adjacent property).

SECTION 10.0 REZONINGS

Section 10.01 Introduction

A rezoning petition is a request to amend the County Zoning Atlas. The request is considered by the Planning & Zoning Agency (PZA), and final action is taken by the Board of County Commissioners (BCC). The application is reviewed for consistency with the Comprehensive Plan, the Land Development Code, and compatibility with the surrounding area. Applications for rezonings are submitted to the Current Planning Division of the Growth Management Services Department.

PHYSICAL ADDRESS: 4020 Lewis Speedway, St. Augustine, FL 32095

MAILING ADDRESS: P.O. Drawer 349, St. Augustine, FL 32085-0349

FILING FEE:	Straight Rezoning	\$1000.00
	PUD	\$1800.00 plus \$10.00 per acre
	PRD less than 10 acres	\$1200.00
	PRD over ten acres	\$1200.00 plus \$7.00 per acre
	DRC Pre-Application	\$400.00

Section 10.02 Application Process

- A. The following items must be included with a **straight rezoning** application:
1. Application, 18 copies
 2. Proof of Ownership, 18 copies
 3. Proposed Ordinance, 18 copies
 4. Legal Description of subject property, 18 copies
 5. Owner's Authorization for Agent, 18 copies
 6. Certificate of Concurrence (prior to scheduling of BCC hearing)
 7. List of Adjacent Property Owners within 300 feet of the subject property
 8. Two sets of stamped envelopes, addressed to each adjacent property owner
 9. Filing Fee
- B. The following items must be included with a rezoning to **PUD or PRD** application:
1. Application, 18 copies
 2. Proof of Ownership, 18 copies
 3. Proposed Ordinance, 18 copies
 4. Legal Description of subject property, 18 copies

5. Owner's Authorization for Agent
6. Certificate of Concurrency (prior to scheduling of BCC hearing)
7. List of Adjacent Property Owners within 300 feet of the subject property
8. Two sets of stamped envelopes, addressed to each adjacent property owner
9. Filing Fee
10. Master Development Plan Text in accordance with Section 5.03.02 G.1 of the Land Development Code; text format must follow order of Code outline, 18 copies
11. Master Development Plan Map in accordance with Section 5.03.02.G.2 of the Land Development Code, 18 copies

Section 10.03 Review Process

A. Straight Rezoning

1. Complete application package is submitted to the Current Planning Division
2. Application is reviewed for completeness and fee is processed
3. Application is routed to reviewing departments; reviewing departments have 5 days to review and provide comments to the Current Planning Division
4. Comments letter is created from reviewing departments' comments, and one of the following will occur:
 - a. The comment letter is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Current Planning Division.
 - b. The application is determined to be complete and ready to schedule for public hearing before the Planning & Zoning Agency.
 - c. Resubmittals from the applicant are routed to the appropriate reviewing departments for 3 working days.
 - d. Above Item #4 is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

B. PUD or PRD Rezoning

1. Pre-application package is submitted for DRC pre-app review. Package should include 16 copies of the proposed Text, Map, Ordinance, FLUUCS Map and legal description of the property. The pre-application package

should be submitted to the Current Planning Division along with the filing fee. The pre-application will be reviewed and scheduled for a DRC meeting and the applicant will be advised of the date and time by the Development Review Division.

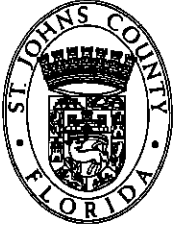
2. Comments are provided to the application at the DRC meeting. Applicant should make necessary changes to the application and submit the formal application to the Planning Division.
3. Application is reviewed for completeness and application fee is processed.
4. Application is routed to reviewing departments; reviewing departments have 5 days to review and provide comments to the Current Planning Division.
5. Comments letter is created from reviewing departments' comments, and one of the following will occur:
 - a. The comment letter is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal at the Current Planning Division.
 - b. The application is determined to be complete and ready to schedule for public hearing before the Planning & Zoning Agency.
 - c. Resubmittals from the applicant are routed to the appropriate reviewing departments for 3 working days.
 - d. Above Item #4 is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

Section 10.04 Public Hearing Process

- A. Item is scheduled for a public hearing to be heard by the Planning & Zoning Agency. A notice is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. A letter is also sent to the applicant advising of the date.
- B. A Staff Report is drafted by the Current Planning Division and is distributed to the Planning & Zoning Agency approximately one week prior to the public hearing. The applicant or his/her representative will also be provided a copy.
- C. The Planning & Zoning Agency will consider the request at the public hearing and provide a recommendation to the Board of County Commissioners.
- D. Once verification of receipt of the Certificate of Concurrency, Staff requests placement of the item on the Board of County Commission Agenda.
- E. The County Administrator provides the date of the Board hearing and the item is scheduled for public hearing. A new notice is published in the newspaper and

notices are mailed out to adjacent property owners advising them of the BCC hearing.

- F. An Agenda package is prepared which includes the Staff Report for the PZA, Minutes of the PZA hearing, the proposed Ordinance and any other supporting documents.
- G. The BCC considers the rezoning and takes final action. If the item is approved, the Ordinance is signed by the Board's Chairperson and sent to the State for acknowledgement and returned to the Clerk for recording. If the item is denied, an appeal may be filed within 30 days of the Board action.



ST. JOHNS COUNTY
Application For Rezoning

FROM _____ TO _____

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE : _____ **FAX :** _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

PROPERTY APPRAISERS PARCELNO. _____

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

CENSUS TRACT: _____ **PROPERTY APPRAISERS MAP SHEET:** _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ STATE _____ ZIP CODE _____

TAZ _____ MAJOR ACCESS _____

OVERLAY DISTRICT? _____ IF YES, WHICH ONE _____

ZONE CLASS _____ COMP. PLAN DSGN _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____	NUMBER OF LOTS/	
UNITS: _____	SQ. FOOTAGE _____	
(SIZE OF PROPERTY)	(IF SUBDIVISION)	(OF EACH
BUILDING)		

ACRES TO BE CLEARED: _____ 1/4 MILE INCREMENTS OF ROADWAY: _____

IS THE PROJECT WITHIN THE COASTAL BUILDING ZONE? YES _____ NO _____

IS THE PROJECT SEAWARD OF CCCL? YES _____ NO _____

PROJECT NARRATIVE (ADDITIONAL SHEETS MAY BE ATTACHED):

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
 Signature of Owner

 Print Name

 Signature of Owner

 Print Name

 Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

SECTION 11.0 MASTER DEVELOPMENT PLAN

Section 11.01 Introduction

A Master Development Plan Map is a general representation of an approved plan of development as required by Section 5.03.02G of the Land Development Code. The request is considered by the Planning Division of the Growth Management Services Department after review from appropriate Departments. The review is based on consistency with the Comprehensive Plan, the Land Development Code, and the governing Ordinance. Master Development Plans are submitted to the Current Planning Division of the Growth Management Services Department.

PHYSICAL ADDRESS: 4020 Lewis Speedway, St. Augustine, FL 32095
MAILING ADDRESS: P.O. Drawer 349, St. Augustine, FL 32085-0349
FILING FEE: \$100.00

Section 11.02 Application Process

The following items must be included with a small adjustment application:

- A. Application, 10 copies
- B. Proof of Ownership, 10 copies
- C. Legal Description of subject property, 10 copies
- D. Owner's Authorization for Agent, 10 copies
- E. Proposed Master Development Plan Map, 10 copies
- F. Filing Fee

Section 11.03 Review/Approval Process

- A. Complete application package is submitted to the Current Planning Division.
- B. Application is reviewed for completeness and fee is processed.
- C. Application is routed to reviewing departments; reviewing departments have 5 days to review and provide comments to the Current Planning Division.
- D. Comments letter is created from reviewing departments' comments, and one of the following will occur:
 - 1. The comment letter is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal at the Current Planning Division.
 - 2. The application is determined to be complete and an approval letter is issued to the applicant.

3. Resubmittals from the applicant are routed to the appropriate reviewing departments for 3 working days

- E. Above Item "D" is repeated until the application is approved at which time the Master Development Plan Map will be recorded in the Clerk's Office. A Mylar should be submitted to the Planning Division along with the appropriate recording fees. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. In addition, three copies should be generated from the Mylar and submitted to the Planning Division.

Please note that the following "approval block" must be included on all Master Development Plans:

The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

APPROVED: _____

DATE: _____

ORDINANCE NUMBER: _____

FILE NUMBER: _____



ST. JOHNS COUNTY

Application For Master Development Plan

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE: _____ **FAX :** _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

PROPERTY APPRAISERS PARCELNO. _____

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

CENSUS TRACT: _____ **PROPERTY APPRAISERS MAP SHEET:** _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ **STATE** _____ **ZIP CODE** _____

TAZ _____ **MAJOR ACCESS** _____

OVERLAY DISTRICT? _____ **IF YES, WHICH ONE** _____

ZONE CLASS _____ **COMP. PLAN DSGN** _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____ **ACRES TO BE CLEARED:** _____ **NUMBER OF LOTS/ UNITS:** _____
(SIZE OF PROPERTY)

SQ. FOOTAGE _____ **SQ. FOOTAGE BY USE:** _____
(OF EACH BUILDING) (FOR IMPACT FEE CALUATION)

1/4 MILE INCREMENTS OF ROADWAY: _____

IS THE PROJECT WITHIN THE COASTAL BUILDING ZONE? YES _____ **NO** _____

IS THE PROJECT SEAWARD OF CCCL? YES _____ **NO** _____

PROJECT NARRATIVE (ADDITIONAL SHEETS MAY BE ATTACHED):

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
 Signature of Owner

 Print Name

 Signature of Owner

 Print Name

 Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

SECTION 12.0 DEVELOPMENT REVIEW PRE-APPLICATION

Section 12.01 Introduction

The purpose of the pre-application conference is to provide the applicant with the opportunity to explain the proposed development concepts to staff, and for staff to discuss policies, ordinances, standards, opportunities and constraints which may be applicable to the site and type of proposed development, before the applicant has invested substantial design time or become committed to particular design solutions. The pre-application conference is for informational purposes only and does not confer any approval or waive any requirements that may be applied to any subsequent applications.

Applications are submitted to the Development Services Division of the Growth Management Services Department.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32095
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085-349
Phone: 823-2490
Fax: 823-2699

There are no fees for this application.

Section 12.02 Application Process

The following documents are required to process a Pre-Application

- A. Seventeen copies of the Development Review application.
- B. Seventeen copies of a scaled site plan.
- C. Seventeen copies of legal description.
- D. Any other information the applicant feels may be contributory.

Section 12.03 Review Process

Applications will be scheduled for the first available Development Review Committee meeting, providing there is a minimum 5 working day review. The applicant will be notified of the scheduled time.



ST. JOHNS COUNTY
Pre-Application For Development Review

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

PROPERTY APPRAISERS PARCEL NO. _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

CENSUS TRACT: _____ PROPERTY APPRAISERS MAP SHEET: _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ STATE _____ ZIP CODE _____

TAZ _____ MAJOR ACCESS _____

OVERLAY DISTRICT? _____ IF YES, WHICH ONE _____

ZONE CLASS _____ COMP. PLAN DSGN _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____ ACRES TO BE CLEARED: _____ NUMBER OF LOTS/ UNITS: _____
(SIZE OF PROPERTY)

SQ.FOOTAGE _____ SQ.FOOTAGE BY USE: _____
(OF EACH BUILDING) (FOR IMPACT FEE CALUATION)

1/4 MILE INCREMENTS OF ROADWAY: _____

IS THE PROJECT WITHIN THE COASTAL BUILDING ZONE? YES _____ NO _____

IS THE PROJECT SEAWARD OF CCCL? YES _____ NO _____

PROJECT NARRATIVE (ADDITIONAL SHEETS MAY BE ATTACHED):

**SECTION 13.0 CONSTRUCTION PLANS (Paving, Drainage & Utilities)
LAND DEVELOPMENT CODE PART 6.04.00**

Section 13.01 Introduction

Construction plans are the heart of a project but are only part of the total application package. All the additional information required to make application for a project is needed to support the improvements detailed on the construction plans. Construction plans are usually a combined product resulting from input from a variety of disciplines such as geotechnical, surveying; civil, structural and utility engineers, planners, builders and environmentalist.

Section 13.02 General Information

A. Construction plans are submitted to the Development Services Division for processing.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32095
 Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085-0349
 Phone: 823-2490
 Fax: 823-2699

B. Fees:

Review Fee:	\$400.00	Base Review fee per project <i>plus</i>
Commercial/ Multi-family	\$125.00	per project acre, or portion thereof, for site development exclusive of subdivision infrastructure improvement.
		<i>and/or</i>
Residential	\$250.00	per ¼ mile increment, or portion thereof for roadway construction, including any proposed improvements in new or existing right-of-way.
Utility Plan Review Fee	\$200.00	Water only (per ¼ mile increment or portion thereof)
	\$200.00	Sewer only (per ¼ mile increment or portion thereof)
	\$400.00	Water and Sewer (per ¼ mile increment or portion thereof)
Resubmittal Fees	\$100.00	Second resubmittal
	\$200.00	Third resubmittal (includes any other resubmittals)
Construction Inspection Fee:	\$150.00	Base fee <i>plus</i>

Commercial/ Multi-Family	\$300.00	Per project acre, or portion thereof for site development exclusive of subdivision infrastructure improvements.
Residential	\$1,500.00	Per ¼ mile increment, or portion thereof for roadway construction, including any proposed improvements in new or existing right-of-way.

Please note that the Inspection fees may be paid after the review process begins but must be paid prior to release of approved plans.

C. Bonding

Bonding is required for all Roadway, drainage, water and wastewater Construction within a platted Subdivision, for all Roadway and drainage Construction outside a Development's Project boundaries, and for all Construction within county or municipal service district Rights-of-Way.

1. Residential

All subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (Land Development Code Sec. 6.04.08). If the property is located within a PUD or PRD with a recorded Master Development Plan construction may commence prior to approval of a plat.

2. Commercial

For commercial projects all improvements within County owned rights-of-ways must be bonded in an amount equal to 115% of the total cost of those improvements. Major work within County rights-of-way will require a maintenance bond prior to release of the construction bond.

The amount of the construction bond is based on a previously submitted and approved, signed and sealed cost estimate prepared by a Florida licensed professional engineer. All construction bonds must be effective for a minimum of 14 months. Construction Bonds will be released upon completion of construction and approval of an As-built Survey in compliance with Section 6.04.01C of the Land Development Code.

All maintenance bonds must be effective for a minimum of 26 months. Maintenance bonds will be released at the end of the maintenance period and after all maintenance items have been corrected.

- D. For commercial projects, once a complete application has been formerly submitted to and accepted by Development Services the Applicant may (*but is not required*) submit architectural plans to the Building Department to begin a courtesy review. The goal is to be able to obtain your building permit as soon as

you obtain your approved plans and Development Permit. ***Please note that changes required during the development review process could cause changes to your architectural plans.***

Section 13.03 Application Process

A. A complete application package must be received in order to begin the Development Review Process. Any incomplete applications will not be accepted. Following is a listing of the items required and the number of copies of each.

1. 17 copies of completed Development Review Application. Please note that the Project description must include the following:
 - a. location of project
 - b. use (include all uses type of)
 - c. square footage by use or number of lots
 - d. property appraisers identification number
 - e. construction plan and land clearing fees
 - f. other pertinent information to your specific project
2. Appropriate permits or a letter signed and sealed from the project engineer indicating that permits have been applied for or are not required including but not limited to the following:
 - a. St. Johns River Water Management District
 - b. Department of Transportation
 - c. Department of Environmental Protection
 - d. U.S. Army Corps of Engineers
 - e. Health Department
3. 17 Copies of Vesting determination if applicable
4. The following maps with project boundaries delineated:
 - a. 17 copies of Vicinity map
 - b. 5 copies of most recent aerial (may be obtained from the property Appraisers office)
 - c. 3 copies of USGS 7 ½ minute series quad map with project boundaries delineated.

- d. 1 copy of FEMA Flood Zone map with panel number noted
 - e. 3 copies of SCS Soils map
 - f. 1 copy of map depicting land use based on FLUCCS codes (Florida Land Use and Cover Classification System)
 - g. 1 copy of tree survey with building overlay, or if residential; tree survey of right-of-ways and drainage areas, including protected trees.
 - h. 17 copies of recorded Master Development Plan or Final Development Plan if applicable.
 - i. 2 copies of architectural floor plans.
5. The following are required to be signed and sealed by a Florida Registered Professional Engineer (except site and landscape plans).
- a. 1 copy Stormwater calculations.
 - b. 13 copies of Construction Plans include site and landscape plan.
 - 1. Requirements for the construction and site plan can be found on the Site & Construction Plan Technical Review Checklist included at the end of this section.
 - 2. Requirements for the landscape plan follows below.
 - c. 1 copy of Buffer calculation sheet [for any averaging of buffer widths (*please see section below for buffer requirements*)].
 - d. 10 copies of detailed site plans (these should be duplicates of site plan included in construction plan package).
 - e. Water and Sewer letter of availability including distance to nearest water and sewer lines if project is within a utility franchise area.
 - f. Engineer's Certification Form
 - g. Operation and Maintenance Entity Form (commercial projects only).
- C. Proposed road names must be approved by 911 Task Addressing prior to submittal. Names will be reserved for one year.
- D. If on central utilities systems, application must include utility requirements showing both offsite and onsite utility connections as appropriate in compliance with the St. Johns County Water and Wastewater Design Standards and Specifications, and if using well and/or septic, application must include Environmental Health Department requirements which can be found in this section.

- E. If vesting is determined after review, new review fees and review time will be required.

Section 13.04 Landscape Plan Requirements

St. Johns County Land Development Code Articles 4 & 6 address landclearing, landscaping and tree removal. This general summary of application requirements is provided as an aid to assist applicants. The information required for a landclearing permit is broken down by the type of site being cleared and varies by land use category.

A. Commercial & Multi – Family Sites

1. Provide a tree survey of all protected trees within the proposed area to be developed. This survey needs to show trees to remain and those proposed for removal with a site plan of the development overlaid on the survey. The definition of a Protected tree is found in section XII of the land development code and varies by species and tree location. Tree diameter measurement needs to be taken at D.B.H., which is at 4.5 feet above the ground level. The tree survey needs to be prepared by a registered land surveyor with the appropriate signature and seal.
2. Protected trees removed must be addressed on a credit for credit basis. Protected trees to be removed need to be tallied by tree diameter and there associated tree credits. Provide tables for removed trees, protected trees and replacement trees that show tree diameter, species number and credits see figure #1 (all tree credits are assigned from the LDC Article 4 Section 4.01.05.E.1). Each table needs to provide a total tree credit number. Newly planted trees and existing trees preserved may be claimed for credit and deducted from the removed tree credit table. If after review it is not feasible to replace all tree credits then a \$100.00 per deficient tree credit fee may be paid to the tree bank fund.
3. Provide a landscape plan that shows the information above. All sites must meet the minimum tree credit requirements of 25 tree credits per acre or 1 tree credit per 50 feet of property perimeter and 1 tree credit for each 100 square feet of required interior landscape area which ever is greater. The landscape section of the LDC, Article 6 requires that 5% of the vehicle use area and 10% of total site be in green landscape. Figures need to be provided on the landscape plan showing that this is met. Figure #2 shows minimum tree and shrub specifications for landscape plans.

B. Right of way & Drainage Areas for Residential Developments

1. Provide tree survey for roads and drainage areas – protected trees to be removed must be shown with a site plan of the area to be developed overlaid. Protected trees to be removed must be tallied by tree diameter and credits. Provide a table (see fig. #1) that shows trees removed, preserved and planted with the associated tree credit.
2. Protected trees to be removed must be addressed on a credit for credit basis, by off setting tree credits removed with preserved tree credits and replanted

tree credits. If after plan review it is not feasible to replace all tree credits then a \$100.00 per deficient tree credit fee may be paid to the tree bank fund.

3. Newly planted and preserved trees may be claimed for credit if they meet specific size and location requirements. Preserved trees must be within the roads, drainage or common areas of a development. If no protected trees are to be removed within these clearing areas supply a recent aerial photo with the clearing areas outlined and documentation from a registered land surveyor that no protected trees are in the clearing limits.
4. Individual lots require a separate land clearing permit.

Figure #1 TYPICAL TREE CREDIT TABLE

TREES TO BE REMOVED

NUMBER	DIAMETER	SPECIES	CREDITS	TOTAL CREDITS
12	10"	Live Oak	2	24
5	22"	Live Oak	5	20
6	12"	Maple	3	18
TOTAL				62

TREES TO BE PRESERVED

NUMBER	D.B.H. DIAMETER	SPECIES	CREDITS EACH	TOTAL CREDIT
1	33"	Live Oak	6	6
2	18"	Live Oak	4	8
TOTAL				14

TREES TO BE PLANTED

NUMBER	D.B.H. (Caliper)	SPECIES	CREDITS EACH	TOTAL CREDITS
16	2" Caliper 8'-10' Tall	Live Oak	.5	8
10	2" Caliper 8'-10' Tall	Southern Magnolia	(1) double credit Flowering Tree	10
10	2" Caliper 8'-10' Tall	Crape Myrtle	(1) Flowering Tree	10
20	4" Caliper 12' - 14' Tall	Drake Elm	(1)	20
TOTAL				48

• **TREE CREDIT CALCULATIONS:**

$$(14) \text{ CREDITS PRESERVED} + (48) \text{ CREDITS PLANTED} - (62) \text{ CREDITS = REMOVED} = 0$$

Figure #2 Minimum Plant Material Size Specifications

1. SHRUBS Minimum 24" tall at planting (measured from ground level) planted with a spacing between 2 1/2 feet and 3 feet
2. TREES Newly planted trees must be minimum 2" caliper 8' – 10' tall to receive credit. Large trees receive more credit see table page 14 chapter 4.
3. IRRIGATION Automatic irrigation system with rain sensors and 100% coverage on hose bibs within 50 feet of all new plant material.
4. MULCH Minimum 3" of mulch around all new plant material.

Section 13.05 Buffer Requirements

In order for the Environmental Planning Section to meet the requirements of Article IV of the Land Development Code, applicants will need to provide the below listed supporting documentation.

- A. Please submit a vegetation map depicting the type and extent of vegetation on the site using the FLUCCS (Florida Land Use Cover and Forms Classification System, Florida Department of Transportation) classification system, Level III.

For those sites greater than 10 acres:

The vegetative map using the FLUCCS codes should include identification of Significant Natural Community Habitat that occurs on site. Please indicate 10% preservation of the habitat type(s), if any occur as required by Section 4.01.07 of the Land Development Code.

Significant Natural Communities Habitat are:

- | | |
|----------------------|---------------------|
| 1. Beach Dune | 4. Maritime Hammock |
| 2. Coastal Grassland | 5. Sandhill |
| 3. Coastal Strand | 6. Scrub |

The Florida Department of Transportation develops FLUCCS codes.

Community	FLUCCS Codes to be used
Beach Dune	322 Coastal Scrub 710 Beaches
Coastal Grassland	310 Herbaceous 322 Coastal Scrub 419 Other Pines 428 Cabbage Palm
Coastal Strand	322 Coastal Scrub

Maritime Hammock	322	Coastal Scrub
	425	Temperate Hardwood
	426	Live Oak
	432	Sand Live Oak
Sandhill	412	Longleaf Pine – Xeric Oak
	421	Xeric Oak
Scrub	413	Sand Pine

A complete definition of each community is located in Article XII of the Land Development Code and should be used in determining community types.

- B. Please submit a map that identifies and locates all listed species previously or currently documented to exist on site by the Florida Fish and Wildlife Conservation Commission, the Florida Department of Agriculture and Consumer Services or the US Fish and Wildlife Service. If there are no listed species occurrences on site please submit a letter from an Environmental Professional stating so.
- C. Please submit a map identifying contiguous wetlands and the appropriate buffer as required by the Land Development Code, Article IV Section 4.01.06.
- D. The following are buffer(s) that may apply to the project:
 1. Section 4.01.06 of the Land Development Code requires a minimum 50-foot upland buffer between developed areas and Tolomato River, St. Johns River, Guana River, or Matanzas River. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

It is the objective of this requirement that a minimum 50-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 25 feet except for those areas adjacent to unavoidable buffer impacts. Any proposed impacts shall be approved by the County.

2. Section 4.01.06 of the Land Development Code requires a minimum 50-foot upland buffer on all tributaries of the Tolomato River, St. Johns River, Guana River, or Matanzas River where a mean high water line can be established up in those tributaries. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

It is the objective of this requirement that a minimum 50-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 25 feet except for those areas adjacent to unavoidable buffer impacts. All proposed impacts shall be approved by the County.

3. Section 4.01.06 of the Land Development Code requires a minimum 25-foot upland buffer and a 25-foot building setback is required for contiguous wetlands where a mean high water line cannot be established. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer. Accessory activities are allowed to take place in the 25-foot setback area. The accessory uses do not include homes or any building with a permanent foundation.

It is the objective of this requirement that a minimum 25-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 10 feet except for those areas adjacent to unavoidable buffer impacts. All proposed impacts shall be approved by the County.

- E. If the project is part of a Planned Unit Development (PUD) or Planned Rural Development (PRD) please include a copy of the PUD or PRD ordinance with application number and any modifications.
- F. Notes to be placed on all plans:
 1. All required Upland Buffers shall be clearly marked and a Protective Barrier erected prior to any land alteration activity. These barriers will remain in place throughout construction and will be removed upon completion of construction.
 2. All preserved wetlands and upland buffers shall be designated preservation area on all plans and plats.
 3. All upland buffers adjacent to wetlands are to remain in a natural vegetative undisturbed state.

Section 13.06 Fire Service Requirements

The following information is for assistance in meeting Article 6.02.11 of the Land Development Code. This should be used for informational purposes only. Please refer to Article 6.02.11 and all referenced documents for adopted regulations.

- A. Single Family and Two Family Developments
 1. Fire hydrants spaced a maximum of six hundred sixty feet apart.

2. Minimum water mains six-inches for looped systems, eight-inches for non-looped and ten inches for dead ends exceeding six hundred feet.
3. Five hundred gallons per minute flow.
4. Hydrants painted chrome yellow with white caps, provide blue road reflectors.
5. Knox electronic gate switch for gated communities. (Contact Fire Marshals Office for Knox application).

B. Multi Family and Commercial Developments

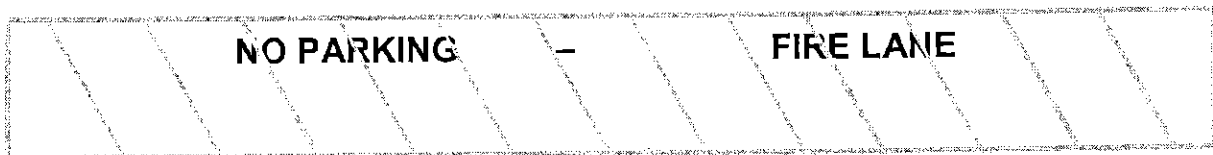
1. Fire hydrants located within three hundred feet of all sides of the structure.
2. Minimum water mains six-inches for looped systems, eight-inches for non-looped and ten inches for dead ends exceeding six hundred feet.
3. One thousand five hundred gallons per minute flow.
4. Hydrants painted chrome yellow with white caps, provide blue road reflectors.
5. Knox electronic gate switch, box or pad lock for gated developments. (Contact Fire Marshals Office for Knox application).

B. Care should be taken not to cover or obstruct fire hydrants with landscape material. Only grass and small plants (six to nine inches in height when fully grown) should be used.

C. A fire flow test must be performed prior to commercial construction plans and subdivision construction plan approval. Please complete the Fire Flow Test Sheet for submitting this information (form included at the end of this Section).

D. Fire Lanes

1. All fire lanes shall be a minimum of twenty feet wide and shall be painted with traffic yellow along the curb, ends and three feet outward with diagonal lines spaced every three feet. "No Parking – Fire Lane" shall be stenciled along the pavement.



2. Fire Lanes may be needed depending on your development. These will be addressed on a case-by-case basis depending on your site and building. However, as a rule the following guidelines should be used:
 - a. Strip Shopping Centers without automatic sprinkler protection will require fire lanes along the front and rear of the structure and within twenty-five feet of all fire hydrants.
 - b. Strip Shopping Centers with automatic sprinkler protection will require fire lanes along one complete side and within twenty-five feet of all sides of fire department connections and twenty-five feet of all fire hydrants.
 - c. High Rise Structures will require fire lanes along all four sides of the structure, within twenty-five feet of all sides of fire department connections and twenty-five feet of all sides of hydrants.
 - d. Hotels and Motels two stories or greater without automatic sprinkler protection along the front and rear sides of the structure and twenty-five feet of all sides of fire hydrants.
 - e. Hotels and Motels with automatic sprinkler protection two stories and greater along one complete side, within twenty-five feet of all fire department connections and twenty-five feet of all sides of hydrants.
 - f. Multi-story office buildings without fire protection along the front and rear of the structure.
 - g. Multi-story office buildings with fire protection along one complete side and within twenty-five feet of all sides of fire department connections and twenty-five feet of all sides of hydrants.
 - h. High hazard industrial or storage without sprinkler protection along all four sides and within twenty-five feet of all fire hydrants.
 - i. High hazard industrial or storage with sprinkler protection along two complete sides, within twenty-five feet of all sides of fire department connections and twenty-five feet of all sides of fire hydrants.

Section 13.07 St. Johns County Utility Department (SJCUD) Requirements

Those projects connecting to St. Johns County Utilities must be designed in accordance with the St. Johns County Water and Wastewater Design Standards and Specifications Manual and must also comply with the following:

- A. Prior to the beginning of a project design, the following activities between the developer/engineer and the SJCUD are required.
 1. Conceptual review of the proposed project including a brief description, type of use, location and other pertinent information.

2. Review proximity of existing utility systems and availability of water and sewer ERC's.
 3. The SJCUD will review and provide a cost estimate for Unit Connection and other applicable fees for the proposed project.
 4. Review of the Unit Connection Fee Refund Agreement where applicable, i.e., transmission mains, upsizing of mains, etc.
 5. Review of the Unit Connection Fee mortgage program, Promissory Note, Capacity Commitment Agreement and Transfer of Deposit format.
 6. Review of the St. Johns County Water and Wastewater Construction Design Standards and Specifications during the pre-design meeting.
 7. Review permitting requirements, i.e., FDEP, DOT, SJRWMD, County, etc.
- B. Application must include:
1. 2 sets of hydraulic pumping design calculations signed and sealed by a Florida Registered Engineer.
 2. DEP permit application for Wastewater Collection System and/or Drinking Water Distribution System including the estimated ERC calculations as approved by the St. Johns County Utility Department.
- C. Requirements for Certification upon completion of project:
1. One copy of hydraulic pressure test reports as required must be signed and submitted by the contractor upon completion. SJCUD personnel must witness all pressure tests.
 2. Disinfection and flushing procedures of water mains shall be witnessed by SJCUD personnel. One copy of testing results and all related correspondence with FDEP shall be submitted to the SJCUD.
 3. TV video tapes and written reports for gravity sewer systems shall be submitted to the SJCUD upon completion. SJCUD personnel must witness initial commencement of video procedure.
 4. One copy of soil density reports as required shall be submitted to the SJCUD. SJCUD staff must witness random soil testing locations.
 5. One set of mylars and two sets of blueprints and an IBM PC compatible floppy diskette or compact disc of the "As-Built" construction drawings shall be submitted to the SJCUD. All "As-Built" drawings shall be signed and sealed by a Florida Registered Professional Engineer.
 - a. All As-built drawings submitted to the St. Johns County Utility Department shall be accompanied by an electronic copy on an IBM PC compatible

floppy diskette or compact disk. The acceptable file formats are as follows:

CAD drawings	DWG (AutoCAD drawing file) DXF (Drawing Interchange Format)
GIS layers	ARC/INFO Export file ArcView Shape files

- b. Include a completed copy of the Electronic Drawing File Submittal Form with all electronic files submitted (a copy of form is provided at the end of this Section).
6. One copy of Grant of Easement inclusive of Restoration Agreement as applicable, Warranty Deed, Bill of Sale, schedule of construction values, Final Release of Lien and a corporate resolution authorizing the conveyance of property easement, water and/or wastewater infrastructure to the SJCUD.
7. One copy of the Developer's Utility Contractor Warranty, without limitation, against defects in design material and workmanship for a one year period following the date of final acceptance by the FDEP.
8. Original signed & sealed (by Engineer) copy of the DEP Certification of Completion of Construction for Water and Wastewater (as applicable), shall be submitted for signature and acceptance by SJCUD.
9. Final FDEP acceptance letters to place systems in service must be received by the SJCUD prior to final acceptance of the development.

NOTE: The above requirements are in addition to those found in Section 15.0 As-Built Requirements.

Section 13.08 Private Utility Construction Requirements

- A. All utility construction in unincorporated St. Johns County must be consistent with the St. Johns County Water and Wastewater Design Standards and Specifications Manual. Any standards which may conflict with those of a private utility provider should be brought to the attention of the Development Services Division for resolution.
- B. Private utility construction will be reviewed as part of the Development Review Process. County staff will meet with the developer or the utility upon request to discuss specific utility issues when necessary.

Section 13.09 Health Department Requirements for Commercial Projects

- A. The following minimum set back requirements have been condensed from Florida Administrative Code 64E-6 and are provided to aid you in the preparation of an acceptable site plan. All parts of the septic tank(s) and drainfield(s) must be:

A minimum of 75 feet from any private potable drinking well.

A minimum of 50 feet from any non-potable (irrigation) well.

A minimum of 100 feet from a limited use non-community well.

A minimum of 200 feet from any public supply well.

A minimum of 5 feet from any structure, building, pilings, mobile home walls, swimming pool walls, and property line.

A minimum of 10 feet from water lines.

A minimum of 75 feet from high water line of surface waters, ditches, etc. (50 feet if parcel platted prior to 1972).

B. The following is required for commercial projects:

1. Two (2) floor plans of establishment with plumbing schematic showing number of fixtures and water and sewer lines. (To determine system classification). This is required for new water systems and modification of existing water systems Plumbing schematic for well treatment equipment and distribution system. **Note:** One site Plan and one Floor Plan with a Health Department approval stamp will be returned to the applicant to submit to the Building Department before the actual building permit will be issued.
2. At least two soil evaluations with each proposed drain field site, with elevations referenced to an onsite benchmark and performed by an engineer or soil evaluator according to state rule. (Health unit can perform soil tests and set benchmarks provided the site is accessible and a cleared drainfield area is visible from the road).
3. On all commercial projects, applicant must complete a state application and "Business Survey" form listing any chemicals used or stored and types of waste to be produced.

C. On PETROLEUM STORAGE TANK work of any kind, such as registration of new tanks, modification of existing tanks/pipes, abandonment, or removal of tanks the following is required:

1. One (1) scale drawn site plan showing well location(s) and tank location(s).
2. One (1) fuel tank detail blueprint.

All storage tanks must be registered through Tallahassee per EPA requirements.

D. After approval of the construction plans but prior to issuance of a building permit the following items are required by the Health Department:

1. Copy of completed "Clearance Sheet" (*you receive this document with your approved construction plans*).
3. Completed State Application form with fee, including:
 - a. Owner's name (and agent's, if applicable) mailing address and phone number.
 - b. Legal Description of total site ownership. (Metes and bounds description, copy of deed or survey, RE Number, PIN, or Tax Folio Number.) Date of Subdivision.
 - c. Specific directions to drive to the property so it can be inspected.
 - d. Source of water supply (if well is off site, submit copy of deed or signed water-rights agreement between property owners as filed with Clerk of Court).
 - e. Type of project including number and square footage of buildings.

Section 13.10 Review Process

- A. The above items are routed to the seventeen departments who review the construction plans and supporting information for compliance with different parts of the LDC. The review time is twenty working days and then the project is scheduled for the next available Development Review Committee meeting. The applicant will receive comments prior to the meeting, along with notification of the scheduled time.
- B. If a resubmittal is required, it will be routed for a ten working day review. All subsequent submittals will be routed for a ten working day review.
- C. Plan review comments will be valid six (6) months from the date comments are forwarded to the Applicant. Upon expiration, a new submittal will be required including all appropriate fees.

Section 13.11 Approval Process

- A. Once all comments have been addressed and all fees paid including Inspection Fees:
 1. Four sets of construction plans are stamped approved, one set as a file copy, one set as an inspection copy, two sets for the applicant.
 2. A Development Permit Placard is prepared. The placard must be posted in a conspicuous and visible place in public view at the front of the property. The Permit shall be protected from the weather and be located in such position by the applicant promptly after issuance, during, and for a period not less than thirty (30) days after commencement of Construction or until a Building Permit is issued whichever comes first.

3. For commercial projects five site plans are also stamped, one for a file copy, one for the applicant and three to be used in obtaining a building permit. In addition a Clearance Sheet is prepared for the same purpose.
 4. The Applicant is notified that the plans may be picked up. Plans that have received final approval must be claimed with sixty (60) days of the approval date. Upon expiration, a complete set of plans will be required including all appropriate fees.
- B. The Development Permit will expire unless Construction has commenced and continued in good faith on the three (3) year anniversary of approval for projects less than or equal to fifty (50) acres. For projects greater than fifty (50) acres, the Development Permit shall expire based on the three (3) year anniversary period plus one (1) year for each additional ten (10) acres or portion thereof up to a maximum of five (5) years from the date of issuance (LDC Sec. 6.04.02 4).

Section 13.12 Modifications to Construction Plans

Changes to approved Construction Plans must be approved by Development Services prior to implementation in the field. Minor changes may be approved without a submittal and documented on the As-built Survey. More significant changes will require the submission of revised plans. The exact nature of the change(s) will determine the number of copies required and the departments that will review. The fee for a modification is \$100.00 and the review time is ten (10) working days.

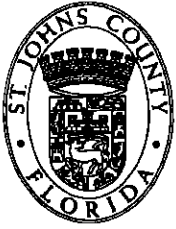
If the changes proposed alter the drainage plan or site plan significantly approval through the same process as a new project including all associated fees will be required.

Section 13.13 Building Department Requirements

Following is the information needed by the Building Department to issue permits for commercial/multi-family projects:

- A. Service assurance receipt from the utility company providing water and/or sewer service (or a copy of septic tank and well permit from the Health Department) before permit issued.
- B. Completed "Building Permit Application" form.
- C. Three (3) sets of signed and sealed Building Plans at 1/8" per foot minimum including:
- D. Floor plan detail, including window and door size, and electric detail.
 1. All structural detail including foundation plans, bearing walls, beams, headers, etc.
- E. Plans to state the method of design, i.e. 1606,ASCE<SSTD<10-97 etc.
- F. Three (3) sets of scale site plans, one (1) approved by Health Depart. (If involved).

- G. Florida energy code compliance and EPI form completed, to exactly match plans.
- H. Fault current letter from Power Co. before electrical permits can be issued.
- I. Payment of Plan Review Fees when plans submitted.
- J. Payment of Building permit fees when permit issued.
- K. Some construction falls under State of Florida, HRS rules (such as nursing homes, hospitals, restaurants, etc.) and additional building detail requirements may be applicable, to satisfy statutes.
- L. Before Certification of Occupancy, release from any other departments that may be noted on the project Clearance Sheet must be obtained.
- M. Other specific requirements as may be required by Florida Statutes.



Site & Constriction Plan Technical Review Checklist

Development/ProjectName: _____ Date: _____

Y N N/A

I. Site Plan requirements (site plan to be included as part of construction plans)

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | A. Project boundary shown with bearings and distances |
| ___ | ___ | ___ | B. Temporary and permanent benchmark location with elevation and datum shown |
| ___ | ___ | ___ | C. Contours shown at 1 ft. intervals with spot elevations as needed for clarification |
| ___ | ___ | ___ | D. Buildings and other existing structures |
| ___ | ___ | ___ | E. Interior roadways, parking areas, drives, trails, pads, sidewalks and other impervious and semi-impervious surfaces. |
| ___ | ___ | ___ | F. Paved and unpaved driveway connection(s) to all roadways adjacent to project showing posted speed limits. |
| ___ | ___ | ___ | G. Drainage and utility easements within and adjacent to project including O.R. Book or page #. |
| ___ | ___ | ___ | H. Sewage disposal facilities located on, and within 75 feet outside of project boundary |
| ___ | ___ | ___ | I. Well sites located on and within 100 feet outside of property boundary |
| ___ | ___ | ___ | J. Above and below-ground utilities and related structures adjacent to and serving project, including approximate size, depth and/or height (water, sewer, gas, electric, cable, telephone, etc.) |
| ___ | ___ | ___ | K. Location of all signs and fences on and adjacent to property |
| ___ | ___ | ___ | L. Stormwater Management Systems and related structures with type, size, material, and control elevations (retention/detention ponds, piping systems, swales, ditches, canals, cross-drains, catch basins, weirs, orifices, etc...) |
| ___ | ___ | ___ | M. Location and identification of all water bodies, DEP construction lines, flood zones, wetland jurisdictional limits, creeks and streams, including water surface elevation at time of survey and tidal information if available. |
| ___ | ___ | ___ | N. Detailed topographic survey of half of right-of-way adjacent to project for full length of frontage including existing driveways and right-of-way intersections within 100 feet of site showing drainage structures, signage and utilities (except as noted below) |
| ___ | ___ | ___ | O. Contours and spot elevations along roadway at a minimum 100 foot intervals including centerline, edge of pavement, shoulder, swales, ditches, and roadway right-of-way |
| ___ | ___ | ___ | P. When site improvements require turn lane installations or other improvements to roadway, provide detailed topographic survey, including cross-sections at minimum 100 foot intervals and major control points of full right-of-way and of length sufficient to encompass storage lanes, tapers, and any other necessary improvements. |
| ___ | ___ | ___ | Q. For proposed structures indicate setbacks from property lines, waterbodies, wetlands and distances from all structures, height of structures, number of |

stories, height of roof appurtenances, (mechanical fixtures, elevator shafts, chimneys, parapet walls, etc.) and ground level ac/hvac locations.

Y N N/A

- | | | | |
|-----|-----|-----|---|
| ___ | ___ | ___ | R. Identify development/use of adjacent properties |
| ___ | ___ | ___ | S. Identify buffer types, designs and dimensions |
| ___ | ___ | ___ | T. Location of parking spaces, tabulation of required, proposed, handicap and compact spaces(detail of handicap to show striping, signage, ramps, etc.) |
| ___ | ___ | ___ | U. Location of solidwaste facilities/dumpster. Show fencing or buffering and type of enclosure and height. |
| ___ | ___ | ___ | V. Show all buildings, use and sq. footage (total and ground coverage) In mixed use, such as office and retail, show sq. footage of each use. |
| ___ | ___ | ___ | W. Location of sales and construction trailers |
| ___ | ___ | ___ | X. Location, size and height of any signs |
| ___ | ___ | ___ | Y. Location and description of any residential accessory structures |
| ___ | ___ | ___ | Z. Legal description and parcel number of property |
| ___ | ___ | ___ | AA. Provide impervious surface ratio and floor area ratio |
| ___ | ___ | ___ | BB. Show any proposed open storage areas, include any proposed fencing type and height |
| ___ | ___ | ___ | CC. Are there any conditional requirements related to concurrency, re-zoning or other departments which need to be included on plans? |
| ___ | ___ | ___ | DD. Show location and size of significant Natural Community Habitat if applicable. |
| ___ | ___ | ___ | EE. Show location of listed species if applicable. |

II. Construction Plan Contents

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | ___ | A. Base information as indicated above for site plan sheet |
| ___ | ___ | ___ | B. Demolition and/or relocation of existing site improvements |
| ___ | ___ | ___ | C. Limits of clearing and grubbing of site |
| ___ | ___ | ___ | D. Geometry and layout of proposed site improvements: |
| ___ | ___ | ___ | 1. Lengths, widths, angles, curve data, etc. for all proposed interior roadways, drives and parking areas |
| ___ | ___ | ___ | 2. Location of all proposed buildings showing dimensions, use, distance from R/W and type of construction. |
| ___ | ___ | ___ | 3. Location of all proposed retention/detention ponds with adequate dimensions for clarity of layout and construction |
| ___ | ___ | ___ | E. Grading and drainage of proposed site improvements with finished grade contours at one foot intervals with spot elevations as needed for clarification, including minimum finished floor elevations for all proposed buildings. |
| ___ | ___ | ___ | F. Stormwater Management System: |
| ___ | ___ | ___ | 1. Section views of all proposed retention/detention ponds, swales, berms, etc. |
| ___ | ___ | ___ | 2. Maximum allowable slopes with vegetation requirements or other erosion control measures called out |
| ___ | ___ | ___ | 3. construction details for all proposed manholes, inlets, and other stormwater control structures |
| ___ | ___ | ___ | 4. Location, size, length and elevations of all proposed piping systems and related control structures |
| ___ | ___ | ___ | 5. Existing and proposed land coverage summary tabulation for each delineated drainage area with appropriate SCS runoff curve number |
| ___ | ___ | ___ | 6. Basin/Sub-basin name(s) project area and contributing area |
| ___ | ___ | ___ | 7. Total basin/sub-basin area |

___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
Y	N	N/A

8. Building area
9. Paved area
10. Total impervious area
11. Total semi-impervious area
12. Total pervious area
13. Percent of site as directly connected impervious area (DCIA)
14. Composite runoff CN for basin/sub-basin

___	___	___
-----	-----	-----

- G. Water and Sewer Utilities**
1. Pipe data including size, lengths, material, specifications
 2. All conflicts with other utility and drainage systems
 3. All manhole locations and rim elevations for manholes outside of paved areas
 4. Size, type and location of fittings, valves, hydrants, air release/vacuum relief fixtures
 5. Limits of special interior and exterior coatings
 6. Limits of special bedding requirements
 7. Pipe restraint requirements and method of restraint
 8. Details of connection to existing systems
 9. Locations and construction of wastewater pumping stations indicating size and type of pumps
 10. All utility related accesses and easements
 11. Construction notes regarding cover, horizontal and vertical control, special construction requirements and references to standard and special details

___	___	___
-----	-----	-----

- H. Location of proposed potable and irrigation wells**

___	___	___
-----	-----	-----

- I. Location of all proposed "on-site" sewage disposal facilities including dimensions of proposed disposal area**

___	___	___
-----	-----	-----

- J. Details of driveway connection and construction to adjacent roads serving project**

___	___	___
-----	-----	-----

1. Profile view of proposed driveway grade line showing proposed elevations, grade breaks, lengths, etc. with existing ground profile grade shown. (to scale)
2. Section view of driveway thru location of sidedrain showing invert elevations, top of drive elevations, shoulders, pipe lengths, mitered ends, etc.... (to scale)

___	___	___
-----	-----	-----

- K. Sediment and erosion control measures:**

___	___	___
-----	-----	-----

1. Silt fence and straw bale silt barrier locations
2. Energy dissipators

___	___	___
-----	-----	-----

- L. Striping and signage for traffic control (stop signs, stip bars, pavement directional arrows, directional signs, etc.**

___	___	___
-----	-----	-----

- M. Miscellaneous construction details and specifications**

___	___	___
-----	-----	-----

III. Other Requirements for Site and Construction Plans

___	___	___
-----	-----	-----

- A. Plan Sheet Size: 24" X 36" minimum
- B. Typical Margins: 2" left, 1/2" top, bottom and right
- C. Project name shown on all sheets
- D. Sheet name/description indicated on all sheets
- E. All sheets numbered
- F. All sheets signed and sealed by appropriate professional
- G. North arrow shown on all sheets

___	___	___
-----	-----	-----

___	___	___
-----	-----	-----

___	___	___
-----	-----	-----

___	___	___
-----	-----	-----

___	___	___
-----	-----	-----

___	___	___
___	___	___
___	___	___
___	___	___
___	N	N/A
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___
___	___	___

- H. Scale shown on all appropriate sheets
- I. Location map shown with project clearly identified
- J. Legend shown with all symbols and abbreviations identified
- K. Engineering firm, address and phone number shown with contact person and Engineer of Record clearly identified.
- L. Legal description of site shown

- M. file numbers or ordinance # for rezoned parcels, special use permits, variances, etc.
- N. If use was granted by Special Use and specific conditions were made a part of the Final Order provide on plans any information necessary to show compliance with Order.
- O. If in a Special Overlay District there may be additional specific requirements.

IV. Copies of permits from all regulatory agencies having jurisdiction over the project

- A. St. Johns River Water Management District
 - 1. Environmental Resource Permit
 - 2. Joint Application for Works in the Waters of Florida (Dredge and Fill Permit delegated from DEP 17-312 FAC)
 - 3. Consumptive Use Permit (40C-2 FAC)
 - 4. Well Construction Permit (40C-3 FAC)
- B. Florida Department of Transportation
 - 1. Vehicular Connection Permit
 - 2. Drainage Connection Permit
- C. Department of Environmental Protection
 - 1. Dredge and Fill Permit (17-312 FAC)
 - 2. Water Treatment and Distribution Permit (17-555 FAC)
 - 3. Wastewater Collection and/or Treatment System Permit (17-600 FAC) as required
 - 4. Submerged Land Lease (18-21 FAC)
 - 5. Easement (18-21 FAC)
 - 6. Construction Seaward of the Coastal Construction Line Permit (16B-33 FAC)
- D. Army Corps of Engineers
 - 1. Individual/Nationwide Permit (Clean Water Act Section 404)
- E. Department of Health
 - 1. Onsite Sewage and Disposal System Permit (64E-6 FAC)
 - 2. Limited Use Water System Permit (64E-8 FAC)
 - 3. Well permit (limited use, residential and irrigation)



ST. JOHNS COUNTY
Application For Development Review

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE: _____ **FAX :** _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

PROPERTY APPRAISERS PARCELNO. _____

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

CENSUS TRACT: _____ **PROPERTY APPRAISERS MAP SHEET:** _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ **STATE** _____ **ZIP CODE** _____

TAZ _____ **MAJOR ACCESS** _____

OVERLAY DISTRICT? _____ **IF YES, WHICH ONE** _____

ZONE CLASS _____ COMP. PLAN DSGN _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____ ACRES TO BE CLEARED: _____ NUMBER OF LOTS/ UNITS: _____
(SIZE OF PROPERTY)

SQ.FOOTAGE _____ SQ.FOOTAGE BY USE: _____
(OF EACH BUILDING) (FOR IMPACT FEE CALUATION)

1/4 MILE INCREMENTS OF ROADWAY: _____

IS THE PROJECT WITHIN THE COASTAL BUILDING ZONE? YES _____ NO _____

IS THE PROJECT SEAWARD OF CCCL? YES _____ NO _____

PROJECT NARRATIVE (ADDITIONAL SHEETS MAY BE ATTACHED):

Owner's Authorization For Construction Plan Reviews

To: St. Johns County
Development Services Department
Attn: Development Review Process
P.O. Drawer 349
St. Augustine, FL 32085-0349

RE: _____ / _____
(name of project) (St. Johns County File Number)

By this document I, _____ of
(name and title)

_____, as the record
(business entity/individual holding title to subject land)

owner of the subject land, grant permission to _____ to
seek approval by St. Johns County of a Master Development Plan / Construction Plan (select one)
for _____
(name project and describe any subportion of parent project to which this approval is limited)

It is recognized and assented to, that County approval of such plan will include assignment of available
and necessary concurrency capacity from the grantor's parent parcel to the grantee's parcel or project
that is the particular subject of this document.

Name

Title

Entity

State of _____
County of _____

Subscribed and sworn (or affirmed) to before me this ____ day of _____, 2000 by
_____, who is personally known to me or who has produced
_____ as identification.

Notary Public, State of Florida
(Name hand printed, typed or rubber stamped)

Engineer's Certification

Project Name: _____

Development Permit Number: _____

I hereby certify that I am a licensed Engineer in the State of Florida. It is to the best of my knowledge, information, belief and professional opinion, that the construction plans for the referenced project have been designed and prepared in substantial conformance with the St. Johns County Land Development Code.

Name (Please Print)

Signature

Company Name

Florida Registration Number

Company Address

City, State, Zip Code

Date and Seal

Telephone Number

Operation and Maintenance Entity

Project Name: _____

Development Permit Number: _____

Name of Entity: _____

Corporate Title: _____

Contact Person: _____

Street Address: _____

Mailing Address: _____
(if applicable)

Telephone No.: _____

I, my successors and/or assigns, do hereby agree to operate and maintain in perpetuity the stormwater management facility located at the above referenced project.

Signature of Entity

Date

[Corporate Seal]
(if applicable)



ST. JOHNS COUNTY UTILITY DEPARTMENT



Electronic Drawing File Submittal Form

All As-built drawings submitted to the St. Johns County Utility Department shall be accompanied by an electronic copy on an IBM PC compatible floppy diskette or compact disk. The acceptable file formats are as follows:

- CAD drawings DWG (AutoCAD drawing file)
DXF (Drawing Interchange Format)
- GIS layers ARC/INFO Export file
ArcView Shape files

Include a completed copy of this form with all electronic files submitted.

Company Name: _____ Project: _____
 File Name(s): _____

- Format:**
- DWG (AutoCAD drawing file)*
Version _____
 - DXF (drawing interchange file)*
 - E00 (ARC/INFO export file)
 - SHP (ArcView shape file)
Include all files (.shp, .shx, .dbf, etc.)

*Include a description of the layer/overlay naming convention.

Units and Coordinate System:

Coordinate system/Projection: _____
 Zone: _____
 Units: _____
 Horizontal datum: _____
 Vertical Datum: _____

Contact Person:

Name: _____ Phone: _____
 Title: _____ Email: _____

For technical questions regarding this request please contact:

Kayle Moore
 GIS Specialist II
 St. Johns County Utility Dept.
 (940) 471-2161 ext. 20
 Email: utilgis@co.st-johns.fl.us

SECTION 14.0 BORROW PITS (Land excavation)
LAND DEVELOPMENT CODE PART 6.04.00 and 2.03.09

Section 14.01 Introduction

A borrow pit or area is an area where the spoils from an excavation are removed from that Parcel to be placed on another Parcel of land, or are sold. Borrow area excavation includes the leveling, scraping, or reducing of a hill or rise of land, as well as the digging of a pit, hole, depression or valley.

Prior to processing applications for borrow pits a Special Use Permit is required unless exempted below. Please see Section 18 of this Manual for information regarding that application process.

Section 14.02 Exemptions

The following activities are exempt from borrow pit permitting:

- A. Agricultural activities which involve standard agricultural practices.
- C. Maintenance dredging of canals, lakes and stormwater ponds, provided all other permit requirements are met.
- D. Work included on an approved construction project permitted through other provision of the LDC.
- E. Swimming pools and building sites.

Section 14.03 General Information

- A. Applications for borrow pits are submitted to the Development Services Division for processing.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32084
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085-0349
Phone: 904-823-2490
Fax: 904-823-2699

- B. Fees

Review Fee: \$200.00 plus \$25.00 per project acre or portion thereof

Construction
Inspection Fee: \$150.00 plus \$300.00 per project acre or portion thereof

Please note that the Inspection fees may be paid after the review process begins but must be paid prior to release of approved plans.

Section 14.04 Application Process

- A. A complete application package must be received in order to begin the Development Review Process. Any incomplete applications will be returned. Following is a listing of the items required and the number of copies of each.
1. 17 copies of the site plan prepared by a Florida registered engineer, architect or other professional allowed under state law to do site plans. The site plan should show at a minimum the following:
 - a. Property boundary, State jurisdictional wetland lines
 - b. Existing and proposed contours
 - c. A typical cross-section
 - d. Existing and proposed surface water drainage patterns
 - e. Erosion and sediment control measures
 - f. Plans for any dewatering activities which discharge water off-site
 - g. Access to the project
 - h. Hours of operation
 - i. Fence detail, if side slopes are less than four feet horizontal to one foot vertical down to two feet below the normal water level.
 - j. Cross section of roads and roadway connections.
 - k. The Engineer shall submit as-builts and certify that the project will not adversely affect the adjacent property.
 2. 1 copy of appropriate permits or a letter signed and sealed from the project engineer indicating that permits have been applied for or are not required, including but not limited to the following:
 - a. St. Johns River Water Management District
 - b. Department of Transportation
 - c. Department of Environmental Protection
 - d. U.S. Army Corps of Engineers
 - e. Health Department
 3. 17 copies of Vesting determination if applicable
 4. The following maps with project boundaries delineated.
 - a. 17 copies of vicinity map.

- b. 5 copies of most recent aerial which may be obtained from the property Appraisers office.
 - c. 2 copies of USGS 7 ½ minute series quad map with project boundaries delineated.
 - d. 1 copy of FEMA Flood Zone map with panel number noted.
 - e. 2 copies of SCS Soils map.
 - f. 1 copy of map depicting land use based on FLUCCS codes (Florida Land Use and Cover Classification System).
 - g. 1 copy tree survey with building overlay, or if residential; tree survey of right-of-ways and drainage areas, including protected trees.
5. The following are required to be signed and sealed by a Florida Registered Professional Engineer (except site and landscape plans).
- a. 1 copy of Stormwater calculations.
 - b. 8 copies of Construction Plans (include site and landscape plan).
6. 1 copy of Buffer calculation sheet (for any averaging of buffer widths).
- B. If vesting is determined after submittal for review, new review fees and review time will be required.

Section 14.05 Review Process

- A. The above items are routed to the seventeen departments who review the plans and supporting information for compliance with different parts of the land development code. The review time is twenty (20) working days. Projects are then scheduled for the next available Development Review Committee meeting. The applicant will receive comments prior to the meeting, along with notification of the scheduled time.
- B. If a resubmittal is required, it will be routed for a ten working day review. All subsequent submittals will be routed for a ten working day review.
- C. Plan review comments are valid for six (6) months from the date of the Review Comment Letter. Upon Expiration a new submittal will be required including all appropriate fees.

Section 14.06 Approval Process

Applicants will be notified of plan approval and upon the payment of inspection fees, approved plans will be released. Plans that have received final approval must be claimed with sixty (60) days of approval date. Upon expiration, a complete set of plans will be required including all appropriate fees.



ST. JOHNS COUNTY
Application For Development Review

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE : _____ **FAX :** _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

PROPERTY APPRAISERS PARCELNO. _____

SECTION: _____ **TOWNSHIP:** _____ **RANGE:** _____

CENSUS TRACT: _____ **PROPERTY APPRAISERS MAP SHEET:** _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ **STATE** _____ **ZIP CODE** _____

TAZ _____ **MAJOR ACCESS** _____

OVERLAY DISTRICT? _____ **IF YES, WHICH ONE** _____

ZONE CLASS _____ **COMP. PLAN DSGN** _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____ **ACRES TO BE CLEARED:** _____ **NUMBER OF LOTS/ UNITS:** _____
(SIZE OF PROPERTY)

SQ.FOOTAGE _____ **SQ.FOOTAGE BY USE:** _____
(OF EACH BUILDING) (FOR IMPACT FEE CALUATION)

1/4 MILE INCREMENTS OF ROADWAY: _____

IS THE PROJECT WITHIN THE COASTAL BUILDING ZONE? YES _____ NO _____

IS THE PROJECT SEAWARD OF CCCL? YES _____ NO _____

PROJECT NARRATIVE (ADDITIONAL SHEETS MAY BE ATTACHED):

**SECTION 15.0 AS-BUILT
LAND DEVELOPMENT CODE SECTION 6.04.01 C**

Section 15.01 Introduction

Construction of all new roadways, drainage and utility improvements require approved construction plans before any work may be started. When that work is completed certain documentation is required prior to issuance of any building certificates of occupancy. One of those items is an "As-Built" Survey meeting the requirements in the St. Johns County As-Built checklist. The As-Built's must also be submitted prior to the time of scheduling for the project Final Inspection for horizontal improvements.

Section 15.02 General Information

- A. As-built are submitted to the Development Services Division for processing.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32095
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085-0349
Phone: 904-823-2490
Fax: 904-823-2699

- B. There is no additional fee for this submittal.

Section 15.03 Application Process:

- A. The As-Built package consist of several items, all of which must be received before the package is considered complete. These are:
1. Four sets of signed and sealed "paving and drainage", blue line As-Built drawings. One goes to the field inspectors, one to zoning, one for the Property Appraiser, and one to the file.
 1. One set of signed and sealed "water and sewer", blue line As-built drawings
 2. "As-Built Certification by Registered Professional", must be completed by the project engineer of record.
 3. DEP wastewater distribution system approval.
 4. DEP water distribution system approval.
- B. If the project is a subdivision, the following items must also be submitted, for release of the construction bond (letter of credit) and certificates of occupancy:
1. Signed and sealed affidavit from the Surveyor or Engineer that the PRM's are set prior to recording the plat.
 2. Signed and sealed affidavit from the surveyor that the PCP's have been set.
 3. Copy of recorded covenants and restrictions establishing the homeowners association.

4. If the roads are dedicated to the county, a maintenance bond or letter of credit in the amount established by Resolution approving the final plat, with an expiration date of not less than 26 months.
5. Sidewalk construction bond or letter of credit if all sidewalks have not been constructed.

Section 15.04 Review Process

- A. The As-builts are reviewed for specific information and format. These include:
1. Preparation and certification by either a Florida Registered Land Surveyor or a Florida Registered Engineer.
 2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
 3. Name, address, registration number of certifying professional.
 4. North arrow
 5. Street names
 6. Easements as shown on approved paving and drainage drawings must be depicted on "As-Builts"
 7. Location, elevation and datum of the Benchmark used
 8. Approved Paving and Drainage Plans may be used for the "As-Built" drawings when all construction is in substantial compliance with approved plans. The certifying professional may cross through all changes in design elevations and indicate "As-Built" conditions. If substantial deviations have been made, new "As-Built" drawings will be required.
 9. Show elevations along centerline of pavement and at gutter flowline at a minimum interval of 100 feet and at the following changes in vertical and horizontal alignment; PVC and PVT, low points and high points, curb returns and centerline intersections.
 10. Show location and elevations of (a) drainage structures (catch basins, manholes, etc.); (b) pipes (include invert, size, type, and length); (c) ditches swales and canals, etc. (separate from roadway) and; (d) any other improvements or features used for conveyance of stormwater.
 11. Show location and elevation along top and bottom of banks for retention/detention basins, at changes of direction and at 50 ft. intervals.
 12. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.)
- B. Comments for corrections or changes will be provided to the applicant within 10 working days of submittal. When all items have been addressed certificates of

occupancy may be released in addition to the construction bond or letter of credit if one was required for your project.

- C. If water and/or sewer is being provided by St. Johns County Utility Department, projects must also provide as-built information to SJCUD as referenced in Sec. 13.07.C.5 of this Manual.

As-Built Certification By Registered Professional Engineer of Record

Project

Name: _____

Development Permit Number: _____

I hereby certify that all improvements to the above referenced project and all components of the stormwater management system have been built in accordance with the approved plans and specifications on file at St. Johns County and the project is ready for final inspection. Any deviations will not place the site out of compliance with the St. Johns County Land Development Code and furthermore will not prevent the stormwater management system from functioning in compliance with the requirements of St. Johns County when properly maintained and operated.

These determinations have been based upon onsite inspection(s) by me or by my designee under my direct supervision and my review of the As-Built drawings accompanying this certification.

Attach a list of all Deviations from the Approved Plans and Specifications.

As-builts will not be accepted/approved if substantial deviations are not listed or if the as-built does not coincide with the approved construction plan. Deviations may be approved with proper documentation from the Engineer of record.

Confirm the Following Approvals:

N/A	Y	N	
___	___	___	DEP Wastewater Acceptance Letter
___	___	___	DEP Water Acceptance Letter
___	___	___	SJRWMD As-Built Notification

Name (Please Print)

Signature

Company Name

Florida Registration Number

Company Address

Date and Seal

City, State, Zip Code

Telephone Number

St. Johns County Subdivision As-Built Drawing Requirements

General

1. Must be prepared and certified by either a Florida Registered Land Surveyor or a Florida Registered Engineer.
-
2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
-
3. Name, address, registration number of Florida Registered Land Surveyor or Florida Registered Engineer responsible for preparing "AS-BUILT."
-
4. North Arrow. _____
5. Street names. _____
6. Easements as shown on approved paving and drainage drawings must be depicted on "AS-BUILT."
-
7. Location, elevation and datum of the Benchmark used.
-
8. Approved Paving & Drainage Plans may be used for the "AS-BUILT" drawings when all construction is in substantial compliance with approved plans. Cross through all changes in design elevations and indicate "AS-BUILT" conditions. If substantial deviations have been made new "AS-BUILT" drawings will be required.
-

Pavement with curb and gutter

9. Show elevations along centerline of pavement and at gutter flowline at a minimum interval of 100 feet and at the following changes in vertical and horizontal alignment: PVC and PVT, low points and high points, curb returns, and centerline intersections.
-
-
-

Drainage-Conveyance Systems

10. Show location and elevations of (a) drainage structures (catch basins, manholes, etc.); (b) pipes (include invert, size, type, and length); (c) ditches, swales and Canals, etc. (separate from roadway) and; (d) any other improvements or features used for conveyance of stormwater.
-
-

Drainage-Stormwater Retention/Detention Basins

11. Show location and elevations along top and bottom of bank at changes of direction and 50' intervals.

12. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.)

Water and Sewer

13. Water Distribution System "AS-BUILT", if applicable

14. Wastewater Collection System "AS-BUILT", if applicable

15. Horizontal and vertical location of sewer manholes, and lateral service connections (including pipe inverts)

16. Horizontal location of water meters, valves, fire hydrants, back flow preventors, etc.

17. Horizontal and vertical location of lift stations/ wet wells if applicable with inverts of all connecting piping and pump description indicating size and type of pumps installed.

St. Johns County Commercial As-Built Drawing Requirements

General

1. Must be prepared and certified by either a Florida Registered Land Surveyor or a Florida Registered Engineer.
-
2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
-
3. Name, address, registration number of Florida Registered Land Surveyor or Florida Registered Engineer responsible for preparing "AS-BUILT."
-
4. North Arrow. _____
5. Street names. _____
6. Easements as shown on approved paving and drainage drawings must be depicted on "AS-BUILT."
-
7. Location, elevation and datum of the Benchmark used.
-
8. Approved Paving & Drainage Plans may be used for the "AS-BUILT" drawings when all construction is in substantial compliance with approved plans. Cross through all changes in design elevations and indicate "AS-BUILT" conditions. If substantial deviations have been made new "AS-BUILT" drawings will be required.
-

Improvements

8. Show location of all on and offsite improvements including paving, driveways, buildings, walkways, etc. to confirm that the proposed improvements were constructed according to approved plans.
-
-
-
-
-
-
-
-
-
-
9. Sufficient elevations must be shown to confirm that the proposed improvements were constructed according to approved plans, including finished floor elevation(s).
-
-
-
-
-
-
-
-
-
-
10. Sufficient dimensional data to confirm that the proposed improvements were constructed according to approved plans.
-
-
-
-
-
-
-
-
-
-

Drainage-Conveyance Systems

12. Show location and elevations of (a) drainage structures (catch basins, manholes, etc.); (b) pipes (include invert, size, type, and length); (c) ditches, swales and Canals, etc. (separate from roadway) and; (d) any other improvements or features used for conveyance of stormwater.

Drainage-Stormwater Retention/Detention Basins

13. Show location and elevations along top and bottom of bank at changes of direction and 50' intervals.

14. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.)

Water and Sewer

15. Horizontal and vertical location of sewer manholes, and lateral service connections (including pipe inverts.)

16. Horizontal location of water meters, valves, fire hydrants, back flow preventors, etc.

17. Horizontal and vertical location of lift stations/wetwells if applicable with inverts of all connections piping and pump description indicating size and type of pumps installed.

SURVEYOR'S CERTIFICATION

Project Name: _____

Map Book and Pages: _____

This is to certify that all Permanent Reference Monuments and Permanent Control Points have been set according to Florida Statutes Chapter 177, Part I, Platting and St. Johns County Subdivision Regulations, for the above referenced plat.

Name (Please Print)

Signature

Company Name

Florida Registration Number

Company Address

Date and Seal

City, State, Zip Code

Telephone Number

LB Number (if applicable)

**SECTION 16.0 SUBDIVISION PLAT
LAND DEVELOPMENT CODE PART 5.01.01.C.1**

Section 16.01 Purpose

The purpose of the Subdivision regulations is to set forth regulations regarding the subdivision and development of land in the unincorporated St. Johns County in order to protect the health, safety, welfare and general well being of the citizens of St. Johns County. Section 5.01.01.C.1 of the Land Development Code requires any land divided into more than two (2) lots or parcels to be platted in accordance with Chapter 177, Florida Statutes.

Section 16.02 General Information

- A. Plats are submitted to the Development Services Division for review prior to being presented to the Board of County Commissioners for final approval.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32095
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085-0349
Phone: 823-2490
Fax: 823-2699

Fee: \$350.00 plus \$15.00 per lot or tract

- B. Construction Plans (paving, drainage, and utilities) must be approved prior to scheduling the plat for final approval by the Board of County Commissioners.
- C. All subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (Land Development Code Sec. 6.04.08) prior to scheduling the plat for final approval by the Board of County Commissioners. The bond must be effective for a minimum of 14 months from the final approval of the plat. If the property is located within a PUD with an approved Master Development Plan construction may commence prior to approval of a plat and bonding would be required for the balance to complete plus 15% of the total cost. If an As-Built Survey has been approved bonding would not be required.
- D. For informational purposes if the roads are dedicated to St. Johns County, upon release of the construction bond a maintenance bond (LDC 6.04.08D) will be required. It is the Developer's responsibility to maintain the subdivision improvements until release of the maintenance bond (LDC Sec.6.04.08E).

Section 16.03 Application Process

- A. The following items must be submitted to process an application for final plat approval:
1. Seventeen (17) copies of the Development Review Application.
 2. Seventeen (17) copies of the proposed plat.

3. Title Opinion.
4. Construction bond estimate for roads, drainage and utilities (including off site required improvements). Include quantity, unit cost, total cost, etc., signed and sealed by a registered Professional Engineer.
5. Boundary survey.
6. Review fee

Section 16.04 Review Process

- A. Plat and supporting documents are routed to seventeen reviewing departments. The review time is 20 working days and then project is scheduled for the first available Development Review Committee meeting. The applicant will receive comments prior to the meeting, along with notification of scheduled time.
- B. If a resubmittal is required, it will be routed for a ten working day review. All subsequent submittals will be routed for a ten working day review.
- C. If the Plat is not within a PUD or PRD, after all comments have been addressed, but prior to submittal of the items listed in "D" below, it will be scheduled before the PZA for a recommendation to the Board of County Commissioners.
- D. Once all comments have been addressed and the following items received, the plat will be scheduled before the Board of County Commissioners for Final Approval:
 1. Four sets of mylars with all signatures except for the County Officials, all appropriate seals and a 1" = 200' scale reduction of the lot layout sheets. Sheet size 18" x 25 1/2" with a 1/2" margin on the top, bottom and right side, and a 3" margin on the left.
 2. A signed and sealed letter from the surveyor stating that the mylars are a true copy of the blueline reviewed by Staff.
 3. A construction bond or letter of credit in an amount to be determined for a period of not less than 14 months from the projected Board of County Commissioners Meeting date.
- E. Once the plat is scheduled before the Board, an updated title opinion will be required with a search date within ten days of the Board meeting date and must include a statement that the current year and all previous years' taxes have been paid.
- F. Upon approval by the Board, the applicant will pay the recording fees to the Clerk of Courts office.
- G. After payment of recording fees and signing of the plat by County Officials the Clerk of Courts office will record the plat. Please note that the plat must be

recorded within 14 days of approval or the approval terminates and the process must be repeated including payment of review fees.



St. Johns County
Application for Development Review

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

PROPERTY APPRAISERS PARCELNO. _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

CENSUS TRACT: _____ PROPERTY APPRAISERS MAP SHEET: _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ STATE _____ ZIP CODE _____

TAZ _____ MAJOR ACCESS _____

OVERLAY DISTRICT? _____ IF YES, WHICH ONE _____

ZONE CLASS _____ COMP. PLAN DSGN _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____ ACRES TO BE CLEARED: _____ NUMBER OF LOTS/ UNITS: _____
(SIZE OF PROPERTY)

SQ.FOOTAGE _____ SQ.FOOTAGE BY USE: _____
(OF EACH BUILDING) (FOR IMPACT FEE CALUATION)

1/4 MILE INCREMENTS OF ROADWAY: _____

IS THE PROJECT WITHIN THE COASTAL BUILDING ZONE? YES _____ NO _____

IS THE PROJECT SEAWARD OF CCCL? YES _____ NO _____

PROJECT NARRATIVE (ADDITIONAL SHEETS MAY BE ATTACHED):

ST. JOHNS COUNTY
SURVEYING AND MAPPING / GIS DIVISION
Plat Review Check List
with references to Florida Statute

PLAT NAME: _____

- 1. ORIGINAL DRAWING BLACK PERMANENT DRAWING INK ON FILM (0.003 INCHES MINIMUM THICKNESS). 177.091 (1)
- 2. SHEET SIZE – 18" X 25 ½"; ½" MARGIN ON TOP, BOTTOM, & RIGHT; 3" LEFT MARGIN. *per clerk of court.*
- 3. MAP BOOK _____ PAGE _____, UPPER RIGHT HAND CORNER. *per clerk of court.*
- 4. SHEET NO. _____ OF _____ 177.091 (3)
- 5. INDEX SHEET IF MULTIPLE PAGES WITH MATCHLINES. 177.091. (3)
- 6. CLEARLY LABELED MATCHLINES TO SHOW WHERE SHEETS MATCH OR ADJOIN. 177.091 (3)
- 7. STATED AND GRAPHIC SCALE. 177.091 (4)
- 8. SUFFICIENT SIZE LETTERING AND SCALE TO SHOW DETAIL. 177.091 (4)
- 9. PLAT NAME ON EACH SHEET (THE SAME SIZE AND TYPE OF LETTERING, INCLUDING THE WORDS "SECTION", "UNIT", "REPLAT", "AMENDED", ETC.). 177.091 (5) & 177.051 (1)
- 10. NAME OF SURVEYOR OR SURVEY BUSINESS, STREET, AND MAILING ADDRESS ON EACH SHEET. 177.091 (5)
- 11. NORTH ARROW. 177.091 (6)
- 12. BEARING REFERENCE TO A WELL ESTABLISHED AND MONUMENTED LINE. 177.091 (6)
- 13. PERMANENT REFERENCE MONUMENTS AT EVERY CORNER WITH APPROPRIATE SYMBOL OR DESIGNATION (LB OR LS NUMBER) PRIOR TO PLATTING. 177.091 (7)
- 14. PERMANENT CONTROL POINTS ON THE CENTERLINE OF R.O.W. WITH APPROPRIATE SYMBOL OR DESIGNATION (LB OR LS NUMBER) WITHIN 1 (ONE) YEAR OR BEFORE BOND EXPIRATION. 177.091 (8)
- 15. MONUMENTS AT LOT CORNERS – BEFORE THE TRANSFER OF ANY LOT OR BOND EXPIRATION. 177.091 (9)

- 16. SECTION, TOWNSHIP, AND RANGE UNDER THE NAME OF THE PLAT WITH REPLATTING INFORMATION, IF ANY. *177.091 (10) & 177.091 (17)*
- 17. NAME OF THE CITY, TOWN, VILLAGE, COUNTY, AND STATE THAT THE LAND BEING PLATTED IS IN. *177.091 (10)*
- 18. CAPTION (DESCRIPTION) MUST BE SO COMPLETE THAT FROM IT, WITHOUT REFERENCE TO THE PLAT, THE STARTING POINT AND BOUNDARY CAN BE DETERMINED. *177.091 (11)*
- 19. ADOPTION AND DEDICATION WITH NOTARY. *177.081 (2) & 177.091 (12)*
- 20. CERTIFICATE OF APPROVAL AND ACCEPTANCE BY GOVERNING BODY. *177.071 & 177.091 (12)*
- 21. CERTIFICATE OF CLERK. *177.091 (13)*
- 22. SURVEYOR'S CERTIFICATE *177.091 (13)*
- 23. SURVEYOR'S CERTIFICATE INCLUDES "THAT THE PLAT WAS PREPARED UNDER HIS OR HER DIRECTION AND SUPERVISION AND THAT THE PLAT COMPLIES WITH ALL OF THE SURVEY REQUIREMENTS OF CHAPTER 177, PART 1, PLATTING.". *177.061*
- 24. PRINTED NAME OF THE SURVEYOR; LICENSE NUMBER; SURVEY BUSINESS NAME, IF ANY; LB NUMBER, IF ANY; AND ADDRESS UNDER THE SURVEYOR'S CERTIFICATE *177.061*
- 25. CERTIFICATE OF REVIEW BY PROFESSIONAL SURVEYOR AND MAPPER. *177.081 (1)*
- 26. SECTION LINES AND ¼ SECTION LINES. *177.091 (14)*
- 27. POINT OF REFERENCE, IF ANY. *177.091 (14)*
- 28. POINT OF BEGINNING. *177.091 (14)*
- 29. BEARINGS AND DISTANCES AROUND BOUNDARY. *177.091 (14)*
- 30. STREET NAMES. *177.091 (15)*
- 31. R.O.W. WIDTHS. *177.091 (15)*
- 32. WATERWAYS. *177.091 (15)*
- 33. LOCATION AND WIDTH OF PROPOSED EASEMENTS. *177.091 (16)*
- 34. LOCATION AND WIDTH OF EXISTING EASEMENTS IDENTIFIED IN THE TITLE OPINION. *177.091 (16)*
- 35. BEARINGS AND DISTANCES FOR NON CONCENTRIC OR NON PARALELL EASEMENTS. *177.091 (16)*

- 36. IDENTIFY CONTIGUOUS PROPERTIES BY SUBDIVISION TITLE, PLAT BOOK AND PAGE OR IF UNPLATTED, SO STATE. 177.091 (17)
- 37. LOT AND BLOCK NUMBERS MUST BE PROGRESSIVE. 177.091 (18)
- 38. BEARINGS AND DISTANCES ON ALL TRACTS. 177.091 (19)
- 39. BEARINGS AND DISTANCES ON ALL LOTS. 177.091 (19)
- 40. BEARINGS AND DISTANCES ON ALL ROADS. 177.091 (19)
- 41. IF LOT OR BOUNDARY IRREGULAR, A WITNESS LINE MUST BE SHOWN. 177.091 (19)
- 42. CURVILINEAR LOTS – SHOW RADIUS, ARC, AND DELTA. 177.091 (20)
- 43. RADIAL LINES WILL BE SO DESIGNATED. 177.091 (20)
- 44. BEARINGS OR ANGLES ON ALL LINES. 177.091 (21)
- 45. BEARINGS AND DISTANCES ON CENTERLINE STREETS. 177.091 (22)
- 46. CURVED CENTERLINES SHOW ARC, DELTA, RADIUS, CHORD, AND CHORD BEARING. 177.091 (22)
- 47. DESIGNATE PARK AND RECREATION PARCELS, IF ANY. 177.091 (23)
- 48. INTERIOR EXCEPTED PARCELS, AS DESCRIBED IN THE CAPTION, MUST BE LABELED "NOT A PART OF THIS PLAT". 177.091 (24)
- 49. SHOW PURPOSE OF ALL AREAS DEDICATED ON THE PLAT. 177.091 (25)
- 50. TABULAR DATA MUST APPEAR ON SHEET WHICH IT APPLIES. 177.091 (26)
- 51. "NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY." 177.091 (27)
- 52. EASEMENTS REFERENCED FOR CABLE TELEVISION USE. 177.091 (28)
- 53. LEGEND OF ALL SYMBOLIZED ABBREVIATIONS. 177.091 (29)
- 54. BOUNDARY SURVEY. 177.041
- 55. CHECK ACCESS TO PUBLIC OR DEDICATED RIGHT OF WAY. *Informational*
- 56. PROVIDE A COPY OF THIS PLAT SHOWING ALL ELECTRIC COMPANY'S REQUIRED EASEMENTS AND THE ELECTRIC COMPANY'S APPROVAL STAMP ON EACH SHEET OF THE PLAT.

SECTION 17.0 CLEARANCE SHEETS

Section 17.01 Introduction

The clearance sheet is the first step in obtaining a building permit and contains a variety of information on a parcel of land which is needed throughout the permitting process. This includes the 911 address, flood zone information, zoning setbacks, minimum floor elevations, traffic analysis zone, comprehensive plan information, etc.

Clearance sheets for single family residences, additions and accessory structures, mobile homes and most interior completion or remodeling of a commercial building are obtained from the pre-construction clearance counter in the County Administration Building.

Section 17.02 General Information

- A. Clearance Sheets are submitted to the Development Services Division Pre Construction Clearance Counter for processing.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32095
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085-0349
Phone: 904-823-2454 & 904-823-2296
Fax: 904-823-2699

- B. Fees (Resolution 2000-167):

Clearance sheet	\$30.00
Landscape/Clearing	\$100.00 (May be paid after building permit issuance, but prior to certificate of occupancy)
Previously Cleared Lots	\$50.00
Lot Grading	\$100.00

A clearance sheet is valid for 6 months, unless a building permit has been issued.

Commercial projects that require DRC review obtain a clearance sheet from the Development Review Counter after the project has been approved by DRC.

Single family or mobile home placement is exempt from obtaining a separate Right-of-Way Permit for driveway connection to County roads. However, a final inspection (determined at the time a Clearance Sheet is processed) may be required through the Automated Inspection Services provided by the Building Services Division prior to release of a Certificate of Occupancy.

Section 17.03 Application Process

- A. Complete application.
- B. Two (2) copies of the tree clearing/landscaping plan (see Sec. 17.05 below for instructions). **Required for new single family residences and mobile home set-ups.**

- C. Two (2) copies of lot grading plan (see Sec. 17.06 below for instructions). **Required for new single family residences and some mobile home set-ups.**
- D. Two (2) copies of site plan demonstrating compliance with the Upland Buffer requirements (see Sec. 17.11 for instructions).
- E. Three (3) copies of site plan (see Sec. 17.05 below for requirements) if applying for a mobile home move on permit.

Section 17.04 Review Process

- A. Information regarding access, flood zone, zoning class, setbacks, minimum floor elevations, impact fees and other data regarding the site is looked up and entered on the clearance sheet by County staff.
- B. Lot grading, landscape and upland buffer plans are routed to the respective reviewer. Applicant will be notified when these plans are reviewed and advised of the status. (i.e. Approved or requiring more information.)
- C. Clearance sheet is submitted to the Building Department with permit package.

Section 17.05 Site Plan Requirements

- A. Residential, Single Family or Two Family Dwellings, Mobile Home.
 - 1. A detailed site plan, drawn to scale, shall be prepared and submitted to the Building Services Division with the request for a building permit. The following shall be included on the site plan:
 - a. Show location of all proposed structures on the property.
 - b. Show all property lines, State wetland line, coastal construction control line, bulkheads, and easements.
 - c. Define setbacks from all lines to the structures.
 - d. Identify height of structures, number of stories.
 - e. Provide square footage of lot and square footage of all structures; ground coverage of all structures and impervious surfaces.
 - f. Provide size of proposed projections from structures, such as eaves, bay windows, fireplace walls, etc.
 - g. Show location of mechanical equipment such as air conditioning units, pumps, heating equipment, solar panels, etc.
 - h. Show location of pools, patios, and whether they will be covered or uncovered.

Note: Additions or replacement of existing structures must supply all of the above information. Remodeling that does not affect the footprint of an existing structure does not need to supply a site plan with a requested building permit.

A site plan will be required if the structure is served by a septic system when an additional bedroom is added or additional floor (2nd story) is added.

B. Minor Commercial

Additions to existing commercial structures that are no more than 1000 square feet and the total impervious area including the addition is no more than 70% of the total site are not required to submit paving and drainage plans for review and approval. However, the Zoning Program may request additional information in order to complete a zoning compliance review. This may be in addition to requirements of other departments in the capacity of enforcement or review for permitting by the County. This would occur if there is a question as to the compliance of the requested project and if the Zoning Program is the only reviewing department for the requested Development Permit.

If the subject property (parcel) is in a LDC designated overlay, architectural review board (ARC) or design review board (DRB) review and approval is required prior to clearance sheet and building permit issuance. This review involves a formal application submittal to the Planning Division followed by a public hearing. Please reference Section 8 of this Manual for details.

Note: If the addition includes any land clearing, the requirements of Sec. 13.04 Landscape Requirements and Sec. 13.05 Buffer Requirements must also be met.

C. Accessory Structures

1. The placement of an attached or detached accessory structure will require submittal and approval of a detailed site plan and clearance sheet. The approved site plan shall be submitted to the Building Services Division with the request for a building permit. When the structure is *attached* or *detached from the any structure less than 10 feet* the accessory structure shall be considered part of the principal building and shall comply with provisions of site plan above stated. For accessory structures separate from the principal building the site plan shall include the following.
 - a. Location of the principal building, location of the proposed accessory structure and all other structures on the property.
 - b. Show property lines, State wetland lines, coastal construction setback line, bulkheads, and easements.
 - c. Define setbacks from all lines to all structures.

In the case of **garages and sheds and in addition to a,b,c above,**

- 1) provide eave height and size (square footage) of main use structure;
- 2) provide eave height, total height and size (square footage) of accessory structure;
- 3) provide distance from front property line, side line and from principal structure;

Indicate any screening provided, such as landscape features, trees, fence, and indicate height of such screening and the percentage of opacity (denseness).

In the case of **pools and in addition to a,b,c above:**

- 1) define screening, fencing, by type, height, and the proposed gates;
- 2) identify height of proposed property fencing, if applicable

Note: If you wish to have the location and height of proposed fencing reviewed for compliance with Land Development Code, show on the site plan and you will be advised if there is a problem. No building permit is required for fence installation.

Section 17.06 Landscape/Clearing for Single Family Residential Lots

- A. Sec. 4.01.05F1c of the Land Development Code prohibits the removal of trees or clearing of land without first obtaining County Permits.
- B. A tree survey/site plan of lot illustrating all protected trees to remain, above ground structures, lot dimensions, and newly planted trees must be provided in order to obtain County permits.
- C. Each lot must show that it meets the general "25 tree credits per acre" (or the lots' proportionate share) requirement (See Figure #1, Typical Tree Credit Table attached).
- E. A tree credit table illustrating all credits to be planted and existing trees to remain should be shown on each plan along with a plant material list (see Figure #2, Minimum Plant Material Size Specifications, attached).
- F. Any tree suspected to meet the requirements of a Specimen Tree should also be added to the survey. A Specimen Tree is a tree proven by measurements documenting the tree by species, height, crown spread, D.B.H. and overall condition or its species equal to or exceeding seventy percent (70%) of the current Florida State Champion Tree as published in "Big Trees of the Florida Register" for all species except fifty percent (50%) for Live Oak, Laurel Oak, Southern Magnolia and Southern Red Cedar.

Figure #1 TYPICAL TREE CREDIT TABLE

TREES TO BE REMOVED

NUMBER	DIAMETER	SPECIES	CREDITS	TOTAL CREDITS
12	10"	Live Oak	2	24
5	22"	Live Oak	5	20
6	12"	Maple	3	18
TOTAL				62

TREES TO BE PRESERVED

NUMBER	D.B.H. DIAMETER	SPECIES	CREDITS EACH	TOTAL CREDIT
1	33"	Live Oak	6	6
2	18"	Live Oak	4	8
TOTAL				14

TREES TO BE PLANTED

NUMBER	D.B.H. (Caliper)	SPECIES	CREDITS EACH	TOTAL CREDITS
16	2" Caliper 8'-10' Tall	Live Oak	.5	8
10	2" Caliper 8'-10' Tall	Southern Magnolia	(1) double credit Flowering Tree	10
10	2" Caliper 8'-10' Tall	Crape Myrtle	(1) Flowering Tree	10
20	4" Caliper 12' – 14' Tall	Drake Elm	(1)	20
TOTAL				48

• **TREE CREDIT CALCULATIONS:**

$$(14) \text{ CREDITS PRESERVED} + (48) \text{ CREDITS PLANTED} - (62) \text{ CREDITS REMOVED} = 0$$

Figure #2 Minimum Plant Material Size Specifications

1. SHRUBS Minimum 24" tall at planting (measured from ground level) planted with a spacing between 2 1/2 feet and 3 feet
2. TREES Newly planted trees must be minimum 2" caliper 8' – 10' tall to receive credit. Large trees receive more credit see table page 14 chapter 4.
3. IRRIGATION Automatic irrigation system with rain sensors and 100% coverage on hose bibs within 50 feet of all new plant material.
4. MULCH Minimum 3" of mulch around all new plant material.

Section 17.07 Lot Grading Plans

Land Development Code Section 6.04.06(H)

St. Johns County has many areas that are strongly influenced by a high water table and/or poor drainage. In addition, the growth in recent years has led to an increase in localized flooding and drainage problems. This is most evident in older subdivisions where there may have been inadequate provisions for stormwater conveyance. It can also be a problem in some newer areas due to the increase in impermeable area and the resulting increased rate of runoff. New stormwater regulations help regulate the rate and quantity of flows, but problems can still develop on individual lots due to the filling and grading of the site during construction.

Lot Grading Applications are submitted to the pre-construction counter in the County Administration Building located at 4020 Lewis Speedway.

Telephone: 823-2455

Fees (Resolution 2000-167) \$100.00

Section 17.08 Requirements

Finished floor elevations are required to be constructed at a minimum one foot above the FEMA one hundred year elevations in any "A" flood zone. In addition, for any lots developed under County approved Subdivision Lot Grading plans, the minimum floor elevations will be those specified by the engineer in the approved construction plans. All Buildings will require a Lot Grading Plan. Any lot over one acre that proposes to add fill within ten feet of any property line must also submit a plan. The design must meet the County approved master drainage plan if applicable or meet the HUD "A", "B" or "C" Lot grading configuration type as specified by the design engineer. These plans are to be approved prior to any Lot grading.

On all lots, the Yard slope shall be at least one foot per hundred feet from the perimeter of the new structure downward to the point of site drainage discharge (edge of pavement or top of swale) on paved roadways or two feet per hundred feet for sites on unpaved roads.

Construction of retaining walls, roof gutters, underdrains, swales, or any other facility deemed necessary to provide adequate drainage may be required in certain situations.

Section 17.09 Exemptions

- A. Property to be developed single family that consist of one acre or more of upland area and **does not** propose to add fill within ten feet of any property line.
- B. The following subdivisions are exempt:
 - Marsh Creek
 - Marsh Landing
 - Eagle Creek
 - Coquina Crossing
 - Sawgrass

Plantation of Ponte Vedra

Section 17.10 Application Process

- A. A Lot Grading Application is usually made in conjunction with applying for a building permit. If this is the case, an application for land clearing and environmental review is made at the same time, usually with copies of the same site plan. See Sec. 17.06 and 17.13 for more information on those permit application requirements.
- C. At a minimum, the Lot Grading Plan shall be drawn to a scale of one (1) inch equals fifty (50) feet or larger and shall include the following information:
1. Any available property identification information such as Lot #, Plat Book and Page #, Lot Address, Builder and contact Phone #.
 2. Show all wetlands, ditches and waterways.
 3. Show existing and proposed structures and distances from property lines in conformance with zoning setback requirements. (*Driveway to be min. 5' from property line unless approved by lot grading section.*)
 4. Show proposed finished floor elevations.
 5. Show any FEMA flood zones.
 6. Show existing and proposed well and septic systems approved by Environmental Health. (Site plan must be stamped approved by environmental health.)
 7. Show limits of fill to be added to lot in inches above existing grade
 8. Show erosion control measures to be taken to ensure no silt intrusion onto adjoining properties, Upland Buffer or wetlands.
 9. Does plan conform to an approved master neighborhood drainage plan?
 10. Indicate with arrows how stormwater will be directed to the street or other legal outfall such as a drainage easement, and not onto adjoining private property.
 11. Attach required permits or letters from regulatory agencies (State or Federal) for impacting their jurisdictional areas such as wetlands, waterways coastal areas or roadways.

Section 17.11 Review Process

After the site plan is submitted, it is reviewed by a lot grading inspector. If it is acceptable, the site plan will be stamped approved and a permit issued. The applicant will be contacted and the permit will be available for pickup at the pre-construction counter. The turnaround time is usually a couple of days.

If the site plan is disapproved the applicant will also be notified and the deficiencies will be noted for correction. In some cases the inspector may need to visit the site and possibly meet with the applicant to resolve drainage questions.

Section 17.12 Inspection

When the work is completed, the applicant must call in for a lot grading inspection just as for any type of building inspection. Completed work ready for inspection should be final-fine graded, sodded, (if applicable), irrigation system installed, septic system installed, and driveways and sidewalks in place. The inspection will usually be done the following day. If the work is approved, the "hold" for lot grading will be removed from the Building Services Division Permit Hold screen. When all holds are removed a Certificate of Occupancy may be issued.

Section 17.13 Buffer Requirements

A. Following are buffer(s) that may apply to a single lot to be developed with one single family or one two family dwelling unit, please refer to Section 4.01.06 of the Land Development Code:

1. Section 4.01.06 of the Land Development Code requires a minimum 50-foot upland buffer between developed areas and Tolomato River, St. Johns River, Guana River, or Matanzas River. The Upland Buffer is to be measured from the State jurisdictional wetland line. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

It is the objective of this requirement that a minimum 50-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 25 feet except for those areas adjacent to unavoidable buffer impacts. Any proposed impacts shall be approved by the County.

2. Section 4.01.06 of the Land Development Code requires a minimum 50-foot upland buffer on all tributaries of the Tolomato River, St. Johns River, Guana River, or Matanzas River where a mean high water line can be established up in those tributaries. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

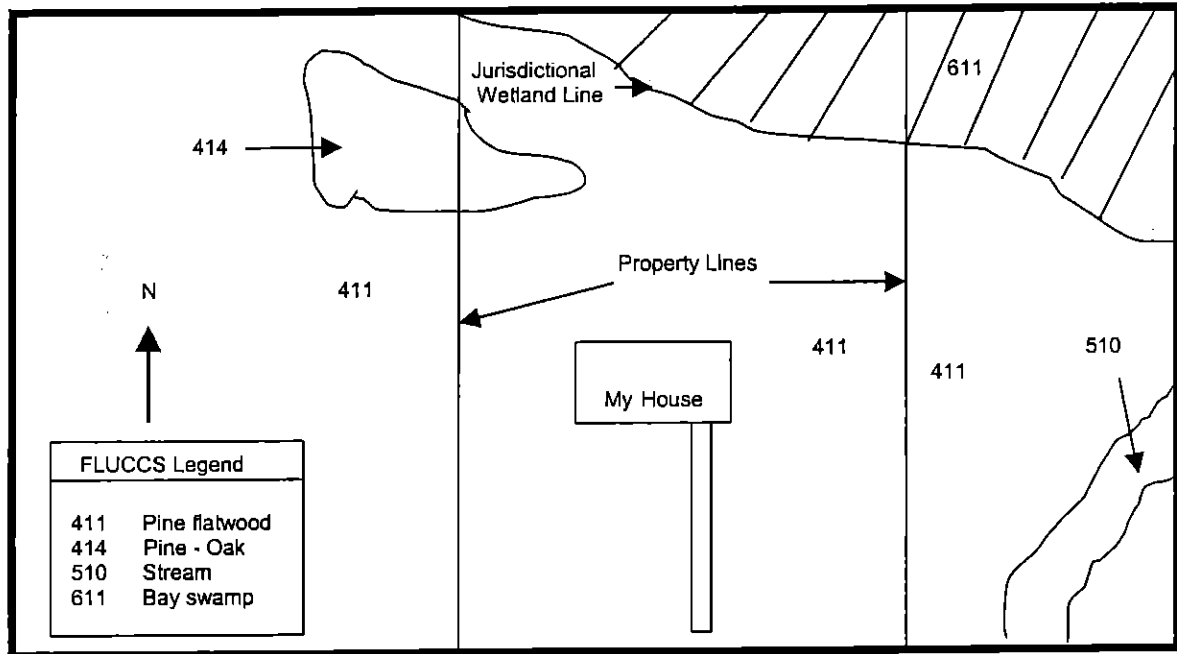
It is the objective of this requirement that a minimum 50-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 25 feet except for those areas adjacent to unavoidable buffer impacts. Any proposed impacts shall be approved by the County.

3. Section 4.01.06 of the Land Development Code requires a minimum 25-foot upland buffer and a 25-foot building setback is required for contiguous wetlands where a mean high water line cannot be established. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer. Accessory activities are allowed to take place in the 25-foot setback area. The accessory uses do not include homes or any building with a permanent foundation.

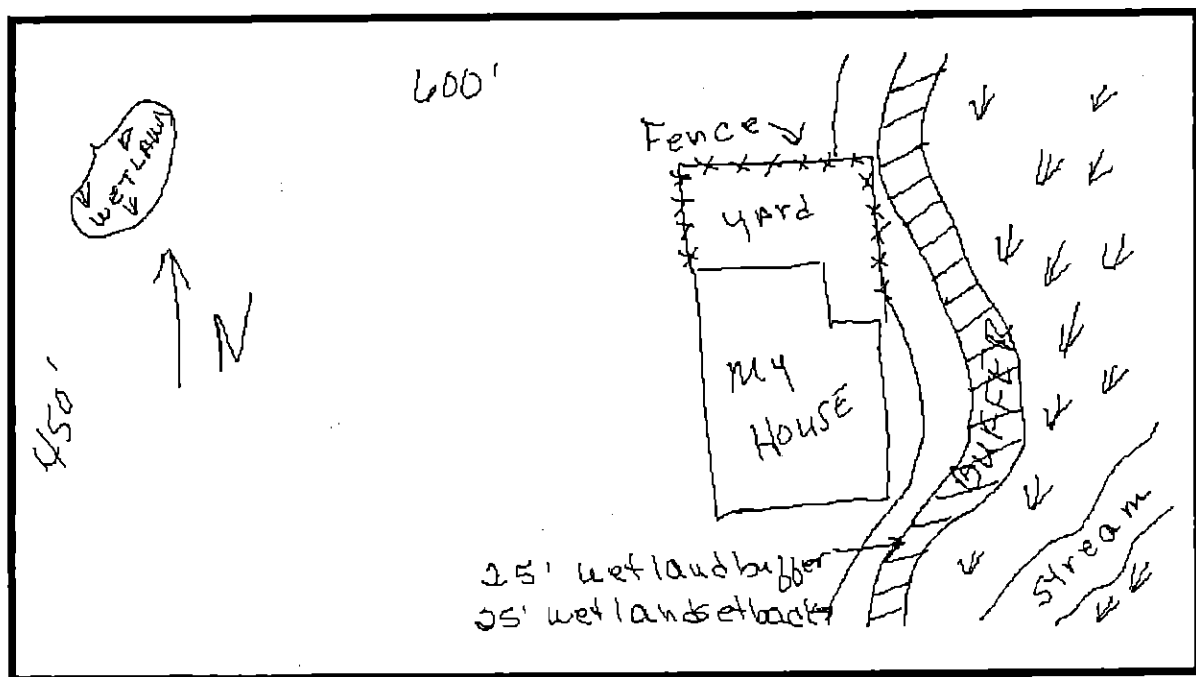
It is the objective of this requirement that a minimum 25-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 10 feet except for those areas adjacent to unavoidable buffer impacts. Any proposed impacts shall be approved by the County.

- B. The following items must be submitted with your request for a Clearance Sheet:
 1. A map showing the location of your property in St. Johns County.
 2. A map showing the natural environment on the site. Below are two examples of how the natural environment maps can be drawn. Please see Examples #1 and #2.

Example 1. Map using the Florida Land Use, Cover and Forms Classification System (FLUCCS).



Example 2. Hand drawn map of environmental types with descriptions not FLUCCS codes.



Section 17.14 Septic Tanks and Wells

If you are going to use either a septic tank or onsite water well the following requirements must be met. Please note that you must use State Mandated forms. Both applications are processed by the Environmental Health Department located in the County Administration Building at 4020 Lewis Speedway, St. Augustine, Florida 32095, Phone Number 823-2514.

- A. For septic tank Applications with New Construction:
1. Copy of completed "Clearance Guide Sheet."
 2. Copy of site grading plan as approved by Development Services, if required.
 3. Copy of service letter from utility franchise that sewer service is not available.
 4. Completed State Application form with fee, including:
 - a. Owner's name (and agent's, if applicable) mailing address and phone number.
 - b. Legal Description of total site ownership. (Metes and bounds description, copy of deed or survey, RE Number, PIN, or Tax Folio Number.) Date of Subdivision.
 - c. Specific directions to drive to the property so it can be inspected.
 - d. Source of water supply (if well is off site, submit copy of deed or signed water-rights agreement between property owners as filed with Clerk of Court).
 - e. Type of project including number and square footage of buildings.
 5. Two (2) scale Site Plans of the total ownership showing:
 - a. Property boundaries (give numerical dimensions).
 - b. Location of the proposed and any existing septic tank(s), drainfield(s), including mounds and/or unobstructed areas for them.
 - a. Location of any existing or proposed structures. Structure footprint must match floor plans.)
 - b. Location of driveways, parking areas, sidewalks, pools, recorded easements, filled areas, obstructed areas, etc.
 - c. Location of existing or proposed potable and non-potable water supply lines, including valves.
 - d. Location of any existing or proposed wells on the property or within 75 feet of the property boundaries.

- e. Location of septic tanks and drainfields on site or within 75 feet of the property boundaries.
 - f. Location of high water lines of surface waters such as wetlands, marshes, swamps, ponds, lakes, rivers, streams, canals, waterways, ocean, etc. and of ditches, swales, stormwater retention ponds on the property and within 75 feet of the property boundaries.
 - g. Location of the Coastal Construction Setback Line for lots abutting the ocean and DEP variance if construction (including septic tanks or drainfields) is proposed seaward of the DEP line.
 - h. Slope of property if not level.
6. The following minimum set back requirements have been condensed from Florida Administrative Code 64E-6 and are provided to aid you in the preparation of an acceptable site plan. All parts of the septic tank(s) and drainfield(s) must be:
- a. A minimum of 75 feet from any private potable drinking well.
 - b. A minimum of 50 feet from any non-potable (irrigation) well.
 - a. A minimum of 100 feet from a limited use non-community well.
 - b. A minimum of 200 feet from any public supply well.
 - c. A minimum of 5 feet from any structure, building, pilings, mobile home walls, swimming pool walls, and property lines.
 - d. A minimum of 10 feet from water lines.
 - e. A minimum of 75 feet from high water line of surface waters, ditches, etc. (50 feet if parcel platted prior to 1972).
7. Two (2) floor plans with outside dimensions that coincide with site plan are needed. Residential plans must show number of bedrooms and the building area of each dwelling unit. Nonresidential plans must show square footage, all plumbing drains and fixture types. NOTE: One Site Plan and one Floor Plan with a Health Department approval stamp will be returned to the applicant to submit to the Building Department before the actual building permit will be issued.
8. At least two soil evaluations with each proposed drain field site, with elevations referenced to an onsite benchmark and performed by an engineer or soil evaluator according to state rule. (Health unit can perform soil tests and set benchmarks provided the site is accessible and a cleared drainfield area is visible from the road).

Section 17.15 Building Services Division Information

The following information is needed in order for the Building Department to issue permits. (Telephone 823-2426)

- A. Single Family Residential (Conventional)
1. Service letter from the utility company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review, only).
 2. Completed "Building Permit Application" forms (currently using 03/98 form).
 3. Three (3) sets of Plans to $\frac{1}{4} = 1"$ min. scale with some orientation as the building is on the site plan (except plans under 1500 sq. ft. may be "Reversed" and on building over 5000 sq. ft. of conditioned space, scale may be 1/8" if blowups are included to adequately reveal proposed work.) arch or PE stamp required on coastal zone building.
 - a. Completion of sufficiency checklist.
 - b. ARB stamped plans if required.
 - c. Foundation plan (showing all bearing footings, including any interior footers).
 - d. Typical wall section, and floor framing plan; and elevation
 - f. Roof framing plan (detail truss layout and truss engineering, or conventional framing design).
 4. Coastal Construction Certificates, signed & sealed, as per ordinances 86-16 and 86-47.
 5. Plans to state the method of design, i.e. 1606, ASCE, SSTD 10-97, etc.
 6. Three (3) site plans, to scale, one (1) approved by Health Dept. (if involved).
 7. Florida energy code compliance and EPI form (completed, to exactly match plans).
 8. DNR approval for construction seaward of the Coastal Construction Line (before permits).
 9. Payment of Plan Review Fees when plans submitted.
 10. Payment of Building Permit fees when permit issued.
 11. Payment of and Impact Fees prior to receiving power and/or Certificate of Occupancy.

B. Mobile Home

1. Service letter from the company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review only).
2. Complete Mobil/Manufactured Home application (two sided).
3. Mobile Home Installer/Dealer to complete Mobile/Manufactured Home Installation Set-up Form.
4. Special rules apply if manufactured date is prior to July 15, 1976.
5. Payment of Mobile Home fee due when permits issued.



Clearance Sheet Information Form

The following information must be completed to initiate the clearance sheet process. The applicant also needs to provide three copies of a site plan showing the proposed improvements.

Applicants Name _____ Phone# _____
(Or Contractors License #)

Applicants Address _____

Legal Owner of site _____

Legal Description of site _____

Tax or Parce I.D.# (REQUIRED) _____

Type of proposed improvements _____
(Example: New Home, Addition, Mobile Home, Pool, Etc)

THERE WILL BE A \$30.00 CHARGE FOR PROCESSING THE CLEARANCE SHEET.



CS#

**CERTIFICATION OF FINISHED FLOOR ELEVATION
MEETING ENGINEERED SPECIFICATIONS**

*This form is to be completed by the building contractor,
surveyor or a professional engineer and must be returned
after slab inspection and prior to any further inspection requests.*

Permit Building # _____ Address: _____

In compliance with the approved building plan, I, _____,
(contractor/surveyor/engineer) certify that the finished floor elevation, for the above
address is at or above the elevation specified on the approved subdivision construction
plans, the county clearance sheet, and the approved lot grading site plan.

Signature: _____ License #: _____

Date: _____

**Please return to: Christie Contestabile
Development Services
4020 Lewis Speedway
St. Augustine, Florida 32084**

**Fax: Christie Contestabile
904-823-2585**

**SECTION 18.0 SPECIAL USES
PART 2.03 LAND DEVELOPMENT CODE**

Section 18.01 Introduction

A special use is a use that is not permitted by right in a zoning district and requires review and approval by the Planning and Zoning Agency to determine impacts of the proposed use on the surrounding area. Examples of special uses are manufactured/mobile homes/home occupation/horses and ponies in residential districts, churches in residential districts, land excavation/borrow areas, antenna towers, special care housing in residential districts. The Planning and Zoning Agency may adopt conditions on any special use approval. In addition to the approval of the Planning and Zoning Agency, some special uses must meet certain minimum requirements which are found in Section 2.03.01A and 2.03.02 of the Land Development Code.

Special Use Applications are submitted to and processed by the Zoning Program.

LOCATION: 4020 LEWIS SPEEDWAY, 32084
MAILING ADDRESS: POST OFFICE DRAWER 349
ST. AUGUSTINE, FLORIDA 32085

PHONE: 904-823-2471-GENERAL INFORMATION
Fax: 904-823-2699
904-823-2485

E-mail: zoning2@co.st-johns.fl.us

Fees (Resolution 2000-167)

Special Use Permits-Minor Review: Mobile Homes, alcoholic beverages, erections of more than one main use structure, horse, ponies in residential districts, home occupation, adult uses, psychics, household animal increase

\$ 200.00

Special Use Permits-Major Review: All special uses found in Section 2.03.00 not listed above

\$ 500.00

Appeal of Special Use Permit

\$ 300.00

Section 18.02 Application Process

- A. The following documents are required to process a request for Special Use:
1. Complete application form.
 2. Provide copy of proof of ownership, deed or certificate by lawyer, abstract company or title company that verifies the record owner.
 3. Submit letter of authorization, for an owner's representative.

4. Provide site plan of property, showing all structures on property, use of structures, roads, signage, and easements, landscape features including septic tank and drainfield, and any other items appropriate for the specific request. Identify development on adjacent properties.
5. Provide letter or general summary statement of the desired request. The information should include reasons for approval, address compatibility with surrounding properties and compatibility with all codes.
6. Provide list of adjacent property owners, which shall include all owners within 300 feet of the subject property, and the list shall provide the name, address and legal description of each parcel as it appears on the current St. Johns County tax rolls. The required list is the responsibility of the applicant and not a service provided by County staff. The list may be obtained through private sources such as abstract company, title company, legal offices, or you may use the information from the tax rolls and prepare the list. The County tax office will not provide the list, but will assist in the use of equipment and records available in their office. It is the responsibility of the applicant for the list being correct. If any name is omitted and that person files a complaint, the application may be deemed null and void and a new hearing may be required.
7. Address and place regular postage on letter size envelopes for each name of the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.
8. You may submit any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
9. For a special use that involves construction, such as but not limited to, mini-warehouse facilities, school, general store, truck stop, etc., a rendering of building design, landscaping and signage should be included with the submittal.
10. Each special use request must provide sufficient data to show compliance with the individual criteria of that particular use. See part 2.03 of the Land Development Code. In addition, Telecommunication Tower requests require compliance with the guidelines of Section 6.08.12 and must be included with the application for special use.
11. Submit filing fee as defined in adopted Fee Schedule.

Section 18.03 Review Process

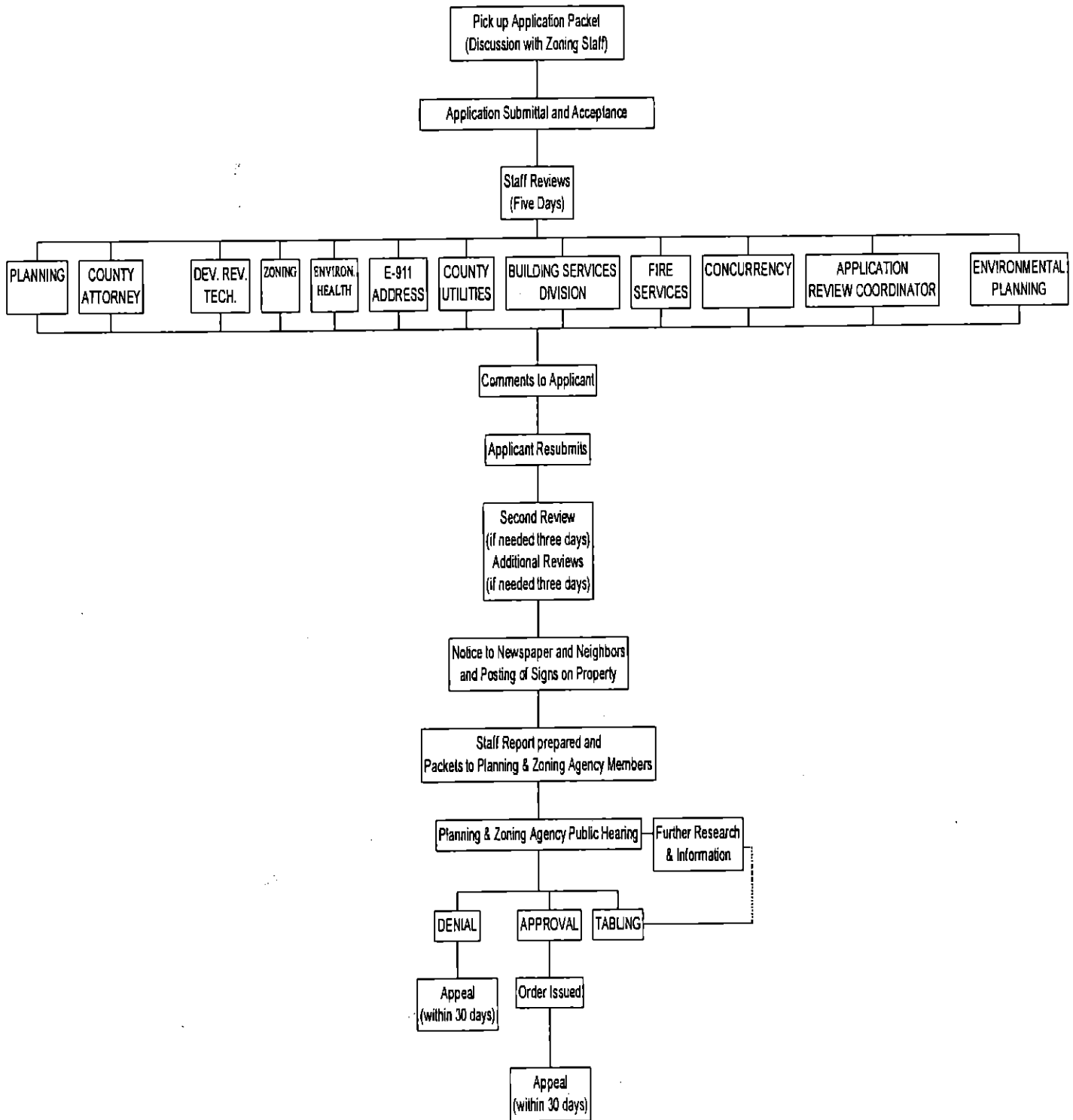
- A. Application and all supporting documents are routed by the Zoning Technician to the following County Development Review Committee members: Planning, Building, Legal, E-911 Addressing, Utility, Zoning, Traffic, Fire Service, and Environmental Health. The review is 5 working days, excluding the day of submittal.

- B. After the review is completed, the applicant will be notified by mail or faxed the comments or concerns of any department.
- C. The applicant, or representative, shall respond in writing addressing the specific comments. You may be requested to provide additional information needed to complete a review. It is not unusual that additional information would result in confirming a project does not comply with review standards.
- D. Upon resubmittal by the applicant, or representative, the application is rerouted for 3 working days, excluding the day of submittal.
- E. After the 3-day resubmittal is reviewed the application will be set for public hearing unless the applicant wishes to withdraw. If withdrawn no further action is taken; fee may be refunded as allowed by St. Johns County fee schedule upon written request of the applicant.

Section 18.04 Public Hearing Process

- A. The application is set for public hearing before the Planning and Zoning Agency, staff mails adjacent property owners a Notice, Notice of Public Hearing is published in the St. Augustine Record and a sign is posted on the property by County staff. This is done a minimum of 15 days in advance of the public hearing.
- B. A staff report and recommendation is prepared for the Planning and Zoning Agency. Copy will be mailed to the applicant, or representative, one week before the scheduled public hearing date.
- C. The Planning and Zoning Agency conducts the hearing as required and in the manner provided in Part 9.06, Land Development Code.
- D. A Final Order of the Planning and Zoning Agency will be prepared and signed by the chairperson of the agency within 30 days of the hearing at which the request was made and action was taken. The Final Order will be mailed to the applicant, or representative.
 - 1. Special uses shall be granted to the applicant only and shall be commenced within one year of the effective date of the Order, except when the Planning and Zoning Agency adopts a longer period of time or allows transferability as provided in the Land Development Code.
- E. The applicant or any aggrieved party may file an appeal to the decision of the Planning and Zoning Agency. An appeal must be properly filed with the zoning staff and application fee paid within 30 days of the date of the signing of the Final Order of the Planning and Zoning Agency for the action being appealed.

ST. JOHNS COUNTY
 PROCEDURES FOR TEMPORARY USE PERMITS
 EXCEEDING ADMINISTRATION APPROVAL





**St. Johns County
Application for Special Use**

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

PROPERTY APPRAISERS PARCELNO. _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

CENSUS TRACT: _____ PROPERTY APPRAISERS MAP SHEET: _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ STATE _____ ZIP CODE _____

TAZ _____ MAJOR ACCESS _____

OVERLAY DISTRICT? _____ IF YES, WHICH ONE _____

ZONE CLASS _____ COMP. PLAN DSGN _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | |
|--|--|
| <input type="checkbox"/> Rezoning / Modification | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Non-Zoning Variance |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Overlay District Review |
| <input type="checkbox"/> Concurrency | <input type="checkbox"/> Other |

BY:

Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 200__.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

**SECTION 19.0 TEMPORARY USE PERMITS
LAND DEVELOPMENT CODE SECTION 2.02.05**

Section 19.01 Introduction

Temporary Use Permits may be allowed in zoning districts which do not allow such use by right, without the requirement of Part 9.01.00 of the Land Development Code for the issuance of Development Permits. These temporary uses shall be specifically identified, by nature, location and duration in an application submitted to the Zoning Program, who may grant approval of the application upon determining adequate provisions have been made for compliance with limitations and provisions of Section 2.02.05 of the Land Development Code. If the temporary use permit request is not in compliance with the limitations of Section 2.02.05, Land Development Code, then an application for temporary use permit may be made with the Zoning Program for approval by the Planning and Zoning Agency. Such temporary use permit requests are considered in a public hearing as provided in Part 9.01 of the Land Development Code.

Temporary Use Applications are submitted to and processed by the Zoning Program.

LOCATION: 4020 LEWIS SPEEDWAY, 32084
MAILING ADDRESS: POST OFFICE DRAWER 349
ST. AUGUSTINE, FLORIDA 32085

PHONE: 904-823-2471-GENERAL INFORMATION
Fax: 904-823-2699
904-823-2485

E-mail: zoning2@co.st-johns.fl.us

Fees (Resolution 2000-167):

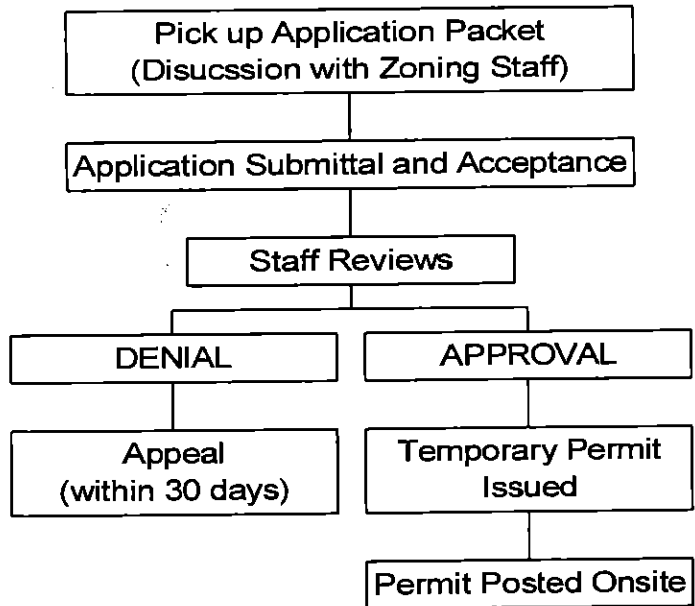
Temporary Use Permit-Administrative (Section 2.02.05 LDC)	\$100.00
Temporary Use Permit-requiring Public Hearing	\$ 200.00

Section 19.02 Application Process

- A. Allowable in Non-Residential Districts/Not Requiring Public Hearing – Application Process
1. Complete application form.
 2. Submit to zoning staff at least one week prior to commencement of use.
 3. Submit special event sign request form, Form #Zon99.5, if signs are proposed to be used in conjunction with the temporary use.
 4. Submit filing fee.
 5. The application shall include:

- a. Site plan showing location on subject property which shall include all signs, tents, structures and area for parking.
 - b. Evidence of available restroom facilities.
 - c. Evidence from fire marshal regarding compliance with applicable fire codes pertinent to the tent use.
 - d. Letter from property owner of subject property authorizing use and awareness that the permit will become one of those available per year, per parcel. (See time limits of section 2.02.05 (a) Land Development Regulations.
6. Approved permit shall be placed in a conspicuous site at the approved location for the duration of the event.
- B. Allowable In All Zoning Districts/Exceeding Time Limits of Section 2.02.05 (A) of the Land Development Code or the uses permitted in Section 2.02.05(A) Requiring Public Hearing/ Application Process.
1. Complete application form.
 2. Submit filing fee.
 3. Submit to zoning staff for review, processing and public hearing. Application shall include all information described above.
 4. Commencement of Use shall not occur without final order of the Planning and Zoning Agency and compliance with issuance of a Development Order contained in Part 9.01, Land Development Code.

ST. JOHNS COUNTY
PROCEDURES
TEMPORARY USE - ADMINISTRATIVE





ST. JOHNS COUNTY
Application for Temporary Use Permit

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE : _____ FAX : _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

PROPERTY APPRAISERS PARCELNO. _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

CENSUS TRACT: _____ PROPERTY APPRAISERS MAP SHEET: _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ STATE _____ ZIP CODE _____

TAZ _____ MAJOR ACCESS _____

OVERLAY DISTRICT? _____ IF YES, WHICH ONE _____

ZONE CLASS _____ COMP. PLAN DSGN _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____ NUMBER OF LOTS/ UNITS: _____ SQ.FOOTAGE _____
(SIZE OF PROPERTY) (FOR SUBDIVISION) (OF EACH BUILDING)

ACRES TO BE CLEARED: _____ 1/4 MILE INCREMENTS OF ROADWAY: _____

IS THE PROJECT WITHIN THE COASTAL BUILDING ZONE? YES _____ NO _____

IS THE PROJECT SEAWARD OF CCCL? YES _____ NO _____

PROJECT NARRATIVE (ADDITIONAL SHEETS MAY BE ATTACHED):



Special Event Signage Form

- I. Location of Special Signage: _____
Name of Business/Agency/Individual: _____
- II. Display Duration: _____ / _____ / _____ Through _____ / _____ / _____
(Start) (End)
- III. Banners: Number _____ at Size _____ ft. Wide X _____ ft. Tall
(3 max.) (120 sq. ft., each, Maximum)
- IV. Flags: Number _____ at Size _____ ft. Tall which must be flown on a pole.
(3 max.) (20 to 30' max. height)
- V. Anchored Balloons: Number _____ to Top Height of _____ ft.
(3 max.) (30' maximum)

Anchored Balloon: A Balloon that may have various shapes, forms and sizes, that when inflated through any means and remains secured to and in contact with the ground at all times. A tethered Balloon is not an Anchored Balloon.

- REMINDER:** (1) All Special Events Signage must be registered on the property parcel where the event will occur. No Signage permitted on adjacent road right of way.
- (2) All Special Events Signage must be registered with St. Johns County before the Start and must be removed at the end of the last Display day indicated above.

Name of Applicant _____ Daytime Telephone _____
St. Johns County Employee accepting registration _____

NOTE: This registration form is to be filed by Code Enforcement
St. Johns County Code Enforcement Fax #: (904)823-2699

**SECTION 20.0 ZONING VARIANCES
LAND DEVELOPMENT CODE PART 10.4**

Section 20.01 Introduction

The Planning and Zoning Agency may grant zoning variances which are found not to be contrary to the public interest and owing to special conditions, a literal enforcement of the Land Development code will result in unnecessary and undue hardship. The Planning and Zoning Agency may provide conditions and safeguards as may be appropriate and in harmony with the purpose and intent of the LDC as part of the Variance. A zoning variance shall be limited to those specific regulations of the LDC related to zoning, including but not limited to building or structure heights, setbacks, buffers, lot or yard requirements, lot coverage, required parking and separation requirements of alcohol beverage establishments. A use variance is not allowed.

Zoning Variance applications are submitted to and processed by the Zoning Program.

LOCATION: 4020 LEWIS SPEEDWAY, 32084
MAILING ADDRESS: POST OFFICE DRAWER 349
ST. AUGUSTINE, FLORIDA 32085

PHONE: 904-823-2471-GENERAL INFORMATION
Fax: 904-823-2699
904-823-2485

E-mail: zoning2@co.st-johns.fl.us

Fees (Resolution 2000-167)

Zoning Variance \$ 500.00

Appeal to Zoning Variance decision \$ 300.00

Section 20.02 Application Process

- A. The following documents/information must be provided to process your Application.
1. Complete application.
 2. Provide copy of proof of ownership, deed or certificate by lawyer, abstract company, or Title Company that verifies the record owner.
 3. Submit a letter of authorization from owner to allow application to be filed by a representative.
 4. Provide site plan of property showing all existing or proposed structures, easements, landscape features including septic tank and drainfield, adjacent development along perimeter of subject property and any other features of

the land that may affect the development of land, such as topography, natural landscape or geographical features.

5. Provide general summary of request, with specific reasons how the literal enforcement of the Code will result in unnecessary and undue hardship as defined in Part 12.01, Land Development Code.
6. Provide list of adjacent property owners, which shall include name, address and legal description of the property of all owners within 300 feet of the subject property. The required list is the responsibility of the applicant and is not a service provided by County Staff. The list may be obtained through private sources such as abstract companies, title companies or legal offices. You may use the public records of the Property Appraisers office, however the staff of that office does not prepare the list. You will be assisted in the ability to obtain public information by that office.
7. Address and place regular postage on letter size envelope for each owner appearing on the adjacent property owner list. If the name appears more than once on the list, indicating they own more than one parcel, only one envelope is required for each name. However, in the case of height variance, you must submit two sets of the addressed envelopes, since the final hearing will be before the Board of County Commissioners, and the recommendation hearing will be before the Planning and Zoning Agency. You may submit any additional information or material to support the requested Variance; such as but not limited to, pictures, professional reports or drawings, etc.
8. Submit filing fee as described in fee schedule.
9. For setback variances along State Roads, contact Department of Transportation at (904) 825-5036 for review and approval of the proposed reduction. Submit DOT comments, conditions or approvals along with the above stated documents.

Section 20.03 Review Process

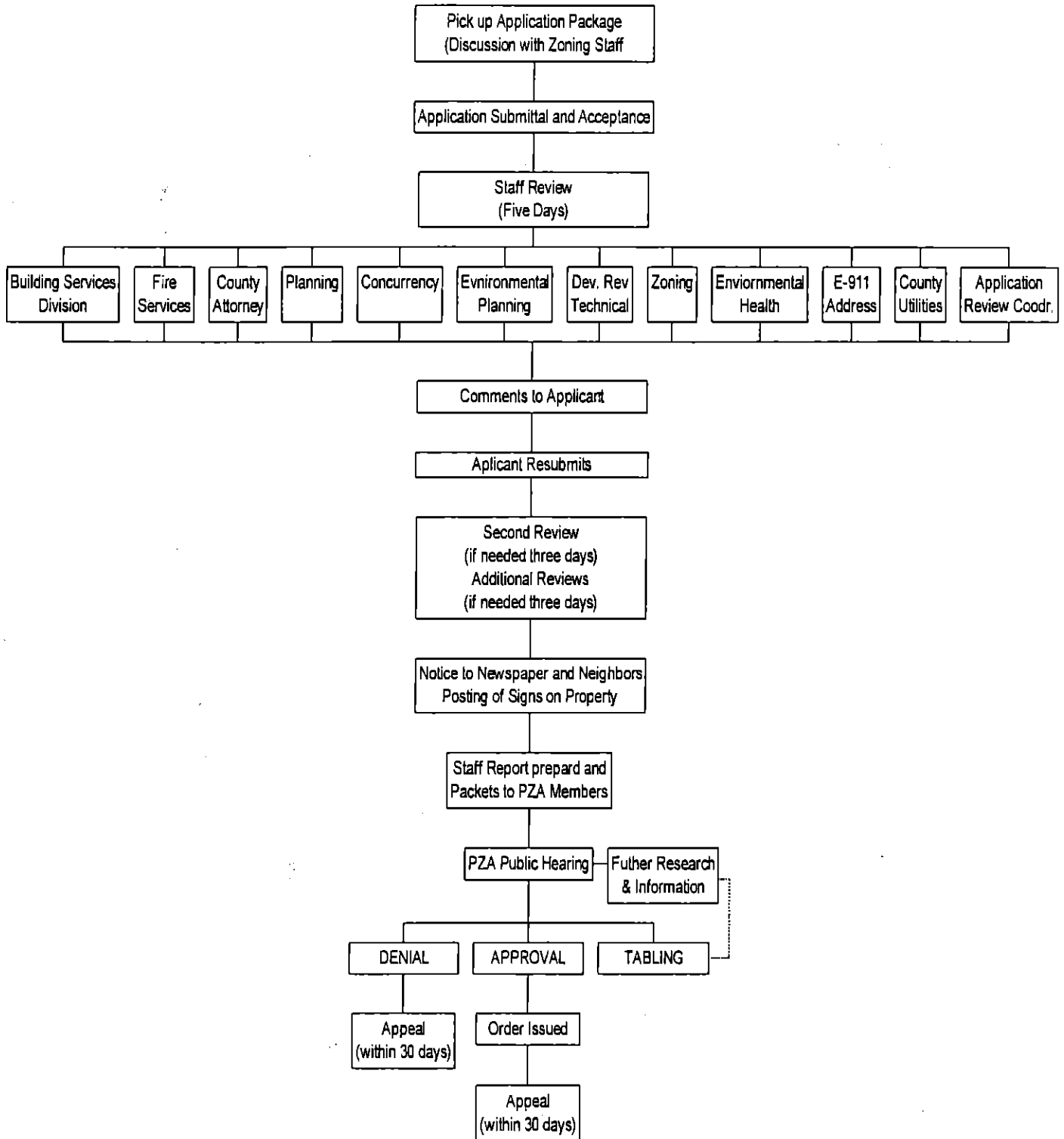
- A. Application and all supporting documents are routed by Zoning Technician to the following County Review Departments: Development Services, Planning, Legal, Building, E-911 Addressing, Utility, Traffic, Environmental Health Department, Fire Services, Environmental Planning. The review is 5 working days excluding the day of submittal.
- B. After review by those departments, the applicant will be notified by mail or fax of any department questions or concerns.
- C. The applicant shall respond in writing addressing the specific comments or concerns. You may be required to submit additional information to support the uniqueness of the request.
- D. Upon resubmittal by the applicant or representative to the zoning staff, the application is rerouted for 3 working days, excluding the day of submittal.

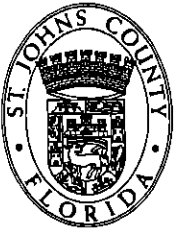
- E. After the 3 day review by appropriate county departments, the application will be set by staff for public hearing before the Planning and Zoning Agency unless the applicant wishes to withdraw. You must request withdrawal in writing to the Zoning Office. If withdrawn, no further action is taken, and the fee can be refunded as allowed by fee schedule.

Section 20.04 Public Hearing Process

- A. The application is set for public hearing before the Planning and Zoning Agency. zoning staff notifies adjacent property owners, Notice of Public Hearing is published in the St. Augustine Record and a sign is placed by county staff on the subject property. This is done a minimum of 15 days in advance of the public hearing.
- B. A staff report and recommendation is prepared for the Planning and Zoning Agency. Copy is mailed to the applicant or representative one week before the scheduled hearing date.
- C. The Planning and Zoning Agency conducts the public hearing as required and in a manner provided in Part 9.06, Land Development Code.
- D. A Final Order of the Planning and Zoning Agency will be prepared within 30 days of the hearing at which the request was heard by the Agency. The Final Order will be mailed to the applicant or representative.
 - 1. In the case of a variance for increase in permitted height of structures, there is a required consideration for final action by the Board of County Commissioners. In this instance the Order of the Planning and Zoning Agency will not be a final order, but a report and recommendation to the Board of County Commissioners for their consideration in the final hearing.
 - 2. The variance for increase in permitted height of a structure will be processed as a public hearing before the Board of County Commissioners by the zoning staff and the required public hearing process above stated will be repeated.
- E. Variances shall be granted to the applicant only, and shall be commenced within one year of the effective date of the Final Order, except when the Planning and Zoning Agency (or Board of County Commissioners) adopts a longer period of time or allows transferability as provided in Section 10.04.02 (A), Land Development Code.
- F. The applicant, or any aggrieved party, may file an appeal to the decision of the Planning and Zoning Agency. An appeal must be properly filed with the zoning staff and application fees paid within 30 days of the date of the signing of the final order by the chairperson of the Planning and Zoning Agency for the action being appealed.

ST. JOHNS COUNTY
PROCEDURES FOR ZONING VARIANCE





ST. JOHNS COUNTY
Application for Zoning Variance

DATE _____

PROJECT NAME: _____

OWNER/APPLICANT: _____

ADDRESS: _____

PHONE: _____ FAX: _____

ENGINEERING FIRM: _____

ADDRESS: _____

PHONE: _____ FAX: _____

CONTACT PERSON: _____

PLANNER: _____

ADDRESS: _____

PHONE: _____ FAX: _____

PROPERTY APPRAISERS PARCEL NO. _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

CENSUS TRACT: _____ PROPERTY APPRAISERS MAP SHEET: _____

LOCATION: _____

911 ADDRESS (IF KNOWN) _____

CITY _____ STATE _____ ZIP CODE _____

TAZ _____ MAJOR ACCESS _____

OVERLAY DISTRICT? _____ IF YES, WHICH ONE _____

ZONE CLASS _____ COMP. PLAN DSGN _____

PRESENT USE OF PROPERTY: _____

WATER/SEWER: _____

WHO WILL MAINTAIN ROADS (IF A SUBDIVISION) _____

WHO WILL MAINTAIN DRAINAGE: _____

TYPE OF DEVELOPMENT: _____

ACRES: _____ NUMBER OF LOTS/ UNITS: _____ SQ. FOOTAGE _____
(SIZE OF PROPERTY) (IF SUBDIVISION) (OF EACH BUILDING)

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF

_____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | |
|--|--|
| <input type="checkbox"/> Rezoning / Modification | <input type="checkbox"/> Special Use Permit |
| <input type="checkbox"/> Zoning Variance | <input type="checkbox"/> Non-Zoning Variance |
| <input type="checkbox"/> Appeal | <input type="checkbox"/> Overlay District Review |
| <input type="checkbox"/> Concurrency | <input type="checkbox"/> Other |

BY: _____

Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 200__.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

**SECTION 21.0 NON-ZONING VARIANCES
LAND DEVELOPMENT CODE SECTION 10.04.03**

Section 21.01 Introduction

A Non-Zoning Variance is a case-by-case deviation to the rules of this Code, when it is demonstrated that compliance with the code would be a practical impossibility, and/or upon showing of good cause, an alternative to the Code is provided that conforms to the general intent and spirit of the Code. The Board of County Commissioners may require such conditions that will, in its judgment, substantially secure the same objectives of the standard or requirements so varied or modified.

Non-Zoning Variance applications are submitted to the Current Planning Division of the Growth Management Services Department.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32084
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085
Phone: 823-2480
Fax: 823-2498

Upon determination of the Division responsible for reviewing the specific section of the Land Development Code for which the variance is sought, the Application will be forwarded to that Division for processing.

Fees: \$200.00

Section 21.02 Application Process

- A. Eighteen copies (18) copies of the following documents are required to process a Non-Zoning Variance request:
1. Complete Non-Zoning Variance application form, eighteen.
 2. Statement of Facts for Requested Changes, this consists of a statement addressing each of the Required Findings as provided in the Land Development Code, Section 10.04.03.B (copy attached). Please note that your application can not proceed unless these statements are provided.
 3. List of adjacent property owners within 300 feet of the property including name, mailing address and Parcel ID Number from the current tax rolls.
 - a. One (1) addressed legal size envelope to each property owner on the list. Do not include a return address. Please note that the order of the envelopes must match the order in which the names appear on the list.
 4. Proof of ownership (deed or certificate by lawyer, or abstract company or title company, that verifies record owner as above).
 5. Completed Owner's Authorization Form If the applicant is not the owner (form attached).

6. Legal description of property, (Attach as Exhibit B.)
7. Site Plan if applicable.
8. Application fee.

Section 21.03 Review Process

- A. There are seventeen departments/programs who participate in the Development Review Process. A Non-Zoning Variance application may be routed to one or all of these departments based on the nature of the request. Comments will be provided within ten (10) working days.
- B. Upon completion of the review the Applicant will be notified via fax of any comments, requests for additional information, or if there are no adverse comments approval (as allowed by Section 6.04.10 of the Land Development Code).
- C. If no additional information is necessary and all comments have been addressed to the extent possible the applicant will be contacted regarding scheduling the public hearing before the Board of County Commissioners.

Section 21.04 Public Hearing Process

- A. Staff coordinates the public hearing date with the County Administrator and the applicant. Upon setting the hearing date Staff completes the following:
 1. Mail notices to the adjacent property owners at a minimum of ten (10) calendar days prior to the public hearing date. (Section 9.06.04 St. Johns County Land Development Code)
 2. Publish a one-time notice in the local newspaper, a minimum of fifteen (15) calendar days prior to the public hearing date. (Section 9.06.04 St. Johns County Land Development Code)
 3. Place a sign on the property to notice the public hearing a minimum of fifteen (15) calendar days prior to public hearing date. (Section 9.06.04 St. Johns County Land Development Code)
 4. Forward the BCC Agenda Report package to the County Attorney two weeks prior to public hearing date as well as the Administration office the Monday one week prior to the public hearing date.
- B. Staff presents the report and recommendation to the Board of County Commissioners at the public hearing. Applicant or representative must be present to address any questions.
- C. The applicant will be formally mailed the Board of County Commissioners' decision.

**Section 21.05 Non-Zoning Variances To Be Considered As Part Of
Development Review**

A. A request for deviations to this Code, other than a Zoning Variance, which might otherwise be approved by the County Administrator, must be approved by the Board of County Commissioners (BCC) if a Variance is sought. Such Non-Zoning Variance shall be considered in conjunction with the application for Development Review.

B. Required Findings

The BCC shall not vary the requirements of any provision of this Code unless it makes a positive finding, based on substantial evidence, on each of the following:

1. There are practical difficulties in carrying out the strict letter of the regulation.
2. The Variance request is not based exclusively upon a desire to reduce the cost of developing the site.
3. The proposed Variance will not substantially increase congestion on surrounding public streets, the danger of fire, or other hazard to the public.
4. The proposed Variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.
5. The effect of the proposed Variance is in harmony with the general intent of this Code and the specific intent of the relevant subject area(s) of the Code.

C. Imposition Of Conditions

In granting a Development approval involving a Non-Zoning Variance, the BCC may impose such conditions and restrictions upon the premises benefited by a Non-Zoning Variance as may be necessary to allow a positive finding to be made on any of the foregoing factors, or to minimize the injurious effect of the Non-Zoning Variance. One (1) or more findings shall be made in support of each condition.

St. Johns County Growth Management Services Department

Planning Division

P.O. Drawer 349, 4020 Lewis Speedway

St. Augustine, Florida 32095

Phone: 904 823-2480 Fax: 904 823-2498 E-mail: plandept@co.st-johns.fl.us

Application for a Non-Zoning Variance

Date _____ FileNo. _____ Receipt _____

Reviewing Division _____

1. Project Name _____

2. Applicant's Name _____

3. Applicant's Address _____

4. Owner's Name _____

(If different than the Applicant)

5. Owner's Address _____

6. Property Location _____

7. Parcel ID Number _____

8. Current Zoning _____

9. 2015 FLUM designation _____

10. Requested Action (BE SPECIFIC) _____

11. Utility Provider _____

12. Size of Parcel _____

13. Map Page No. _____

14. Is Concurrency review required? _____

HEREBY CERTIFY THAT ALL INFORMATION PROVIDED WITH THIS APPLICATION IS CORRECT:

Signature of owner(s) or authorized person if owner's authorization form is attached:

Printed or typed name(s): _____

Signature(s): _____

ADDRESS AND CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION

Name: _____

Mailing Address: _____

Phone: _____ FAX: _____ E-mail: _____

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

SECTION 22.0 SMALL ADJUSTMENT

Section 22.01 Introduction

A small adjustment modification is a request to amend an approved FDP Resolution, PUD, PRD or PSD Ordinance in compliance with Section 5.03.05A of the Land Development Code. The request is considered by the Planning Division of the Growth Management Services Department after review from appropriate Departments. The review is based on consistency with the Comprehensive Plan, the Land Development Code, and the governing Ordinance. Applications for small adjustment are submitted to the Current Planning Division of the Growth Management Services Department.

PHYSICAL ADDRESS: 4020 Lewis Speedway, St. Augustine, FL 32095

MAILING ADDRESS: P.O. Drawer 349, St. Augustine, FL 32085-0349

FILING FEE: \$100.00

Section 22.02 Application Process

The following items must be included with a small adjustment application:

- A. Application, 10 copies
- B. Proof of Ownership, 10 copies
- C. Legal Description of subject property, 10 copies
- D. Owner's Authorization for Agent, 10 copies
- E. Copy of Text and/or Map being modified, 10 copies
- F. Copy of revised Text and/or Map, 10 copies
- G. Filing Fee

Section 22.03 Review/Approval Process

- A. Complete application package is submitted to the Current Planning Division.
- B. Application is reviewed for completeness and fee is processed.
- C. Application is routed to reviewing departments; reviewing departments have 5 days to review and provide comments to the Current Planning Division.
- D. Comments letter is created from reviewing departments' comments, and one of the following will occur:
 - 1. The comment letter is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Current Planning Division.

2. The application is determined to be complete and an approval letter is issued to the applicant.
 3. Resubmittals from the applicant are routed to the appropriate reviewing departments for 3 working days.
- E. Above Item #D is repeated until the application is approved at which time the appropriate documents are recorded in the Clerk's Office. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. Three copies should be generated from the Mylar, and the appropriate recording fees submitted to the Planning Division.

Please note that the following "approval block" must be included on all Master Development Plans:

The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

APPROVED: _____

DATE: _____

ORDINANCE NUMBER: _____

FILE NUMBER: _____

St. Johns County Growth Management Services Department
Planning Division
P.O. Drawer 349, 4020 Lewis Speedway
St. Augustine, FL 32095
Phone: 904 823-2480 Fax: 904 823-2498 E-mail: plandept@co.st-johns.fl.us

Application for a Small Adjustment to a Planned Unit Development (PUD)

Date _____ File # _____ Parent # _____ Receipt # _____

1. Project Name _____
2. Applicant's Name, Address, and Phone # _____
3. Owner's Name, Address, and Phone # _____

4. Property Location _____
5. Legal Description _____
6. Present Use of Property _____
7. Parcel ID # _____
8. Requested Change _____
9. Reason Change is Requested _____
10. Statement of Facts for Requested Change (Provide by attachment a statement addressing each Required Finding as provided in Land Development Code, Section 5.03.05.A)
11. Map Page # _____ 12. Size of Property _____

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of all owners or authorized person if letter of authorization is attached.

Printed or typed name(s): _____

Signature(s): _____

ADDRESS & CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE

REGARDING THIS APPLICATION: Name: _____

Mailing Address: _____

Fax: _____ Phone: _____ E-Mail: _____

Owner's Authorization for Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

SECTION 23.0 MINOR MODIFICATION

Section 23.01 Introduction

A minor modification is a request to amend an approved FDP Resolution, or PUD, PRD or PSD Ordinance in compliance with Section 5.03.05B of the Land Development Code. This request is considered by the Planning & Zoning Agency (PZA), and final action is taken by the PZA. The application is reviewed for consistency with the Comprehensive Plan, the Land Development Code, and the governing Ordinance. Applications for minor modifications are submitted to the Current Planning Division of the Growth Management Services Department.

PHYSICAL ADDRESS: 4020 Lewis Speedway, St. Augustine, FL 32095
MAILING ADDRESS: P.O. Drawer 349, St. Augustine, FL 32085-0349
FILING FEE: \$500.00

Section 23.02 Application Process

The following items must be included with a minor modification application:

- A. Application, 18 copies
- B. Proof of Ownership, 18 copies
- C. Proposed Resolution, 18 copies
- D. Legal Description of subject property, 18 copies
- E. Owner's Authorization for Agent, 18 copies
- F. Copy of Text and/or Map being modified, 18 copies
- G. Copy of revised Text and/or Map, 18 copies
- H. List of adjacent property owners within 300 feet of subject property and one set of stamped envelopes addressed to each property owner – if applicable.
- I. Filing Fee

Section 23.03 Review Process

- A. Complete application package is submitted to the Current Planning Division.
- B. Application is reviewed for completeness and fee is processed.
- C. Application is routed to reviewing departments; reviewing departments have 5 days to review and provide comments to the Current Planning Division.
- D. Comments letter is created from reviewing departments' comments, and one of the following will occur:

1. The comment letter is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal at the Current Planning Division.
 2. The application is determined to be complete and ready to schedule for public hearing before the Planning & Zoning Agency.
- E. Resubmittals from the applicant are routed to the appropriate reviewing departments for 3 working days.
- F. Above Item "D" is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

Section 23.04 Public Hearing Process

- A. Item is scheduled for a public hearing to be heard by the Planning & Zoning Agency. A notice is placed in the St. Augustine Record newspaper and a sign is posted on the property. A letter is also sent to the applicant advising of the date.
- B. A Staff Report is drafted by the Current Planning Division and is distributed to the Planning & Zoning Agency approximately one week prior to the public hearing. The applicant or his/her representative will also be provided a copy.
- C. The Planning & Zoning Agency will consider the request at the public hearing and take final action on the item.
- D. If the item is approved, the Resolution is signed by the Agency's Chairperson and the file is forwarded to the Zoning Division. If the item is denied, an appeal may be filed within 30 days of the Agency action.
- E. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. The approval block as shown below should also be included on the Mylar. Three copies should be generated from the Mylar, and the appropriate recording fees submitted to the Planning Division.

The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

APPROVED: _____

DATE: _____

ORDINANCE NUMBER: _____

FILE NUMBER: _____

St. Johns County Growth Management Services Department
Planning Division

P.O. Drawer 349, 4020 Lewis Speedway
St. Augustine, FL 32095

Phone: 904 823-2480 Fax: 904 823-2498 E-mail: plandept@co.st-johns.fl.us

**Application for Minor Modification
To a Previously Approved Planned Unit Development (PUD), Planned Special
Development (PSD) OR Final Development Plan (FDP)**

Date _____ Zoning File Number _____ Receipt Number _____

1. Project Name _____
2. Applicant's Name, Address, and Phone No. _____
3. Owner's Name, Address, and Phone No. _____
4. Property Location _____
5. Legal Description _____
6. Present Use of Property _____
7. Parcel ID Number _____ 8. 2015 FLUM designation _____
9. Section _____ 10. Township _____ 11. Range _____
12. Describe requested change(s). Provide attachments as necessary. Include copies of any previously approved PUD, PSD or FDP, and any site plans which are to be modified. Clearly indicate sections or provisions requested to be modified
13. Is Concurrency review required? _____ 14. Map Page # _____ 15. Size of Property _____
16. Utility Provider _____

17. Provide all of the following:

- a. Proof of ownership (deed or certificate by lawyer or abstract company or title company that verifies record owner as above). If the applicant is not the owner, a letter of authorization from the owner(s) for applicant to represent the owner for all purposes related to this application must be provided.
- b. Legal description (attach as Exhibit A)
- c. Eighteen (18) copies of the complete application.
- d. Application Fee of \$500.00 (A pre-application review fee may also be required.)
- e. If the requested minor modification involves a change to setbacks or yard requirements, provide a list of adjacent property owners within 300 feet of the parcel to be modified. Include name, address and brief legal description from current tax rolls. Address a legal size envelope to each property owner on the list. Do not include a return address. Each envelope must contain proper postage. The order of the envelopes must match the order in which the names appear on the list.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of all owners or authorized person if letter of authorization is attached:

Printed or typed name(s): _____

Signature(s): _____

ADDRESS AND CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION

Name: _____

Mailing Address: _____

Phone: _____ FAX: _____ E-mail: _____

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF
_____, the owner(s) of those lands described within the
the attached application, and as described in the attached deed or other
such Poof of ownership as may be required, in applying to St. Johns County,
Florida, for an application related to a Development Permit or other action
pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

SECTION 24.0 MAJOR MODIFICATIONS

Section 24.01 Introduction

A Major Modification is a request to amend an approved PUD or PRD Ordinance in compliance with Section 5.03.05C of the Land Development Code. The request is considered by the Planning & Zoning Agency (PZA), and final action is taken by the Board of County Commissioners (BCC). The application is reviewed for consistency with the Comprehensive Plan, the Land Development Code, and compatibility with the surrounding area. Applications for major modification are submitted to the Current Planning Division of the Growth Management Services Department.

PHYSICAL ADDRESS: 4020 Lewis Speedway, St. Augustine, FL 32095
MAILING ADDRESS: P.O. Drawer 349, St. Augustine, FL 32085-0349
FILING FEE: \$1500.00

Section 24.02 Application Process

The following items must be included with a major modification application:

- A. Application, 18 copies
- B. Proof of Ownership, 18 copies
- C. Proposed Ordinance, 18 copies
- D. Legal Description of subject property, 18 copies
- E. Owner's Authorization for Agent, 18 copies
- F. Certificate of Concurrence (prior to scheduling of BCC hearing)
- G. List of Adjacent Property Owners within 300 feet of the subject property
- H. Two sets of stamped legal size envelopes, addressed to each adjacent property owner.
- I. Filing Fee

Section 24.03 Review Process

- A. Complete application package is submitted to the Current Planning Division.
- B. Application is reviewed for completeness and fee is processed.
- C. Application is routed to reviewing departments; reviewing departments have 5 days to review and provide comments to the Current Planning Division.
- D. Comments letter is created from reviewing departments' comments, and one of the following will occur:
 - 1. The comment letter is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal at the Current Planning Division.

2. The application is determined to be complete and ready to schedule for public hearing before the Planning & Zoning Agency.
- E. Resubmittals from the applicant are routed to the appropriate reviewing departments for 3 working days.
- F. Above Item "D" is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

Section 24.04 Public Hearing Process

- A. Item is scheduled for a public hearing to be heard by the Planning & Zoning Agency. A notice is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. A letter is also sent to the applicant advising of the date.
- B. A Staff Report is drafted by the Current Planning Division and is distributed to the Planning & Zoning Agency approximately one week prior to the public hearing. The applicant or his/her representative will also be provided a copy.
- C. The Planning & Zoning Agency will consider the request at the public hearing and provide a recommendation to the Board of County Commissioners.
- D. Once verification of receipt of the Certificate of Concurrency, Staff requests placement of the item on the Board of County Commission Agenda.
- E. The County Administrator provides the date of the Board hearing and the item is scheduled for public hearing. A new notice is published in the newspaper and notices are mailed out to adjacent property owners advising them of the BCC hearing.
- F. An Agenda package is prepared which includes the Staff Report for the PZA, Minutes of the PZA hearing, the proposed Ordinance and any other supporting documents.
- G. The BCC considers the major modification and takes final action. If the item is approved, the Ordinance is signed by the Board's Chairperson and sent to the State for acknowledgement and returned to the Clerk for recording. If the item is denied, an appeal may be filed within 30 days of the Board action.
- H. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. The approval block as shown below should also be included on the Mylar. Three copies should be generated from the Mylar, and the appropriate recording fees submitted to the Planning Division.

The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

APPROVED: _____

DATE: _____

ORDINANCE NUMBER: _____

FILE NUMBER: _____

EXHIBIT B

St. Johns County Growth Management Services Department
Planning Division

P.O. Drawer 349, 4020 Lewis Speedway

St. Augustine, Florida 32095

Phone: 904 823-2480 Fax: 904 823-2498 E-mail: plandept@co.st-johns.fl.us

Application For a Major Modification to a
Planned Unit Development (PUD) or Planned Rural Development (PRD)

Date _____ PUD/PRD File No. _____ PUD/PRD Ordinance No. _____

1. Project Name _____
2. Applicant's Name, Address, and Phone No. _____
3. Owner's Name, Address, and Phone No. _____
4. Property Location _____
5. Legal Description _____
6. Present Use of Property _____
7. Parcel ID Number _____ 8. Current Zoning _____ 9. 2015 FLUM designation _____
10. Section _____ 11. Township _____ 12. Range _____
13. Requested Change _____

14. Is new Concurrency review required? _____ 15. Zoning Map Page # _____ 16. Size of Property _____
17. Utility Provider _____

18. Provide all of the following:

- a. List of adjacent property owners within 300 feet of the parcel that is the subject of the modification including name, address and brief legal description from current tax rolls. Address two legal size envelopes to each property owner on the list. Do not include a return address. Each envelope must contain proper postage. The order of the envelopes must match the order in which the names appear on the list.
- b. Proof of ownership (deed or certificate by lawyer or abstract company or title company that verifies record owner as above). If the applicant is not the owner, a letter of authorization from the owner(s) for applicant to represent the owner for all purposes related to this application must be provided.
- c. Legal description (attach as Exhibit A)
- d. Master Development Plan Map (attach as Exhibit C and provide as specified in attached guidelines) and Text (attach as Exhibit D) as required by Section 5.03.02.G of the Land Development Code.
- e. Eighteen (18) copies of the complete application.
- f. Application Fee. (A pre-application review fee may also be required.)

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner(s) or authorized person if owner's authorization form is attached:

Printed or typed name(s): _____

Signature(s): _____

ADDRESS AND CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS REGARDING THIS APPLICATION Name: _____

Mailing Address: _____

Phone: _____ FAX: _____ E-mail: _____

Owner's Authorization For Agent

_____ is hereby authorized TO ACT ON BEHALF OF _____, the owner(s) of those lands described within the the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a Development Permit or other action pursuant to a:

- | | | | |
|--------------------------|-------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Rezoning / Modification | <input type="checkbox"/> | Special Use Permit |
| <input type="checkbox"/> | Zoning Variance | <input type="checkbox"/> | Non-Zoning Variance |
| <input type="checkbox"/> | Appeal | <input type="checkbox"/> | Overlay District Review |
| <input type="checkbox"/> | Concurrency | <input type="checkbox"/> | Other |

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of St. Johns

Signed and sworn before me on this _____ day of, 2000.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

**SECTION 25.0 ADMINISTRATIVE REVIEW AND WAIVER
LAND DEVELOPMENT CODE SECTION 6.01.03 (E) (9)**

Section 25.01 Introduction

If an error is discovered in the location of a building or structure relative to the minimum yard requirements of the Land Development Code, the property owner, or authorized representative, may file a request for an Administrative Waiver. The waiver shall meet and be in accordance with the following criteria:

- A. Approval of the waiver shall not allow the structure to exceed the required yard setback more than ten percent (10%).
- B. The corresponding opposite yard must be larger than requested by the same distance as the waiver request (to insure that the waiver is not just an attempt to place a larger building on the lot) or the waiver request is an intrusion of only a small corner of the building (such as a house too close to the front of a cul-de-sac lot such that it violates the side yard requirements at the front corner but nowhere else).

Any waiver request which does not meet paragraphs (A) and (B) above shall be denied Administrative Waiver and must comply with the yard requirements or seek a variance pursuant to Part 9.03.00 of the Land Development Code.

LOCATION: 4020 LEWIS SPEEDWAY, 32084
MAILING ADDRESS: POST OFFICE DRAWER 349
ST. AUGUSTINE, FLORIDA 32085

PHONE: 904-823-2471-GENERAL INFORMATION
Fax: 904-823-2699
904-823-2485

E-mail: zoning2@co.st-johns.fl.us

Fees (Resolution 2000-167)

Administrative Waiver \$ 100.00

Application for Administrative Waiver is submitted to and processed by the Zoning Program.

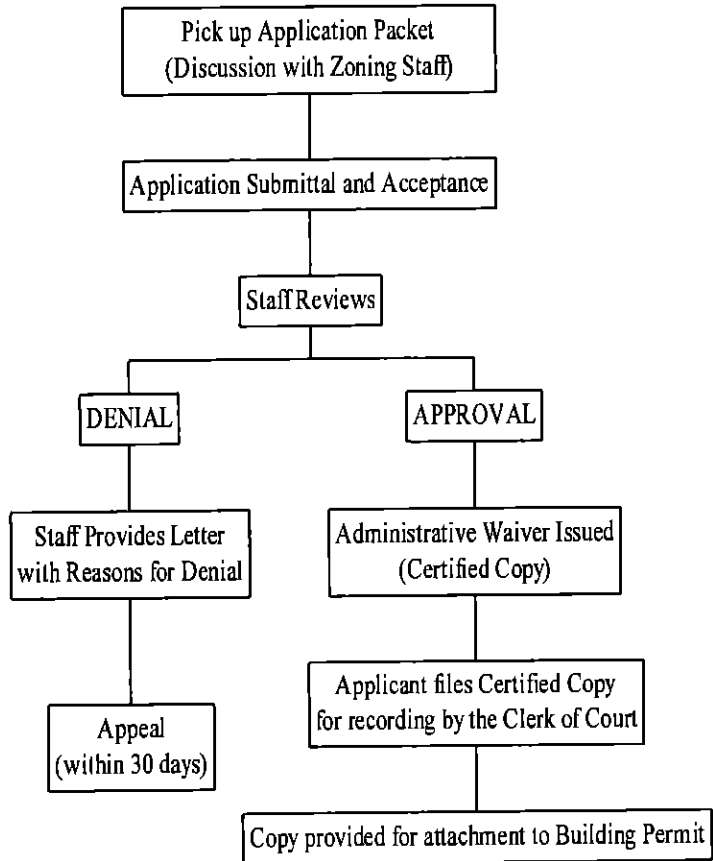
Section 25.02 Application Process

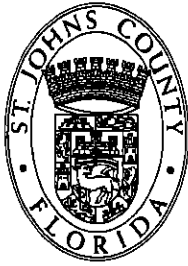
- A. The following documents/information must be provided to process your Application.
 - 1. Complete application form and submit filing fee.
 - 2. Submit evidence the waiver is requested pursuant to an error in location of a building or structure relative to minimum *yard* requirements. Provide copy of as-built survey, signed and sealed by Registered Surveyor. The as-built

survey shall provide sufficient evidence to support compliance with paragraphs (A), (B) and (C) Sec. 25.01 above.

3. The owner or owner's representative shall record a signed copy of the approved Administrative Waiver with the Clerk of the Circuit Court of St. Johns County and shall provide a recorded copy of the approved Administrative Waiver to the Building Services Division, to be filed with the building permit.

ST. JOHNS COUNTY
PROCEDURES FOR ADMINISTRATIVE WAIVER





St. Johns County Zoning Department
4020 Lewis Speedway
St. Augustine, Florida 32095
(904) 823-2471 Fax (904) 823-2699

**Application for Administrative Waiver
Section 6.01.03 (E)(9) Land Development Regulations**

DATE: _____ RECEIPT# _____ WAIVER# _____

Name of Applicant: _____

1. Address of Applicant: _____

2. Phone number of Applicant: _____

3. Legal Description of property: _____

4. Requested Waiver: _____

CONDITIONS:

- a) The waiver shall not exceed more than ten percent (10%) of the required yard.
- b) In the case of an error in Yard measurements, the corresponding opposite yard must be larger than requested by the same distance as the waiver request (to insure that the waiver is not just an attempt to place a larger building on the lot) or the waiver request is an intrusion of only a small corner of the building (such as a house too close to the front of a cul-de-sac lot such that it violates the side yard requirements at the front corner but nowhere else).
- c) Any waiver request which does not meet paragraphs a and b above will be denied an administrative waiver and must comply with the Yard requirements or seek a Variance pursuant to Part 9.03.00.

Applicant's Signature: _____

THE FOLLOWING ITEM MUST BE ATTACHED WITH THIS APPLICATION:

- Detailed site plan
- Letter of authorization (form.99.2), if applicant is not property owner.

Approved _____ **Denied** _____

Application meets _____ does not meet _____
Section 6.01.03 (e)(9) A. _____ and B. _____

Approved By: _____ **Title:** _____ **Date:** _____

SECTION 26.0 APPEALS

Section 26.01 Purpose

This Section sets out the procedures for Appeals to decisions of the Planning and Zoning Agency as allowed by Part 9.07.03 of the Land Development Code, Appeals to decisions of an Architectural Review Committee or Design Review Board, and Appeals to decisions of the County Administrator in enforcing the Code as allowed by Part 9.07.02 of the Land Development Code.

Section 26.02 Introduction

An applicant or an adversely affected party, as defined in Section 9.07.01 of the Land Development Code, may appeal any final decision of the Planning and Zoning Agency to the Board of County Commissioners. Appeals are made to the Board of County Commissioners by filing a notice of appeal with the County Administrator, through the Growth Management Services Department, within thirty (30) days of the date when the written final order is signed and dated. The decision of the Board of County Commissioners shall constitute final action for the county and may, thereafter be appealed to circuit court in accordance with Florida law.

An applicant or any adversely affected person may appeal any final decision of the County Administrator in enforcing this Code to the Board of County Commissioners by filing a notice of appeal with the County Administrator within thirty (30) days of the decision. The Board of County Commissioners shall consider the appeal at the next reasonably available meeting of the Board of County Commissioners. The decision of the Board of County Commissioners shall constitute final action for the county and may thereafter be appealed to circuit court in accordance with Florida law.

Appeals are processed by the Division of the Growth Management Services Department responsible for the application or decision under appeal.

Location: 4020 Lewis Speedway, 32084
Mailing Address: Post Office Drawer 349
St. Augustine, Florida 32085

Appeals to decisions regarding zoning issues or zoning program determinations regarding the Land Development Code are submitted to and processed by the Zoning Program.

Phone: 904-823-2471-GENERAL INFORMATION
Fax: 904-823-2699

E-mail: zoning2@co.st-johns.fl.us

Appeals to decisions regarding minor modifications, architectural review boards or planning division decisions are processed by the Planning Division.

Phone: 904-823-2480- GENERAL INFORMATION
Fax: 904-823-2498

E-mail: plancon@co.st-johns.fl.us

The Development Review Program processes appeals to decisions made by development review.

Phone: 904-823-2490-GENERAL INFORMATION
Fax: 904-823-2699

E-mail: knielsen@co.st-johns.fl.us

Fees (Resolution 2000-167):

Appeals-Administrative-appeals to decisions of staff, interpretations or hearings by BCC
not requiring public notice \$150.00

Appeals requiring notice/public hearing, appeals to decisions of the Planning and Zoning
Agency \$ 300.00

Section 26.03 Application Process

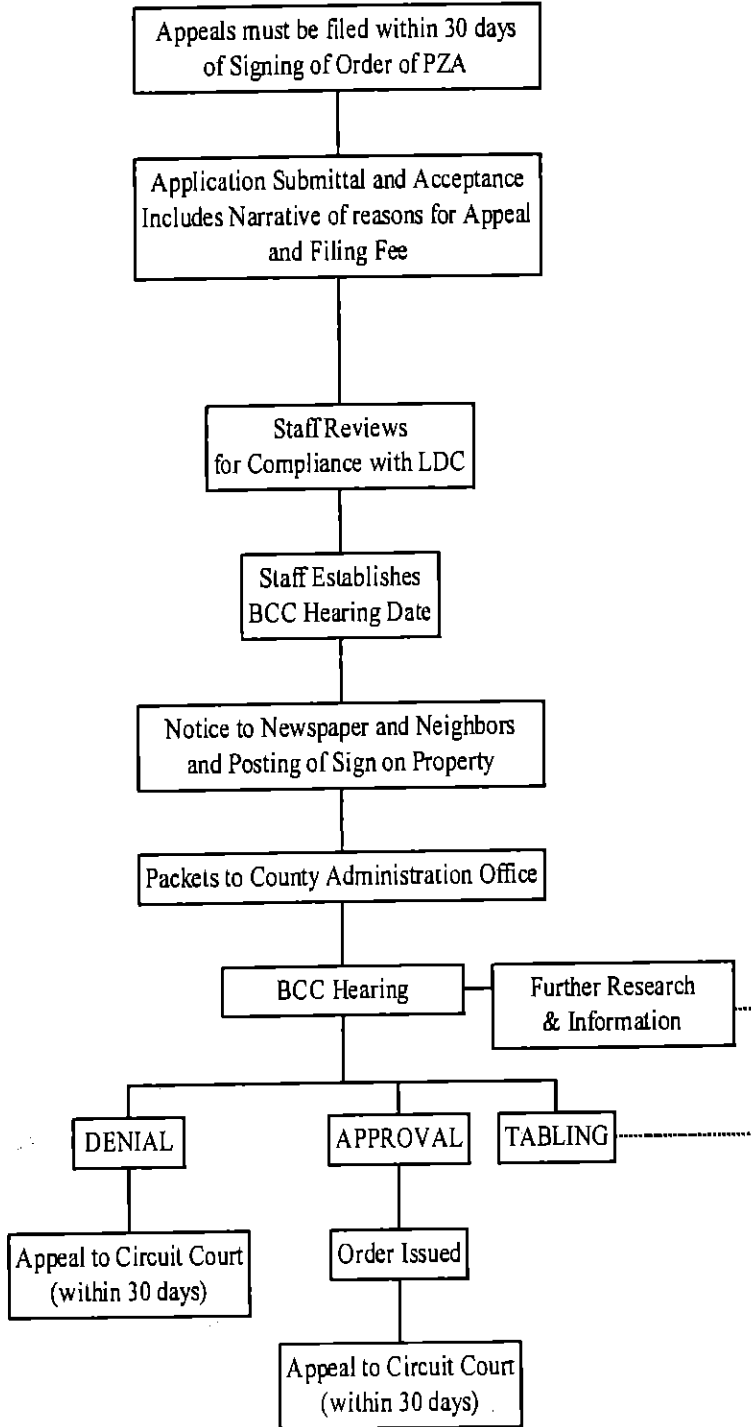
- A. Complete Application Form.
- B. Submit Filing Fee.
- C. Appeals must be submitted by an adversely affected person or the applicant of a special use, or variance final order or an adversely affected person in regard to decision by staff acting on the enforcement of the provisions of the Land Development Code.
- D. The appeal must be filed within 30 days of the date of the signing of the final Order by the Chairperson of the Planning and Zoning Agency; or, 30 days of any final decision by the County Administrator, or zoning staff (designee) acting on the enforcement of the Land Development Code.
- E. Submit with application form the following additional documents/information.
 - 1. Narrative of reasons for appeal citing the alleged adverse effect being suffered by the appellant and/or those who share the adverse effect.
 - 2. List of adjacent property owners as originally defined in application of special use or variance. See II (A)(6) and (A)(7) above. Address and stamp envelopes as provided above.
 - 3. Any additional information may be provided to support request.

Section 26.04 Public Hearing Process

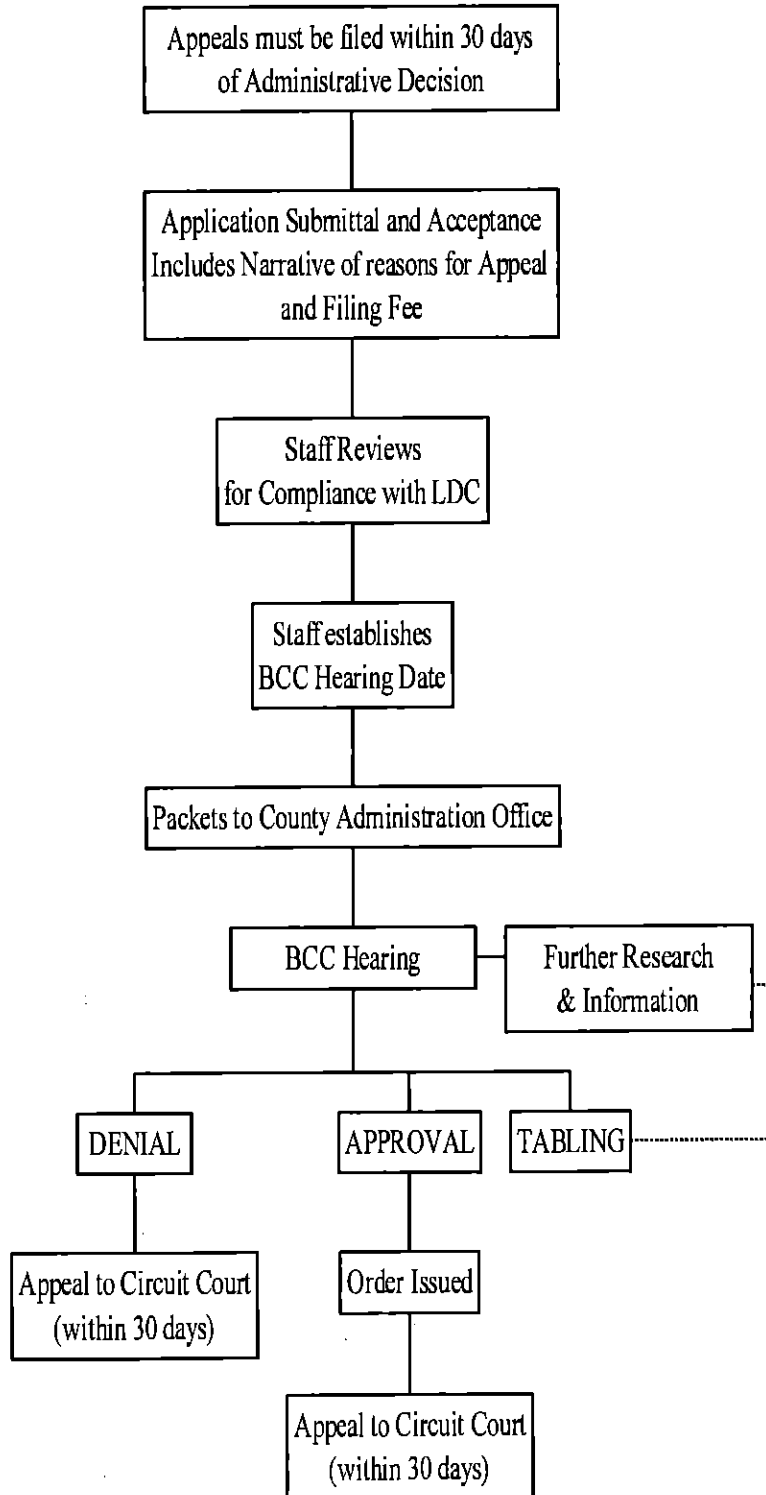
- A. After submission of a completed application and appropriate fees a public hearing before the Board of County Commissioners will be established, on the next reasonably available meeting.

- B. Staff will mail notices of the scheduled hearing and provide information on the subject of appeal to all owners within 300 feet of the subject property. Appeals to decisions of a County designee may not effect adjacent property owners and the County Administrator may not require mailed notices.
- C. Staff will cause to be published in the St. Augustine Record a notice of hearing in a manner as required by Section 9.06.04, Land Development Code (15 days in advance of the scheduled hearing).
- D. The public hearing by the Board of County Commissioners shall be conducted as a quasi-judicial hearing as set forth in Part 9.06, Land Development Code. The decision of the Board of County Commissioners shall constitute final action for the County, and may thereafter, be appealed to Circuit Court in accordance with Florida Law.

ST. JOHNS COUNTY
PROCEDURES FOR APPEALS
FROM DECISIONS OF THE PLANNING & ZONING AGENCY



ST. JOHNS COUNTY
PROCEDURES FOR ADMINISTRATIVE APPEALS



St. Johns County Growth Management Services Department

Application for an Appeal

- A Decision of the County Administrator
- A Decision of the Planning & Zoning Agency
- A Decision of the Architectural Review Committee or Design Review Board

Date _____

File Number _____

1. Project Name	
2. Appellant's Name, Address, and Phone No.	
3. Location of property that is the subject of this Appeal.	
4. Decision to be considered as an Appeal. (Attach a copy of the final decision.)	
5. Parcel ID Number	6. Map Page Number
7. Administrative official whose decision is being appealed.	
8. The specific error alleged as the grounds for the Appeal.	
9. Describe what interest the person filing this Appeal has in the issue(s) being appealed.	

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT AND REQUEST AN APPEARANCE BEFORE THE APPROPRIATE COUNTY BOARD FOR PUBLIC HEARING ON THE ABOVE MENTIONED APPEAL:

Printed or typed name(s): _____

Signature(s): _____

ADDRESS AND CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION Name: _____

Mailing Address: _____

Phone: _____ FAX: _____ E-mail: _____

Pursuant to Section 9.07.02 of the St. Johns County Land Development Code, any decision of the County Administrator, or designee of the County Administrator, may be appealed to the Board of County Commissioners. Appeals must be filed with the appropriate Division within thirty (30) days from the date the final decision being appealed. An Application must include: the completed application form and the filing fee of \$300.00. Any supporting documentation should be included by attachment. The person identified to receive all correspondence related to this request will be notified in writing once the Appeal has been scheduled for public hearing.

When a person decides to appeal a decision made by any St. Johns County Board or Committee, with respect to any matter considered at a public meeting, he may need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

SECTION 27.0 OCCUPATIONAL LICENSE LOCATION APPROVAL

Section 27.01 Introduction

In order to prevent the location of a business within an improper zoning district (a location in conflict with permitted uses of the zoning district) the Zoning Program will review such locations prior to the issuance of an occupational license by the County Tax Collectors Office. The Land Development Code provides a home office as an accessory use within residential districts subject to certain limitations and conditions defined in Section 2.02.04 of the Land Development Code. Home office is defined as a home occupation consisting of a private office of a practitioner of a recognized profession, business or trade which does not involve office contact with clients or the public, and cannot engage anyone in the conduct of the home office unless such person resides on the premises and is the primary residence of each person engaged in the occupation.

A rural home industry is allowed as an accessory use within agricultural zoning districts per Section 2.02.04 of the Land Development Code and include such activities as welding services, repair of farm equipment, furniture making, lawn maintenance services, tool sharpening and lawn maintenance equipment repair. The primary dwelling unit on the site of the rural home industry shall be owner-occupied and employees onsite at the home industry shall be restricted to members of the immediate family or other residents of the property. There can be no sales of products on the property.

Commercial uses will be allowed as permitted by the specific uses permissible within the zoning districts found in Section 2.02.00 of the Land Development Code for the property on which the business is to be located.

Location approvals for business addresses are submitted to and processed by the Zoning Program.

LOCATION: 4020 LEWIS SPEEDWAY, 32084
MAILING ADDRESS: POST OFFICE DRAWER 349
ST. AUGUSTINE, FLORIDA 32085

PHONE: 904-823-2471-GENERAL INFORMATION
Fax: 904-823-2699
904-823-2485

E-mail: zoning2@co.st-johns.fl.us

Fees: Home Office, Rural Home Industry, Location Approval - none

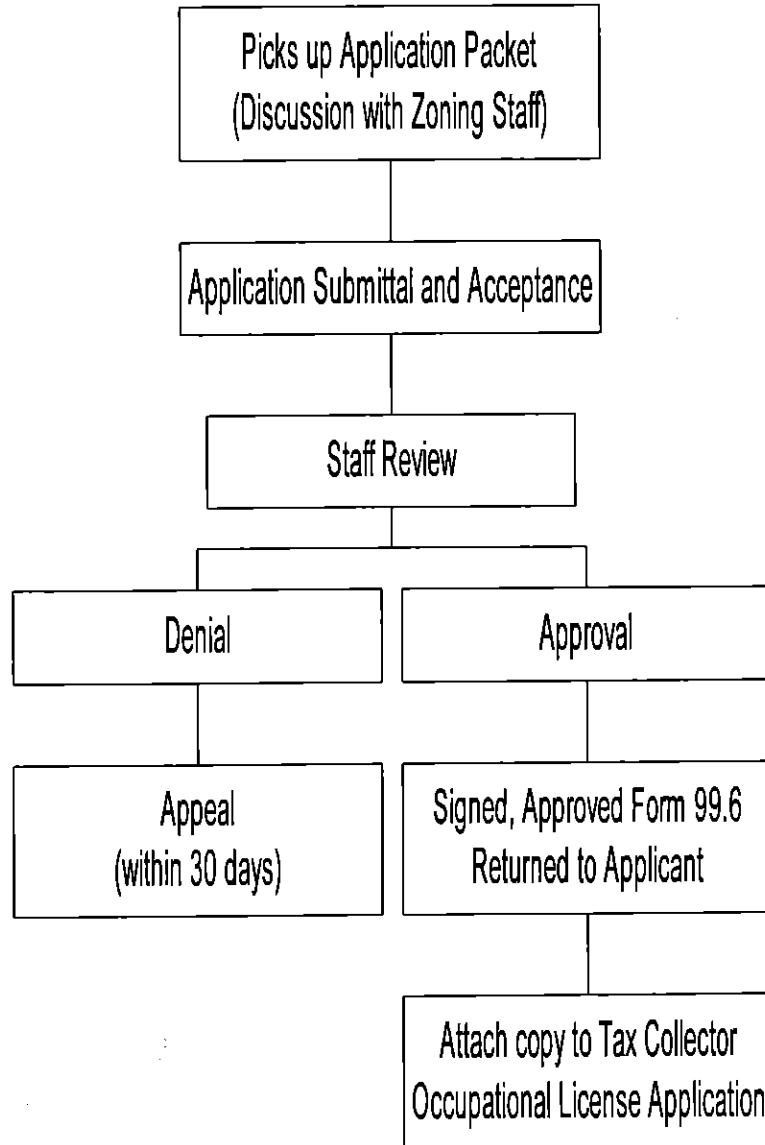
Section 27.02 Application

- A. The following items must be submitted in order to process your Application.
1. Complete Form #Zon99.6.
 2. Be prepared to provide legal description of property, owner's name, business name, and general description of type of business.

3. If home office and the applicant is not the property owner, a letter of authorization from current owner must be submitted. A standard authorization form is available Zoning, Form # Zon99.7.
4. If property is regulated by a duly authorized Homeowner's Association and is zoned PUD, Planned Unit Development, or PSD, Planned Special Development, submit written approval from the appropriate homeowner's association representative.
5. The zoning staff will review and determine the current zoning of the proposed location and whether the property is properly zoned to conduct the requested business.
6. If the proposed business use is a change in a former use of the property or structure, you may need to submit additional information and obtain a Development Order as defined in Part 9.01, Land Development Code. Situations that may result in this review include, but not limited to, a requirement for increased parking, necessity for building permit, a change in zoning classification, review by another county or state department, or approval through Development Review Process for a Development Permit.
7. Home Office applicants will be required to attest (by signature) to compliance with Section 2.02.04 (B) (9) Land Development Code, limitations and conditions for home office use in residential/rural zoning districts. Conditions are listed and signature of applicant is required confirming compliance on Form # Zon99.6.

Note: Home occupations/business's are not a permitted use in the Ponte Vedra Zoning District.

ST. JOHNS COUNTY
PROCEDURES - OCCUPATIONAL LICENSE LOCATION APPROVAL



ST. JOHNS COUNTY FLORIDA
Board Of County Commissioners



ZONING DEPARTMENT
P.O. DRAWER 349
ST. AUGUSTINE, FLORIDA 32085-0349

PHONE (904) 823-2471/FAX(904) 823-2699

**Application/Affidavit for Certificate for Business Office/Home Office
Land Development Code
Section 2.02.04 or Part 2 Permitted Use
Form #ZON.99.6**

Certificate for Home Office/Rural Home Industry: Your approval is approved subject to completion of the data and certification below and perpetual compliance with all criteria set forth in the Land Development Code provided on the reverse side of this form:

1. Applicant's Name: _____ Phone #: _____
2. Names of People other than the applicant engaged in Home Office/Office activity:

3. Address of Business Location: _____
4. Legal Description of Business Location: _____
5. Name, address and phone number of property owner (attach notarized letter of authorization if different from applicant for Home Office only): _____
6. Type of profession, business or trade: _____
7. Business Name: _____
8. Special Conditions: _____

In Filing this application, I understand that it becomes a part of Public Records of St. Johns County, and hereby certify that all information contained herein is accurate to the best of my knowledge.

Signature of applicant Date

The following instrument was acknowledged before me this _____ day of _____, 2000 by _____ Who is personally known to me or who has produced _____ as identification.

(Notary Signature)

(Seal)

FOR COUNTY USE

MP _____ Zoning _____ Dale: _____

By: _____ Title: _____

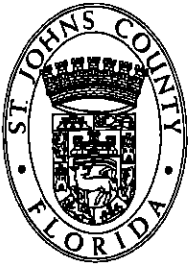
The following regulations shall apply to the approval for the location described:

A. Home Office Section 2.02.04(B)

1. That no person shall be engaged in the conduct of the home office unless such person resides on the premises and that the premises shall be the primary residence for each of the persons engaged in the occupation.
2. That the use of the premises for the home office shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall, under no circumstances, change the residential character thereof;
3. That there shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of the home office;
4. That there shall call upon the premises in connection with the home office and no traffic shall be generated by the home office in a greater volume than the traffic typical in the subject residential neighborhood;
5. That there shall be no flammable or hazardous material stored on premises and no equipment or process shall used in the home occupation which creates noise, vibration, glare, flames; odors or electrical interference detectable to the normal sense off the lot;
6. That the activities of the home office shall occur entirely within the dwelling unit, excluding accessory structures such as garages, carports and sheds;
7. That the home office shall not occupy more than twenty-five percent (25%) of the gross floor area of the dwelling unit, exclusive of the area of an open porch or attached garage or similar space not suited or intended for the occupancy as living quarters;
8. Pick up or deliveries of any kind required by and made to the premises of the home office not exceed one business delivery per day;
9. That any supplies stored on the premises shall be for the purpose of maintaining and operating the home office.
10. That the address of the home office shall not be advertised and no signage of any kind be placed on the building or property identifying the home office use;
11. That the home offices not strictly conforming to all of the outlined criteria herein shall not be considered a home office and shall only be considered in accord with the Home Occupation exception provisions contained in Section 2.03.07 LDC;
12. That the home office shall be open to inspection by St. Johns County inspectors upon reasonable notice to occupant and at a reasonable times;

B. Rural Home Industry section 2.02.04 (E)

1. A Rural Home Industry shall include, but not be limited to, such activities as welding services, repair of farm equipment, furniture making, lawn maintenance services, tool sharpening, and lawn maintenance equipment repair.
2. The primary dwelling unit on the site of a Rural Home Industry shall be owner-occupied. In the event that the primary dwelling unit ceases to be owner-occupied, the Rural Home Industry shall be terminated.
3. External impacts, such as noise, odor or vibrations, shall not exceed those normally associated with the principal Uses allowed in the zoning district within which the property is located.
4. The employees onsite at the home industry shall be restricted to members of the immediate family or the other residents of the property.
5. No commodity or good not produced on the premises shall be sold on the premises or displayed or warehoused on the premises for sale elsewhere. This does not preclude taking orders for sales or provisions of services offsite.
6. No traffic shall be generated by the Rural Home Industry that is in excess of that normally expected by the principal use.
7. The activities and materials associated with the rural Home Industry shall not occupy a Front Yard and shall, unless conducted within a completely enclosed building, be setback a minimum of fifty (50) feet from any side or rear property line. If said setback is not provided, screening shall be required as per section 6.06.04 B.5.
8. Signage shall be allowed as per Article VII of Land Development Code.



**Owner's Authorization Form #ZON.99.7
For Home Occupational License Approval
or Rural Home Industry Approval**

I am aware that _____ is conducting a _____
Business from the address below and I certify that I am legal owner or legal representative of
the property. I am giving authorizing to the above named. I attest the statement is made in
good faith and that my information contained herein is accurate and complete to the best of my
knowledge and belief.

BY: _____
Signature of Owner(s)

Signature of Owner(s)

Print Name(s)

Address

Telephone Number

State of _____
County of _____

Signed and sworn before me on _____ day of _____, 2000.
BY: _____

Identification Presented: _____
Oath Taken: _____ Yes _____ No

Notary Signature

My commission expires: _____

SECTION 28.0 ROAD VACATIONS

Section 28.01 Introduction

A road vacation is a process for the county to abandon, discontinue and close certain public roads and is considered by petition. This process is most generally used in older plats with substandard lots where unnecessary roads impose additional setback requirements or in connection with the relocation of a county road. Florida Statutes, 336.09, 336.10 and 336.12 govern the vacation of public roads and St. Johns County Resolution 94-83 establishes procedures. This process is also used to vacate drainage easements, if it can be demonstrated that the easement was intended to accommodate drainage from a county road. A public hearing before the Board of County Commissioners is required.

Road vacation petitions are submitted to and processed by the Development Review program.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 3209584
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085
Phone: 823-2455
Fax: 823-2699

Fee: \$250.00 (Petitioner responsible for paying all other applicable fees in addition to the base fee)

Section 28.02 Application Process

- A. The following items must be submitted in order to process a road vacation request (Original plus 15 copies):
1. Original petition signed by the record owners of all property abutting the portion of the road involved or who will be directly affected by such vacation. *(Please note that this requirement can be met with separate Consent and Joiner Forms if necessary.)*
 2. Map depicting road(s) to be vacated.
 3. Recent title opinion or title certificate, prepared by an attorney licensed to practice in Florida, an abstract company or title insurance company. All persons affected by the vacation should be listed on the title opinion or certificate. If all affected persons have not signed the petition, then their names and addresses must be listed in the petition. The title opinion or certificate must include all easements of record within the right-of-way and copies must be provided. An updated title opinion will be required with a search date within ten days of the Board of County Commissioners' public hearing to consider the vacation.
 4. A certified engineer's or traffic planner's statement and description of the effect of the proposed vacations on traffic patterns and a conclusion therein that no property or person will be unreasonably affected or inconvenienced by the vacation.

Section 28.03 Review Process

- A. Petition package is routed to all applicable departments, the review time is ten (10) working days:
- B. After review, the petitioner will be notified via fax or mail of any deficiencies, comments, or need for addition information as determined by the reviewing departments.
- C. If necessary, the petitioner or representative shall respond in writing to specific comments or provide additional information. Any resubmittals, if necessary, are rouled with a ten (10) working day review time.
- D. If no additional information is necessary and all comments have been addressed to the extent possible the procedures for public hearing before the Board of County Commissioners will be initiated.

Section 28.04 Public Hearing Process

- A. Staff coordinates the public hearing date with both the County Administrator and the applicant.
 - 1. Upon approval to proceed staff prepares a resolution to set the public hearing that is placed on the Consent Agenda for the Board of County Commissioners. *(Please note that this process just establishes the actual public hearing and the applicant's attendance is not required.)*
 - 2. The Deputy Clerk forwards a copy of the resolution, which establishes the public hearing date, to the petitioner.
 - 3. The deputy clerk advertises the County Commission hearing.
- B. It is petitioner's responsibility to:
 - 1. Notify, by certified mail return receipt requested, the time, date and place of the public hearing, at least 15 days prior to the County Commission hearing date under the provisions of F.S.336.10 to each of the persons and entities at the addressees as described in Schedule B (Schedule B is the list of all persons affected by the vacation as shown in the title opinion or certificate). If all persons from Schedule B have signed the petition or have signed a Consent and Joinder, no mailing is required.
 - 2. The petitioner shall provide the Clerk with proof that the mailing requirement has been met five days before scheduled hearing date.
 - 3. The petitioner will be billed directly for the required advertising. Upon payment the proofs of publication will be released to the Deputy Clerk. Receipt of the proof is required to proceed.

4. An updated title opinion (search date within 10 days of the public hearing) must be received no later than the Friday before the public hearing.
- E. Petitioner must be present at the County Commission hearing. If the County Commission approves, the resolution vacating the road is adopted.
- F. The Deputy Clerk forwards items (proof of notice of hearing, resolution vacating, proof of notice of vacating) for recording and return to petitioner. It is the petitioner's responsibility to pay the recording fees.
- G. The Deputy Clerk has placed on the County Commission consent agenda filing of proof of publication of notice of vacating.

Sample Petition for Road Vacation
PETITION TO VACATE PORTIONS OF
CERTAIN STREETS, ALLEYWAYS OR ROADS

TO: THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

Comes now *(insert name of petitioner(s))* and respectfully petitions this Honorable Board as follows:

1. To vacate, abandon, discontinue and close portions of those certain public streets, alleyways or roads situated in St. Johns County, Florida, hereinafter more particularly described; to renounce and disclaim any right of St. Johns County and the public in and to the lands constituting such portions of said streets, alleyways or roads; and to renounce and disclaim any right of St. Johns County and the public in and to any lands or interest therein acquired by purchase, gift, devise, dedication or prescription for such portions of said streets, alleyways or roads described as follows:

Legal description as per attached SCHEDULE "A"

2. To adopt a resolution declaring that at a definite time and place a public hearing will be held to consider the advisability of the above, and to publish notice as prescribed by Section 336.10, Florida Statutes, one time in a newspaper of general circulation advising of a public hearing in connection with the above matter, and thereafter adopting a resolution renouncing and disclaiming any right of the County and the public in and to the hereinbefore described portions of streets, alleyways or roads, and vacating, abandoning, discontinuing and closing same.
3. In support hereof, Petitioner shows that he is the owner of all the lands abutting said portions of streets, alleyways or roads sought to be vacated, and Petitioner is the only person who would be affected thereby; and said

portions of streets, alleyways or roads are no longer necessary or desirable.

- 4. Petitioner further shows that said portions of streets, alleyways or roads sought to be vacated are neither state nor federal highways and are wholly without the limits of any municipality.

Signature of Petitioner

STATE OF FLORIDA
COUNTY OF ST. JOHNS

_____, being by me, the undersigned officer, first duly sworn, says on oath that he is the petitioner named in the foregoing petition to vacate portions of certain streets, alleyways or roads; that he has read same and knows the contents thereof and that the statements contained herein are true.

Signature of Petitioner

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 200__.

Notary Public – State of Florida at Large

My Commission expires _____

Sample Schedule "B"
List as per attached SCHEDULE "B"

and those persons were served with a copy of this Petition by certified mail, return receipt requested, prior to _____, 200__, and were advised to contact the Board of County Commissioners of St. Johns County, Florida, should they have any objection to the vacation of the said portions of the streets, alleyways or roads.

Signature of Petitioner

STATE OF FLORIDA
COUNTY OF ST. JOHNS

_____, being by me, the undersigned officer, first duly sworn, says on oath that he is the petitioner named in the foregoing petition to vacate portions of certain streets, alleyways or roads; that he has read same and knows the contents thereof and that the statements contained herein are true.

Signature of Petitioner

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 200__

Notary Public – State of Florida at Large

My Commission expires _____

FILED

Consent and Joinder

COME NOW, the undersigned as adjacent owners of the following County Road sought to be vacated,
to-wit:

LEGAL DESCRIPTION AS PER ATTACHED SCHEDULE "A"

And do hereby join in the petition to vacate same now or hereafter to be filed before the County
Commission of St. Johns County, Florida.

Dated this _____ day of _____, 200__.

STATE OF _____
COUNTY OF _____

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized
to administer oaths and take acknowledgments, _____

To me well known to be the persons described in and who executed the foregoing Consent and
Joinder, and acknowledged before me that they executed the same freely and voluntarily for the
purpose therein expressed.

WITNESS my hand and official seal at _____

County of _____, State of _____

This _____ day of _____, 200__.

Notary Public

My Commission Expires: _____

SECTION 29.0 PLAT VACATIONS

Section 29.01 Introduction

Florida Statutes 177.101 govern the vacating of plats subdividing land. In accordance with these guidelines, the following procedures have been established. All expenses in connection with the request to vacate must be paid by the petitioner.

Section 29.02 General Information

The petition and accompanying documents are submitted to the Development Services Division for processing.

Physical Address: 4020 Lewis Speedway, St. Augustine, FL 32084
Mailing Address: P.O. Drawer 349, St. Augustine, FL 32085
Phone: 823-2490
Fax: 823-2699

Fee: \$250.00

Section 29.03 Application Process

- A. The following items must be submitted to process a request to vacate:
1. Petition to Vacate, signed by the record owners of the whole or part of the tract covered by the plat sought to be vacated. Twelve (12) copies.
 2. A title opinion or title search which includes all encumbrances of the subject property.
 3. A map/plat copy depicting the area to be vacated. In some cases, when a portion of the plat is being vacated, a survey may be required. Twelve (12) copies.
 4. Copy of the required notice, for review prior to publication. Upon approval, the Notice must be published in a newspaper of general circulation in the county in which the tract or parcel is located, in not less than two weekly issues of said paper.
 5. Certification from the Tax Collector of St. Johns County, that all taxes have been paid.
 6. A certified engineer's or traffic planner's statement and description of the effect of the proposed vacations on traffic patterns and a conclusion therein that no property or person will be unreasonably affected or inconvenienced by the vacation.
 7. Review fee.

Section 29.04 Review Process

A. The Petition and all supporting documents are routed to the following county review departments:

1. Development Review Coordinator
2. County Attorney, Planning
3. Concurrency
4. Development Review Technical
5. E-911 Addressing
6. Zoning
7. Utilities
8. Transportation Planning
9. G.I.S
10. Survey.

The review time is ten (10) working days.

B. After review is completed, the applicant will be notified of any deficiencies, or will be scheduled for the next available Planning and Zoning Agency meeting at which the petitioner must be present.

C. Upon action by the Planning and Zoning Agency, the petition will be forwarded to the Board of County Commissioners for action. The petitioner must be present at that meeting. Prior to the meeting date, the following items are required:

1. Proof of Notification in compliance with F.S. 177.101(4). This must be obtained from the publishing entity.
2. Updated title opinion with a search date within ten (10) days of the Board hearing date.

D. If the County Commission approves the vacation, the resolution vacating the plat is adopted. It is the petitioners responsibility to pay the recording fees. The plat is not vacated until recorded with the County Clerk.

**PLAT VACATION
Sample Advertisement**

S

**PLEASE NOTE THAT MODIFICATIONS TO THIS SAMPLE MAY BE REQUIRED TO
MEET THE REQUIREMENTS OF YOUR PARTICULAR REQUEST**

NOTICE

NOTICE IS HEREBY GIVEN THAT *(insert name and address)* Intends to petition the Board of County Commissioners for St. Johns County, Florida to vacate (a portion of the) Plat known as *(insert name of subdivision)* as recorded in Map Book *(insert book number)* Page *(insert page number)*. Inclusive of the public records of St.. Johns County, Florida, more particularly described as follows.

E

L

P

M

A

**PLAT VACATION
Sample Petition**

**PLEASE NOTE THAT MODIFICATIONS TO THIS SAMPLE MAY BE REQUIRED TO
MEET THE REQUIREMENTS OF YOUR PARTICULAR REQUEST**

PETITION TO VACATE
THE PLAT OF *(insert name of plat)*

THE HONORABLE BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

Petitioners, *(insert name)*, respectfully petition this Honorable Board as follows:

1. To vacate the (following described portion of the) Plat of *(insert name of plat)*, recorded in Map Book *(insert number)*, Pages *(insert numbers)*, public records of St. Johns County, Florida, and all streets lying therein which have not become highways necessary for use by the traveling public. The portion of said *(insert name of plat)*, sought to be vacated is described as follows:

(SEE EXHIBIT "A", ATTACHED HERETO AND BY REFERENCE MADE
A PART HEREOF.)

2. To adopt a resolution vacating and abandoning the aforesaid (portion of the) Plat of *(insert name of plat)*, and the streets lying therein none of which have become highways necessary for use by the traveling public.

3. In support hereof, Petitioners show that it is the fee simple owner of all lands lying within the (portion of the) Plat of *(insert name of plat)*, sought to be vacated and that all state and county taxes due on the aforesaid property have been paid in full as evidenced by Certificate from the Tax Collector for St. Johns County attached hereto as Exhibit "B"

4. Petitioner further shows that none of the streets platted within the subject property have become highways necessary for use by the general public, nor have any of said streets been opened or used by members of the public.

5. Petitioner further shows that a notice to the public of Petitioner's intent to apply for vacation of (a portion of) the Plat of *(insert name of plat)*, pursuant to Florida Statute

177.101(4) was published in two weekly issues of a newspaper of general circulation as evidenced by the Proof of Publication from the St. Augustine Record attached hereto as Exhibit "C".

(6. The vacation by the County of the portion of the Plat of *(insert name of plat)*, sought to be vacated will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.)

CORPORATION TITLE IF APPLICABLE

By: _____
(name of signee)
(title if applicable)

STATE OF FLORIDA
COUNTY OF _____

(Insert name of Petitioner), Being by me, the undersigned officer, first duly sworn, says on oath that he is a Vice President of *(insert name of corporation)*, a corporation authorized to do business in the State of Florida, the Petitioner named in the foregoing Petition to vacate (a portion of) the plat of *(insert name of plat)*, that he has read and knows the contents thereof and the statements contained therein are true and correct.

(printed name)

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 200__, who is known to me or has provided _____ as identification, and who did take an oath.

Print Name: _____
Notary Public State of Florida at Large
My commission Expires: _____
Commission Number: _____

PLEASE NOTE THAT THE ABOVE NOTARY FORMAT IS FOR A CORPORATION AND MUST BE REVISED FOR AN INDIVIDUAL'S USE.

SECTION 30.0 RIGHT OF WAY PERMITTING

Section 30.01 Introduction

A right of way permit is required to regulate construction or installation of any utility or placement of any temporary or permanent structure within any right of way owned by St. Johns County.

Applicant is responsible to adhere to all the regulations related to right of way within Article 6 of the Land Development Code.

Right of way permits are submitted to and processed by the Engineering Division.

Location: St. Johns County Engineering Division
2740 Industry Center Rd.
St. Augustline, FL 32084

Phone Number: (904) 823-2414 General information
Facsimile: (904) 823-2394

Fees: See attached Exhibit "A":
Total Fees are to be determined by the Right of Way Manager or designee.

Section 30.02 Exemptions

The following situations do not require obtaining a right of way permit.

- A. Approved Building Permits include driveway/culvert connection and do not require a right of way permit.
- B. Utilities performing Emergency maintenance or Repair work do not require a right of way Permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD). Notification of emergency work is still required. Call Engineering Division at (904) 823-2537.
- C. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from permitting providing all utility work within the Right of Way is shown on the approved Engineering plans and constructed prior to final acceptance by St. Johns County.
- D. Mailboxes – meeting the standards set forth in Section 6.04.04D of the Land Development Code do not require submittal and approval of a right of way permit.
- E. St. Johns County Utility Department is exempt from obtaining a right of way permit for work performed by St. Johns County forces.

Section 30.03 Application Process:

- A. All right of way permits
 - 1. Fill out applicant's name, mailing address, telephone, and contact name in line 1.

2. Mark the appropriate box to the proposed activity under line 2.

Mark Box A for driveway connections either permanent or temporary. Fill out the address of the proposed work and legal description, if available.

Mark Box B for Utilities such as: water, sewer, stormsewer, electric, gas, cable TV, telephone or fiber optic.

Mark Box C, Other for: landscaping, irrigation, house moving or other non-listed activity.

3. Read, sign and date the statement under line 3.

The Zone number and right of way permit number will be assigned by the permit processor upon approval.

The rest of the form is for Official use only.

B. Driveways and Culverts (use Right of Way Diveway/Culvert Permit Application)

The following procedures apply for residential driveway connections and culvert installations, excluding commercial driveways. For information and procedures on commercial driveways contact the Engineering Division for requirements.

1. Residential Use Only

The following is a list of St. Johns County Road & Bridge Department and Engineering Division procedures with regards to applying for driveway and/or culvert permits. Please read this procedure over carefully and discuss any questions you may have with the person taking your application in the Engineering Division. If you have approved building plans from the Building Department, you do not need to apply for an additional driveway/culvert permit.

- a. When applying for your Right of Way permit for driveways and/or culverts at the Engineering Division, make sure to include a detailed map for locating your site, lot size, survey and legal description if available, and a drawing showing the proposed exact center location of your culvert and/or driveway. The end of your culvert cannot be less than five feet from the corner property line. The fee for each driveway and/or culvert permit is \$35.00 and must be submitted with your application. This fee is non-refundable and must be paid by check or money order. Please make check payable to St. Johns County. Also, please make sure you sign and date the permit before submitting it.
- b. Upon receiving and/or completing your application paperwork you must get a wooden stake from the Engineering Division. Use this wooden stake to mark the center of where your proposed culvert and/or driveway will go. The Road and Bridge inspector will use this wooden stake to provide information you will need to install your culvert. See Note "C" for further information.
- c. Your approved or denied Right of Way permit application will be mailed back to you. If approved, your application will be issued with a permit number.

Depending on the current volume of permits being reviewed by the Engineering Division, your permit should be completed within 15 business days. Upon approval of your application, the Engineering Department will forward your application paperwork to the Road and Bridge Department and a copy of the approved permit will be issued to the area inspector. Upon receipt of the approved permit at the Road and Bridge Department, the inspector should complete the inspection within two (2) business days. **Please note that all information you will need will be written on the wooden stake including the required size of your culvert.**

- d. Once your culvert and/or driveway has been installed and you are ready for your "FINAL INSPECTION", please call the Road and Bridge Department at (904) 823-2660, stating that your culvert and/or driveway is ready for a final inspection. It is Imperative that you specify "Right of way Permit" and have the site address available when you call in for the final inspection.

SHOULD YOU HAVE ANY QUESTIONS ON THE INSTALLATION OF THE CULVERT AND/OR DRIVEWAY, PLEASE CALL THE ROAD AND BRIDGE DEPARTMENT AT (904) 823-2660.

C. Utility Permits (use Right of Way Permit Application):

1. Fill out application per Section B.
2. Submit at least 3 sets of Engineering Drawings depicting proposed activity. Designs must meet all St. Johns County standards outlined in the Land Development Code and the St. Johns County Utility Department for special requirements.
3. For gas line installations contact the St. Johns County Engineering Division for special requirements.

D. Other Permits: (Landscaping, Irrigation, House Moving, etc.)

1. Fill out application per section C (use Right of Way Permit Application).
2. Landscaping and irrigation permits require 3 sets of plans. The plans must clearly show all proposed activity within the right of way.
3. Sight distance triangles must be shown on all landscaping plans.
4. House moving requires Road & Bridge and Utility clearance. 3 maps showing the proposed route clearly marked must be submitted along with permit application. Date and time of moving must also be provided. Additional permits from the Department of Transportation and other agencies may also be required.

Section 30.04 Review Process

- A. Application and all supporting documents may be routed as required to one or more of the following County Departments:

Development Services, Utilities, Traffic, Fire Services, Zoning, Engineering and Legal.

- B. Review and approval may take up to 15 business days.
- C. After review is completed the applicant will be notified by mail or phone if there are any outstanding comments.
- D. Applicant is responsible for responding to any outstanding comments and/or plan revisions. Additional information may be needed to complete the permit.
- E. Upon approval, the applicant will be notified by phone or mail. However, no work may be started until the permit is activated 48 hours in advance of any work being started.

**"EXHIBIT A"
Fee Schedule for Right-of-Way Permitting**

PERMIT NUMBER: _____

A) DRIVEWAY CONNECTION PERMIT- REVIEW AND INSPECTION PER DRIVEWAY \$35.00 x _____ = \$ _____

B) NEW POLE/STRUCTURE INSTALLATIONS INVOLVING NO MORE THAN THREE STRUCTURES SUBJECT TO: \$20.00 x _____ = \$ _____

- ◆ ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT.
- ◆ INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT.
- ◆ INSTALLATIONS ADJACENT TO RIGHT-OF-WAY IN UTILITY EASEMENT WHERE ACCESS FOR INSTALLATION IS BY PUBLIC RIGHT-OF-WAY.
- ◆ NOT OTHERWISE EXEMPT FROM PERMIT OR OTHER USES.

C) CONDUIT SERVICE LATERAL INSTALLATIONS WHICH DO NOT CROSS A ROADWAY AND ARE PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE. \$35.00 x _____ = \$ _____

D) ALL OTHER USES, INCLUDING UTILITIES-REVIEW AND INSPECTION:

- ◆ BASE REVIEW FEE \$100.00 x _____ = \$ _____
- ◆ PER EACH JACK AND BORE LOCATION \$ 25.00 x _____ = \$ _____
- ◆ PER EACH ROADWAY CUT LOCATION \$100.00 x _____ = \$ _____
- ◆ PER 1,000 LINEAR FT OF OVERHEAD UTILITY INSTALLATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF. \$10.00/1000'x _____ = \$ _____
- ◆ PER 1,000 LINEAR FT OF UNDERGROUND UTILITY INSTALLATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF. \$15.00/1000'x _____ = \$ _____

E) LANDSCAPING \$100.00 x _____ = \$ _____

F) IRRIGATION \$100.00 BASE + \$15.00/1000 LINEAR FEET x _____ = \$ _____

G) HOUSE MOVING (COST/HOUSE) \$100.00 x _____ = \$ _____

TOTAL COST: _____
ADDITIONAL COST: _____

H) RIGHT-OF-WAY PERMIT TIME EXTENSION (MATCH PERMIT FEE UP TO \$50.00 MAXIMUM)

REVIEWED BY: _____ (SJC PERSONNEL) DATE: _____



ENGINEERING OPERATIONS Zone _____
Right-of-Way Driveway/Culvert Permit Application

R-O-W PERMIT NUMBER _____

For construction within County road right-of-way requiring this permit in accordance with the provisions of the St. Johns County Land Development Code Ordinance 99-51 and the St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189, with revisions.

1. Applicant's Name _____
Mailing Address _____
Telephone _____ Contact Name (Print only) _____
Project Number (Utility Use Only) _____

2. Proposed construction (Check the appropriate box and provide the required information).
 A. **Driveway** Check One **Permanent** _____ **Or Temporary** _____
Address connecting to County Road: _____
Legal Description of property to be served _____
 C. **Other** (Describe) _____
Location _____

3. I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE GENERAL CONDITIONS OF THE PERMIT, INCLUDING THE BELOW STATED CONDITIONS, REQUIREMENTS AND THE GENERAL CONDITIONS ATTACHED HERETO.

Date Signature of Applicant

FOR OFFICIAL USE ONLY

Permission for the above-described construction is granted subject to these additional requirements:

- 1. Culvert size required _____
- 2. **CALL 904-823-2660 for FINAL INSPECTION** after completion of all work. (Refer to Note 4)

EFFECTIVE DATE OF PERMIT: _____ **EXPIRATION DATE OF PERMIT:** _____
Affix Stamp Here

ROW Coordinator _____

QA/QC _____

Permit FEE: \$ _____

Paid by Check# _____

SPECIAL CONDITIONS

- 1. Call Sunshine 48 hours before you dig at 1-800-432-4770 It's the Law in Florida
- 2. _____

(attach additional page and sketches if necessary)

GENERAL CONDITIONS

1. All authorized work shall be completed in accordance with this approved application, the provisions of the St. Johns County Roadway and Drainage Standards Ordinance 96-40 and St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189 with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project.
2. Public safety shall be maintained during construction in accordance with the Provisions of Part 6, Work Zone Traffic control, of the Manual on Uniform Traffic Control Devices. Maintenance of Traffic Plan required with application submittal.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities, or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair.
5. **This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying approved permit to their contractor or subcontractor who must have it on site during construction. Failure to present approved permit upon demand will result in immediate shutdown of construction.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.
7. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation the alteration or relocation of all, or any portion of said road or highway as determined by St. Johns County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road or highway, for reset or relocation thereon as required by St. Johns County, and at the expense of the permittee unless reimbursement is authorized.
9. All materials, equipment and workmanship shall be subject to inspection by St. Johns County **who shall be notified forty-eight (48) hours in advance of your starting work at 904-823-2537.**
10. All St. Johns County Right of Way shall be restored to its original or better condition, in keeping with St. Johns County specifications, and in a manner satisfactory to the Engineering Operations and /or Development Services Department.
11. All installation shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached sketches covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Operations within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. A set of stamped drawings signed and sealed by a Florida Registered Engineer may be required.

GENERAL CONDITIONS CONTINUED

13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of St. Johns County's right, title and interest in the land to be entered upon and used by the holder, and the holder, will at all times, assume all risk and indemnify, defend and save harmless the County of St. Johns and all of its Departments from and against any and all loss, damage, cost or expensive arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)
14. In case of noncompliance with St. Johns County requirements this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the County.
15. St. Johns County reserves the right to withhold issue of current and future permits to the applicant for failing to comply with St. Johns County or Engineering Operations requests or General Conditions, and Ordinance or Resolutions.
16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgement, action, cost, or expense incurred, or brought against St. Johns County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.

EXEMPTIONS

1. Approved Building Permits include Driveway Connection and do not require a Right of Way Permit.
2. Utilities performing Emergency Maintenance or Repair work do not require a Right of Way Permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD).
3. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from permitting. Providing all utility work within the Right of Way is shown on the approved Engineering plans and constructed prior to final acceptance by St. Johns County.



REVIEWED BY: _____ (SJC PERSONNEL) DATE: _____

ENGINEERING OPERATIONS Right-of-Way Permit Application

R-O-W PERMIT NUMBER _____

For construction within County road right-of-way requiring this permit in accordance with the provisions of the St. Johns County Land Development Code Ordinance 99-51 and the St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189, with revisions.

1. Applicant's Name _____
Mailing Address _____
Telephone _____ Contact Name (Print only) _____
Project Number (Utility Use Only) _____

2. Proposed construction (Check the appropriate box and provide the required information).
 A. **Driveway** Check One **Permanent** _____ Or **Temporary** _____
Address connecting to County Road: _____
Legal Description of property to be served _____

B. **Utilities** Type _____
Location _____

C. **Other** (Describe) _____
Location _____

3. I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE GENERAL CONDITIONS OF THE PERMIT, INCLUDING THE BELOW STATED CONDITIONS, REQUIREMENTS AND THE GENERAL CONDITIONS ATTACHED HERETO.

_____ Date _____ Signature of Applicant

FOR OFFICIAL USE ONLY

Permission for the above-described construction is granted subject to these additional requirements:

- 1. Culvert size required _____
- 2. **CALL 904-823-2537 for FINAL INSPECTION** after completion of all work. (Refer to Note 4)

EFFECTIVE DATE OF PERMIT: _____ EXPIRATION DATE OF PERMIT: _____

Affix Stamp Here

ROW Coordinator _____
QA/QC _____

Permit FEE: \$ _____

Paid by Check# _____

SPECIAL CONDITIONS

- 1. Call Sunshine 48 hours before you dig at 1-800-432-4770 It's the Law in Florida _____
- 2. _____

(attach additional page and sketches if necessary)

GENERAL CONDITIONS

1. All authorized work shall be completed in accordance with this approved application, the provisions of the St. Johns County Roadway and Drainage Standards Ordinance 96-40 and St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189 with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project.
2. Public safety shall be maintained during construction in accordance with the Provisions of Part 6, Work Zone Traffic control, of the Manual on Uniform Traffic Control Devices. Maintenance of Traffic Plan required with application submittal.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities, or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair.
5. **This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying approved permit to their contractor or subcontractor who must have it on site during construction. Failure to present approved permit upon demand will result in immediate shutdown of construction.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.
7. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation the alteration or relocation of all, or any portion of said road or highway as determined by St. Johns County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road or highway, for reset or relocation thereon as required by St. Johns County, and at the expense of the permittee unless reimbursement is authorized.
9. All materials, equipment and workmanship shall be subject to inspection by St. Johns County **who shall be notified forty-eight (48) hours in advance of your starting work at 904-823-2537.**
10. All St. Johns County Right of Way shall be restored to its original or better condition, in keeping with St. Johns County specifications, and in a manner satisfactory to the Engineering Operations and /or Development Services Department.
11. All installation shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached sketches covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Operations within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. A set of stamped drawings signed and sealed by a Florida Registered Engineer may be required.

GENERAL CONDITIONS CONTINUED

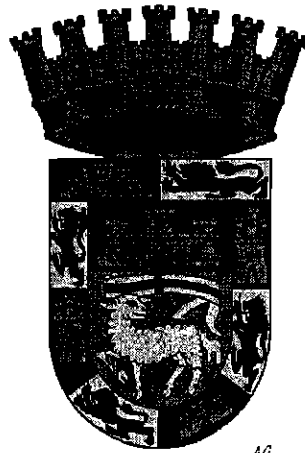
13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of St. Johns County's right, title and interest in the land to be entered upon and used by the holder, and the holder, will at all times, assume all risk and indemnify, defend and save harmless the County of St. Johns and all of its Departments from and against any and all loss, damage, cost or expense arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)
14. In case of noncompliance with St. Johns County requirements this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the County.
15. St. Johns County reserves the right to withhold issue of current and future permits to the applicant for failing to comply with St. Johns County or Engineering Operations requests or General Conditions, and Ordinance or Resolutions.
16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgement, action, cost, or expense incurred, or brought against St. Johns County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.

EXEMPTIONS

1. Approved Building Permits include Driveway Connection and do not require a Right of Way Permit.
2. Utilities performing Emergency Maintenance or Repair work do not require a Right of Way Permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD).
3. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from permitting. Providing all utility work within the Right of Way is shown on the approved Engineering plans and constructed prior to final acceptance by St. Johns County.

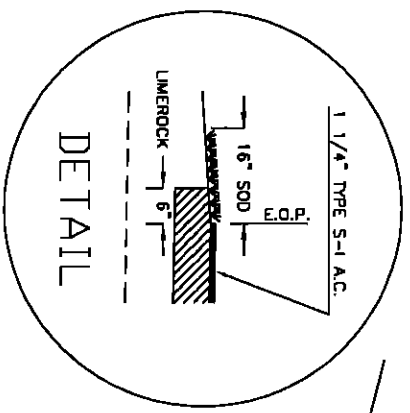
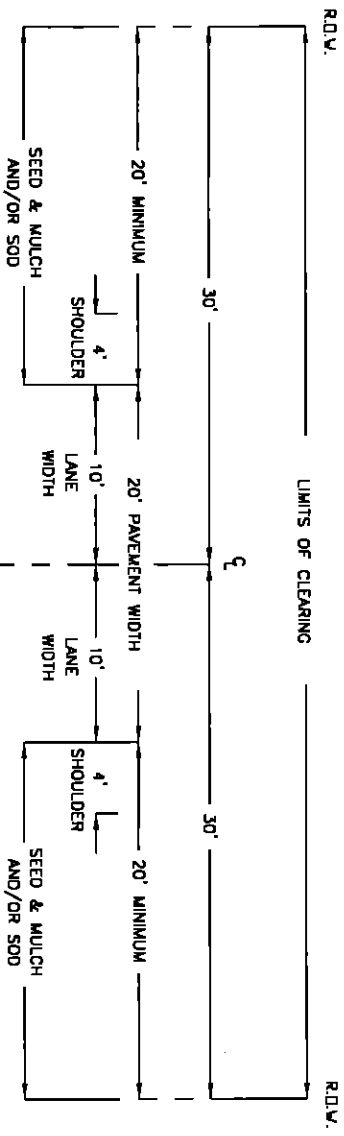
St. Johns County

Standards & Detail Manual

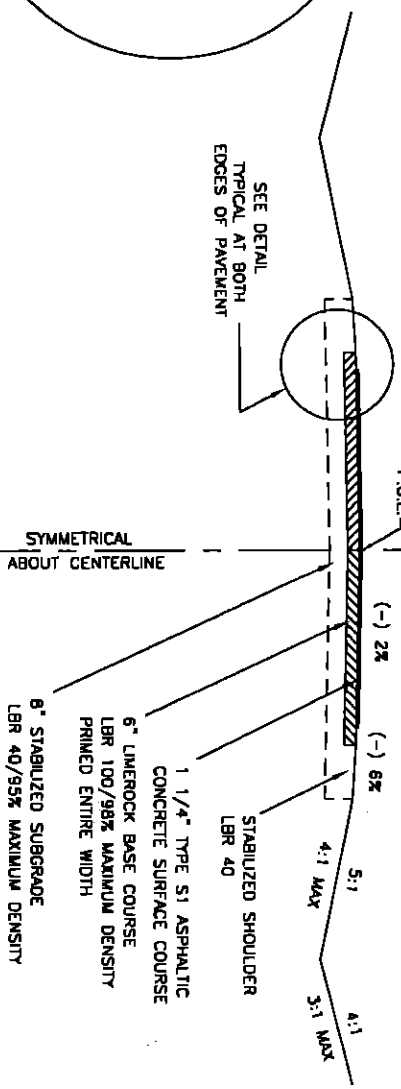


Adopted

RIGHT-OF-WAY WIDTH: 60 FEET



OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE
UPON APPROVAL BY THE PUBLIC WORKS DEPARTMENT



- 1 1/4" TYPE S1 ASPHALTIC CONCRETE SURFACE COURSE
- 6" LIMEROCK BASE COURSE
- LBR 100/98% MAXIMUM DENSITY PRIMED ENTIRE WIDTH
- STABILIZED SHOULDER LBR 40
- 6" STABILIZED SUBGRADE LBR 40/95% MAXIMUM DENSITY

STRUCTURAL NUMBER: 2.27

Use of this typical section is subject to approval by the County Administrator or designee

ROADWAY AND DRAINAGE STANDARDS PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION ST. JOHNS COUNTY	REVISION DATES	LOCAL ROAD - 2 LANE TYPICAL SWALED SECTION	DETAIL NO. 2 DWG: DETAIL 2.DWG ADOPTED:
---	----------------	---	---

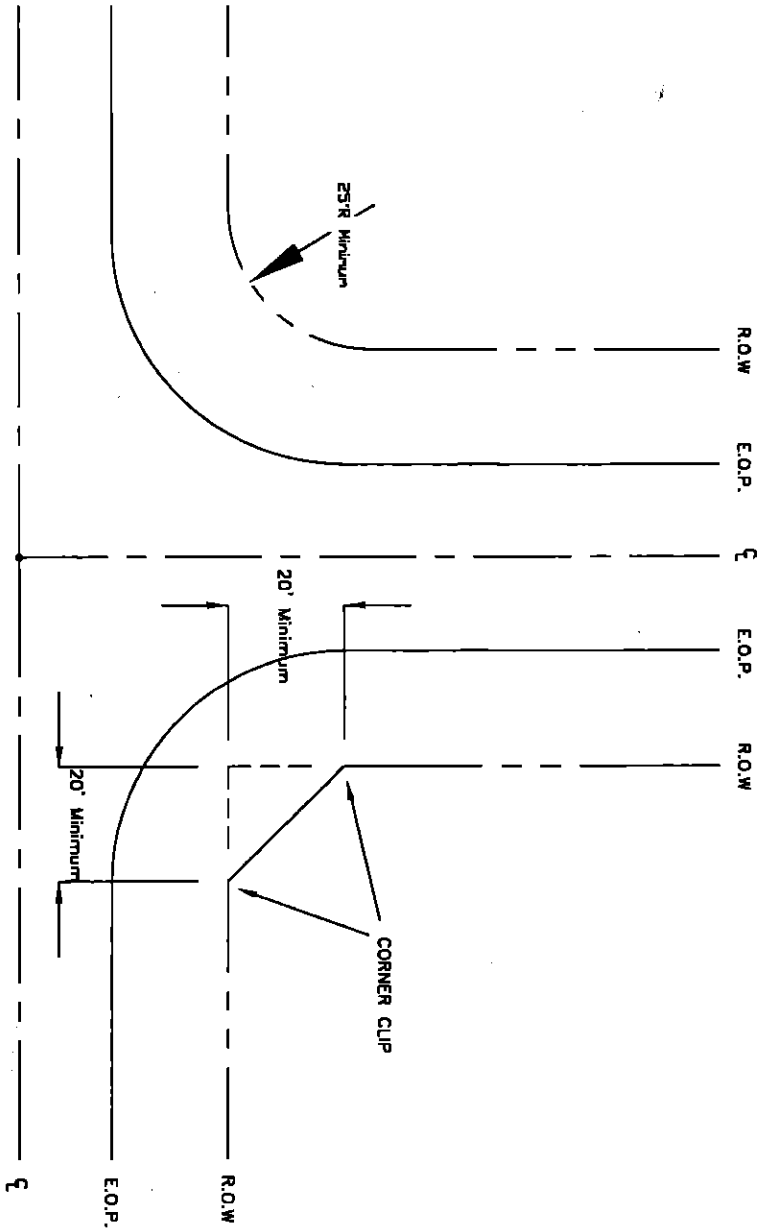
LAND DEVELOPMENT CODE
STANDARDS AND DETAILS
ST JOHNS COUNTY

REVISION DATES

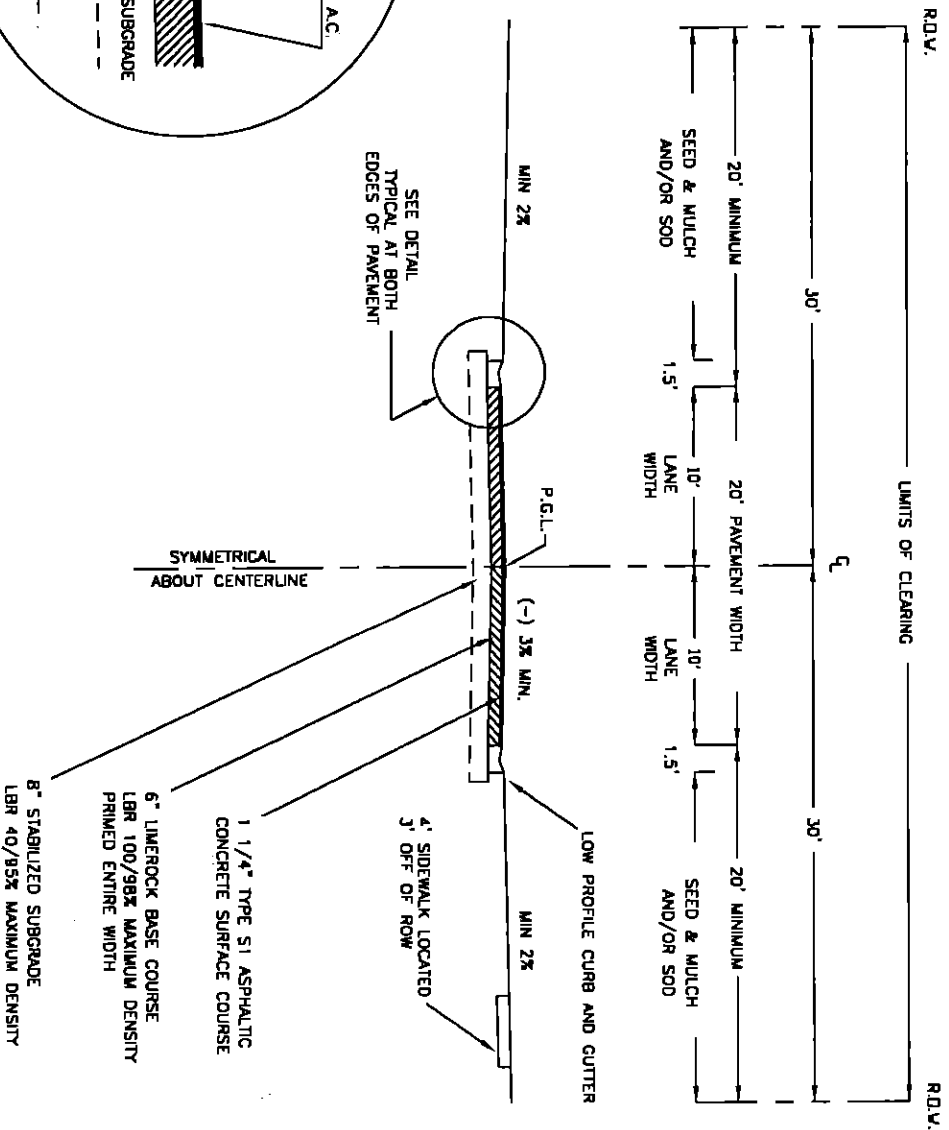
RIGHT-OF-WAY CORNER CLIPS

DETAIL NO. 100

DWG: DETAIL-1.DWG
ADOPTED:



RIGHT-OF-WAY WIDTH: 60 FEET



OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE UPON APPROVAL BY THE DEVELOPMENT REVIEW DEPARTMENT

STRUCTURAL NUMBER: 2.27

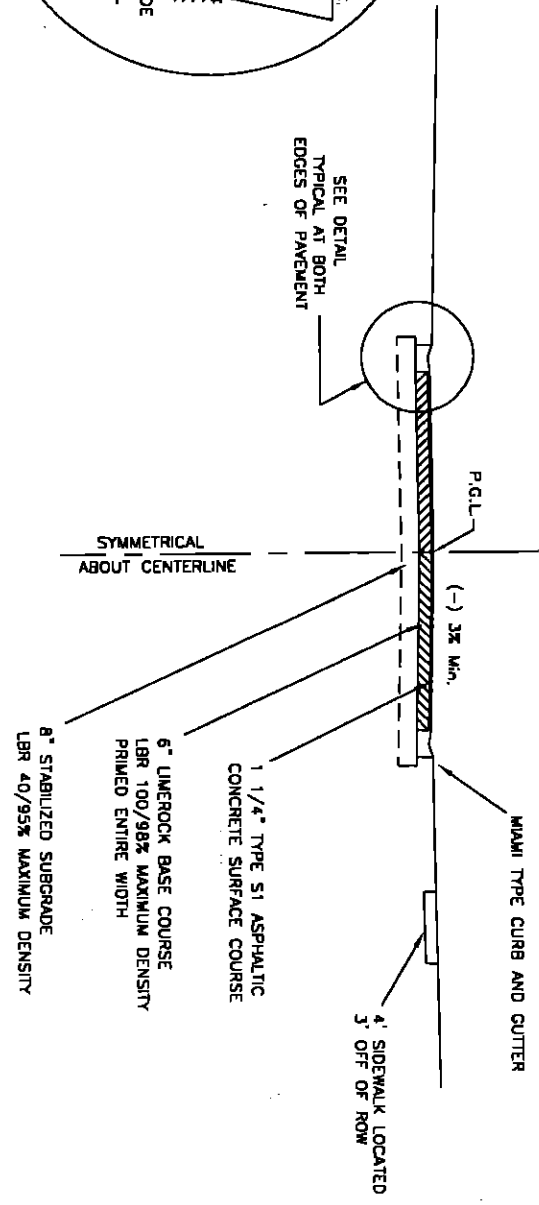
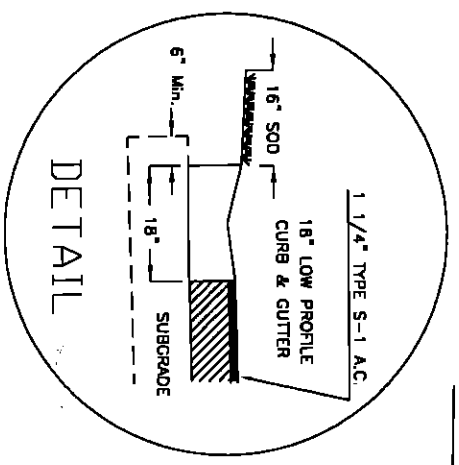
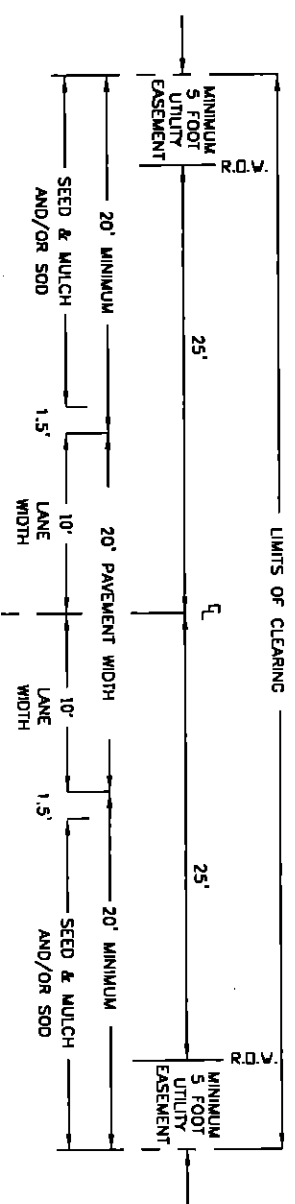
LAND DEVELOPMENT CODE
STANDARDS AND DETAILS
ST JOHNS COUNTY

REVISION DATES

LOCAL ROAD - 2 LANE
TYPICAL CURB & GUTTER SECTION

DETAIL NO. 101
DWG: DETAIL-2.DWG
ADOPTED:

RIGHT-OF-WAY WIDTH: 50 FEET

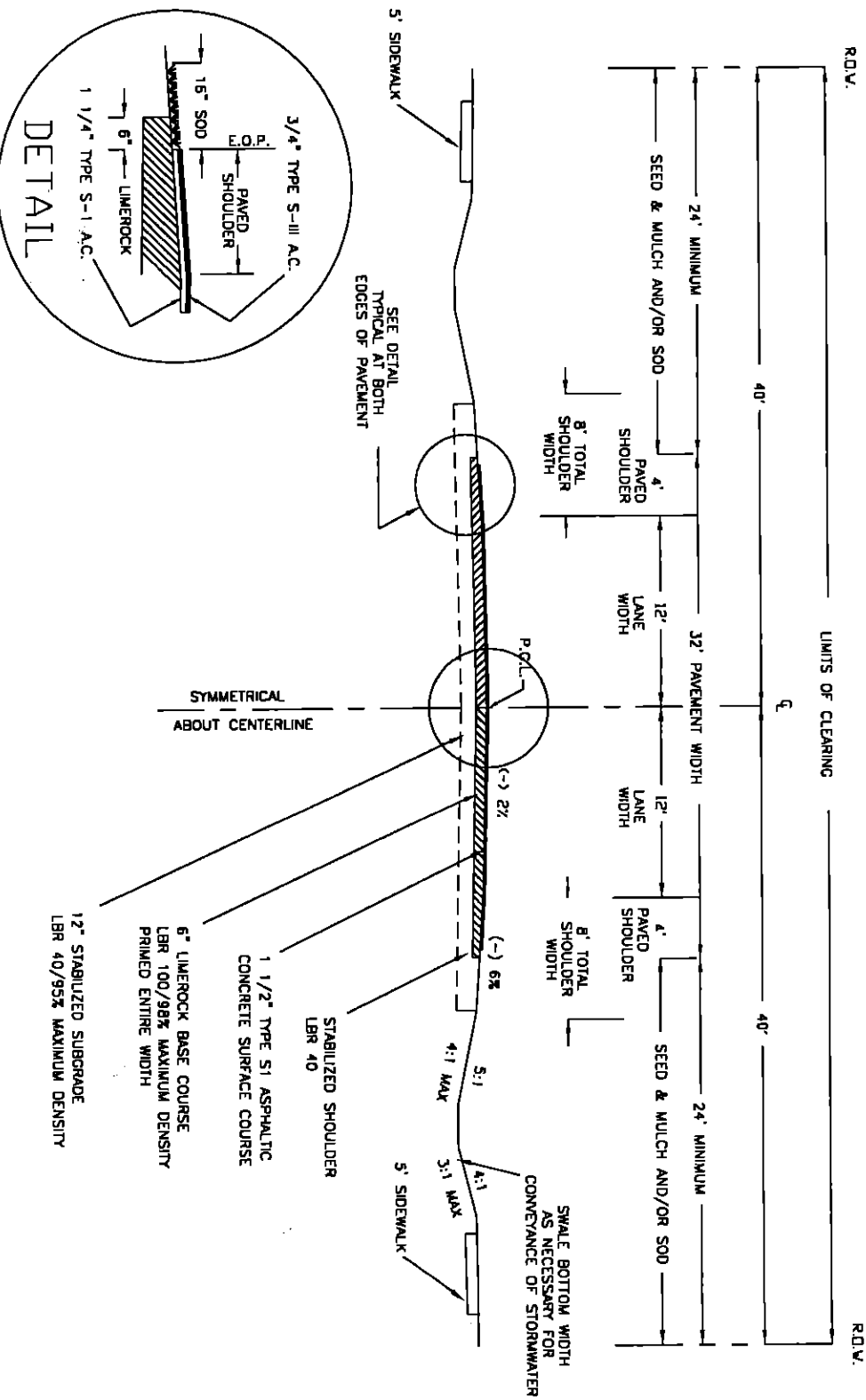


OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE UPON APPROVAL BY THE DEVELOPMENT REVIEW DEPARTMENT

STRUCTURAL NUMBER: 2.27

LAND DEVELOPMENT CODE STANDARDS AND DETAILS ST JOHNS COUNTY	REVISION DATES	LOCAL ROAD - 2 LANE TYPICAL CURB & GUTTER SECTION	DETAIL NO. 102 DWG: DETAIL-3.DWG ADOPTED:
---	----------------	--	---

RIGHT-OF-WAY WIDTH: 80 FEET

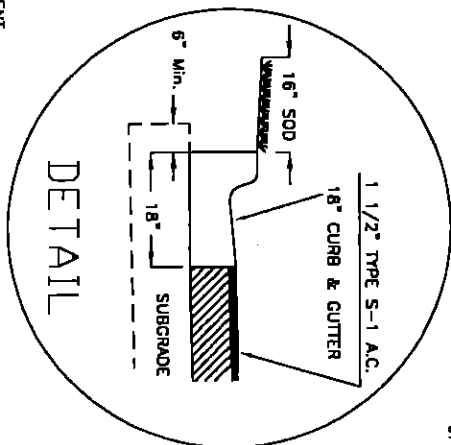
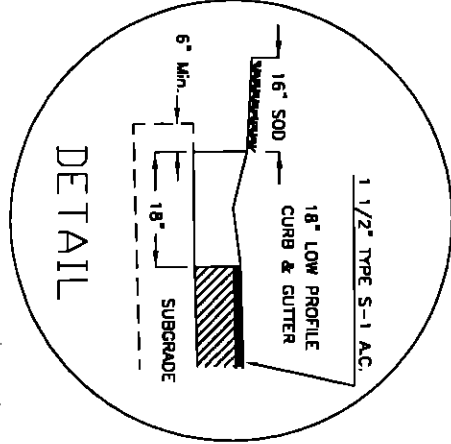
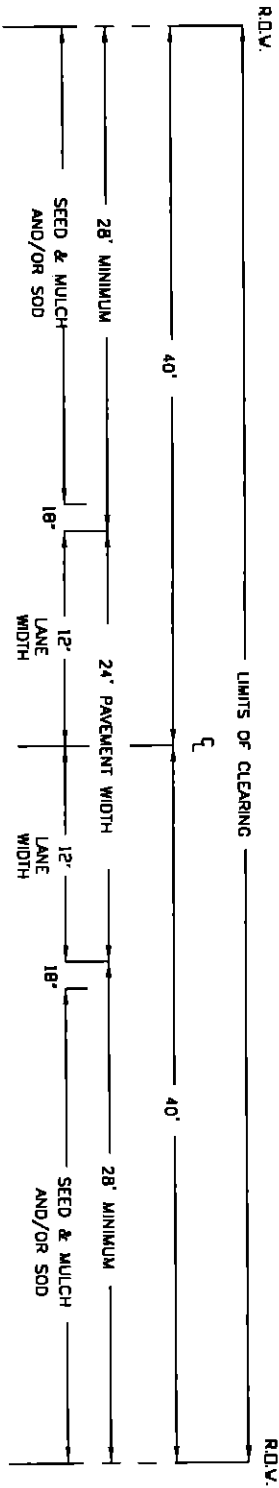


OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE UPON APPROVAL BY THE DEVELOPMENT REVIEW DEPARTMENT

STRUCTURAL NUMBER: 2.70

<p>LAND DEVELOPMENT CODE STANDARDS AND DETAILS ST JOHNS COUNTY</p>	<p>REVISION DATES</p>
<p>MINOR COLLECTOR - 2 LANE TYPICAL SWALED SECTION</p>	<p>DETAIL NO. 103 DWG: DETAIL-4.DWG ADOPTED:</p>

RIGHT-OF-WAY WIDTH: 80 FEET



SEE DETAIL TYPICAL AT BOTH EDGES OF PAVEMENT

SYMMETRICAL ABOUT CENTERLINE

6" LIMEROCK BASE COURSE
LBR 100/98% MAXIMUM DENSITY
PRIMED ENTIRE WIDTH

1 1/2" TYPE S1 ASPHALTIC
CONCRETE SURFACE COURSE

12" STABILIZED SUBGRADE
LBR 40/95% MAXIMUM DENSITY

MIAMI TYPE CURB AND GUTTER
OR STANDARD CURB AND GUTTER

OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE
UPON APPROVAL BY THE PUBLIC WORKS DEPARTMENT

STRUCTURAL NUMBER: 2.70

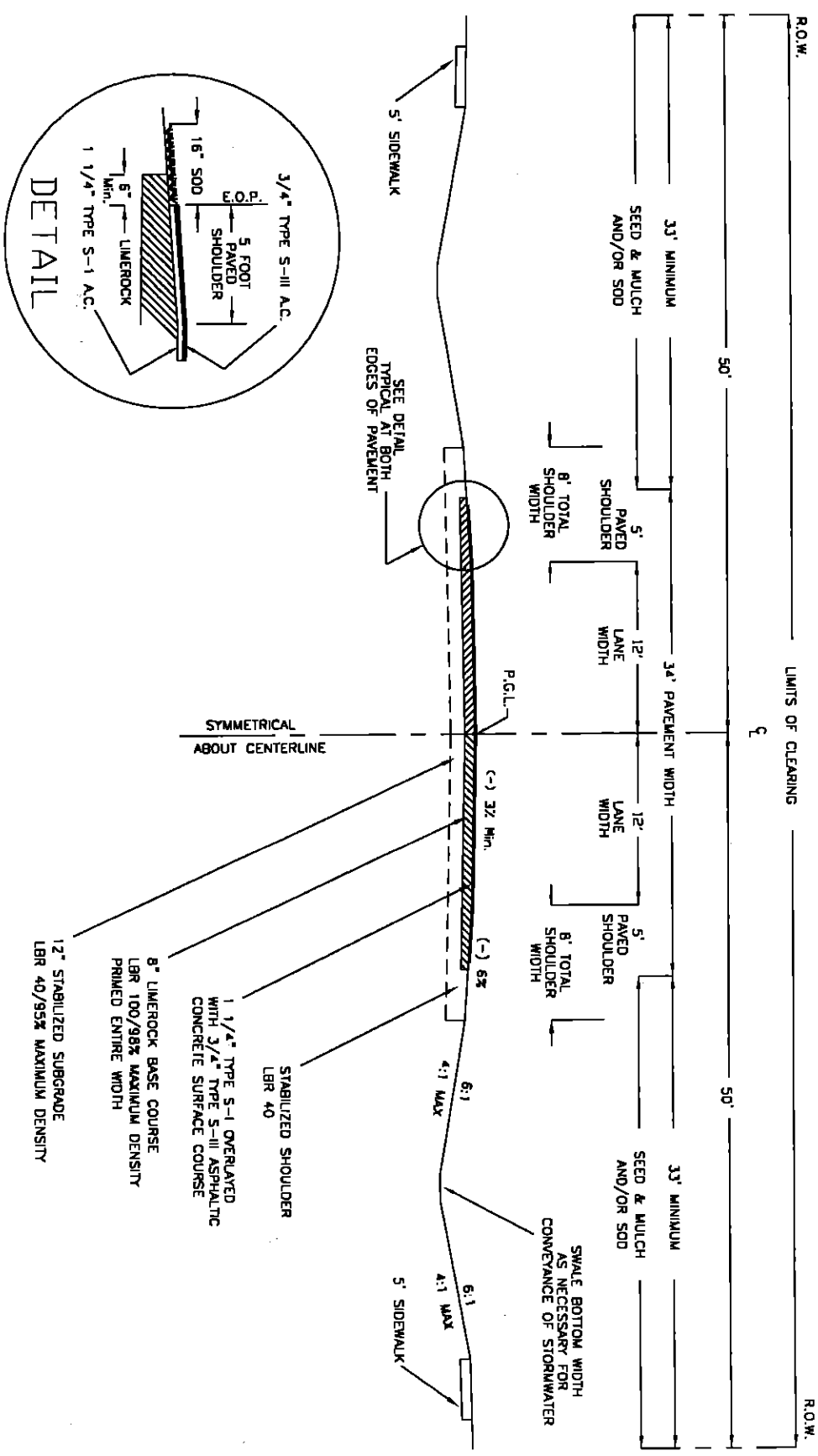
ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST JOHNS COUNTY

REVISION DATES

MINOR COLLECTOR - 2 LANE
TYPICAL CURB & GUTTER SECTION

DETAIL NO. 104
DWG: DETAIL-5.DWG
ADOPTED:

RIGHT-OF-WAY WIDTH: 100 FEET



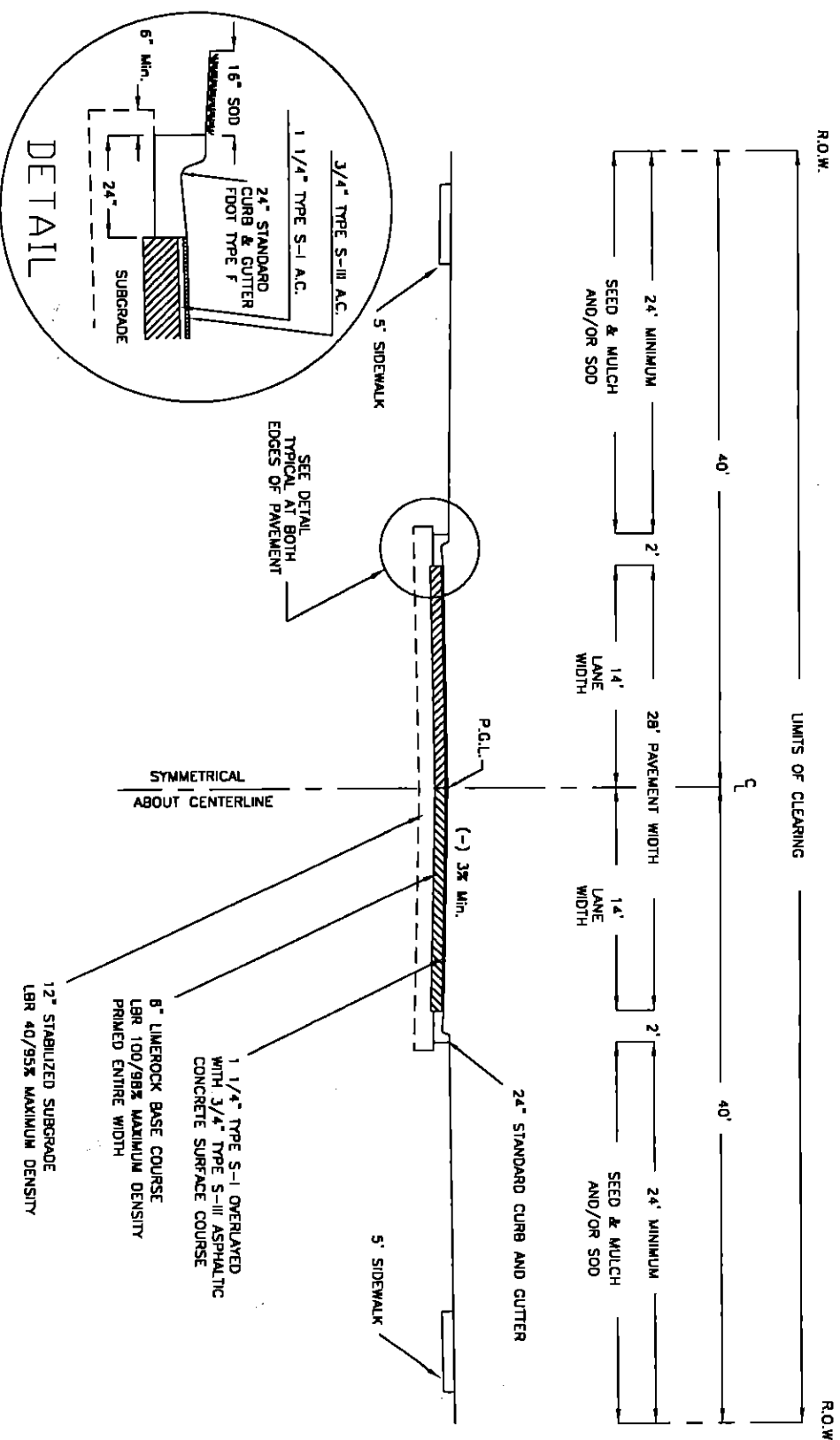
OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE
UPON APPROVAL BY THE PUBLIC WORKS DEPARTMENT

STRUCTURAL NUMBER: 3.28

ROADWAY AND DRAINAGE STANDARDS PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION ST JOHNS COUNTY	REVISION DATES

MAJOR COLLECTOR - 2 LANE TYPICAL SWALED SECTION	DETAIL NO. 105
DWG: DETAIL-6.DWG	ADOPTED:

RIGHT-OF-WAY WIDTH: 80 FEET



OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE
UPON APPROVAL BY THE PUBLIC WORKS DEPARTMENT

STRUCTURAL NUMBER: 3.28

ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST JOHNS COUNTY

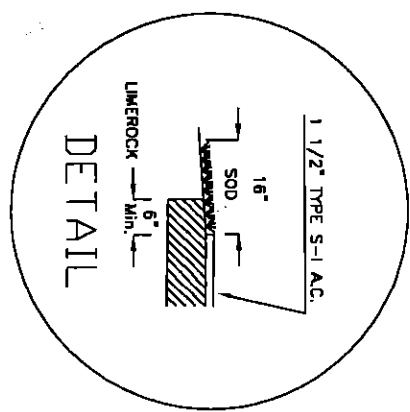
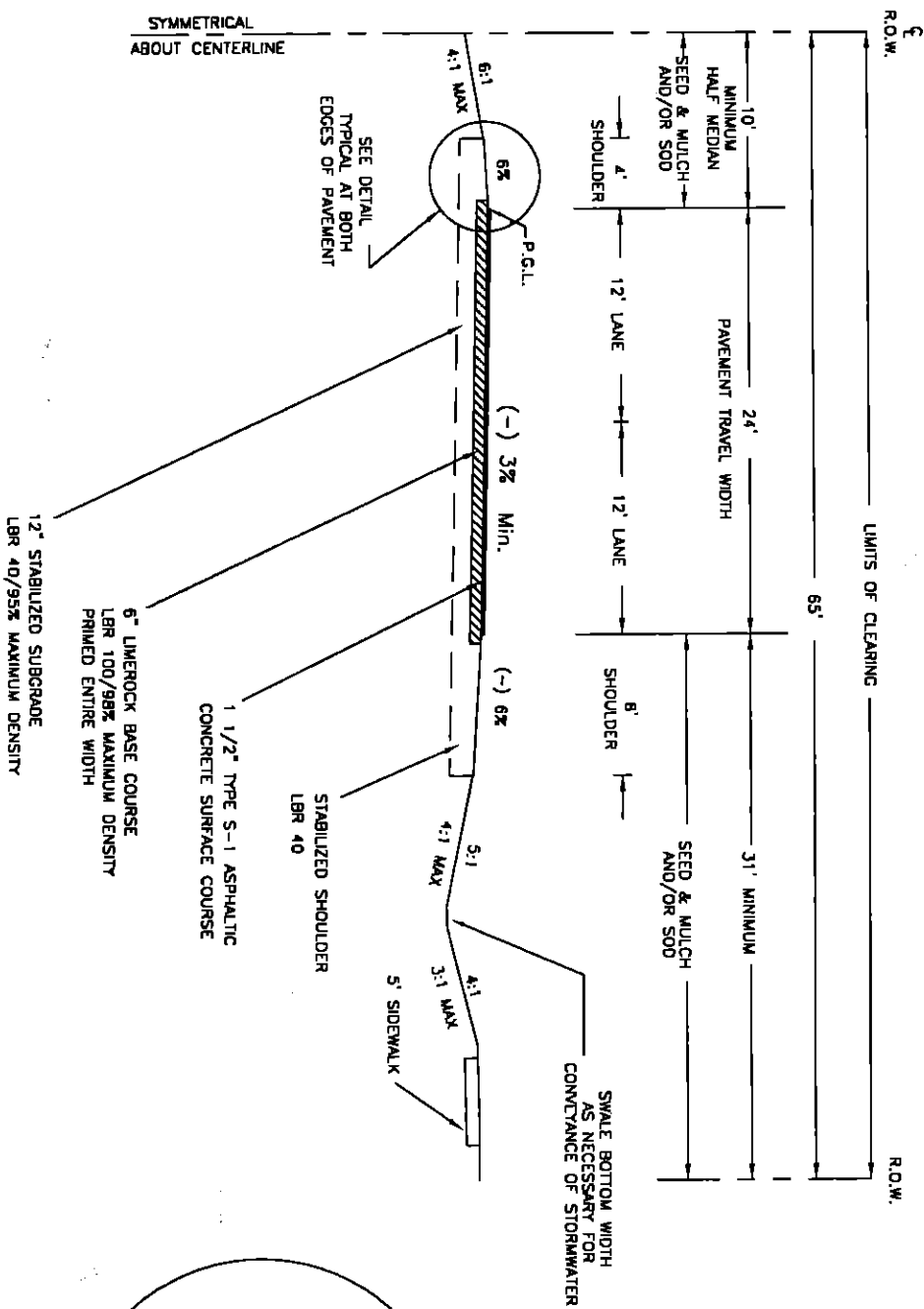
MAJOR COLLECTOR - 2 LANE
TYPICAL CURB & GUTTER SECTION

DETAIL NO. 106
DWG: DETAIL-7.DWG
ADOPTED:

REVISION DATES

DETAIL

RIGHT-OF-WAY WIDTH: 130 FEET (HALF SECTION SHOWN)



OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE UPON APPROVAL BY THE PUBLIC WORKS DEPARTMENT

STRUCTURAL NUMBER: 2.70

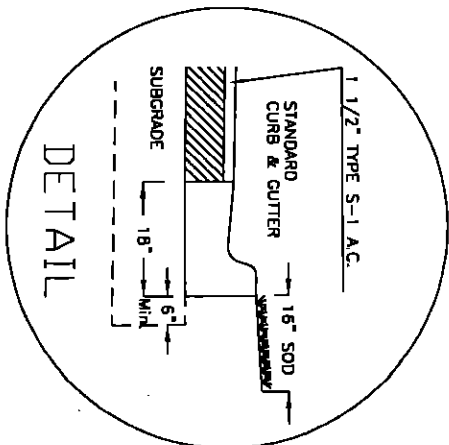
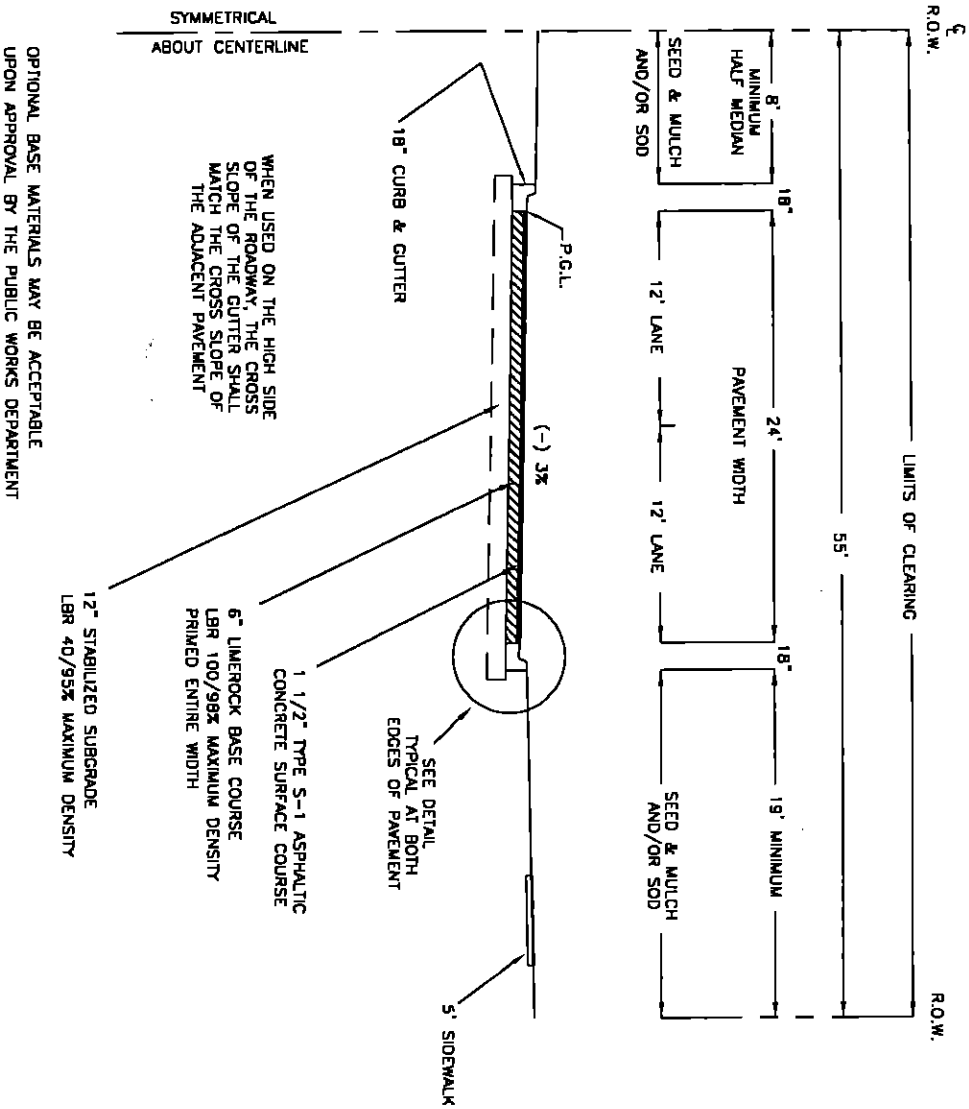
ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST JOHNS COUNTY

REVISION DATES

MINOR COLLECTOR - 4 LANE
TYPICAL SWALED SECTION

DETAIL NO. 107
DWG: DETAIL-8.DWG
ADOPTED:

RIGHT-OF-WAY WIDTH: 110 FEET (HALF SECTION SHOWN)



ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST. JOHNS COUNTY

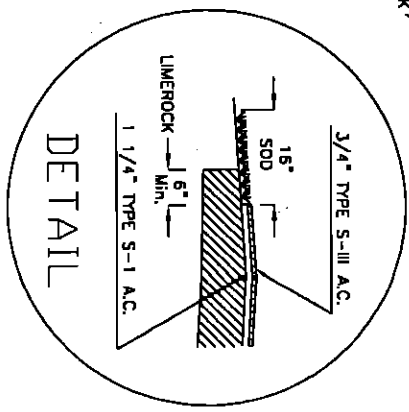
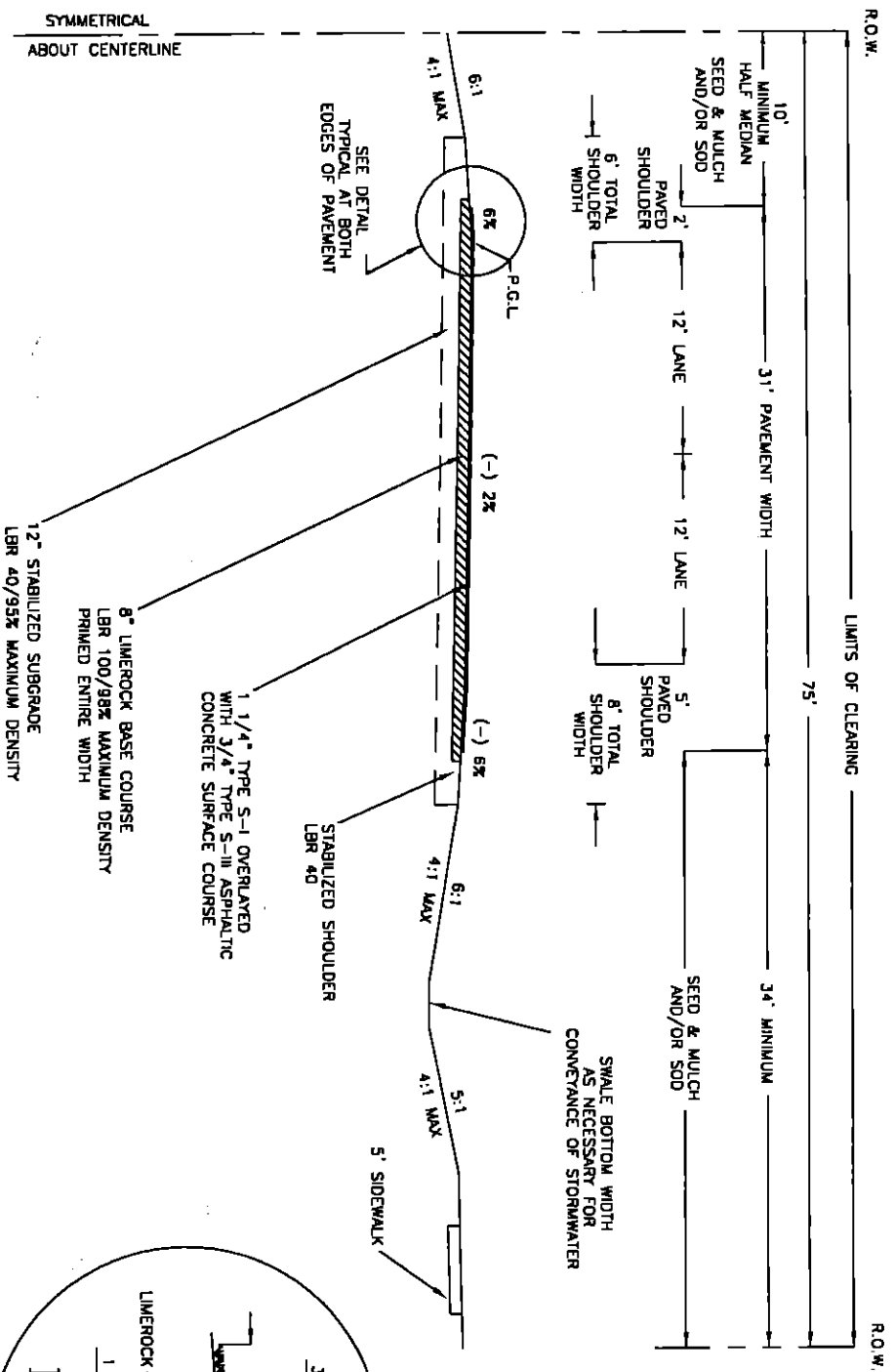
REVISION DATES	

MINOR COLLECTOR - 4 LANE
TYPICAL CURB & GUTTER SECTION

DETAIL NO. 108
DWG: DETAIL-9.DWG
ADOPTED:

STRUCTURAL NUMBER: 2.70

RIGHT-OF-WAY WIDTH: 150 FEET (HALF SECTION SHOWN)



OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE UPON APPROVAL BY THE PUBLIC WORKS DEPARTMENT

STRUCTURAL NUMBER: 3.28

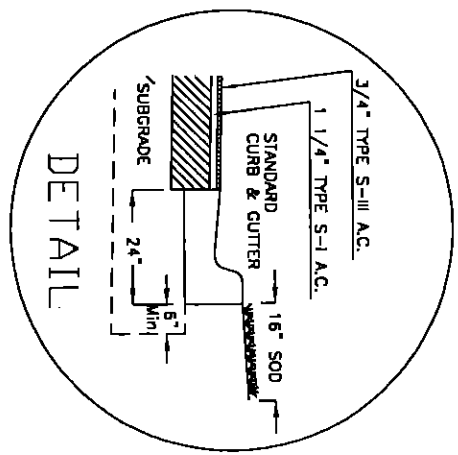
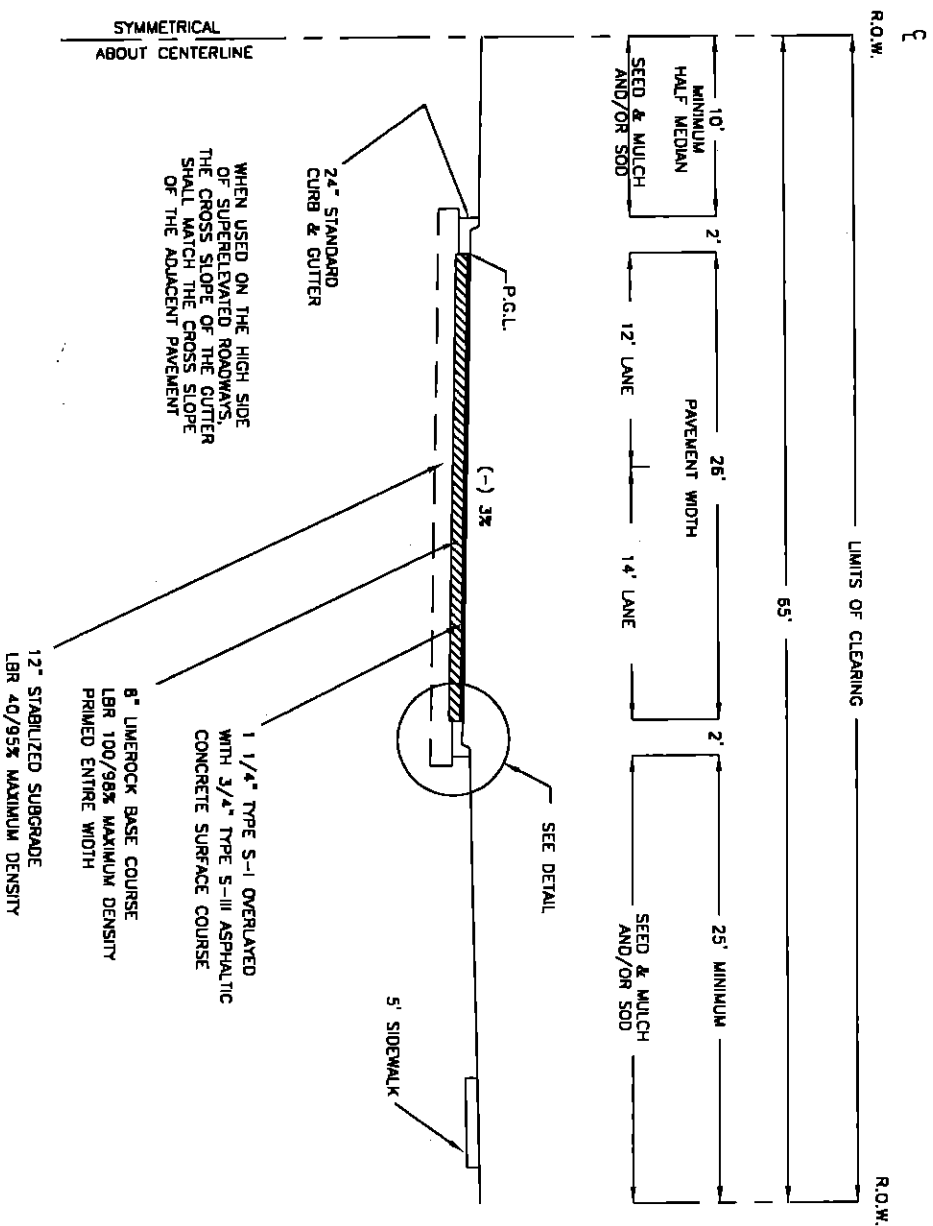
ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST. JOHNS COUNTY

REVISION DATES	

MAJOR COLLECTOR — 4 LANE
TYPICAL SWALED SECTION

DETAIL NO. 109
DWG: DETAIL-10.DWG
ADOPTED:

RIGHT-OF-WAY WIDTH: 130 FEET (HALF SECTION SHOWN)



WHEN USED ON THE HIGH SIDE OF SUPERELEVATED ROADWAYS, THE CROSS SLOPE OF THE GUTTER SHALL MATCH THE CROSS SLOPE OF THE ADJACENT PAVEMENT

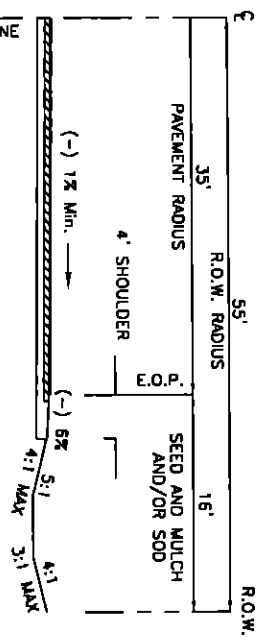
8" LIMEROCK BASE COURSE
LBR 100/98% MAXIMUM DENSITY
PRIMED ENTIRE WIDTH

12" STABILIZED SUBGRADE
LBR 40/95% MAXIMUM DENSITY

OPTIONAL BASE MATERIALS MAY BE ACCEPTABLE UPON APPROVAL BY THE PUBLIC WORKS DEPARTMENT

STRUCTURAL NUMBER: 3.28

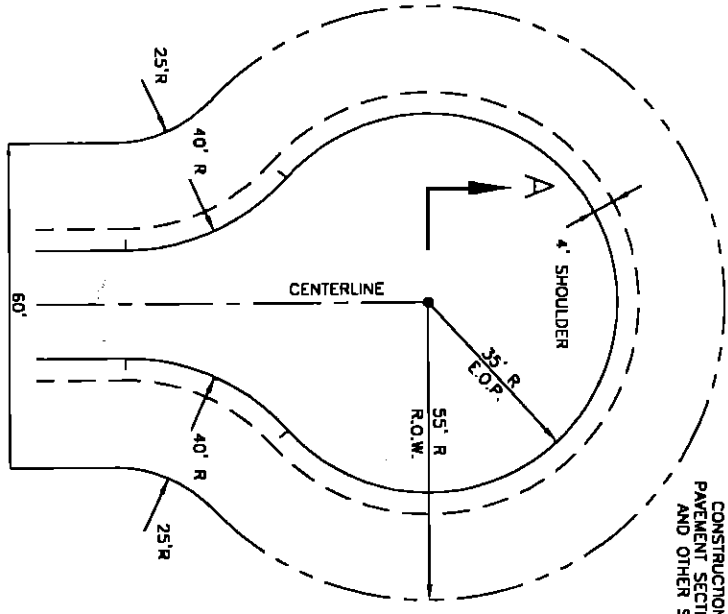
<p>ROADWAY AND DRAINAGE STANDARDS</p> <p>PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION ST. JOHNS COUNTY</p>	<p>REVISION DATES</p> <table border="1" style="width: 100%; height: 40px;"> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>								
<p>MAJOR COLLECTOR - 4 LANE</p> <p>TYPICAL CURB & GUTTER SECTION</p>	<p>DETAIL NO. 110</p> <p>DWG: DETAIL-11.DWG</p> <p>ADOPTED:</p>								



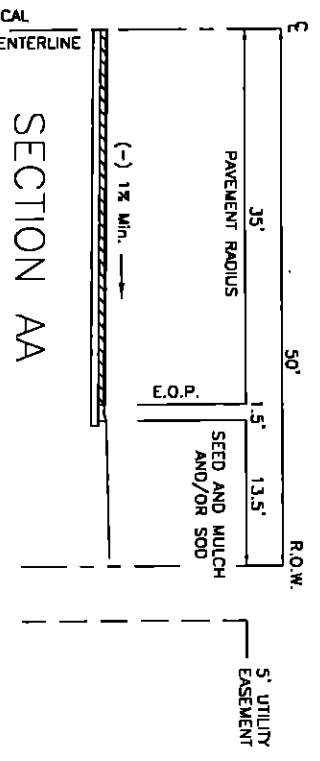
SECTION AA

SYMMETRICAL ABOUT CENTERLINE

REFERENCE MINOR ROADWAY CONSTRUCTION DETAILS FOR PAVEMENT SECTION COMPOSITION AND OTHER SPECIFICATIONS



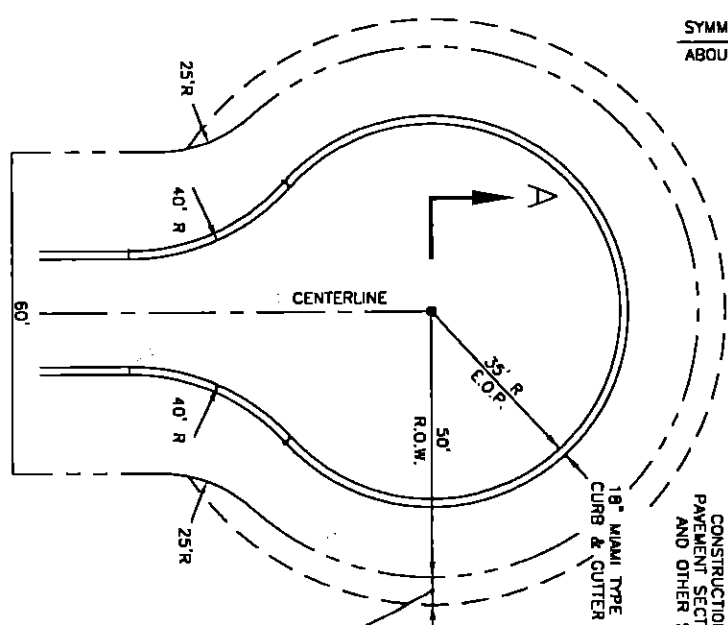
SWALED SECTION



SECTION AA

SYMMETRICAL ABOUT CENTERLINE

REFERENCE MINOR ROADWAY CONSTRUCTION DETAILS FOR PAVEMENT SECTION COMPOSITION AND OTHER SPECIFICATIONS



CURB AND GUTTER SECTION

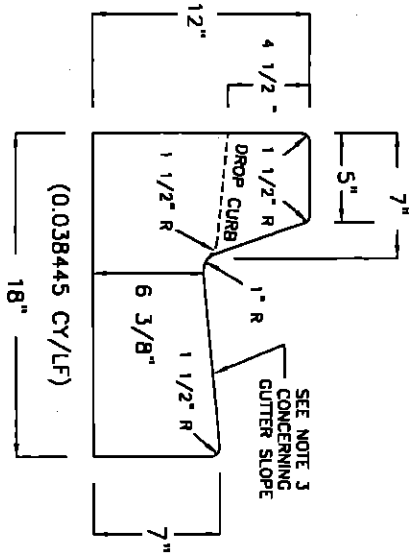
ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST. JOHNS COUNTY

REVISION DATES

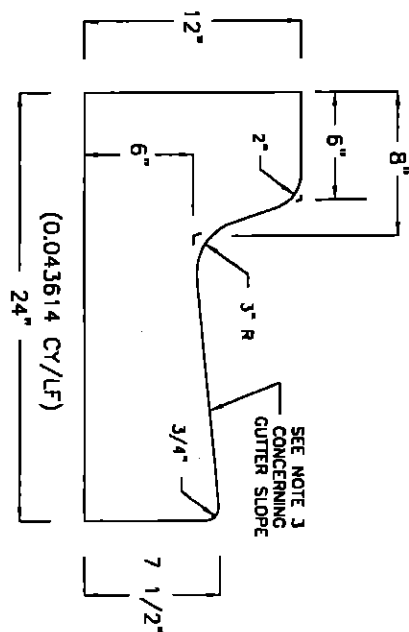
RESIDENTIAL CUL-DE-SAC
TYPICAL CONSTRUCTION DETAIL

DETAIL NO. 13

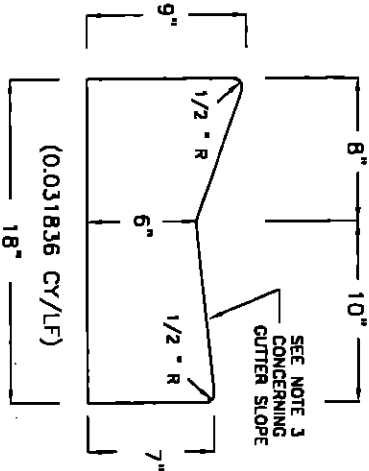
DWG: DETAIL-12.DWG
ADOPTED:



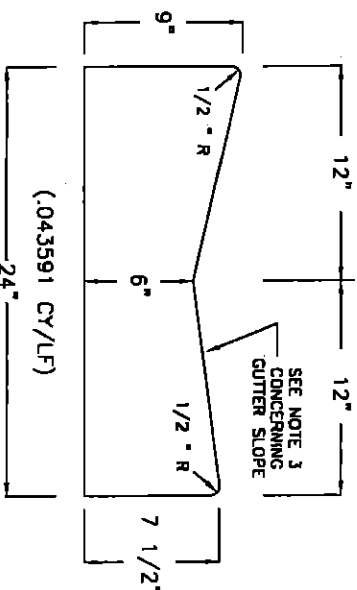
18" CURB & GUTTER
 SPECIFIC USE: LOCAL ROAD & MINOR
 COLLECTOR ROADWAY CLASSES



F.D.O.T. STANDARD TYPE "F"
 CURB AND GUTTER
 SPECIFIC USE: MAJOR COLLECTOR ROADWAY CLASSES



1B" LOW PROFILE CURB & GUTTER
 SPECIFIC USE: LOCAL ROAD & MINOR
 COLLECTOR ROADWAY CLASSES

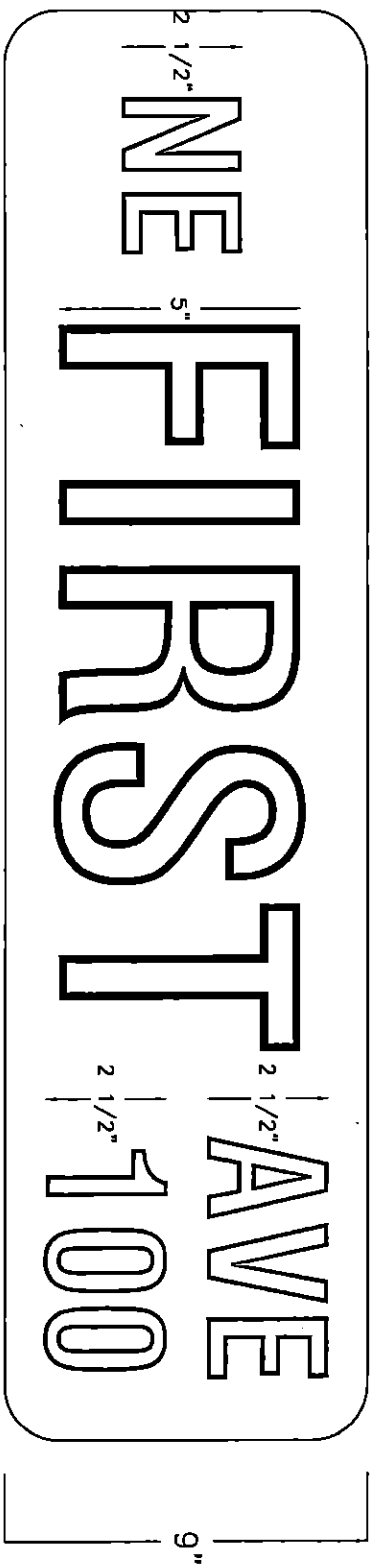


24" LOW PROFILE CURB AND GUTTER
 SPECIFIC USE: MAJOR COLLECTOR ROADWAY CLASSES

- GENERAL NOTES:**
1. MATERIALS AND CONSTRUCTION SHALL CONFORM TO THE FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
 2. CONCRETE SHALL BE CLASS 1 CONCRETE WITH A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3000 PSI.
 3. WHEN USED ON THE HIGH SIDE OF ROADWAY SECTIONS, THE CROSS SLOPE OF THE GUTTER SHALL MATCH THE CROSS SLOPE OF THE ADJACENT PAVEMENT. WHERE THIS CONDITION IS ENCOUNTERED, THE FRONT FACE VERTICAL DIMENSION SHALL REMAIN AS SHOWN FOR NORMAL SECTIONS SHOWN HEREON.

LAND DEVELOPMENT CODE STANDARDS AND DETAILS ST JOHNS COUNTY	REVISION DATES

CURB AND CURB & GUTTER TYPICAL CONSTRUCTION DETAILS	DETAIL NO. 112
	DWG: DETAIL-13.DWG ADOPTED:



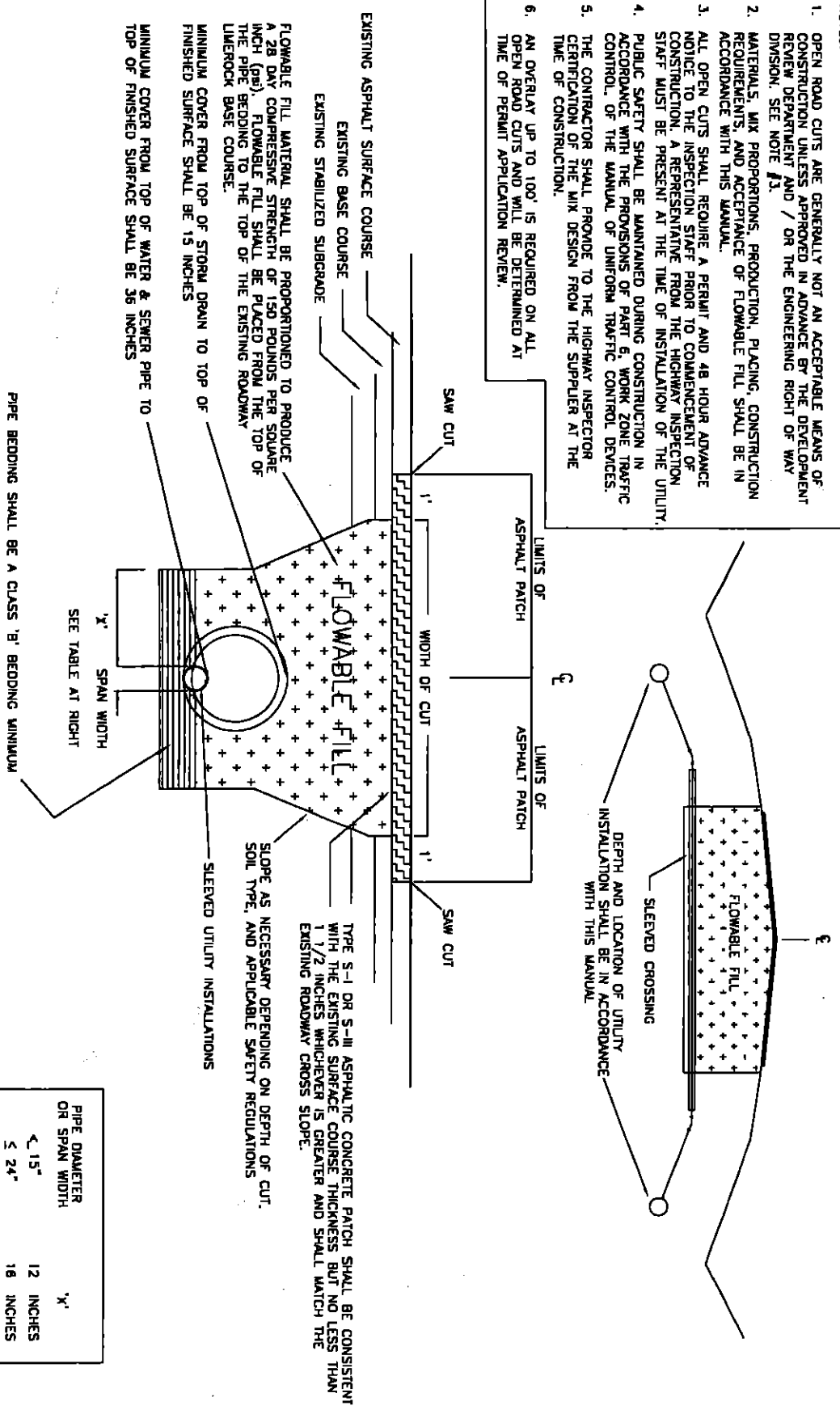
LENGTH MAY BE INCREASED TO 30", 36", OR 42" AS NEEDED TO FIT STREET NAME.

24"

1. ENGINEERING OPERATIONS MAY REQUIRE VARIATIONS TO THESE SPECIFICATIONS FOR ENHANCEMENT OF VISIBILITY AND PUBLIC SAFETY.
2. STREET NAME SIGNS SHALL BE INSTALLED ACCORDING TO THE SPECIFICATIONS OF THE FHWA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.)
3. ALL LETTERS SHALL BE UPPER & LOWER CASE SERIES 'B' OR SERIES 'C' WHITE REFLECTIVE LETTERS ON ENGINEER GRADE REFLECTIVE SHEETING. PUBLIC ROADS SHALL HAVE A GREEN BACKGROUND AND PRIVATE ROADS SHALL HAVE A BLUE BACKGROUND.
4. THE FOLLOWING ABBREVIATIONS ARE ALLOWED FOR STREET NAME SUFFIXES, WITH APPROVAL OF THE 911 ADDRESSING OFFICE: PL. AVE, CIR, BLVD, TER, LN, ROW, WAY, TRC, TRL, CT, ST, RD, DR OR PKWY.
5. STREET NAME SIGNS SHALL BE DOUBLE FACED ON A 0.08 INCH ALUMINUM BLANK WITH ROUNDED CORNERS AND MOUNTED WITH ALUMINUM BRACKETS ON A 16 GAUGE, 0.065 WALL GALVANIZED ROUND POST - 12 FEET IN LENGTH AND SET IN CONCRETE.
6. STREET NAME SIGNS SHALL BE INSTALLED FOR ALL INTERSECTING STREETS WITH A MINIMUM OF TWO DOUBLE FACED SIGNS PER INTERSECTION. APPLIES TO ALL STREET INTERSECTIONS AT MAJOR / MINOR COLLECTORS & ARTERIALS.
7. STREET NAMES AND ADDRESS RANGES SHOULD BE VERIFIED WITH 911 ADDRESSING OFFICE.

LAND DEVELOPMENT CODE STANDARDS AND DETAILS ST JOHNS COUNTY	REVISION DATES	ST. JOHNS COUNTY STREET NAME SIGN SPECIFICATIONS	DETAIL NO. 113
			DWG: DETAIL-14.DWG ADOPTED:

- NOTES:
1. OPEN ROAD CUTS ARE GENERALLY NOT AN ACCEPTABLE MEANS OF CONSTRUCTION UNLESS APPROVED IN ADVANCE BY THE DEVELOPMENT REVIEW DEPARTMENT AND / OR THE ENGINEERING RIGHT-OF-WAY DIVISION. SEE NOTE #3.
 2. MATERIALS, MIX PROPORTIONS, PRODUCTION, PLACING, CONSTRUCTION REQUIREMENTS, AND ACCEPTANCE OF FLOWABLE FILL SHALL BE IN ACCORDANCE WITH THIS MANUAL.
 3. ALL OPEN CUTS SHALL REQUIRE A PERMIT AND 48 HOUR ADVANCE NOTICE TO THE INSPECTION STAFF PRIOR TO COMMENCEMENT OF CONSTRUCTION. A REPRESENTATIVE FROM THE HIGHWAY INSPECTION STAFF MUST BE PRESENT AT THE TIME OF INSTALLATION OF THE UTILITY.
 4. PUBLIC SAFETY SHALL BE MAINTAINED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF PART 5, WORK ZONE TRAFFIC CONTROL, OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
 5. THE CONTRACTOR SHALL PROVIDE TO THE HIGHWAY INSPECTOR CERTIFICATION OF THE MIX DESIGN FROM THE SUPPLIER AT THE TIME OF CONSTRUCTION.
 6. AN OVERLAY UP TO 100' IS REQUIRED ON ALL OPEN ROAD CUTS AND WILL BE DETERMINED AT TIME OF PERMIT APPLICATION REVIEW.



EXISTING ASPHALT SURFACE COURSE
 EXISTING BASE COURSE
 EXISTING STABILIZED SUBGRADE

FLOWABLE FILL MATERIAL SHALL BE PROPORTIONED TO PRODUCE A 28 DAY COMPRESSIVE STRENGTH OF 150 POUNDS PER SQUARE INCH (psi). FLOWABLE FILL SHALL BE PLACED FROM THE TOP OF THE PIPE BEDDING TO THE TOP OF THE EXISTING ROADWAY LIMEROCK BASE COURSE.

MINIMUM COVER FROM TOP OF STORM DRAIN TO TOP OF FINISHED SURFACE SHALL BE 15 INCHES
 MINIMUM COVER FROM TOP OF WATER & SEWER PIPE TO TOP OF FINISHED SURFACE SHALL BE 36 INCHES

PIPE BEDDING SHALL BE A CLASS 'B' BEDDING MINIMUM

MINIMUM COVER FROM TOP OF WATER & SEWER PIPE TO TOP OF FINISHED SURFACE SHALL BE 36 INCHES

TYPE S-1 OR S-III ASPHALTIC CONCRETE PATCH SHALL BE CONSISTENT WITH THE EXISTING SURFACE COURSE THICKNESS BUT NO LESS THAN 1 1/2 INCHES WHICHEVER IS GREATER AND SHALL MATCH THE EXISTING ROADWAY CROSS SLOPE.

SLOPE AS NECESSARY DEPENDING ON DEPTH OF CUT, SOIL TYPE, AND APPLICABLE SAFETY REGULATIONS.

SLEEVED UTILITY INSTALLATIONS

DEPTH AND LOCATION OF UTILITY INSTALLATION SHALL BE IN ACCORDANCE WITH THIS MANUAL

PIPE DIAMETER OR SPAN WIDTH	'X'
< 15"	12 INCHES
≤ 24"	18 INCHES
≤ 30"	24 INCHES
> 30"	36 INCHES

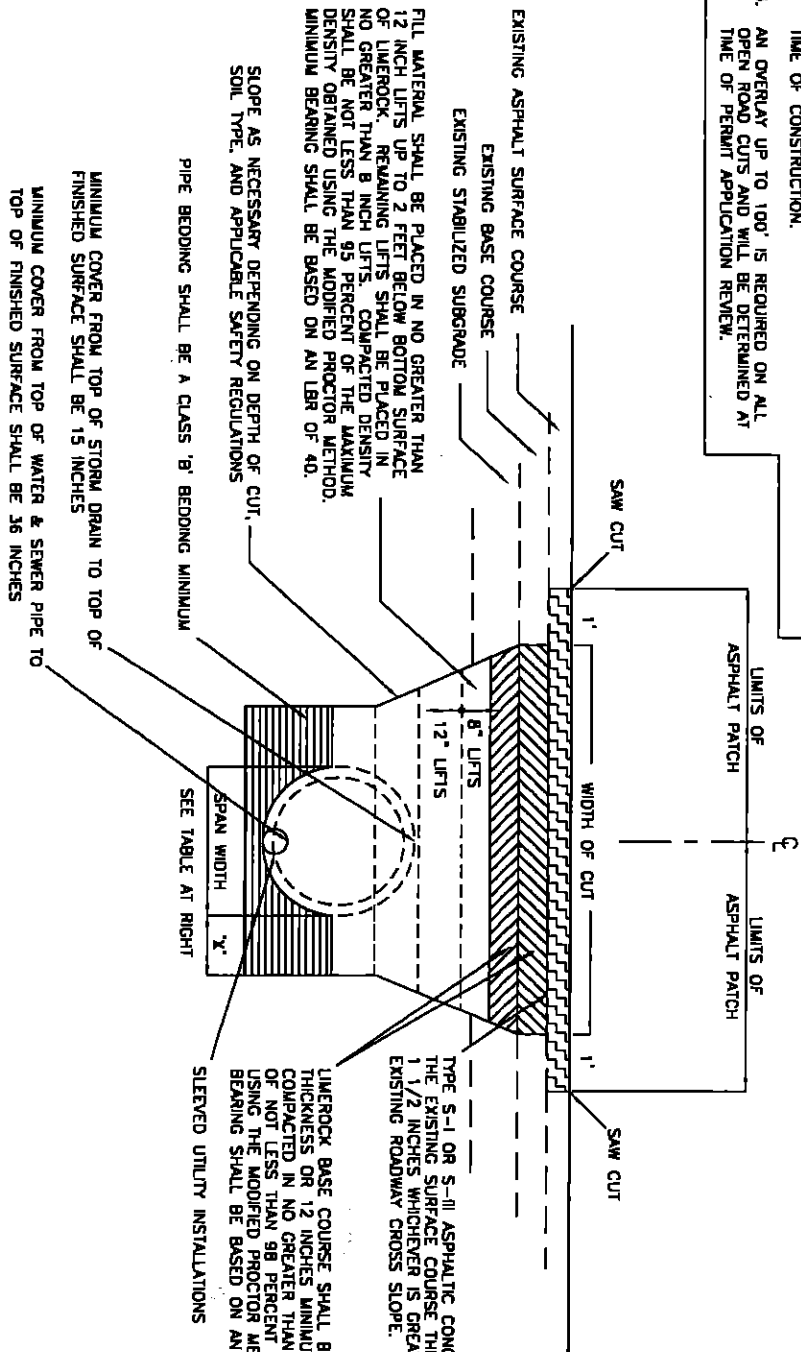
LAND DEVELOPMENT CODE
 STANDARDS AND DETAILS
 ST JOHNS COUNTY

REVISION DATES

OPEN ROAD CUTS/FLOWABLE FILL

DETAIL NO. 114
 DWG: DETAIL-16.DWG
 ADOPTED:

- NOTES:
1. OPEN ROAD CUTS ARE GENERALLY NOT AN ACCEPTABLE MEANS OF CONSTRUCTION UNLESS APPROVED IN ADVANCE BY THE DEVELOPMENT REVIEW DEPARTMENT AND / OR THE ENGINEERING RIGHT OF WAY DIVISION. SEE NOTE #1.
 2. MATERIALS, MIX PROPORTIONS, PRODUCTION, PLACING, CONSTRUCTION REQUIREMENTS, AND ACCEPTANCE OF FLOWABLE FILL SHALL BE IN ACCORDANCE WITH THIS MANUAL.
 3. ALL OPEN CUTS SHALL REQUIRE A PERMIT AND 48 HOUR ADVANCE NOTICE TO THE INSPECTION STAFF PRIOR TO COMMENCEMENT OF CONSTRUCTION. A REPRESENTATIVE FROM THE HIGHWAY INSPECTION STAFF MUST BE PRESENT AT THE TIME OF INSTALLATION OF THE UTILITY.
 4. PUBLIC SAFETY SHALL BE MAINTAINED DURING CONSTRUCTION IN ACCORDANCE WITH THE PROVISIONS OF PART 6, WORK ZONE TRAFFIC CONTROL, OF THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
 5. THE CONTRACTOR SHALL PROVIDE TO THE HIGHWAY INSPECTOR CERTIFICATION OF THE MIX DESIGN FROM THE SUPPLIER AT THE TIME OF CONSTRUCTION.
 6. AN OVERLAY UP TO 100' IS REQUIRED ON ALL OPEN ROAD CUTS AND WILL BE DETERMINED AT TIME OF PERMIT APPLICATION REVIEW.



PIPE DIAMETER OR SPAN WIDTH	'x'
≤ 12"	12 INCHES
≤ 30"	24 INCHES
≤ 42"	30 INCHES
≤ 48"	36 INCHES
≤ 60"	42 INCHES
> 60"	48 INCHES

EXISTING ASPHALT SURFACE COURSE
 EXISTING STABILIZED SUBGRADE
 FILL MATERIAL SHALL BE PLACED IN NO GREATER THAN 12 INCH LIFTS UP TO 2 FEET BELOW BOTTOM SURFACE OF LIMEROCK. REMAINING LIFTS SHALL BE PLACED IN NO GREATER THAN 8 INCH LIFTS. COMPACTED DENSITY SHALL BE NOT LESS THAN 95 PERCENT OF THE MAXIMUM DENSITY OBTAINED USING THE MODIFIED PROCTOR METHOD. MINIMUM BEARING SHALL BE BASED ON AN IBR OF 40.

SLOPE AS NECESSARY DEPENDING ON DEPTH OF CUT, SOIL TYPE, AND APPLICABLE SAFETY REGULATIONS

PIPE BEDDING SHALL BE A CLASS 'B' BEDDING MINIMUM

MINIMUM COVER FROM TOP OF STORM DRAIN TO TOP OF FINISHED SURFACE SHALL BE 15 INCHES

MINIMUM COVER FROM TOP OF WATER & SEWER PIPE TO TOP OF FINISHED SURFACE SHALL BE 36 INCHES

TYPE S-1 OR S-II ASPHALTIC CONCRETE PATCH SHALL BE CONSISTENT WITH THE EXISTING SURFACE COURSE THICKNESS BUT NO LESS THAN 1 1/2 INCHES WHICHEVER IS GREATER AND SHALL MATCH THE EXISTING ROADWAY CROSS SLOPE.

LIMEROCK BASE COURSE SHALL BE TWO TIMES THE EXISTING LIMEROCK THICKNESS OR 12 INCHES MINIMUM, COMPACTED IN NO GREATER THAN 8 INCH LIFTS AT A DENSITY OF NOT LESS THAN 98 PERCENT OF THE MAXIMUM DENSITY OBTAINED USING THE MODIFIED PROCTOR METHOD (EACH LAYER). MINIMUM BEARING SHALL BE BASED ON AN IBR OF 100.

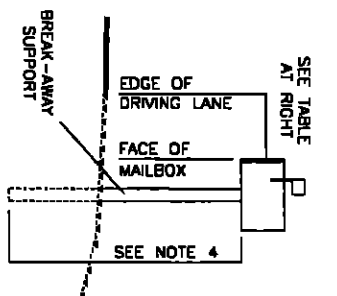
SLEEVED UTILITY INSTALLATIONS

LAND DEVELOPMENT CODE
 STANDARDS AND DETAILS
 ST JOHNS COUNTY

REVISION DATES

OPEN ROAD CUTS/COMPACTED FILL

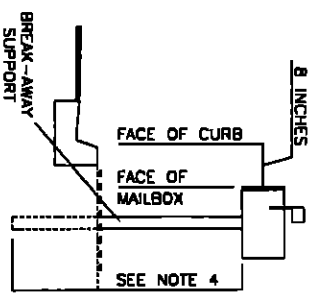
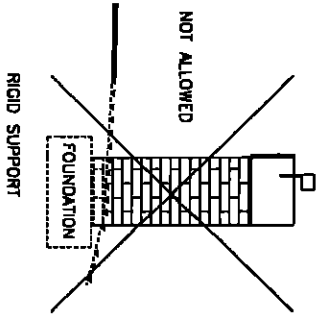
DETAIL NO. 115
 DWG: DETAIL-17.DWG
 ADOPTED:



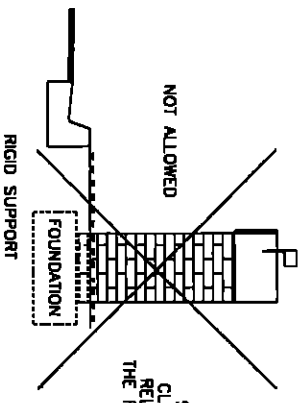
POSTED SPEED LIMIT	MINIMUM SETBACK FROM FACE OF MAILBOX TO EDGE OF DRIVING LANE (BREAK-AWAY SUPPORTS ONLY)
25 MPH AND LESS	1.50 FEET (18 INCHES)
30 TO 40 MPH	2.67 FEET (30 INCHES)
45 MPH AND GREATER	5.00 FEET

* FOR EXISTING ROADWAYS WHERE THE MINIMUM SETBACK REQUIREMENTS CANNOT PHYSICALLY BE MET, CONTACT THE ST. JOHNS COUNTY PUBLIC WORKS DEPARTMENT.

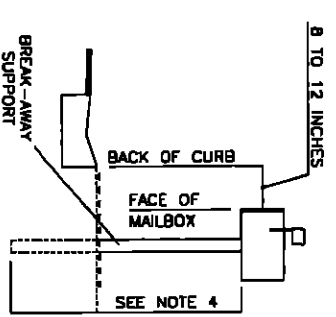
SWALED ROADWAY SECTIONS



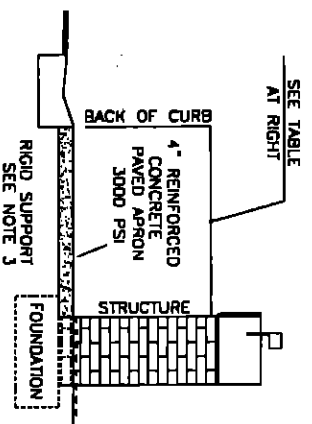
STANDARD CURB & GUTTER ROADWAY SECTIONS



DUE TO CONFLICTS BETWEEN THE POSTAL SERVICES ASSESSIBILITY REQUIREMENTS AND CLEAR ZONE REQUIREMENTS, RIGID STRUCTURES RELATIVE TO NOTE 3 WILL NOT BE PERMITTED IN THE RIGHT-OF-WAY WITH STANDARD CURB & GUTTER ROADWAY SECTIONS



LOW PROFILE CURB & GUTTER ROADWAY SECTIONS



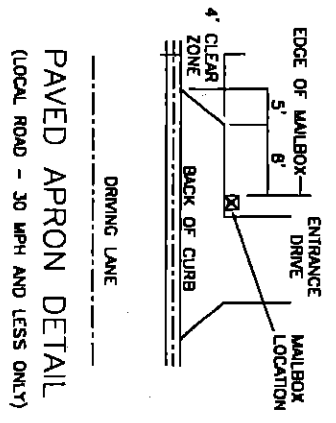
POSTED SPEED LIMIT	MINIMUM DISTANCE FROM BACK OF CURB TO FACT OF STRUCTURE
LOCAL ROADS 30 MPH AND LESS	4 FEET R/W PERMIT REQUIRED
35 MPH AND GREATER	NOT ALLOWED

GENERAL NOTES:

1. THE LOCATION AND CONSTRUCTION OF MAILBOXES SHALL CONFORM TO THE RULES AND REGULATIONS OF THE UNITED STATES POSTAL SERVICE AS MODIFIED BY THIS DESIGN STANDARD.
2. 4 INCH x 4 INCH WOOD SUPPORT POSTS, 2 INCH DIAMETER SCHEDULE 40 STEEL PIPE, FLANGED CHANNEL SUPPORT POSTS, AND RELATED SUPPORT STRUCTURES MEETING THE REQUIREMENTS OF THE FOOT ROADWAY AND TRAFFIC DESIGN STANDARDS INDEX NO. 532 (LATEST EDITION) WILL NOT REQUIRE A RIGHT-OF-WAY PERMIT AS LONG AS PLACEMENT WITHIN THE RIGHT-OF-WAY MEETS THE STANDARDS SHOWN AT LEFT.
3. CONCRETE, BLOCK, BRICK, STONE OR OTHER RIGID FOUNDATION STRUCTURE OR ENCASMENT (ABOVE OR BELOW GROUND) WILL NOT BE PERMITTED WITHIN THE CLEAR ZONE OF ANY COUNTY RIGHT-OF-WAY. THESE TYPE SUPPORT STRUCTURES SHALL BE CONSIDERED A ROADWAY SAFETY HAZARD AND MUST MEET CLEAR ZONE REQUIREMENTS BASED ON CRITERIA CONTAINED IN THE FOOT MANUAL OF UNIFORM STANDARDS. USE OF THESE STRUCTURES WITHIN ANY COUNTY RIGHT-OF-WAY WILL REQUIRE AN APPLICATION FOR RIGHT-OF-WAY PERMIT AND APPROVAL BY THE PUBLIC WORKS DEPARTMENT PRIOR TO PLACEMENT WITHIN COUNTY RIGHT-OF-WAY.

THESE STANDARDS MUST ALSO APPLY TO PRIVATELY OWNED ROAD RIGHT-OF-WAY FOR THE PROTECTION OF THE HEALTH, SAFETY AND WELFARE OF THE TRAVELING PUBLIC.

4. THE BOTTOM OF ALL MAILBOXES SHALL BE SET AT A HEIGHT OF 40 TO 44 INCHES FROM THE GROUND LINE OR AS REQUIRED BY THE POSTAL SERVICE. MAXIMUM EMBEDMENT DEPTH FOR SUPPORT STRUCTURE MEETING ITEM 2 ABOVE SHALL BE 24 INCHES.
5. FAILURE TO COMPLY BY THE STANDARDS SHOWN HEREON SHALL RESULT IN IMPLEMENTATION OF CODE ENFORCEMENT PROCEDURES.
6. THE APPROACH TO THE MAILBOX MUST BE CLEAR OF ALL OBSTRUCTIONS TO ALLOW SAFE ACCESS FOR DELIVERY. IF U.S. POSTAL SERVICE EMPLOYEES ARE IMPEDED IN REACHING A MAIL RECIPIENT, THE POSTMASTER MAY WITHDRAW DELIVERY SERVICE.

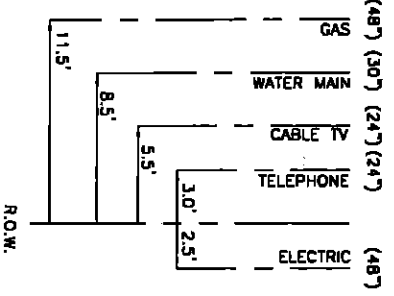
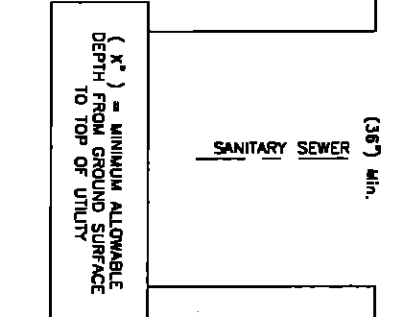
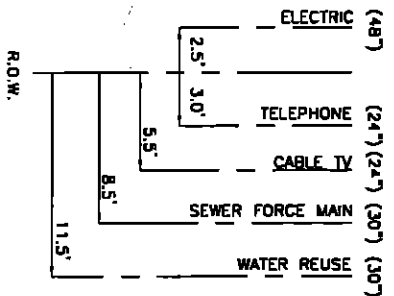
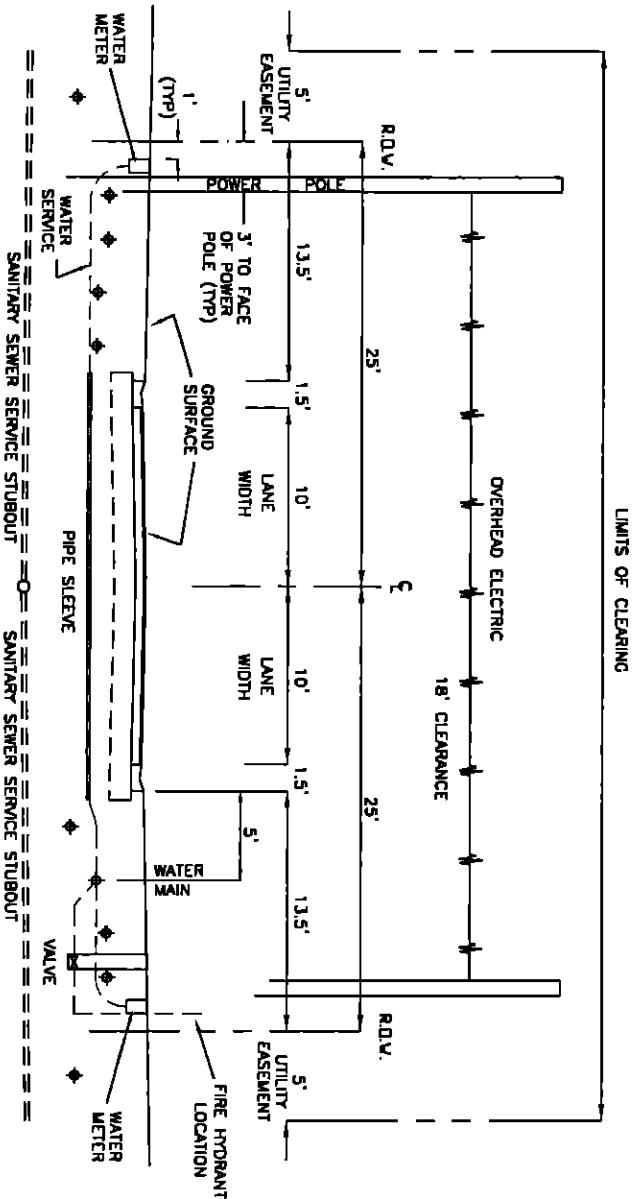


ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST. JOHNS COUNTY

REVISION DATES

MAILBOX PLACEMENT
WITHIN ROAD RIGHT-OF-WAY

DETAIL NO. 116
DWG: DETAIL - 15 DWG
ADOPTED: 6/25/96



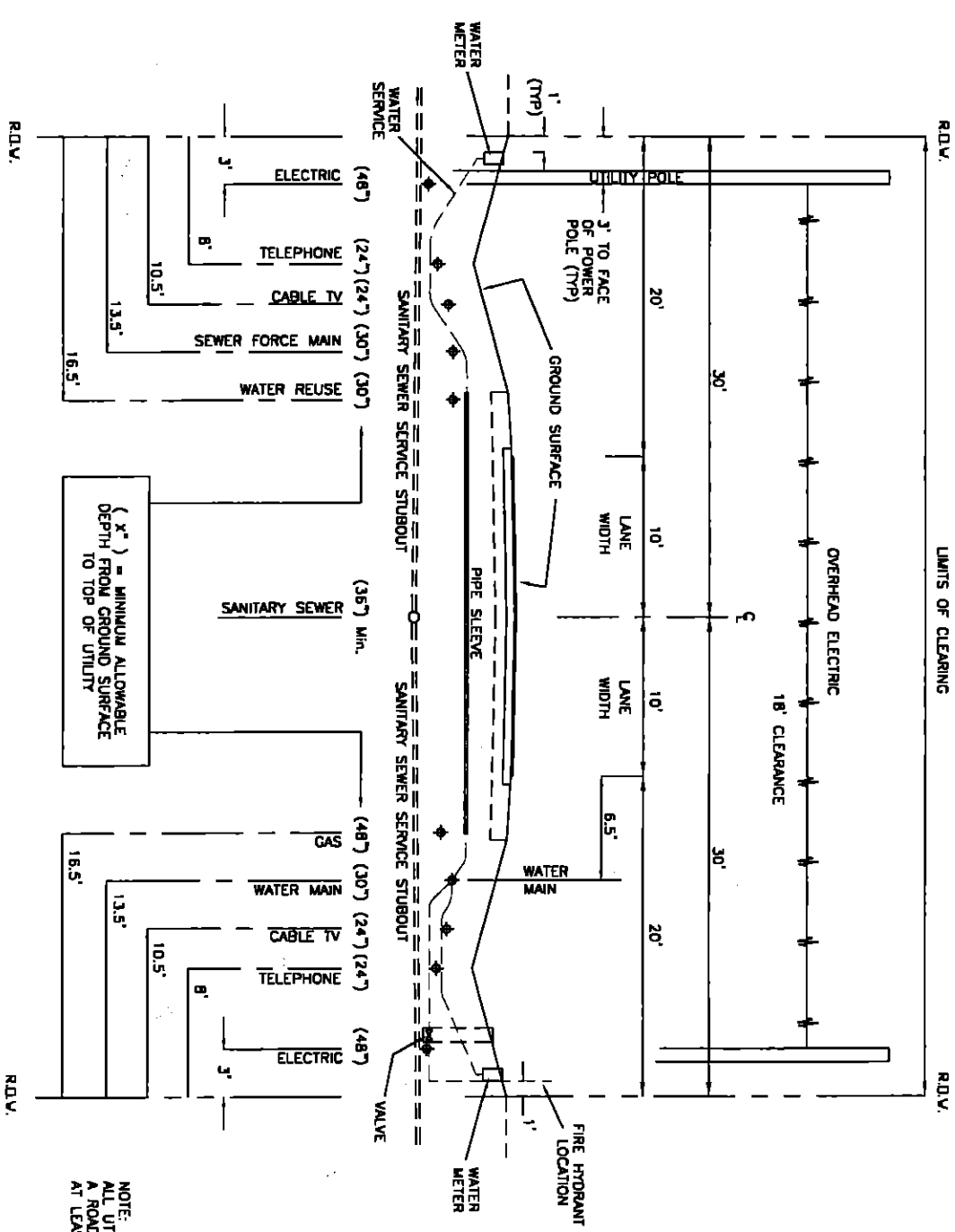
NOTE:
ALL UTILITIES CROSSING
A ROAD MUST BE
AT LEAST 42" DEEP

ROADWAY AND DRAINAGE STANDARDS
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
ST. JOHNS COUNTY

REVISION DATES	

TYPICAL UTILITY LOCATION PLAN
50 FOOT RIGHT-OF-WAY

DETAIL NO. 117
DWCG: DETAIL-19.DWG
ADOPTED:



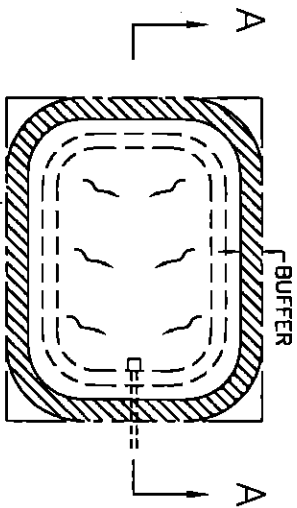
NOTE:
ALL UTILITIES CROSSING
A ROAD MUST BE
AT LEAST 42" DEEP

LAND DEVELOPMENT CODE
STANDARDS AND DETAILS
ST JOHNS COUNTY

REVISION DATES

TYPICAL UTILITY LOCATION PLAN
60 FOOT RIGHT-OF-WAY

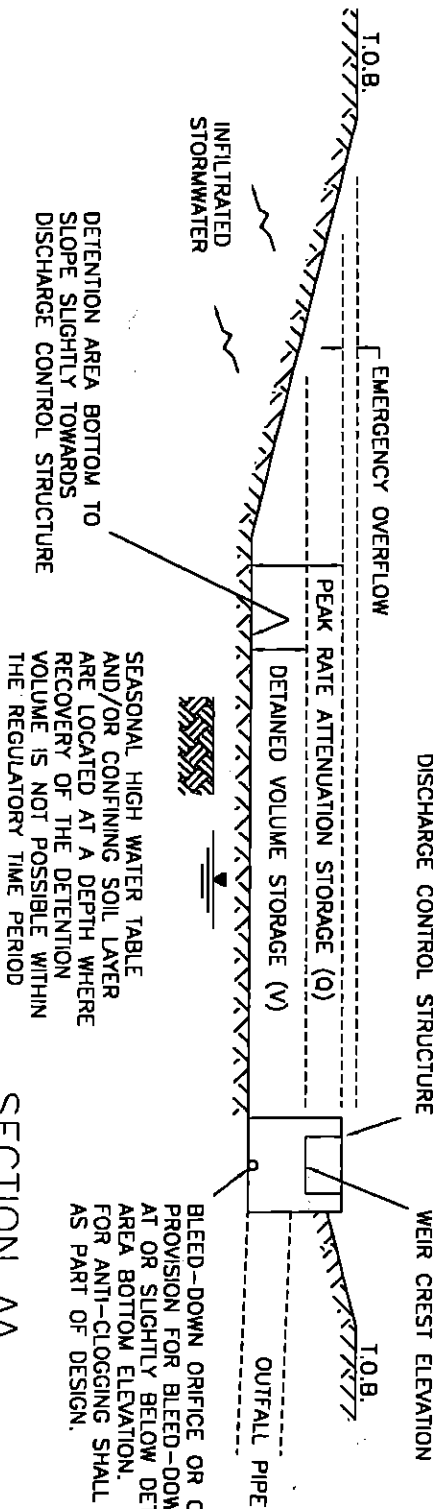
DETAIL NO. 118
DWG: DETAIL-18.DWG
ADOPTED:



PLAN VIEW

GENERAL NOTES:

1. THIS DETAIL DEPICTS A TYPICAL DESIGN DETAIL FOR "DRY" DETENTION. OTHER DESIGN CONFIGURATIONS MAY BE POSSIBLE. THIS SYSTEM IS DESIGNED FOR USE WHERE SOIL AND SEASONAL HIGH GROUND WATER TABLE CONDITIONS ARE NOT CONDUCTIVE TO ALLOW FOR FULL VOLUME RECOVERY THROUGH INFILTRATION WITHIN THE REGULATED TIME PERIOD.
2. THIS DETAIL IS FOR CLARIFICATION PURPOSES ONLY. ACTUAL DESIGN AND CONSTRUCTION DETAILS ARE THE RESPONSIBILITY OF THE REGISTERED PROFESSIONAL.



SECTION AA

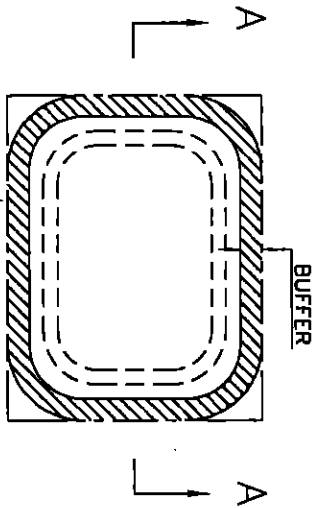
LAND DEVELOPMENT CODE
STANDARDS AND DETAILS
ST JOHNS COUNTY

REVISION DATES

DRY DETENTION
TYPICAL DETAIL

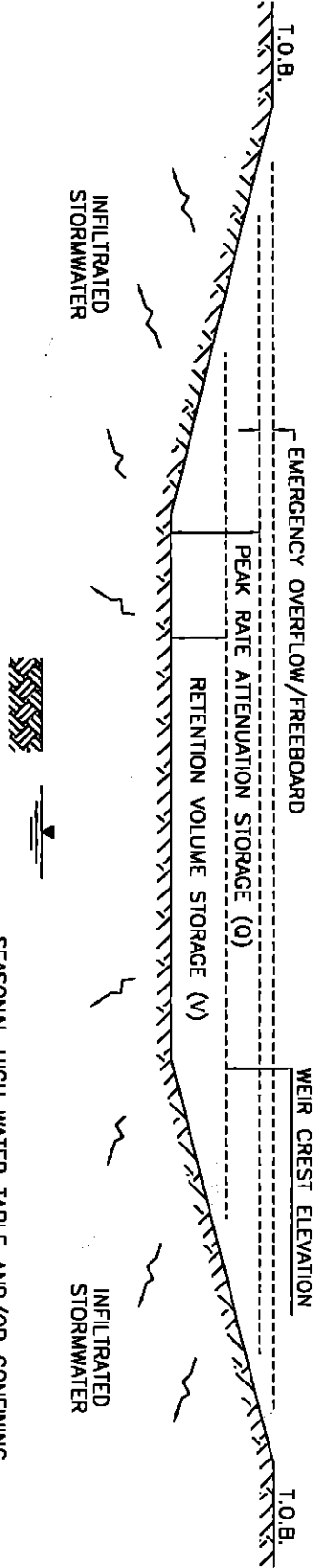
DETAIL NO. 119

DWG: DETAIL-21.DWG
ADOPTED:



PLAN VIEW

- GENERAL NOTES:**
1. THIS DETAIL DEPICTS A TYPICAL DESIGN DETAIL FOR RETENTION OF STORMWATER RUNOFF. OTHER DESIGN CONFIGURATIONS MAY BE POSSIBLE. THIS SYSTEM IS DESIGNED FOR USE WHERE SOIL AND SEASONAL HIGH GROUNDWATER TABLE CONDITIONS ARE CONDUCTIVE TO ALLOW FOR FULL VOLUME RECOVERY THROUGH INFILTRATION OF STORMWATER WITHIN THE REGULATED TIME PERIOD.
 2. THIS DETAIL IS FOR CLARIFICATION PURPOSES ONLY. ACTUAL DESIGN AND CONSTRUCTION DETAILS ARE THE RESPONSIBILITY OF THE REGISTERED PROFESSIONAL.



SECTION AA

SEASONAL HIGH WATER TABLE AND/OR CONFINING LAYER ARE LOCATED AT A DEPTH WHERE RECOVERY OF THE RETENTION VOLUME IS ATTAINED WITHIN THE REGULATORY TIME PERIOD.

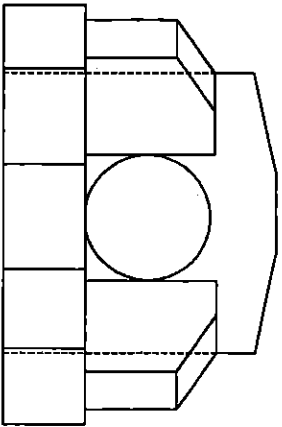
LAND DEVELOPMENT CODE
STANDARDS AND DETAILS
ST JOHNS COUNTY

REVISION DATES

RETENTION
TYPICAL DETAIL

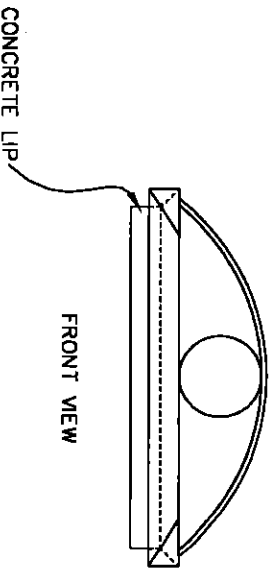
DETAIL NO. 120
DWG: DETAIL-22.DWG
ADOPTED:

WING WALL



FRONT VIEW

FLARED WALL

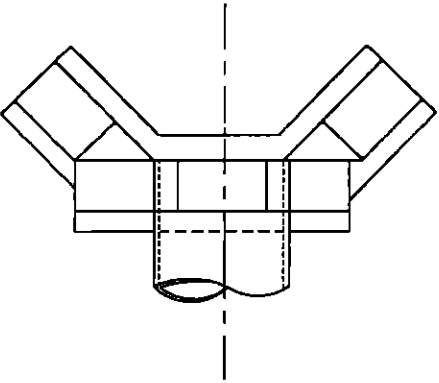


FRONT VIEW

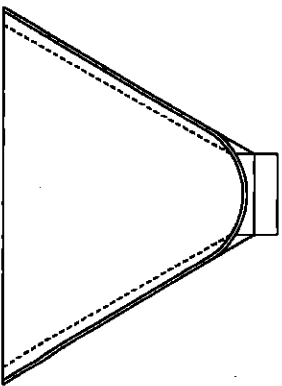
CONCRETE LIP

GENERAL NOTES:

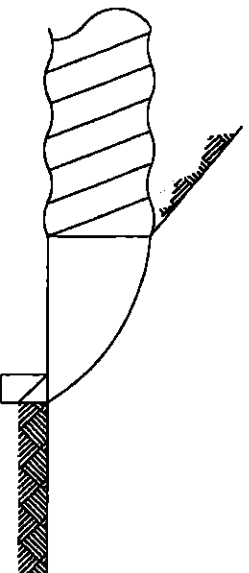
1. MINIMUM 12" FILL OVER TOP OF CULVERT.
2. EDGES MUST BE STABILIZED WITH A MINIMUM OF ONE ROW OF SOD FOR ALL END TREATMENTS.
3. FOOT ROADWAY AND TRAFFIC DESIGN STANDARDS SHALL BE USED AS A GUIDELINE FOR ALL END TREATMENTS. REFER TO INDICES 261, 266, & 272.
4. CULVERTS MUST BE INSTALLED AT START OF CONSTRUCTION.
5. MINIMUM CULVERT SIZE IS 15".
6. MITERED END SECTIONS REQUIRED WHEN SPEED LIMIT IS GREATER THAN 30 MPH.
7. GRATES REQUIRED FOR CULVERTS LARGER THAN 24".
8. SIDE SLOPES SHALL BE 2:1 (OR LESS) FOR 15" & 18" CULVERTS, AND 4:1 FOR CULVERTS 24" AND GREATER.



PLAN VIEW



PLAN VIEW



CROSS SECTION

LAND DEVELOPMENT CODE
STANDARDS AND DETAILS
ST JOHNS COUNTY

REVISION DATES

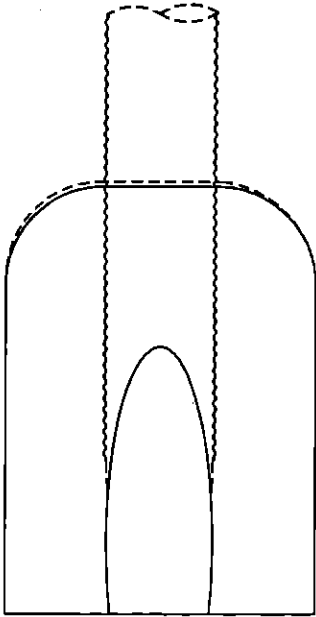
RESIDENTIAL HEADWALLS
WING WALL, FLARED WALL

DETAIL NO. 121

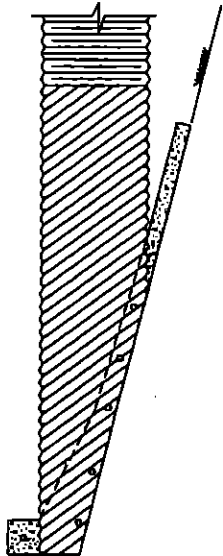
DWG: DETAIL-23.DWG

ADOPTED:

POURED IN PLACE
MITERED END SECTION



PLAN VIEW

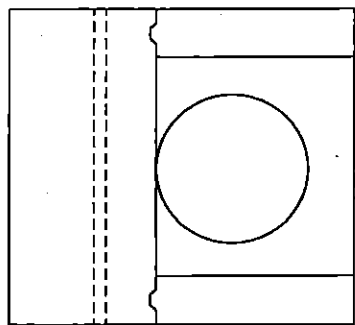


CROSS SECTION

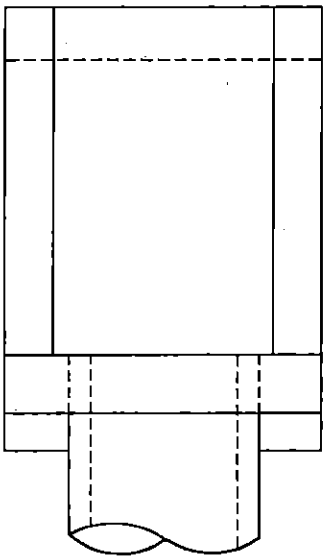
GENERAL NOTES:

1. MINIMUM 12" FILL OVER TOP OF CULVERT.
2. EDGES MUST BE STABILIZED WITH A MINIMUM OF ONE ROW OF SOD FOR ALL END TREATMENTS.
3. FOOT ROADWAY AND TRAFFIC DESIGN STANDARDS SHALL BE USED AS A GUIDELINE FOR ALL END TREATMENTS. REFER TO INDICES 261, 266, & 272.
4. CULVERTS MUST BE INSTALLED AT START OF CONSTRUCTION.
5. MINIMUM CULVERT SIZE IS 15".
6. MITERED END SECTIONS REQUIRED WHEN SPEED LIMIT IS GREATER THAN 30 MPH.
7. GRATES REQUIRED FOR CULVERTS LARGER THAN 24".
8. SIDE SLOPES SHALL BE 2:1 (OR LESS) FOR 15" & 18" CULVERTS, AND 4:1 FOR CULVERTS 24" AND GREATER.
9. TOE REQUIRED FOR PIPES 24" AND GREATER.

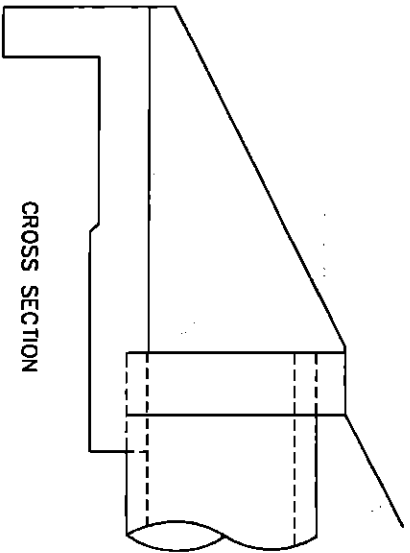
U-WALL



FRONT VIEW



PLAN VIEW



CROSS SECTION

LAND DEVELOPMENT CODE
STANDARDS AND DETAILS
ST. JOHNS COUNTY

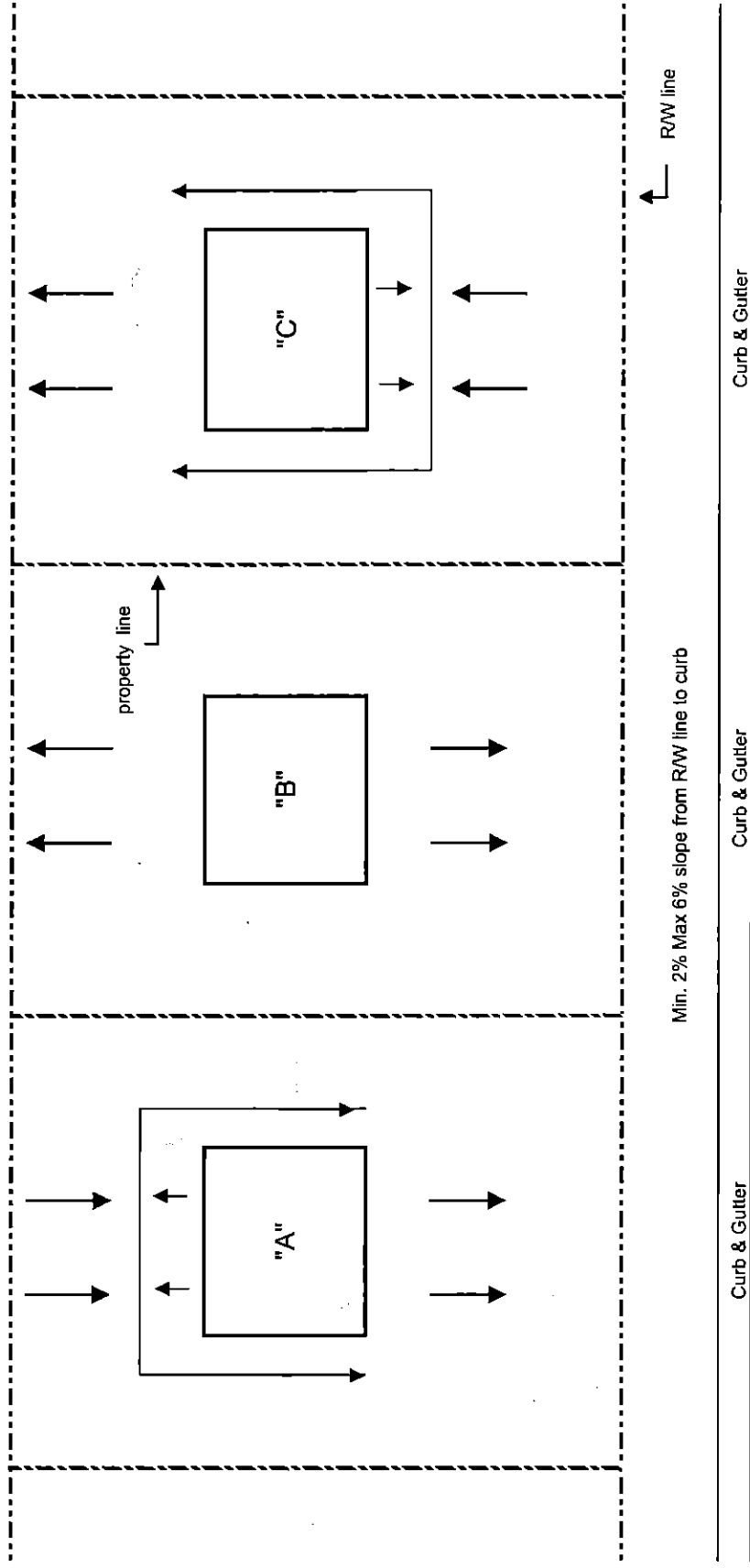
REVISION DATES

RESIDENTIAL HEADWALLS
MITERED END SECTION, U-WALL

DETAIL NO. 122

DWG: DETAIL-24.DWG

ADOPTED:



Min. 2% Max 6% slope from RW line to curb

TYPICAL LOT GRADING

Arrows indicate: minimum slopes of 1% for lots on paved roads and .5% for unpaved roads