

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Avenue, Suite 300
Palatka, FL 32177
Fax: 386-329-1213
Email: pzb@putnam-fl.gov
Website: <https://www.putnam-fl.gov>



Planning 386-329-0491
Zoning: 386-329-0316
Building: 386-329-0307
Code Enforcement: 386-329-0317

DEVELOPMENT REVIEW APPLICATION

*Failure to complete this form in its entirety may result in a delay of processing.
Note: A separate application is required for each request.*

1. PROJECT NAME: _____
2. PARCEL NUMBER(S): _____
3. 911 ADDRESS(ES): (Street) _____
(City) _____ (State) _____ (Zipcode) _____
(Street) _____
(City) _____ (State) _____ (Zipcode) _____
4. OWNER(S): _____
5. MAILING ADDRESS: _____
6. TELEPHONE NUMBER: _____ EMAIL: _____

7. AGENT (Must Fill Out Agent Designation & Oath Forms): _____
8. MAILING ADDRESS: _____
9. PRIMARY PHONE: _____ EMAIL: _____

10. Preferred method for written notification? Mail Email

Current Future Land Use Designation: _____ Current Zoning Designation: _____
Proposed Future Land Use Designation: _____ Proposed Zoning Designation: _____
Number of Units/Lots: _____ Area (Acres or Square Feet): _____

11. Check Applicable Submission:

Preliminary Site Plan Final Site Plan Preliminary Subdivision Plan
Final Subdivision Plan Preliminary Plat Final Plat
PUD Master Plan

12. Date of pre-application meeting with Planning Staff (mandatory for class II & class III): _____

13. Please use the checklist below to ensure completion of application requirements:

- | | |
|--|--|
| <input type="checkbox"/> Completed and Notarized Application | <input type="checkbox"/> Deed |
| <input type="checkbox"/> Application Fee Paid in Full (non-refundable) | <input type="checkbox"/> Legal Description |
| <input type="checkbox"/> Agent Designation form and Agent Oath form
(if applicable) | |

I hereby certify that I have reviewed the Putnam County, Florida Land Development Code and that my submission meets all requirements. The only exceptions are those items to which I am requesting variances to or waivers from certain sections of the code and understand that they must be listed on the plans individually and on the attached submittal. I understand that if an item does need a variance, it will be necessary to file through the appropriate governing body.

14. Signature(s) of Property Owner(s) :

Address(es) and Telephone Number(s):

(sign)

(print)

(sign)

(print)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

NOTE: In the event that a resubmittal is requested, a signed resubmittal acknowledgement must be submitted within 30 days of said request. If the acknowledgment is not received within this timeframe, the application will be closed, and a new application with the applicable fee will be required.

AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate _____
as agent in fact for the owner(s) of parcel(s) _____

to present an application for Development Review for all or a portion of the referenced parcel(s)
and to present all evidence in support thereof to the Putnam County Development Review
Committee, and to respond to and furnish all information and data requested by said Committee.

Print name of property owner(s)

Signature(s) of property owner(s)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____, 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)

Notary Stamp

*(Print, Type, or Stamp Commissioned
Name of Notary)*

Signature of Notary Public

AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a Development Review and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number: _____

Email Address: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____ 20____, by _____ who is
(Print Signer's Name)

personally known to me or who has produced _____ as identification.
(Type of Identification)


(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

NOTICE TO APPLICANTS FOR CONCURRENCY DETERMINATION

Putnam County concurrency determinations must be submitted and approved prior to issuance of a final development order for any development (including nonresidential and residential developments) within the jurisdiction of Putnam County with the exception of development activity exempted by LDC Section 45-332.

Preliminary concurrency determinations may be requested in accordance with LDC Section 45-335 (c). Certificates of concurrency determination are issued by the Planning Division upon a finding that the required application and submittals are complete. Determination of whether the proposed development meets the concurrency management standards will be issued in letter format and will indicate a temporary commitment of capacity of necessary public facilities for a period not to exceed six months or until a final development order is issued, whichever occurs first.

Concurrency determination applications should be submitted with application for development review to avoid any delay in issuance of a final development order.

LDC Sec. 45-333 - Level of service standards.

The level of service (LOS) standards for public facilities and services contained in the Putnam County Comprehensive Plan as identified in Table 5.1 below are hereby adopted.

Table 5.1—Level of Service Standards for Public Facilities and Services

Required Facilities	Comprehensive Plan Element	Comprehensive Plan Goals, Objectives, and Policies
Wastewater (or Sanitary Sewer)	Capital Improvement Element	Policy H.4.1.2
Parks and Recreation	Capital Improvement Element	Policy H.4.1.6
Roads	Capital Improvement Element	Policy H.4.1.7
Stormwater Management (or Drainage)	Capital Improvement Element	Policy H.4.1.3 & H.4.1.4
Solid Waste	Capital Improvement Element	Policy H.4.1.5
Potable Water	Capital Improvement Element & Conservation Element	Policy H.4.1.1 & E.1.2.7

The Putnam County Comprehensive Plan may be reviewed at the offices of the Department of Planning and Development Services and may accessed online at the following website:

https://main.putnam-fl.com/?page_id=129

Please reference LDC Article V for additional information on the Putnam County Concurrency Management System. For individual submittal requirement for evaluation of the public facilities/services mentioned in Table 5.1 (above), please refer to LDC Section 45-335 (d). Please note that for stormwater management concurrency evaluation, a notarized affidavit (see page 5) signed by the owner and developer acknowledging that all stormwater quality and quantity requirements of this code, the Florida Department of Environmental Protection, and the St. Johns River and Suwannee River Water Management Districts can and must be met prior to the issuance of a certificate of occupancy for the proposed development is required to be submitted with the present application.

Putnam County Comprehensive Plan, Capital Improvements Element:

Objective H.2.1: All new development or redevelopment shall be provided with infrastructure at the required level of service, as set forth in the Comprehensive Plan.

Policy H.2.1.1: Review land use decision impacts and timing against existing and future facilities as proposed in the schedule of Capital Improvements schedule for maintenance of adopted level of service.

Policy H.2.1.2: Pursuant to the adopted Concurrency Management Ordinance, the County shall certify that adopted levels of service will be maintained concurrent with project needs before the project is permitted to be heard by the County Planning Commission for approval of development orders, or building permits are issued.

Policy H.2.1.3: The County shall require each applicant to pay his share of the cost of upgrading or expanding existing County facilities, or to construct new facilities, as necessary in order to maintain the level of service required to be provided in the Comprehensive Plan before a building permit is issued.

Land Development Code (LDC) Section 45-334 - Concurrency requirements.

(a) General requirement. No development approval shall be granted by the county unless adequate public facilities will be available to handle the impacts of the proposed development and maintain the county's adopted LOS Standards concurrent with those impacts.

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APPLICATION FOR CONCURRENCY DETERMINATION

Failure to complete this form in its entirety may result in a delay in processing.

PROJECT NAME & DRC PERMIT NO.: _____

DESCRIPTION OF PROJECT: _____

TYPE OF USE AND CODE BASED ON ITE TRIP GENERATION MANUAL: _____

NONRESIDENTIAL GROSS FLOOR AREA: _____

RESIDENTIAL NUMBER OF UNITS/LOTS: _____

TYPE OF DETERMINATION REQUESTED

- Preliminary [is not binding upon Putnam County and does not reserve capacity; reference LDC Sec. 45-335 (c)]
- Certificate of Concurrency Determination [temporary commitment of capacity of necessary public facilities for a period not to exceed six months or until a final development order is issued, whichever occurs first; reference LDC Sec. 45-335 (e)(4)]

PARCEL NUMBER(S): _____

911ADDRESS: (Number and Street) _____

(City) _____ (State) _____ (Zipcode) _____

OWNER(S): _____

MAILING ADDRESS: _____

PRIMARY PHONE: _____ EMAIL: _____

AGENT (Fill Out Agent Designation Form & Oath): _____

MAILING ADDRESS: _____

PRIMARY PHONE: _____ EMAIL: _____

Present Land Use Designation: _____ Proposed Land Use Designation: _____

Present Zoning Designation: _____ Proposed Zoning Designation: _____

Check Applicable Submission:

Preliminary Site Plan ___ Final Site Plan ___ Preliminary Plat ___
Rezone Application ___ PUD Application ___

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

I hereby certify that I have reviewed the Putnam County, Florida Land Development Code and that my submission meets all applicable requirements.

Signature(s) of Applicant(s):

(sign)

(print)

(sign)

(print)

Phone: _____

Address:

Phone: _____

Address:

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization,

this ____ day of _____, 20____, by _____ who is

(Print Signer's Name)

personally known to me or who has produced _____ as identification.

(Type of Identification)

Notary Stamp

(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

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STORMWATER MANAGEMENT CONCURRENCY EVALUATION AFFIDAVIT

In accordance with the requirement of Land Development Code Section 45-335 (d)(5), for purposes of determining that this development will meet the level of service specified in the Putnam County Comprehensive Plan concurrent with the subject development needs, I hereby certify that I have reviewed the minimum level of service standards contained within the Putnam County Comprehensive Plan and that all stormwater quality and quantity requirements of the Putnam County Land Development Code which has adopted the minimum stormwater level of service standard contained within the Putnam County Comprehensive Plan, the Florida Department of Environmental Protection, and the St. Johns River and/or the Suwannee River Water Management Districts can and will be met prior to the issuance of a certificate of occupancy for the proposed development.

Signature(s) of Applicant(s):

Contact Information:

(sign)

Phone: _____

Address: _____

(print)

(sign)

Phone: _____

Address: _____

(print)

STATE OF _____

COUNTY OF _____

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this ____ day of _____, 20____, by _____ who is
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(Type of Identification)



(Print, Type, or Stamp Commissioned Name of Notary)

Signature of Notary Public

DEVELOPMENT REVIEW PROCESS

STEP 1.

Determine the class of development. There are three (3) classes of development in Putnam County. The class of development (LDC Article 12, Division 5) determines the development review process (LDC Article 12, Division 3). The development review process is separate and different from the other review processes, such as rezonings (including PUDs), special use permits, variances, nonconforming use determinations, vesting determinations, subdivision reviews, comprehensive plan amendments, and concurrency determinations. Issuance of development approval through the development review process is required prior to the issuance of building permits.

Table 1: Development Review Elements per Class

CLASS OF DEVELOPMENT				
		CLASS I	CLASS II	CLASS III
DEVELOPMENT REVIEW ELEMENTS	PRE- APPLICATION CONFERENCE	OPTIONAL	MANDATORY	MANDATORY
	APPLICATION	MANDATORY	MANDATORY	MANDATORY
	SUFFICIENCY REVIEW	MANDATORY	MANDATORY	MANDATORY
	PRELIMINARY DEVELOPMENT PLAN REVIEW	N/A	DISCRETIONARY	MANDATORY
	FINAL DEVELOPMENT PLAN REVIEW	N/A	MANDATORY	MANDATORY

Class I: The following development activities shall be designated as Class I development:

1. Development activities undertaken pursuant to a final development order issued under this Article.
2. Development activity necessary to implement a valid site plan/development plan on which the start of construction took place prior to the adoption of this Code and has continued in good faith.
3. Development activity necessary to implement a valid site plan/development plan which was approved prior to the adoption of this Code and such development commences within one (1) year of the date of the application for the permit at issue.
4. The construction or alteration of a one or two family dwelling on a lot or parcel determined to be a conforming or lawfully created lot or parcel in compliance with this Code.
5. Additions of two hundred fifty (250) square feet or less to existing nonresidential buildings where there is no proposed change of use.
6. The erection of a sign on a previously developed site and independent of any other development activity on the site.
7. The re-surfacing of a vehicle use area if the vehicle use area conforms to all requirements of this Code.

8. A lot split granted pursuant to the procedures in Subsection Article 12, Division 9 of this Article.

Projects which meet the criteria for Class 1 (listed above) need to fill out the applicable permit and submit it to Planning & Development Services with all supplemental documents. If the project is not a Class 1 project, contact staff for a pre-application meeting.

Class II. All development activities that are neither Class I development nor shall Class III development be designated as Class II Development.

Class III. A development plan shall be designated as a Class III development if it satisfies one or more of the following criteria:

1. Non-residential developments involving a land area in excess of five (5) acres or a gross building area that equals or exceeds 50,000 square feet.
2. Residential developments involving one or more of the following:
 - (a) Development activity that encompasses more than one hundred (100) acres;
 - (b) More than one hundred (100) dwelling units;
 - (c) More than ten (10) acres at a density of five (5) to seven (7) dwelling units per acre;
 - (d) More than five (5) acres at a density of greater than seven (7) but not more than nine (9) dwelling units per acre;
 - (e) More than nine (9) dwelling units per acre.
3. Any development that the Department designates as a Class III development project because the proposed development is part of a larger parcel for which additional development is anticipated that when aggregated with the project in question exceeds the limits of a. or b. above.

STEP 2: CALL STAFF

Call **386-329-0491** to schedule a pre-application conference with the Putnam County Planning and Development Services department. The documentation requirements for the class of development and development review step will be provided during this conference, as will submittal deadline dates.

STEP 3: SUBMIT AN APPLICATION.

Prepare and submit to the County all documents, plans and studies required by this Code. Page 6 lists the site plan requirements and provides a checklist for the applicant.

Attach the following with your application:

- Application fee established by the Putnam County BOCC. It is non-refundable.
- Agent designation form, if applicable.
- A signed copy of your plans and supporting data.

Sufficiency Review

The Planning and Development Services Department reviews the application and supporting documentation to determine whether all information needed for making a determination has been submitted by the applicant. Sufficiency review takes place at each submittal stage in the Development Review process. The applicant will be notified in writing as to whether the application is sufficient to commence the review process, and on what date and time the application will be heard before the Development Review Committee (DRC).

STEP 4: PRELIMINARY DEVELOPMENT PLAN REVIEW

This step entails a review of a development plan that meets the minimum level of detail required by the submittal requirements of Article 12, Division 5 of the Land Development Code in order to determine compliance with all applicable requirements.

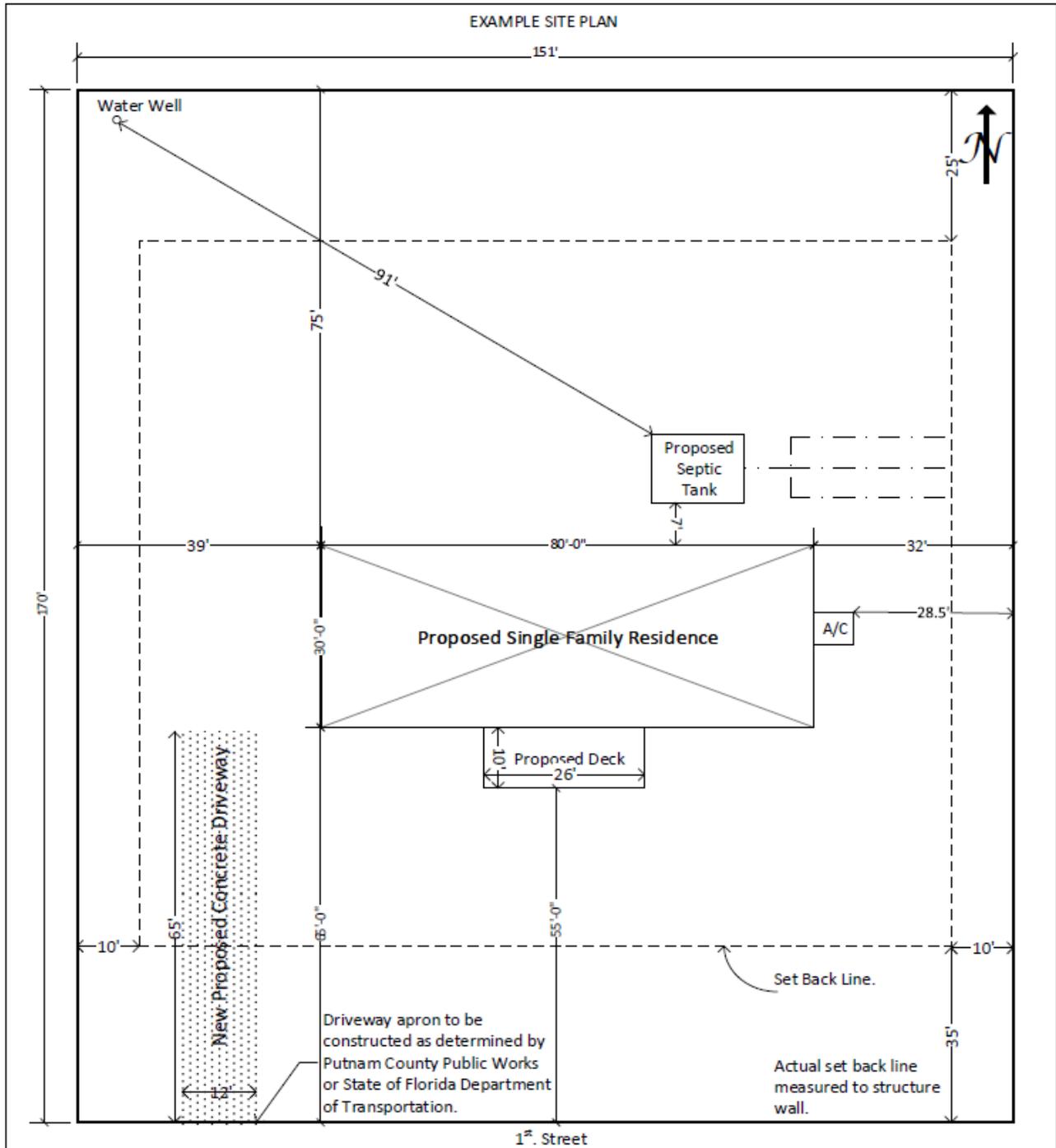
STEP 5: FINAL DEVELOPMENT PLAN REVIEW

This step is for the final review of a development plan to ensure all requirements of this Code are met and that all conditions attached to a preliminary development order, where issued, have been met. The final development plan review will not be initiated until all preliminary development review comments and issues are addressed. Site plan approval and/or a development order will not be issued until all final review comments are addressed and five sets of completely revised site plans are submitted. Site plans will be signed off by each department at the next regularly scheduled DRC meeting.

Site Plan Submittal Requirements

All site plans and required supplementary materials shall cover the parcel(s) being developed. All plans shall have basic site plan elements and drawn to scale sufficient for proper review of the proposal. All plans shall exhibit compliance with design standards of the Land Development Code, Florida Building Code, and any applicable regulation. It is understood that certain items on the checklist do not apply to every development. However, provide an explanation for all items on the checklist that are not applicable for the project.

SITE PLAN SUBMITTAL CHECKLIST	INCLUDED
Basic Site Plan Elements (See Example Site Plan Pgs. 5 &6)	
Location Map with Survey	
· Location of Existing Utilities (Water, Sewer, Electric, Gas, Etc.)	
· Existing and Proposed Easements	
· Special Flood Hazard Areas with Elevations	
· Wetland Protection Setback Lines	
Proposed use and Description of Project	
Grading/Paving Plan	
· Paved or Stabilized Areas	
· Existing & Proposed Vehicular & Pedestrian Access Ways	
· Off-Street Parking	
· Loading & Service Areas	
· Location of Adjacent, Internal, Streets, Driveways, Access Points	
· Lighting for Parking Areas	
· Mobility Signage	
Landscaping & Irrigation plan	
· Screening & Buffering	
· Landscaping Vehicle Use Areas	
· Irrigation	
Life Safety Plan	
· Fire Protection	
· Fire Hydrants & Water Mains	
· Fire Access Lanes	
· Turning Radius	
· Hazardous Processes/Materials	
Drainage Plan with Narrative	
Sedimentation Control Plan	
· Proposed Water/Wastewater Facilities	
· All Service Laterals, Water Meters with Size	
· Stormwater Management Facilities	
· Maintenance Statement	
Sign Plan	
· Location/Dimensions/Engineering	
Statement Outlining Status of Federal, State, Regional Permits	
Phasing Plan (if applicable)	
Construction Plans	
· Occupancy Classification of Building(s)	
· Assumed Property Lines/Building on the Same Lot (if applicable)	
· Location of Exterior Egress Doors	
· Accessibility Route (exterior, interior, entrances, etc.)	



Parcel Number: 00 - 00 - 00 - 0000 - 0000 - 0000	Scale: 3/32" = 2'
3,440 / 25,670 = 13.4% Impervious Surface Ratio.	Floor Area Ratio: 10.3%
Property Owner: John Doe	Address: 100 First Street
Name of Preparer: John Doe	Zoning: R-2
I affirm that this plot plan is true and accurate to the best of my knowledge.	
Signature of Applicant or Agent: <i>John Doe</i>	Date: 10/23/2015