

File No.: _____

Date Received: _____

**BAY COUNTY PLANNING AND ZONING DIVISION
DETAILED SPECIFIC AREA PLAN (DSAP)
DEVELOPMENT ORDER APPLICATION**

A. Applicant Information (Please type or print legibly.)

1. Applicant: _____
2. The applicant is the: a) Property owner _____ or b) Authorized agent _____
If the applicant is an agent, include an affidavit from the property owner granting authorization for the agent to act on the owner's behalf.
3. Applicant address: _____
Email address: _____
4. Applicant telephone: (_____) _____ Fax: (_____) _____
5. Name of project contact: _____
6. Project contact address: _____
Email address: _____
7. Contact telephone: (_____) _____ Fax: (_____) _____
8. Name of person or firm the Development Order is to be issued to (If not same as the applicant): _____
Address of recipient: _____
Email address: _____
9. Review Fee. Please submit a check made payable to "Bay County Planning and Zoning Division." DSAP Development Order fee: \$7,500.00.

B. General Project Information

1. Project name: _____
2. Proposed uses: _____
3. Number of residential units (or lots, if subdivision): _____
4. Residential density in units per acre: _____
5. Square footage of non-residential buildings: _____
6. Height of tallest building: _____
7. If any structure is over 100 feet tall, attach an FAA Determination of No Hazard to Air Navigation.

C. Site Information

1. Property's current use: _____
2. Property Appraiser's parcel ID #(s) _____

3. Acreage of DSAP: _____

D. Site Land Use Designations

1. Future Land Use Map designation(s) _____
2. Future Land Use Map Overlay(s) (check all that apply):
_____ Coastal Planning Area _____ Beaches Area _____ Rural Community
_____ Military Influence Overlay _____ Airfield / Airport Compatibility Use Zone
_____ Southport Neighborhood Planning Area
_____ Ecosystem Management Area (specify which) _____
3. Subject property's zoning district(s): _____

E. Infrastructure Provide an infrastructure analysis as required by Sections 3603.4, 3603.5, 3603.12, and 3606.15 of the Land Development Regulations.

F. Transportation

1. Traffic and Transportation Analysis. The transportation network within each DSAP shall conform to Objective 12.4 of the Comprehensive Plan and its associated policies. A transportation analysis for each DSAP shall be submitted for review and acceptance in accordance with Policies 12.4.2 and 12.4.11 and Section 3603.9 of the Land Development Regulations.
2. Proportionate Share Mitigation. (To be completed if required after initial review of Concurrency Application and pre-application meeting.) Attach document stating the proposed mitigation strategy including the following:
 - a. Road segment affected (*FDOT concurrence required on SIS facilities pursuant to LDR Section 3306-5.*);
 - b. Project description, including type, intensity, and amount of development;
 - c. Phasing schedule (if applicable);
 - d. Description of requested proportionate fair-share mitigation method(s), and;
 - e. Estimated value of the proposed fair-share mitigation pursuant to Chapter 33 of the Land Development Regulations.

G. Environmental Provide environmental information as required by Sections 3603.6, 3603.7, and 3606.12 of the Land Development Regulations.

H. Phasing Provide a description, map, and schedule of the proposed phasing plan of the DSAP as required by Section 3603.3 of the Land Development Regulations.

I. Urban Forms Provide an analysis and identification of the proposed urban forms as required by Sections 3603.2 and 3603.8 of the Land Development Regulations.

Please see Chapter 36 of the Land Development Regulations and the attached checklist for the complete list of DSAP Development Order submittal requirements.

J. Certification and Authorization

I certify that the information contained herein is true and correct and that I am either the owner of the subject property or am authorized to act on behalf of the owner(s) in all regards on this matter, pursuant to authorization submitted with this application. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of this form initiates a process and does not imply approval by Bay County.

By signing this application, the owner authorizes Planning and Zoning Division staff to access the subject property to verify information contained in this application and accompanying submittal documents. Further, the person named as the Project Contact is authorized on my behalf (if applicable).

Owner's or Authorized Agent's signature

Date

(Please Print or Type Name)

Detailed Specific Area Plan Development Order Checklist

- A boundary map clearly identifying the area to be covered and its relationship to the Long Term Master Plan.
- Identification and analysis of the proposed urban forms (Regional Employment Center, Business Center, West Bay Center, Town Center, Village Center, and Low-Impact Residential), and land uses including their proposed location in the DSAP. Each land use shall be specifically identified as to the location, maximum amounts, densities, intensities, a comparison of the development amounts within the land use categories in Table 12A of the Comprehensive Plan, the cumulative development amounts.
- Proposed phasing map and schedule of the DSAP which is to be used for the public facilities analysis, transportation analysis, and infrastructure analysis of this section and for the submittal of subsequent development orders.
- Identification of regional and non-regional public facilities, services, and infrastructure and anticipated impacts on the facilities caused by the DSAP.
- An updated public facilities analysis, including a 5-year capital improvement schedule, based upon the proposed land use densities and intensities proposed in the DSAP and the adopted Level of Service standards within Chapter 12 of the Comprehensive Plan. Each DSAP must ensure that long-term impacts to public facilities within the BWSP and regionally significant facilities within Bay County meet the adopted Level of Service standards for the BWSP using the strategies provided for in Chapter 163 and the Comprehensive Plan.
- A natural resources map for the DSAP boundary and data and analysis demonstrating the suitability of the land for the proposed land uses or a copy of an approved Regional General Permit/Ecosystem Management Agreement approved by the applicable federal and state agencies. Identify the lands within the DSAP designated as the West Bay Preservation Area and Long-Term Conservation Areas and include these in a conservation easement at the time of DSAP approval.
- A detailed analysis with identification of specific measures to protect the regional and sub-regional significant natural resources and jurisdictional wetland areas both within and adjacent to the proposed DSAP. Natural resources located within the DSAP boundary as identified on the required natural resources map will be protected consistent with Chapter 12 of the Comprehensive Plan including Objectives 12.8 through 12.12 and their supporting policies.
- Principles and guidelines that address the urban form proposed by the DSAP and its inter-relationship with other components/future DSAPs needed to implement the full Long Term Master Plan.
- An updated transportation analysis that incorporates the best available data and analysis, including traffic data, land use data, updated travel demand models, current committed and planned roadway improvements, and improvement cost estimates. Prior to the preparation of such analyses, the traffic methodology will be coordinated with both Bay County and the FDOT to ensure that each agency's review needs are adequately addressed.
- The need for an accommodation of various multimodal travel opportunities that accommodates modal choice opportunities within and between DSAPs within the BWSP including bicycle and pedestrian facilities and public transportation services if available.
- The DSAP effective date will coincide with the recordation of conservation easements for the long-term preservation of lands designated as West Bay Preservation Area or Long-Term Conservation Area within the boundary of the DSAP.
- An Infrastructure Analysis which demonstrates that the costs of any additional local government services and infrastructure required for the BWSP are adequately funded. The

analysis will also demonstrate that the impacts to schools based on the Bay County level of service standards in Table 20.1 and Chapter 12 of the Comprehensive Plan, including Policy 12.1.14 are properly mitigated by the development under such policy.

- Identify the location of construction staging areas, areas where temporary fill will be stored, where temporary concrete or asphalt batch plants will be located, and any other area devoted to temporary construction activity.
- Each DSAP application shall conform to the BWSP Long Term Master Plan and demonstrate all of the following:
 - a. The application contains development or conservation areas of at least 1,000 acres consistent with the Long Term Master Plan. The County may approve detailed specific area plans of less than 1,000 acres based on local circumstances if it is determined that the DSAP furthers the purposes of the Comprehensive Plan, the Long Term Master Plan, Section 163.3245, F.S., and Part I of Chapter 380, F.S..
 - b. That the development is consistent with Chapter 12 of the Comprehensive Plan and Section 163.3245, F.S.
 - c. That the proposed development meets the adopted level of service standards for the BWSP as identified in Policy 12.1.14.
 - d. That the required on-site and off-site public facilities, services, and infrastructure will be available to serve each development phase as it is constructed.
 - e. That the location and configuration of the proposed West Bay Preservation Area, Long-Term Conservation Areas and Agriculture/Timberland provides wildlife connectivity needed for these areas.
- Signed and sealed boundary survey including property size in square feet or acres.
- Area in square feet and dimensions of all proposed structures.
- The applicant must demonstrate to the satisfaction of the Planning Official or Building Official that there is legal access to the property which is the subject of a development order or building permit application. Proof of legal access may be evidenced by a plat, covenants, deed, easement, agreement of affected landowners, or a court.
- Location or vicinity map relative to the surrounding area.
- Scale of drawing and north direction indicator.
- Building envelopes shall be illustrated on all plats that propose detached, single-family residential subdivisions. The building envelopes may be illustrated on a sheet separate from the plat.
- Environmental Information. (See Chapter 19 and Policy 12.1.9 of the Comprehensive Plan).
 - a. Location and base flood elevation of flood zones, if applicable.
 - b. Geo-technical information appropriate to the site and type of development involved.
 - c. Location of all wetlands.
 - d. Location and type of any in-water construction (docks, seawalls, etc.).
 - e. Location of shoreline using mean high water or ordinary high water, as applicable.
 - f. Location of Conservation Zones or Ecosystem Management Areas described in the Comprehensive Plan.
- Parking and Vehicular Access Information (See Chapters 25 and 26 and Objective 12.4 and its associated policies of the Comprehensive Plan).
 - a. Location and names or highway numbers of all adjacent alleys, easements, streets and highways, and locations of any Florida Department of Transportation (FDOT) or Bay County funded road widening projects.
 - b. Location of right-of-way (ROW) line and ROW distance to centerline of adjacent streets or highways.
 - c. Location, dimensions, and geometry of vehicular connections onto adjacent streets or highways.

- d. Location, dimensions, and configuration of parking areas including parking spaces, aisles, and turn-arounds.
- e. Location, dimensions, and configuration of required landscaping areas.
- f. Location, configuration, and dimensions of acceleration or deceleration lanes, when applicable.
- g. Location, configuration, and dimensions of loading zones, when applicable.
- h. Type and product of parking area construction materials.
- Stormwater Management Facilities (See Chapter 24 and Policy 12.6.7 of the Comprehensive Plan).
 - a. Topographic elevations at sufficient intervals to accurately depict pre- and post-development stormwater flow.
 - b. Dimensions, configurations, locations, and types of stormwater treatment and management systems, including all retention and detention systems.
 - c. Method of stormwater treatment and management.
 - d. Design storm frequency and intensity calculations.
 - e. Detailed stormwater flow and retention or detention calculations.
 - f. Erosion and sediment control measures for both during and after construction.
 - g. Grading plan including the volumes and depths of cut and fill.
- Utilities Information (See Chapter 27 and Objective 12.6 and its associated polices in the Comprehensive Plan).
 - a. Source of potable water supply.
 - b. Location and size of water system including distribution lines and tap-ons.
 - c. Location and size of existing or proposed water wells, if applicable.
 - d. Source and type of sewage disposal.
 - e. Location and size of sewer system, including collection lines and tap-ons.
 - f. Location and design specifications of on-site sewage disposal systems, if applicable.
 - g. Location and description of proposed gas, telephone, electric and cable lines.
 - h. Location, dimensions, configuration, and source of dedication for all existing and proposed utility easements.
- Landscaping Plan. The landscaping plan shall be as specified in Section 2803 of this Code (see Chapter 28 and Policies 12.1.2.C.4.d., 12.1.12 B., 12.11.10, and 12.12.8 of the Comprehensive Plan). General information on the plan shall include:
 - a. Location and width of all required right-of-way landscaping and landscape buffers.
 - b. Location of all building frontage and parking area landscaping.
 - c. Identify species and provide legend key for species type.
 - d. Identify irrigation method (irrigation system, hand-water, etc.).
 - e. Show site distance triangle, per FDOT Index 546, at all roadway/driveway intersections.