

**BAY COUNTY PLANNING AND ZONING DIVISION  
DEVELOPMENT ORDER SUBMITTAL REQUIREMENTS CHECKLIST**

Application and site plan information must be submitted in sufficient adequacy and detail so as to allow staff determination of compliance with development standards found in the Bay County Land Development Regulations. All applications for development approval must include the following information.

1. General Information. All applications for development approval must include the following.
  - a. Name, address, telephone, and email address of the applicant;
  - b. Type of proposed development;
  - c. Address and legal description of the property for which the application is being submitted (Note: Properties submitted for a development order must have an address);
  - d. Deed, lease, or other legal authorization to use the subject property;
  - e. Exact directions to the property and a location map;
  - f. Land use designation of the subject property as shown on the Future Land Use Map and zone as shown on the Official Zoning Map;
  - g. Proposed use of the subject property;
  - h. Boundary Survey including property size in square feet or acres (may be part of site plan). Must be signed and sealed by a Florida licensed and certified surveyor;
  - i. Size (square footage) and dimensions of all proposed structures;
  - j. Source of water supply, sewage disposal, and stormwater control. If applicable, concurrency/sufficiency letters from other jurisdictions providing services to the development will be required;
  - k. Any other information as required in Chapter 20 to perform concurrency determinations;
  - l. Any applicable county permits required for the project (e.g. drainage connection, driveway permits, etc.);
  - m. 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 the 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.

2. Site Development Information. Site development details must be drawn at a scale suitable for development review. ALL SITE PLAN SHEETS MUST BE SIGNED AND SEALED BY A DESIGN PROFESSIONAL IN ACCORDANCE WITH STATE LAW.

a. General Information.

- i. Owner's name, address, email address and telephone number;
- ii. Name, address, and telephone number of architect or engineer of record;
- iii. Address and legal description of the site;
- iv. Location or vicinity map relative to the surrounding area;
- v. Scale of drawing and north direction indicator;
- vi. Zone designation of the site and all adjacent property as shown on the Official Zoning Map;
- vii. Proposed use of the site;
- viii. Boundary lines and dimensions of the site;
- ix. Name or highway number of all adjacent streets;
- x. Locations of all alleys, easements, or other public ways, and locations of any FDOT or Bay County funded road widening projects;
- xi. Locations of permanent structures within fifty (50) feet of the subject parcel boundary.

b. Environmental Information.

- i. Location and base flood elevation of flood zones is applicable;
- ii. Geo-technical information appropriate to the site and type of development involved;
- iii. Wetland areas, if applicable;
- iv. Location and type of any in-water construction (docks, seawalls, etc.);
- v. Location of shoreline using mean high water or ordinary high water, as applicable;
- vi. Location and size of all protected trees;
- vii. Location of the Coastal Construction Control Line, if applicable;

- viii. Location of Conservation Zones or Ecosystem Management Areas described in the Comprehensive Plan.

c. Site/Building Information.

- i. Total site or lot area and/or lot areas, including lot dimensions for subdivide lots;
- ii. Proposed residential density (units per acre). For residential development that are not proposed as a subdivision, any new residential development that totals 20 or more dwelling units is required to provide a minimum 5-foot sidewalk along one side of all internal rights-of-way;
- iii. Dimensions of all property lines;
- iv. Front, side, and rear yard setbacks relative to property line and buildings;
- v. Height from grade of all buildings, decks, and other structures to be built on site;
- vi. Percentage of lot coverage (impervious surface ratio);
- vii. Location of principle building and all accessory buildings or structures;
- viii. Exterior and interior dimensions and shapes of all buildings and structures;
- ix. Size (square feet) of all buildings and structures;
- x. Show location of any above ground fuel or gas container complete with setback distances from surrounding structures, rights-of-way, and property lines;
- xi. Show finished floor elevation for all proposed structures. For subdivided lots, show the finished floor elevation of each individual lot;
- xii. Show delineation of flood zone areas relative to the location of any proposed structures per the most recent FEMA Flood Insurance Rate Map (FIRM);
- xiii. Exterior finished materials and colors of all proposed buildings when applicable (Tourist Corridors);
- xiv. Provide data table on site plan that included, but is not limited to, impervious surface ratio, floor area ratio, building setbacks, building height, number of parking spaces, and ITE land use code with proposed trips;
- xv. For residential subdivisions seeking to use model homes, the location of the model homes must be identified on the site plan.

d. Parking and Vehicular Access Information.

- i. Location and names or highway numbers of all adjacent streets and highways;
- ii. Location of right-of-way (ROW) line and ROW distance to centerline of adjacent streets or highways;
- iii. Location, dimensions, and geometry of vehicular connections onto adjacent streets or highways;
- iv. Location, dimensions, and configuration of parking areas including parking spaces, aisles, and turn-arounds;
- v. Location, dimensions, and configuration of required landscaping areas;
- vi. Location, configuration, and dimensions of loading zones, when applicable;
- vii. Type and product designation of parking area construction materials;
- viii. Site distance triangles, per FDOT Index 546, at all roadway/driveway intersections (also include in landscape plan);
- ix. Largest design vehicle tracking throughout the site and for roadway/driveway access.
- x. Does the project involve outdoor storage of equipment and/or materials? If so, will the storage area be properly screened in compliance with LDR Section 3503?

e. Stormwater/Drainage Control Information.

- i. Topographic elevations at sufficient intervals to accurately depict pre- and post-development stormwater flow;
- ii. Dimensions, configurations, locations, and types of retention and/or detention structures;
- iii. Method of stormwater treatment;
- iv. Location, dimensions, and configurations of receiving drainage structures;
- v. Design storm frequency/intensity calculations;
- vi. Detailed stormwater flow and retention or detention calculations;
- vii. Erosion and sediment control measures for both during and after construction;

- viii. Grading Plan.
- f. Utilities Information.
- i. Source of potable water supply;
  - ii. Location and size of water system including distribution lines and tap-ons;
  - iii. Location and size of existing or proposed water wells, if applicable;
  - iv. Source and type of sewage disposal;
  - v. Location and size of sewer system, including collection lines and tap-ons;
  - vi. Location and design specifications of on-site sewage disposal systems, if applicable;
  - vii. Location and description of proposed gas, telephone, electric and cable lines;
  - viii. Location, dimensions, configuration, and source of dedication for all existing and proposed utility easements.
- g. Landscaping Plan. The landscaping plan shall be as specified in Section 2803 of this Code (See Chapter 28). General Information on the plan should include:
- i. Location and width of all required right-of-way landscaping and landscape buffers;
  - ii. Location of all building frontage and parking area landscaping;
  - iii. Identify species and provide legend key for species type;
  - iv. Identify irrigation method (irrigation system, hand-water, etc.);
  - v. Site distance triangles, per FDOT Index 546, at all roadway/driveway intersection (also include on site plan).

**BAY COUNTY PLANNING AND ZONING DIVISION  
LANDSCAPING PLAN SUBMITTAL REQUIREMENTS**

Applications for development approval shall be accompanied by a landscaping plan including drawings of landscaped areas as required by LDW Chapter 28. Any such drawings shall be of sufficient size and detail so as to allow for adequate review and shall be prepared by a landscape architect or other person authorized pursuant to Chapter 481, Part II, F.F., as amended. Landscaping plans shall expire at the time of the development order. Once expired, the plan must be resubmitted in full. Landscaping plans and drawings shall the following information.

1. Date, scale, north arrow, title, project name, owner's name, and the preparer's name.
2. Site boundaries and dimensions, location and names of adjacent streets, location of driveways, and location of underground utilities.
3. Location of visibility triangles (if applicable).
4. Natural features such as ponds, streams, shorelines, wetlands, etc.
5. The natural topography of the land to consider natural drainage features.
6. The location of all proposed buildings, stormwater retention ponds, parking areas, islands, and medians.
7. A landscape materials schedule showing the location, species, height and spacing of landscaping materials to be planted or installed, or natural vegetation to be preserved, and indication of whether native to Northwest Florida. The correlation of the location of plants shall directly relate to the water requirement each zone will have so that mixed groupings will not have differing water requirements.
8. Location and description of irrigation systems pursuant to § 373.62, F.S.
9. A tree survey nothing the location and description of each protected tree on site.

**BAY COUNTY PLANNING AND ZONING DIVISION  
LIGHTING PLAN SUBMITTAL REQUIREMENTS**

Applications for development approval shall be accompanied by a LIGHTING PLAN AS REQUIRED BY LDR Chapter 18. Any such drawings shall be of sufficient size and detail so as to allow for adequate review and shall be prepared by a licensed landscape architect or civil engineer. Lighting plans shall expire at the time of the development order. Once expired, the plans must be resubmitted in full. Lighting plans and drawings shall include the following information.

1. Date, scale, north arrow, title, project name, owner's name, and the preparer's name.
2. Site boundaries and dimensions, common lot lines with adjacent parcels, location and names of adjacent street and location of driveways.
3. The location of all proposed buildings, stormwater retention ponds, parking areas, islands, and medians.
4. Location and number of all exterior lights.
5. The intensity of illumination shall be distributed across the site in grid like fashion. Light intensity in measurement of foot candles shall be shown on the plan. No light shall trespass onto an adjacent parcel with residential use of more than 0.5-foot candles.
6. Detail on the height of each light fixture showing compliance with the following standards:
  - Commercial and industrial properties and uses: Maximum 24'
  - Commercial, institutional, and industrial uses when adjacent to residential use: Maximum 18'
  - Institutional, educational, and residential properties and uses: Maximum 12'
  - Outdoor recreation facilities do not have a maximum height for light fixtures. They still must however utilize full cutoff light fixtures and minimize light trespass. Natural features such as ponds, streams, shorelines, wetlands, etc.
7. Detailed information on the type of each light fixture and its design to minimize light trespass. Light fixtures must be oriented downward and fully shielded or of full cutoff design.

**BAY COUNTY PLANNING & ZONING DIVISION  
DEVELOPMENT ORDER APPLICATION**

**A. APPLICANT INFORMATION** (Please print or type clearly.)

1. Name of applicant: \_\_\_\_\_
2. The applicant is the: a) Property owner \_\_\_\_\_ or b) Authorized agent \_\_\_\_\_  
(if the applicant is an agent, attach signed statement from the property owner granting permission for the agent to act on the owner's behalf.)
3. Applicant address: \_\_\_\_\_  
Email address: \_\_\_\_\_
4. Applicant telephone: (\_\_\_\_) \_\_\_\_\_
5. Name of project contact and company name: \_\_\_\_\_  
\_\_\_\_\_
6. Project contact address: \_\_\_\_\_  
Email address: \_\_\_\_\_
7. Contact telephone: (\_\_\_\_) \_\_\_\_\_
8. Name of person or firm the Development Order is to be issued (if no same as the applicant): \_\_\_\_\_  
Address of recipient: \_\_\_\_\_  
Email address: \_\_\_\_\_
9. Review Fee Amount:
  - Standard Development Order \$900.00
  - Subdivisions \$900.00
  - Development Order Engineering Review \$1000.00
  - Substantial Deviation \$550.00  
(For a Substantial Deviation, please attach a narrative citing the approved Development Order number along with a detailed description of all proposed changes from the approved Development Order.)
  - Proportionate Share Mitigation Review \$575.00

**B. PROJECT INFORMATION**

1. Project name: \_\_\_\_\_
2. Proposed use of site: \_\_\_\_\_  
\_\_\_\_\_  
Number of units (or lots, if subdivision): \_\_\_\_\_
3. Proposed density in units per acre: \_\_\_\_\_
4. Are proposed roads and easements to be private or dedicated to the County?  
\_\_\_\_\_ dedicated to County \_\_\_\_\_ private \_\_\_\_\_ combination (attach explanation)
5. Is this project part of an existing multi-phases development? \_\_\_\_\_ No \_\_\_\_\_ Yes; this project is part of \_\_\_\_\_
6. Is this project the start of a new multi-phase project? \_\_\_\_\_ No \_\_\_\_\_ Yes; this is a multi-phase project anticipated to be developed in \_\_\_\_\_ phases.  
This application is for phase(s) \_\_\_\_\_
7. Has Bay County previously issued any development orders for the subject parcel?  
\_\_\_\_\_ No \_\_\_\_\_ Yes; if yes, what is status of current Development Order? \_\_\_\_\_  
\_\_\_\_\_
8. Total square footage of building(s): \_\_\_\_\_
9. Height of tallest building above grade (in feet) and proposed no. of floors: \_\_\_\_\_  
\_\_\_\_\_
10. If any structure is over 100 feet tall, attach an FAA Determination of No Hazard to Air Navigation letter.



**F. TRAFFIC IMPACTS**

**1. Trip Generation & Level of Service** *(This section is to be filled out for all projects to determine whether the proposed development meets or exceeds any of the thresholds listed in Section F.3 of this application necessitating a transportation study. NOTE: If the project is part of a phase of an overall master development that meets or exceeds the requirements of Section F.3., a Traffic Impact Analysis will be required.)*

- a. Include trips generated by proposed project using the current edition of Trip Generation published by Institute of Transportation Engineers.

ITE Land Use Code	Land Use Description	Total No. of Units or Total Sq. Ft.	Avg. Trip Rate or Fitted Equation	Peak Hour Project Trips*
<b>Total</b>				

\* Indicate      AM or      PM (check one) Peak Hour Trips, whichever is greater.

- b. If applicable, list credited trips (removed units must be located on same parcel).

ITE Land Use Code	Land Use Description	Total No. of Units or Total Sq. Ft.	Avg. Trip Rate or Fitted Equation	Peak Hour Project Trips
<b>New Project Trips Added</b> (from Table F.1.a)				
<b>Total Credited Trips</b>			<b>Minus</b>	
<b>Total New Project Trips</b>			<b>Equals</b>	

- c. For each roadway segment within the defined study area, include the following information for the proposed development (some information is provided in Bay County Concurrency Management System Database).

Road* Segment	Road* Segment ID	Two-Way Peak Hour					
		Adopted LOS* Max Service Volume (MSV)	Existing* LOS	Existing* Volume	Project Trips Added (from table F.1.a. or F.1.b., if applicable)	New Total Volume (Existing + Project trips)	New LOS

\* Information can be obtained from the Bay County Concurrency Management System Database located on the Planning and Zoning website.

## **2. NCHRP Report 457 Turn Lane Analyses**

- a. Left Turn Lane Warrant Analysis conducted? Yes (attached) \_\_\_\_ No \_\_\_\_.
- b. Right Turn Lane Warrant Analysis conducted? Yes (attached) \_\_\_\_ No \_\_\_\_.

## **3. Transportation Study**

- a. A Transportation Study shall be required if the proposed development meets any of the following criteria:
  - The proposed development is projected to generate 100 or more net new peak hour trips (Full Traffic Impact Analysis required). The Traffic Impact Analysis (TIA) shall follow the requirements of Section 2008.7.
  - The project or proposed development is determined to have impacts to any facility (listed in the Bay County Concurrency Management System Database) within a one-mile radius of the project's primary access driveway that is currently at or within ten (10) percent of its two-way peak hour maximum service volume at the adopted LOS. The Transportation Study shall demonstrate that the two-way peak hour maximum service volume is not exceeded for each impacted roadway segment with project trips added. If maximum service volumes are exceeded, additional analyses and/or mitigation may be required.
- b. A proposed development is considered de minimus if the proposed project's impacts are less than one (1) percent of the roadway's two-way peak hour maximum service volume at the adopted LOS for all roadway segments within a one-mile radius of the project's primary access driveway, or other reasons at the discretion of the County.
- c. Specific analyses may be added to (or removed from) the Transportation Study at the County's discretion to address impacts of the proposed development.
- d. Transportation Studies must adhere to the requirements of Sections 2008.6 and 2008.7 of the Land Development Regulations.

## **4. Proportionate Share Mitigation** *(To be completed if required after initial review of Concurrency Application and pre-application meeting).*

- a. Attach document stating the proposed mitigation strategy including the following:
  1. Road segment affected (*FDOT concurrence required on SIS facilities pursuant to LDR Section 3306.5*);
  2. Project description, including type, intensity, and amount of development;
  3. Phased schedule (if applicable);
  4. Description of requested proportionate fair-share mitigation, method(s), and;
  5. Estimated value of the proposed fair-share mitigation pursuant to LDR Chapter 33.

**5. Hurricane Evacuation** The subject property occurs in the following hurricane evacuation zone(s) (check all that apply);

\_\_\_\_\_ A Zone \_\_\_\_\_ B Zone \_\_\_\_\_ C Zone \_\_\_\_\_ D Zone \_\_\_\_\_ N/A

**G. SITE ENVIRONMENTAL INFORMATION** (check all that apply)

1. \_\_\_\_\_ Flood Zone Type: \_\_\_\_\_ VE, \_\_\_\_\_ A, or \_\_\_\_\_ AE; and Elevation \_\_\_\_\_.
2. \_\_\_\_\_ Protected trees (indicate type and size on site plan)
3. \_\_\_\_\_ Wetlands: \_\_\_\_\_ FDEP \_\_\_\_\_ ACOE
4. \_\_\_\_\_ Shoreline
5. \_\_\_\_\_ Coastal Area
6. \_\_\_\_\_ Aquifer Recharge
7. \_\_\_\_\_ Wildlife Habitat

An environmental assessment should be included with the application. This assessment should be prepared by a licensed environmental firm and at a minimum should address the following:

- a. Hazardous materials inspection.
- b. Wetland delineation including all wetland buffers. Any recommended mitigation should be detailed.
- c. Characterization of the shoreline habitat and aquatic resources (shellfish, sea grass beds, etc.).
- d. Characterization of the uplands ecosystem and soils.
- e. Ecosystem characterization threatened and endangered species report, including recommended mitigation, if necessary.
- f. Survey of the Florida Master Site File (administered by the Bureau of Historic Preservation, Division of Historical Resources) to determine the presence of items of historical, cultural, or archaeological significance.
- g. Based Flood Elevations (BFEs) must be on each lot on the site plan.

**H. OTHER REQUIRED PERMITS** (check all that apply)

1. \_\_\_\_\_ Dredge and fill (\_\_\_\_\_ DEP \_\_\_\_\_ COE)
2. \_\_\_\_\_ FDOT (\_\_\_\_\_ Driveway access \_\_\_\_\_ Drainage \_\_\_\_\_ Utility)
3. \_\_\_\_\_ Right-of-way use (\_\_\_\_\_ Bay County; \_\_\_\_\_ City of \_\_\_\_\_)
4. \_\_\_\_\_ Driveway (\_\_\_\_\_ Bay County; ; \_\_\_\_\_ City of \_\_\_\_\_)
5. \_\_\_\_\_ FDEP Water Distribution
6. \_\_\_\_\_ FDEP wastewater collection and transmission
7. \_\_\_\_\_ FDEP stormwater
8. \_\_\_\_\_ NFWFMD stormwater
9. \_\_\_\_\_ Drainage connection (Bay County)
10. \_\_\_\_\_ Septic tank (Health Dept.)
11. \_\_\_\_\_ Mobile Home or R/V park license (Health Dept.)
12. \_\_\_\_\_ Other (Specify): \_\_\_\_\_

**I. 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 development application. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of the form initiates a process and does not imply approval by Bay County.

I certify that I understand that issuance of a Certificate of Concurrency will require successful completion of Development Review and no final development order will be issued except upon successful completion of this Concurrency Review.

I certify my understanding that a thirty (30) foot buffer is required between DEP jurisdictional wetlands, including water bodies, and any upland development. I understand that all vegetation must be preserved within the 30-foot buffer with no land clearing to occur except that a single ten (10) foot wide path may be cleared to provide access to the water. I further understand that erosion control measures (e.g. hay bales, silt fence) must be installed at the landward edge of the wetland buffer and along any ditch or other stormwater control structure prior to any clearing on the site and maintained throughout construction including final grading. I understand that a County Development Order does not authorize any land clearing in jurisdictional wetlands and that permits must be obtained from the Department of Environmental Protection and/or the U.S. Army Corps of Engineers for development activities in wetlands.

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)