

File No.: _____

Date Received: _____

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 a signed statement from the property owner granting permission for the agent to act on the owner's behalf.)
3. Applicant address: _____
E-mail 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: _____
E-Mail address: _____
9. Review Fee Amount (Please attach check made payable to "Bay County Planning and Zoning Division".)
 - Standard Development Order \$800.00
 - Subdivisions \$900.00
 - 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 _____

3. Number of units (or lots, if subdivision): _____
4. Proposed density in units per acre: _____
5. Are proposed roads and easements to be private or dedicated to the County?
____ dedicated to County ____ private ____ combination (attach explanation)
6. Is this project part of an existing multi-phased development? ____ No
____ Yes; this project is part of _____
7. 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) _____.

8. Has Bay County previously issued any development orders for the subject parcel?
____ No ____ Yes If yes, what is status of current Development Order? _____

9. Total square footage of building(s): _____

10. Height of tallest building above grade: _____

11. If any structure is over 100 feet tall, attach an FAA Determination of No Hazard to Air Navigation letter.

12. Is this waterfront property: ____ No ____ Yes If yes, to which waterbody is this property adjacent and what is its classification?

Class I ____ Class II ____
Class III ____ Outstanding Florida Water ____ Other _____

C. DEVELOPMENT SITE INFORMATION

1. Current use of site: _____

2. Address of site: _____

3. Property Appraiser's parcel ID #(s) _____

Note: A copy of the deed with legal description must be included.

4. Size of property: _____ (square feet); _____ (acres)

5. Name(s) of adjacent street(s):

North- _____ South- _____

East - _____ West- _____

D. SITE LAND USE DESIGNATIONS

1. Future Land Use Map designation: _____

2. Future Land Use Map designations of adjacent parcels:

North- _____ South- _____

East- _____ West- _____

3. Future Land Use Map Overlay(s) (check all that apply):

____ Coastal Planning Area ____ Beaches Area ____ Rural Community

____ Deer Point Reservoir Protection Zone ____ Bay Point DRI

____ Airfield Installation Compatibility Special Use Zone

____ Southport Neighborhood Planning Area

____ Ecosystem Management Area (specify which) _____

4. Subject property's zoning district(s): _____

5. Zoning districts of adjacent parcels:

North- _____ South- _____

East- _____ West- _____

E. SITE UTILITIES (check all applicable services)

1. Water system:

Provider: _____

Available capacity: _____

- Demand created by proposed development: _____
2. Sewer system:
 Provider: _____
 Available capacity: _____
 Demand created by proposed development: _____
3. _____ Septic tank
4. _____ Private well

F. TRAFFIC IMPACTS

1. ITE Code & Existing 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 traffic 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 ITE Trip Generation 8th Edition or most current edition.

ITE Code	Land Use	Total Number of Units and/or Sq. Ft. Size of Building		Daily Trips	PM Peak Hour Trips*
		# of Units	Total Sq. Ft.		
Total					

* If Peak Hour Travel occurs at a different time, please provide documentation

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

ITE Code	Land Use	Total Number of Units Removed and/or Sq. Ft. Size of Building Removed		Daily Trips	PM Peak Hour Trips
		# of Units	Sq. Ft.		
Total trips credited					
New trips added from replacement				Minus	
Total trips				Equals	

- c. Include the following information for road(s) impacted by the proposed development.

Road	Segment	Peak Hour Maximum Service Volume	Current LOS	AADT	Peak Hour Volume AADT*(K100 factor/100)	PM Peak Hour Trips Added	New Peak Hour Volume	New LOS

(Note: Information required above may be obtained from the Bay County TPO's Congestion Management System and Bay County's Concurrency Management System spreadsheet located on the Planning and Zoning website.)

2. 211 / 279 Turn Lane Analysis

- a. 211 Left turn lane analysis required: Yes (Attached) _____ No _____
 b. 279 Right turn lane analysis required: Yes (Attached) _____ No _____

3. Traffic Impact Analysis

- a. A Transportation Study is required if the proposed development meets any of the following criteria:
- Impacts any facility that is at or within 10% of its adopted level-of-service volume.
 - The proposed development is expected to generate 100 or more peak-hour trips.
 - The proposed development meets any of the thresholds listed as 100 peak-hour trips as provided in Table 1 of the Site Impact Handbook promulgated by the Department of Transportation.
- b. Transportation Studies must adhere to requirements of Sections 2008.6 and 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. Phasing schedule (if applicable);
 4. Description of requested proportionate fair-share mitigation methods(s), and

5. Estimated value of the proposed fair-share mitigation pursuant to Chapter 33 of the Land Development Regulations.

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

_____ Tropical Storm _____ Category 1 Hurricane _____ Category 2 Hurricane
_____ Category 3 Hurricane _____ Category 4-5 Hurricane _____ 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 ecosystems 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) Base Flood Elevations (BFE's) 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. _____ Water well (_____ NFWFMD _____ Health Dept)
6. _____ FDEP water distribution
7. _____ FDEP wastewater collection and transmission
8. _____ FDEP stormwater
9. _____ NFWFMD stormwater
10. _____ Drainage connection (Bay County)

- 11. _____ Septic tank (Health Dept)
- 12. _____ Mobile home or R/V park license (Health Dept)
- 13. _____ 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)