

# **Disclaimer**

**F.S. 125.022 Disclaimer: Issuance of a development permit or development order by Columbia County does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the county for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.**

## **Additional Information**

All applications for development can be found on the County's Building & Zoning webpage at:

<http://www.columbiacountyfla.com/BuildingandZoning.asp>

Concurrency information can be downloaded from the Download Documents section of the County's Building & Zoning Webpage. A Concurrency Worksheet in Microsoft Excel is available.

To access GIS Data, including: Future Land Use Map, Official Zoning Atlas, Flood Zones, Wetlands, and Building Permits, please visit: <https://webportal.columbiacountyfla.com/map.aspx>

The County's Comprehensive Plan and Land Development Regulations can be found by either visiting the County's Building & Zoning Webpage or at: [https://www.municode.com/library/fl/columbia\\_county/codes/land\\_development\\_regulations](https://www.municode.com/library/fl/columbia_county/codes/land_development_regulations)

Fees are listed in each application; however, a comprehensive list of fee can be obtained from the Download Documents section of the County's Building & Zoning Webpage.

## **Columbia County Development Application Submittal Guidelines**



## **Columbia County Building & Zoning Department**

Physical Address:  
135 NE Hernando Ave  
Lake City, FL 32055

Mailing Address:  
P.O. Box 1529  
Lake City, FL 32056

Ph: (386) 758-1008  
Fx: (386) 758-2160



The following submittal guidelines apply to all applications for Site & Development Plan, Special Exception, Variances, Comprehensive Plan Amendments, Site Specific Amendments to the Official Zoning Atlas (Rezoning), Land Development Regulation Text Amendments, Special Permits, and Subdivisions.



### Notice To Applicant

If a site plan is required, the site plan must be digitally signed and sealed by a registered engineer in the State of Florida.

PDF submittals must be comprised of one (1) cohesive PDF containing the application, backup materials, and plans. PDF submittals separated into multiple PDFs will not be accepted.

Notice regarding legal description: Unless the legal description is of a whole platted lot, the metes and bound description MUST describe the entire subject property boundary. Multiple legal descriptions or multiple legal descriptions that piece together multiple properties shall not be accepted. The legal description must describe the subject property as a whole.

### Submittal Requirements

A CD with PDF copy of the application and all support material in one cohesive PDF file. Further, the legal description of the subject property MUST be submitted in Microsoft Word format.

USB Drives can be utilized in lieu of a CD.

Please note: Paper copies are not required. Submittals should all be made in digital format as noted above. It is very important that the PDF submitted be a single cohesive PDF file. PDF submittals separated into multiple PDFs will not be accepted.

### Presentation Requirements

The following requirements apply to applicants who desire to provide PowerPoint Presentations for the Board of Adjustment, Planning & Zoning Board, or Board of County Commissioner meetings.

All PowerPoint Presentation must be submitted at least seven (7) days prior to the meeting date.

Presentations submitted on CD must contain the application number and the name of the applicant on the CD.

Text within the PowerPoint Presentation must be no smaller than 24 point font.

All content within the PowerPoint Presentation must be within bound of the slide of the PowerPoint.