



Columbia County Gateway to Florida

FOR PLANNING USE ONLY

Application # DIV _____

Application Fee _____

Receipt No. _____

Filing Date _____

Completeness Date _____

Division of Land Application

A. PROJECT INFORMATION

1. Project Name: _____
2. Address of Subject Property: _____
3. Parcel ID Number(s): _____
4. Future Land Use Map Designation: _____
5. Zoning Designation: _____
6. Acreage: _____
7. Existing Use of Property: _____
8. Proposed use of Property: _____
9. Total Number of Lots _____

B. APPLICANT INFORMATION

1. Applicant Status ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s): _____ Title: _____
Company name (if applicable): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____ Email: _____

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

3. If the applicant is agent for the property owner*.
Property Owner Name (title holder): _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: (____) _____ Fax: (____) _____ Email: _____

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***Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

C. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property?
If yes, list the names of all parties involved: _____
If yes, is the contract/option contingent or absolute: ☐ Contingent ☐ Absolute
2. Has a previous application been made on all or part of the subject property:
Future Land Use Map Amendment: ☐ Yes _____ ☐ No _____
Future Land Use Map Amendment Application No. CPA _____
Site Specific Amendment to the Official Zoning Atlas (Rezoning): ☐ Yes _____ ☐ No _____
Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. Z _____
Variance: ☐ Yes _____ ☐ No _____
Variance Application No. V _____
Special Exception: ☐ Yes _____ ☐ No _____
Special Exception Application No. SE _____

D. ATTACHMENT/SUBMITTAL REQUIREMENTS

Divisions of Land:

Prior to the sale of any properties resulting from the division of a parcel of land, which is more than 10 acres, but less than 20 acres in size, the owner or agent for the owner of said property shall first obtain a special permit from the land development regulation administrator of the county, which shall be filed on forms provided by said administrator and shall be accompanied by the following information.

1. A survey prepared by a registered surveyor, licensed within the State of Florida, including the following information:
 - (a) An original drawing made with black permanent drawing ink; or a non-adhered scaled print on a stable base film made by photographic processes from a film scribing tested for residual hypo testing solution to assure permanency;
 - (b) Marginal lines, standard certificates and approval forms shall be printed on the plat with a permanent black drawing ink. A print or photographic copy of the original drawing must be submitted with the original drawing;
 - (c) When more than one sheet must be used to accurately portray the lands divided, an index or key map must be included and each sheet must show the particular number of that sheet and the total number of sheets included, as well as clearly labeled matchlines to show where other sheets match or adjoin;
 - (d) In all cases, the letter size and scale used shall be of sufficient size to show all detail. The scale shall be both stated and graphically illustrated by a graphic scale drawn on every sheet showing any portion of the lands subdivided;
 - (e) The name of the professional surveyor and mapper or legal entity, along with the street and mailing address, must be shown on each sheet included;
 - (f) A prominent "north arrow" shall be drawn on every sheet included showing any portion of the lands divided. The bearing or azimuth reference shall be clearly stated

on the face of the survey in the notes or legend, and, in all cases, the bearings used shall be referenced to some well established and monumented line;

- (g) Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being divided and may not be more than 1,400 feet apart. Where such corners are in an inaccessible place, permanent reference monuments shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the survey. Where corners are found to coincide with a previously set permanent reference monuments, the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity on the previously set permanent reference monuments shall be shown on the new survey. The permanent reference monuments shall be shown on the plat by an appropriate symbol or designation;
- (h) Permanent control points shall be set on the centerline of the ingress and egress easement at the intersection and terminus of all ingress and egress easements, at each change of direction, and no more than 1,000 feet apart. Such permanent control points shall be shown on the plat by an appropriate symbol or designation;
- (i) Monuments shall be set at all lot corners, points of intersection, and changes of direction of lines within the survey which do not require a permanent reference monument or a permanent control points; however, a monument need not be set if a monument already exists at such corner, point, or change of direction or when a monument cannot be set due to a physical obstruction;
- (j) The section, township, and range shall appear on each sheet included;
- (k) Each survey shall show a description of the lands divided, and the description shall be the same in the title certification. The description must be so complete that from it, without reference to the survey, the starting point and boundary can be determined;
- (l) The dedications of any easements or common spaces shall be shown;
- (m) The professional surveyor and mapper's seal and statement as to the accuracy of the survey shall be shown;
- (n) All section lines and quarter section lines occurring within the survey shall be indicated by lines drawn upon the map, with appropriate words and figures. If the description is by metes and bounds, all information called for, such as the point of commencement, course bearings and distances, and the point of beginning, shall be indicated. If the parcels are in a land grant or are not included in the subdivision of government surveys, then the boundaries are to be defined by metes and bounds and courses;
- (o) Location, width, and names of all adjacent streets, waterways, or other rights-of-way shall be shown, as applicable;
- (p) Location and width of proposed easements and existing easements identified in the title opinion or certification shall be shown on the survey or in the notes or legend, and their intended use shall be clearly stated. Where easements are not coincident with property lines, they must be labeled with bearings and distances and tied to the principal lot, tract, or easement;
- (q) All contiguous properties shall be identified by subdivision title, plat book, and page, or, if unplatted, land shall be so designated;

- (r) Sufficient survey data shall be shown to positively describe the bounds of every divided parcel, easement, and all other areas shown on the survey;
 - (s) Curvilinear parcel lines shall show the radii, arc distances, and central angles. Radial lines will be so designated. Direction of non-radial lines shall be indicated;
 - (t) Sufficient angles, bearings, or azimuth to show direction of all lines shall be shown, and all bearings, angles, or azimuth shall be shown to the nearest second of arc;
 - (u) The centerlines of all access easements shall be shown as follows: noncurved lines: distances together with either angles, bearings, or azimuths; curved lines: arc distances, central angles, and radii, together with chord and chord bearing or azimuths; and
 - (v) When it is not possible to show line or curve data information on the map, a tabular form may be used. The tabular data must appear on the sheet to which it applies.
2. A surety agreement on forms and containing content as prescribed by the county attorney, shall be required for all ingress and egress easements provided to parcels within the area surveyed. The surety agreement shall guarantee the construction ingress and egress easement improvements to the following standards:
- (a) Grading and centerline gradients shall be a maximum of eight percent (no minimum).
 - (b) Easements shall be 20-foot pavement stabilized sub-grade and minimum right-of-way of 60 feet and improved as follows:
 - 1. Stabilized shoulders shall be required on both sides of all access easements. Stabilized shoulders shall be six feet in width and constructed to a compacted thickness of four inches and have a minimum limerock bearing ratio (LBR) of 40.
 - 2. Easement swales shall have side slopes and back slopes no steeper than four to one. Runoff may be accumulated and carried in the swales in the right-of-way up to but not above the point where flooding of the shoulders or roadside property would occur. Water in excess of this quantity shall be diverted from the easement swales and carried away by storm sewers or other approved means.
 - 3. Subgrade shall be stabilized and constructed in accordance with the following sections of the Florida Department of Transportation Standards except as modified herein.

Section 160-1	Description
Section 160-4	Materials
Section 160-6	Type B Stabilization
Section 160-8	Construction Methods
Section 160-10	Bearing Value Requirements

Subgrade shall be eight inches compacted thickness, stabilized to a minimum LBR of 30 and compacted to 98 percent of Standard Proctor Density (ASTM D15570).

4. Pavement Base shall be improved as a stabilized road bed no wearing surface shall be required.

NOTE: Ingress and egress easements shall be designed to provide a logical connection for future connections to adjacent properties. Easements shall be so drawn so as to allow for the future connection of adjacent properties for the purpose of ingress, egress and utility connections to said properties. As a temporary measure all easements which terminate in a dead end shall have a minimum 100-foot diameter cul-de-sac.

3. Developments in progress. As a prerequisite to a finding by the county commission that a development was in progress as of the date of adoption of these land development regulations or as amended and is eligible to be exempted from this article, the owner or subdivider shall cause a certificate to be prepared by licensed surveyor certifying that as of the effective date of this ordinance said development was surveyed with complete metes and bounds legal descriptions for the greater than ten acre lots and 60-foot easements or road rights-of-way. Owner or subdivider shall submit to the county six copies of said certified survey within 60 days from the effective date of these land development regulations being amended. The owner or subdivider shall have three years from the effective date of these land development regulation as amended to complete the final development by actually monumenting the greater-than-ten-acre lots and building the 60-foot easements or road right-of-ways. This time period may be extended for one year with approval by the board of county commissioners if the request is made in writing prior to the expiration of the initial three-year period and for good cause is shown.
4. Fire Department Access and Water Supply Plan: The Fire Department Access and Water Supply Plan must demonstrate compliance with Chapter 18 of the Florida Fire Prevention Code, be located on a separate signed and sealed plan sheet, and must be prepared by a professional fire engineer licensed in the State of Florida. The Fire Department Access and Water Supply Plan must contain fire flow calculations in accordance with the Guide for Determination of Required Fire Flow, latest edition, as published by the Insurance Service Office ("ISO") and/or Chapter 18, Section 18.4 of the Florida Fire Prevention Code, whichever is greater.
5. Concurrency Impact Analysis: Concurrency Impact Analysis of impacts to public facilities. For commercial and industrial developments, an analysis of the impacts to Transportation, Potable Water, Sanitary Sewer, and Solid Waste impacts are required.
6. Comprehensive Plan Consistency Analysis: An analysis of the application's consistency with the Comprehensive Plan (analysis must identify specific Goals, Objectives, and Policies of the Comprehensive Plan and detail how the application complies with said Goals, Objectives, and Policies).
7. Legal Description with Tax Parcel Number (In Microsoft Word Format).
8. Proof of Ownership (i.e. deed).
9. Agent Authorization Form (signed and notarized).
10. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).

NOTICE TO APPLICANT

Once an application is submitted and paid for, a completeness review will be done to ensure all the requirements for a complete application have been met. If there are any deficiencies, the applicant will be notified in writing. If an application is deemed to be incomplete, it may cause a delay in the scheduling of the application before the Planning & Zoning Board.

For submittal requirements, please see the Columbia County Building and Zoning Development Application Submittal Guidelines.

THE APPLICANT ACKNOWLEDGES THAT THE APPLICANT OR AGENT MUST BE PRESENT AT THE PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD, AS ADOPTED IN THE BOARD RULES AND PROCEDURES, OTHERWISE THE REQUEST MAY BE CONTINUED TO A FUTURE HEARING DATE.

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

Applicant/Agent Name (Type or Print)

Applicant/Agent Signature

Date