



Columbia County Gateway to Florida

FOR PLANNING USE ONLY

Application # PRD _____

Application Fee \$ _____

Receipt No. _____

Filing Date _____

Completeness Date _____

Planned Residential Development ("PRD") Application

A. PROJECT INFORMATION

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

PLEASE NOTE: All subdivisions, whether minor or major, require a pre-application conference with the Land Development Regulation Administrator prior to submittal of an application for subdivision.

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

Preliminary Development Plan:

1. A statement of objectives describing:
 - a) The general purpose of the proposed development; and
 - b) The general character of the proposed development.
2. A vicinity map showing the location of the proposed planned residential development in relation to:
 - a) Surrounding streets and thoroughfares;
 - b) Existing zoning on the site and surrounding areas; and
 - c) Existing land use on the site and surrounding areas.

The vicinity map shall be drawn at a scale to show an area of no less than 1,000 feet surrounding the property. A greater area may be required if the planning and zoning board determines information on a larger vicinity is needed.

3. A boundary survey and legal description of the property.
4. A topographic survey. The most recent United States Geological Service [Survey] topographic survey may be used if better topographic information is not available.
5. A site analysis map at the same scale as the preliminary development plan described below shall be submitted indicating flood prone areas, areas with slopes greater than five percent, areas of soils which are marginally suited for development purposes and tree cover.
6. A preliminary development plan drawn at a scale suitable for presentation, showing:
 - a) Proposed land uses;

- b) Lot sizes indicated either by lot lines drawn in their proposed location or a statement on the face of the preliminary development plan concerning proposed lot sizes, including minimum lot sizes; and
 - c) Building setbacks defining the distance buildings will be set back from:
 - i. Surrounding property lines;
 - ii. Proposed and existing streets;
 - iii. Other proposed buildings;
 - iv. The generally recognized bank of rivers, streams, and canals;
 - v. The high water line of lakes; and
 - vi. Other man-made or natural features which would be affected by building encroachment.
 - d) Maximum height of buildings;
 - e) Common open spaces;
 - f) Arterial and collector streets and thoroughfares;

Local access streets and interior circulation should be shown on the preliminary development plan for planned residential developments which have no planned arterial or collector streets within the projects.
 - g) Common outside storage areas; and
 - h) Screening, buffering, and landscaped buffer areas.
 - i) *Special provisions.* The location of any structure (except permitted docks, walkways, and piers) shall be set back a minimum of 35 feet from wetlands.

The location of any structure (except permitted docks, walkways, and piers) shall be set back a minimum of 75 feet from the Suwannee, Santa Fe and Ichetucknee Rivers.

The location of any structure (except permitted docks, walkways, and piers) shall be set back a minimum of 50 feet from all other perennial rivers, streams and creeks.
7. A table showing acreage for each category of land use.
 8. A statement concerning gross density and net residential acreage. (See section 4.18.5 for definition of gross density and net residential acreage.)
 9. A statement concerning proposed floor area ratios (percent of lot in relation to building floor area) and the maximum building coverage expressed as a percent of the total site area.
 10. A preliminary utility service plan including sanitary sewers, storm drainage, and potable water supply, showing general locations of major water and sewer lines, plant location, lift stations, and indicating whether gravity or forced systems are planned. Size of lines, specific locations, and detailed calculations are not required at this stage.

11. A statement indicating the type of legal instruments that will be created to provide for the management of common areas and any private roads.
12. 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.
13. 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.
14. 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).
15. Legal Description with Tax Parcel Number (In Microsoft Word Format).
16. Proof of Ownership (i.e. deed).
17. Agent Authorization Form (signed and notarized).
18. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
19. Fee. The application fee for a Subdivision Application is as follows:
 - a. Planned Rural Development & Planned Rural Residential Development
 - i. 1-15 Lots \$1,250.00
 - ii. 16-29 Lots \$1,750.00
 - iii. 30-49 Lots \$2,250.00
 - iv. 50-Above \$2,750.00

No application shall be accepted or processed until the required application fee has been paid.

Final Development Plan:

1. A statement of objectives:
 - a) The general purpose of the proposed development.
 - b) The general character of the proposed development.
2. A topographic map drawn at a scale of 100 feet to one inch by a surveyor or engineer registered in the State of Florida showing:
 - a) The location of existing private and public property rights-of-way, streets, buildings, water courses, transmission lines, sewers, bridges, culverts, and drain pipes, water mains, and any public utility easements;
 - b) Wooded areas, streams, lakes, marshes, and any other physical conditions affecting the site; and
 - c) Existing contours at intervals of one foot.
3. A final development plan drawn at a scale of 100 feet to one inch and showing:
 - a) The boundaries of the site, topography, and proposed grading plan;
 - b) Width, location, and names of surrounding streets;
 - c) Surrounding land use;
 - d) Proposed streets and street names and other vehicular and pedestrian circulation systems including off-street parking;
 - e) The use, size, and location of all proposed building sites; and
 - f) Location and size of common open spaces and public or semi-public areas.
4. A utility service plan showing:
 - a) Existing drainage and sewer lines;
 - b) The disposition of sanitary waste and stormwater;
 - c) The source of potable water;
 - d) Location and width of all utility easements or rights-of-way; and
 - e) Plans for the special disposition of stormwater drainage when it appears that said drainage could substantially harm a body of surface water.
5. A landscaping plan showing:
 - a) Landscaped areas;
 - b) Location, height, and material for walks, fences, walkways, and other man-made landscape features; and
 - c) Any special landscape features such as, but not limited to, man-made lakes, land sculpture, and waterfalls.

6. Statistical information:

- a) Total acreage of the site;
- b) Maximum building coverage expressed as a percent of the area;
- c) Area of land devoted to landscaping and/or common open space usable for recreation purposes expressed as a percent of the total site area; and
- d) Calculated gross density and net residential acreage for the proposed development.
(See section 4.18.5 for definition of gross density and net residential acreage.)

7. The substance of covenants, grants, easements, or other restrictions to be imposed on the use of the land, buildings, and structures, including proposed easements for public and private utilities. All such legal documents, including homeowners associations and deed restrictions, shall be approved by the county attorney before final approval of the plan.

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