

Section 12A.0 Minor Construction Plan Review Plan Review for Small Construction Projects

Section 12A.01 Introduction

Some small construction projects, (such as additions, change of use, expansions, and renovations), may not impact drainage or traffic patterns, but require compliance with other sections of the Land Development Code.

Section 12A.02 General Information

- A. Construction plans are submitted to the Development Review Division for processing.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084
Phone: (904) 209-0660
E-mail: GMDevelopment@sjcfl.us

- B. A proposed project must meet all 5 of the following statements to be deemed a minor construction project:

1. Must be less than 2800 sq. ft. of new impervious surface
2. Must be 4, or less, new parking spaces
3. No FDEP permitting required for utility work
4. Must be exempt from County or St. Johns River Water Management District Stormwater permitting requirements.
5. No offsite improvements

If during the review the project is determined not to be minor, plans will have to be submitted in accordance with Section 13 of this manual. Previously paid review fees will be applied to the new application.

- C. Fee: See [Fee Schedule](#)

Section 12A.03 Application Process

A complete application package must be received in order to begin the Development Review process. Any incomplete applications will not be accepted. The following is a list of items required.

- A. One original of the completed Development Review Application. Please note that the project description must include the following:
1. location of project

2. use (include all types of uses)
 3. square footage by use
 4. property appraiser tax identification number
 5. review fee
 6. other pertinent information to your specific project
- B. One copy of the Owner's Authorization form
- C. One copy of the Registered Professional's Certification form
- D. One copy of the architectural floor plan, including:
1. square footage
 2. height and number of stories
 3. elevations if in an Overlay District
- E. Landscape plan (if applicable)
- F. Three (3) copies of detailed, scaled, signed and sealed site plan. See checklist included at the end of this section.

Section 12A.04 Review Process

- A. The above items are routed to the appropriate departments for 5 working days.
- B. The [status](#) of the project review is available on the County's website.
- C. A determination will be made during the review as to whether inspections and/or as-builts will be required. There may be additional fees in connection with that determination.
- D. Any resubmittals will be routed for 5 working days.
- E. Plan review comments will be valid for 6 months from the date comments are forwarded to the applicant. Upon expiration, a new submittal will be required, including all appropriate fees.

Section 12A.05 Approval Process

After all issues are resolved, the applicant will receive the following:

- A. Two copies of the site plan that are stamped approved.

- B. One clearance sheet will be issued for each structure requiring a building permit. There will be a charge for each clearance sheet issued.
- C. A Development Permit Placard is prepared; the placard must be posted in a conspicuous and visible place in public view at the front of the property. The Permit shall be protected from the weather and must be posted in such position by the applicant promptly after issuance, during, and for a period not less than 30 days after commencement of construction, or until a Building Permit is issued, whichever comes first.
- D. The Development Permit will expire unless construction has commenced and continued in good faith on the 1-year anniversary of the approval.



Minor Construction Plan Review Checklist

Development/Project Name _____

Date: _____

I. Site Plan requirements (site plan to be included as part of construction plans)

Y N N/A

- A. Project boundary shown with bearings and distances.
- B. Temporary and permanent benchmark location with elevation based on NAVD88 datum.
- C. Contours shown at 1 ft. intervals with spot elevations as needed for clarification.
- D. Buildings and other existing structures.
- E. Interior roadways, parking areas, drives, trails, pads, sidewalks and other impervious and semi-impervious surfaces.
- F. Location of parking spaces, tabulation of required, proposed, handicap and compact spaces (detail of handicap to show striping, signage, ramps, accessible routes, etc).
- G. Paved and unpaved driveway connection(s), including temporary construction access, to all roadways adjacent to project showing posted speed limits.
- H. Drainage, access, conservation, and utility easements within and adjacent to project including O.R. Book and Page #.
- I. Sewage disposal facilities located on, and within 75 feet outside of project boundary.
- J. Well sites located on and within 100 feet outside of property boundary.
- K. Above and below-ground utilities and related structures adjacent to and serving project, including approximate size, depth and/or height (water, sewer, gas, electric, cable, telephone, etc).
- L. Location of all signs and fences on and adjacent to property.
- M. Stormwater Management Systems and related structures with type, size, material, and control elevations (retention/detention ponds, piping systems, swales, ditches, canals, cross-drains, catch basins, weirs, orifices, etc).
- N. Location and identification of all water bodies, DEP Coastal Construction Control Line (CCCL), Mean High water line, State jurisdictional wetland line, canals, creeks, ponds, streams, flood zones and Mean Annual Flood line.
- O. Detailed topographic survey of half of right-of-way adjacent to project for full length of frontage including existing driveways and right-of-way intersections within 100 feet of site showing drainage structures, signage and utilities (except as noted below).
- P. Contours and spot elevations along roadway at a minimum 100 foot intervals including centerline, edge of pavement, shoulder, swales, ditches, and roadway right-of-way.
- Q. For proposed structures indicate setbacks from property lines, water bodies, wetlands and distances from all structures, height of structures, number of stories, height of roof appurtenances, (mechanical fixtures, elevator shafts, chimneys, parapet walls, etc) and ground level ac/hvac locations. Show screening of all other mechanical equipment.
- R. Identify development/use of adjacent properties.

- S. Identify buffer types, designs and dimensions.
- T. Location of solid waste facilities/dumpster, show fencing or buffering and type of enclosure and height.
- U. Show all buildings, use and sq. footage (total and ground coverage), in mixed use, such as office and retail, show sq. footage of each use.
- V. Location of sales and construction trailers.
- W. Location, size and height of any signs.
- X. Location and description of any residential accessory structures.
- Y. Legal description and parcel number of property.
- Z. Provide impervious surface ratio and floor area ratio.
- AA. Show any proposed open storage areas, include any proposed fencing type and height.
- BB. Are there any conditional requirements related to concurrency, re-zoning or other departments which need to be included on plans?
- CC. Show location and size of Significant Natural Community Habitat Preservation Areas if applicable.
- DD. Show location and size of Listed Species Essential Habitat, Management/Conservation Areas if applicable.
- EE. Provide total irrigated area and demonstrate that at least 50% of the irrigated area of the project shall be low volume irrigation (<30 gallons per hour per emitter).
- FF. Show location of Bald Eagle primary and secondary protection zones, if applicable.
- GG. All proposed wetlands impacted, preserved and protected shall be shown by acreage.
- HH. Show acreage of upland buffer required and upland buffer provided.

II. Other Requirements for Site and Construction Plans

- A. Four signed and sealed sets, 24" x 36" minimum. Additional sets may be 11" x 17".
- B. Typical margins 2" left, 1/2" top, bottom and right.
- C. Project name shown on all sheets.
- D. Sheet name/description indicated on all sheets.
- E. All sheets numbered.
- F. All sheets signed and sealed by appropriate professional.
- G. North arrow shown on all sheets.
- H. Scale shown on all appropriate sheets.
- I. Location map shown with project clearly identified.
- J. Legend shown with all symbols and abbreviations identified.
- K. Professional firm, address and phone number shown with contact person and Profession of Record clearly identified.
- L. Legal description of site shown.
- M. File numbers or ordinance # for rezoned parcels, special use permits, variances, etc.
- N. If use was granted by Special Use and specific conditions were made a part of the Final Order.
- O. If in a Special Overlay District there may be additional specific requirements.



St. Johns County Growth Management Department

Application for:

Date

Property Tax ID No

Project Name

Property Owner(s)

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Are there any owners not listed?

 No Yes

If yes please provide information on separate sheet.

Applicant/Representative

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Property Location

Major Access

Size of Property

Cleared Acres (if applicable)

Zoning Class

No. of lots (if applicable)

Overlay District (if applicable)

Water & Sewer Provider

Future Land Use Designation

Present Use of Property

Proposed Bldg. S.F.

Project Description (use separate sheet if necessary)

Please list any applications currently under review or recently approved which may assist in the review of this application including the name of the PUD/PRD:

I understand that reasonable inspections of the subject property may be made as part of the application review process. I understand that any material misrepresentations or errors contained in this application or supporting documents may void an approved application, at the reasonable determination of the County considering the Land Development Code, Comprehensive Plan, and other applicable regulations.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By

Printed or typed name(s)



Owner's Authorization Form

_____ is hereby authorized TO ACT ON BEHALF OF

_____ the owners(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to St. Johns County, Florida, for an application related to a development Permit or other action pursuant to a: application for:

[Empty rectangular box for application details]

By signing, I affirm that all legal owners(s), as listed on the Recorded Warranty Deed on file with the St. Johns County Clerk of Courts or otherwise stated (_____), have been notified of the _____ (Identify what document)

I further understand incomplete or false information provided on this form may lead to revocation of permits, termination of development activity.

Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____ as _____ for _____.

Notary Public, State of Florida
Name: _____
My Commission Expires: _____
My Commission Number is: _____

Personally Known ____ OR Produced Identification ____

Type of Identification Produced _____