

# St. Johns County

## Development Review Manual



Original Adoption April 10, 2001

## DEVELOPMENT REVIEW MANUAL REVISIONS

<b>Revision</b>	<b>Sections Amended</b>	<b>Date</b>
0	Original Adoption	April 10, 2001
1	Complete Manual	February 19, 2002
2	Complete Manual	September 23, 2002
3	Complete Manual	July 21, 2003
4	Section 16 Plats	August 6, 2003
5	Complete Manual	November 21, 2003
6	Complete Manual	March 2, 2004
7	Complete Manual	April 26, 2005
9	Complete Manual	June 16, 2006
10	Section 17.0 Clearance Sheets	August 9, 2007
11	Section 3.0 Concurrency	July 16, 2009
12	Section 13.0 Construction Plans (Paving, Drainage & Utilities)	December 1, 2009
13	Section 13.0 Construction Plans (Paving, Drainage & Utilities)	August 16, 2010
14	Section 13.0 Construction Plans & Section 15.0 As-Built	June 15, 2011
15	Section 33.0 Northwest Sector Community Meeting Notice Procedures	August 23, 2011
16	Multi- Use Application, Owners Authorization Form, Adjacent Property Owners Request Form	August 30, 2011
17	Section 19.0 Temporary Uses	August 30, 2011
18	Section 26.0 Appeals	September 27, 2011
19	Section 12.0 Courtesy Review Pre-Application	December 19, 2011
20	Section 12A.0 Minor Commercial Plan Review	December 22, 2011
21	Section 31.0 Signs	December 29, 2011
22	Section 3.0 Concurrency	March 29, 2012
23	Section 16.0 Subdivision Plat	May 10, 2012
24	Site & Construction Plan Technical Review Checklist and Adjacent Property Owners List Request Form	June 25, 2012
25	Sections 10.0 Rezoning, 23.0 Minor Modifications, and Section 24.0 Major Modifications	August 15, 2012
26	Section 13.0 Construction Plans	November 14, 2012
27	Sections 1.0 General, 2.0 Comprehensive Plan Amendments, 14.0 Borrow Areas and 17.0 Clearance Sheets	December 7, 2012
28	Sections 20.0 Zoning Variances, 21.0 Non-Zoning Variances and 22.0 Small Adjustments	December 17, 2012
29	Section 11.0 Incremental Master Development Plan	December 20, 2012
30	Section 8.0 Coastal Corridor Overlay Districts	January 3, 2013
31	Section 9.0 Special Districts	January 8, 2013
32	Section 18.0 Special Use	February 20, 2013
33	Section 28.0 Road Vacation	May 1, 2013
34	Section 25.0 Administrative Review and Waiver, Section 34.0 Family Lot Determination and Section 38.0 Accessory Family Unit	June 25, 2013
35	Section 3.0 Concurrency	June 28, 2013
36	Section 6.0 Expedited Review (Economic Development Projects)	July 1, 2013
37	Section 36.0 Vesting Determination	July 1, 2013
38	Section 29.0 Plat Vacation	July 2, 2013
39	Section 1.0 General	July 9, 2013
40	Section 32.0 Antenna (Communication) Tower	July 24, 2013
41	Section 33. Northwest Sector Community Planning Public Participation Meeting Notice Procedures (added Community Meeting Noticing Affidavit)	November 18, 2013
42	Section 17.0 Clearance Sheet Application	January 30, 2014
43	Section 39.0 DRI Development Order Amendment (new section)	August 8, 2014
44	Sections 2.0 Comprehensive Plan Amendments, 10.0 Rezoning and 24.0 Major Modifications	April 20, 2015
45	Section 27.0 Land Development Code Approval for Home Office, Rural Home Industry or all other Non Residential Uses	April 27, 2015

46	Section 16.0 Subdivision Plat	August 24, 2015
47	Section 16A.0 Optional Preliminary Subdivision Plan	October 1, 2015
48	Section 13.0 Construction Plans	February 03, 2016
49	Section 27.0 Occupational License Location Approval	November 14, 2016
50	Section 15.0 As Built Land Development Code Section 6.04.01.C	December 20, 2016
51	Section 17 Clearance Sheets	February 3, 2017
52	Section 8A.0 VBTC Residential Units Exchange Program	March 30, 2017
53	Section 16.0 Subdivision Plat and Section 16A.0 Optional Preliminary Subdivision Plan	April 22, 2017
54	Section 8A.0 VBTC Residential Units Exchange Program (amended introduction and application to clarify owners can use the same form)	August 22, 2017
55	Section 6.01 Economic Development Projects Expedited review (amended application to require additional information)	August 22, 2017
56	Section 16 Plat Review Checklist (added some additional fields)	August 22, 2017
57	Complete Manual (Abridged Fee Schedule) – Updated contact fields	May 15, 2018
58	Create Section 40.0 Oceanfront Right of Way Bulkhead Permits	August 31, 2018
59	Create Section 40.0 Oceanfront Right of Way Bulkhead Permits (update)	December 14, 2018
60	Create Section 13A.0 Clearing and Grading Construction Plan	May 15, 2019
61	Section 37.0 Impact Fees	May 15, 2019
62	Section 17 Clearance Sheets (Ponte Vedra Tree Protection)	October 9, 2020
63	Section 37.07 Impact Fee Deferred Payment Plans	December 22, 2022
64	Section 2.0 to update Small Scale Land Use Map amendments to 50 acres or fewer; Section 2.0 Comprehensive Plan Amendment Application & Section 3.0 Application for Concurrency Determination to update persons per household (pph) to 2.75; Section 7.0 to clarify expedited review time; Add Section 9.08 Ad Valorem Tax Exemptions; Section 12A.0 to adjust title to Minor Commercial Plan Review & Application; Add Section 12B.0 and related Application form	July 31, 2023
65	Create Section 7.A.0 Live Local Act (LLA) and create Section 41.0 Coastal Lighting Requirements for New Construction	April 5, 2024
66	Section 7.A.0 Live Local Act (LLA) (update)	December 2, 2024

## TABLE OF CONTENTS

SECTION 1.0	GENERAL	
Section 1.01	Purpose.....	1-1
Section 1.02	Adoption and Amendment.....	1-1
Section 1.03	Conflict with Other Laws.....	1-1
Section 1.04	Definitions.....	1-1
Section 1.05	Abbreviations Used.....	1-1
Section 1.06	Development Review Committee.....	1-2
Section 1.07	Review Deadlines.....	1-3
SECTION 2.0	COMPREHENSIVE PLAN AMENDMENTS	
Section 2.01	Introduction.....	2-1
Section 2.02	Types of Amendments.....	2-1
Section 2.03	Legal Descriptions.....	2-2
Section 2.04	Procedures.....	2-2
	Pre-Application Form.....	2-11
	Comprehensive Plan Amendment Application.....	2-13
	Owner’s Authorization Form.....	2-16
SECTION 3.0	CONCURRENCY	
Section 3.01	Introduction.....	3-1
Section 3.02	Application Process.....	3-1
Section 3.03	Review Process.....	3-2
Section 3.04	Type of Concurrency Review (Small, Minor or Major).....	3-5
Section 3.05	Reserved.....	3-7
Section 3.06	Approval Process.....	3-7
Section 3.07	Validity of Final Certificate of Concurrency.....	3-9
Section 3.08	Modification of Approved Final Certificate of Concurrency.....	3-10
Section 3.09	Concurrency Agreements.....	3-11
Section 3.10	Proportionate Fair Share Agreement.....	3-14
	Table 1 St. Johns County P.M. Peak Hour Trip Rant and Percent New Trips Data.....	3-15
	Application for Concurrency Determination.....	3-16
	Owner’s Authorization Form.....	3-18
	Agreement Application.....	3-19
	Application for Concurrency Modification.....	3-20
	Agreement Modification Application.....	3-21
	Application for Appeal of a Concurrency Determination.....	3-22
SECTION 4.0	DEVELOPMENT AGREEMENTS	
Section 4.01	Introduction.....	4-1
Section 4.02	Application Process.....	4-1
Section 4.03	Review Process.....	4-3
Section 4.04	Approval Process.....	4-3
Section 4.05	Term/Extension.....	4-4
Section 4.06	Post Approval.....	4-4
Section 4.07	Periodic Review.....	4-5
	Development Agreement Application.....	4-6
SECTION 5.0	IMPACT FEE CREDIT AGREEMENTS	
Section 5.01	Introduction.....	5-1
Section 5.02	Application Process.....	5-2
Section 5.03	Review Process.....	5-2
Section 5.04	Public Hearing.....	5-3
Section 5.05	Implementation.....	5-3

	Sample Resolution.....	5-4
	Sample Impact Fee Agreement.....	5-5
	Sample Impact Fee Voucher.....	5-11
	Application for Impact Fee Agreement.....	5-12
<b>SECTION 6.0</b>	<b>EXPEDITED REVIEW</b>	
Section 6.01	Purpose.....	6-1
Section 6.02	Criteria.....	6-1
Section 6.03	Exemptions.....	6-2
Section 6.04	Pre-Application.....	6-2
Section 6.05	Application Submittal.....	6-2
Section 6.06	Architectural Plan Review.....	6-2
Section 6.07	Economic Development Department.....	6-3
	Application for Economic Development Expedited Review.....	6-4
<b>SECTION 7.0</b>	<b>AFFORDABLE HOUSING</b>	
Section 7.01	Purpose.....	7-1
Section 7.02	Eligibility.....	7-1
Section 7.03	Options/Incentives.....	7-2
Section 7.04	Application Submittal.....	7-2
	Affordable Housing Development Designation Application (Rental).....	7-4
	Compliance Agreement for Rental Development.....	7-5
	Affordable Housing Development Designation Application (Purchase).....	7-6
	Agreement for Compliance (Purchase).....	7-7
<b>SECTION 7.A.0</b>	<b>LIVE LOCAL ACT (LLA)</b>	
Section 7.A.01	Introduction.....	7.A-1
Section 7.A.02	Eligible Housing Types.....	7.A-1
Section 7.A.03	Assurances of Affordability.....	7.A-1
Section 7.A.04	Development Criteria.....	7.A-2
Section 7.A.05	Applicable Development Standards.....	7.A-2
Section 7.A.06	Review and Approval Process.....	7.A-2
	Live Local Affidavit.....	7.A-4
	Declaration of Restriction (Live Local).....	7.A-6
	Live Local Compliance and Monitoring Agreement.....	7.A-9
<b>SECTION 8.0</b>	<b>COASTAL CORRIDOR OVERLAY DISTRICTS</b>	
Section 8.01	Introduction.....	8-1
Section 8.02	Design Review Application Process.....	8-1
Section 8.03	Review/Public Hearing Process.....	8-2
Section 8.04	Vilano Beach Town Center Introduction (LDC Part 3.10).....	8-3
Section 8.05	VBTC Pre-application Review Process.....	8-4
Section 8.06	Vilano Beach Town Center Application Process.....	8-4
Section 8.07	VBTC Application Review/Public Hearing Process.....	8-8
	Application for Overlay District Review.....	8-10
	Owner's Authorization Form.....	8-11
<b>SECTION 8.A.0</b>	<b>ECONOMIC REDEVELOPMENT RESIDENTIAL UNITS EXCHANGE PROGRAM</b>	
Section 8.A.01	Introduction.....	8.A-1
Section 8.A.02	General Information.....	8.A-1
Section 8.A.03	Application Process for Sending Property.....	8.A-1
Section 8.A.04	Review Process.....	8.A-1
Section 8.A.05	Transfer of Development Rights.....	8.A-2
Section 8.A.06	Appeals.....	8.A-2
	Application for Permission to Transfer Development Rights.....	8.A-3

	Residential Units Exchange Program Easement Template.....	8.A-4
<b>SECTION 9.0</b>	<b>SPECIAL DISTRICTS – HISTORIC PRESERVATION</b>	
Section 9.01	Introduction.....	9-1
Section 9.02	Forms of Protection.....	9-1
Section 9.03	Procedures for County Landmark Designation.....	9-2
Section 9.04	National Register Nomination.....	9-5
Section 9.05	Certificate of Appropriateness Reviews.....	9-7
Section 9.06	Demolition of County Landmarks or National Register Listed Properties.....	9-11
Section 9.07	Treatment of Cultural Resources and Landmarks.....	9-14
Section 9.08	Ad Valorem Tax Exemptions .....	9-15
	Application for Designation.....	9-19
<b>SECTION 10.0</b>	<b>REZONINGS</b>	
Section 10.01	Introduction.....	10-1
Section 10.02	Application Submittal Process.....	10-1
Section 10.03	Review Process.....	10-2
Section 10.04	Public Hearing Process.....	10-3
	Application for Rezoning.....	10-7
	Owner’s Authorization Form.....	10-8
	Adjacent Property Owners List Request Form.....	10-9
<b>SECTION 11.0</b>	<b>INCREMENTAL MASTER DEVELOPMENT PLAN</b>	
Section 11.01	Introduction.....	11-1
Section 11.02	Application Process.....	11-1
Section 11.03	Review/Approval Process.....	11-1
	Application for Master Development Plan Review.....	11-4
	Owner’s Authorization Form.....	11-5
<b>SECTION 12.0</b>	<b>DEVELOPMENT REVIEW PRE-APPLICATION</b>	
Section 12.01	Introduction.....	12-1
Section 12.02	Application Process.....	12-1
Section 12.03	Review Process.....	12-1
	Application for Development Review.....	12-2
<b>SECTION 12.A.0</b>	<b>MINOR CONSTRUCTION PLAN REVIEW</b>	
Section 12.A.01	Introduction.....	12.A-1
Section 12.A.02	General Information.....	12.A-1
Section 12.A.03	Application Process.....	12.A-1
Section 12.A.04	Review Process.....	12.A-2
Section 12.A.05	Approval Process.....	12.A-2
	Minor Construction Plan Review Checklist.....	12.A-4
	Application for Minor Construction Plan Review .....	12.A-6
	Owner’s Authorization Form.....	12.A-7
<b>SECTION 12.B.0</b>	<b>CONFIRMATION LETTER REQUEST</b>	
Section 12.B.01	Introduction.....	12.B-1
Section 12.B.02	Review Process.....	12.B-1
	Application for Confirmation Letter Request.....	12.B-2
<b>SECTION 13.0</b>	<b>CONSTRUCTION PLANS (Paving, Drainage &amp; Utilities)</b>	
Section 13.01	Introduction.....	13-1
Section 13.02	General Information.....	13-1
Section 13.03	Application Process.....	13-2
Section 13.04	Landscape Plan Requirements.....	13-4
Section 13.05	Natural Resource Requirements.....	13-11

Section 13.06	Neighborhood Site Plan Requirements.....	13-13
Section 13.07	St. Johns County Utility Department (SJCUD) Requirements.....	13-14
Section 13.08	Private Utility Construction Requirements.....	13-15
Section 13.09	St. Johns County Health Dept. Requirements for Commercial Projects .....	13-15
Section 13.10	GIS Addressing Digital Map Submittal Requirements .....	13-19
Section 13.11	Review Process.....	13-20
Section 13.12	One Stop Permitting.....	13-20
Section 13.13	Approval Process.....	13-21
Section 13.14	Commencement of Construction.....	13-21
Section 13.15	Expiration.....	13-23
Section 13.16	Modifications to Construction Plans.....	13-23
Section 13.17	Building Services Requirement for Building Permits.....	13-23
	Commercial Review Fee Calculation Form .....	13-26
	Multi-Family (Condominiums/Apartments) Review Fee Calculation Form .....	13-27
	Subdivision (including Townhomes) Review Fee Calculation Form.....	13-28
	ROW (Road and/or Utility) Construction Review Fee Calculation Form.....	13-29
	Re-submittal Review Fee Calculation Form.....	13-30
	Site & Construction Plan Technical Review Checklist.....	13-31
	Site & Construction Plan Fire Rescue Checklist.....	13-37
	Application for Construction Plan Review.....	13-38
	Owner's Authorization Form.....	13-39
	Registered Professional's Certification.....	13-40
	Operation and Maintenance Entity.....	13-41
SECTION 13.A.0	CLEARING AND GRADING CONSTRUCTION PLAN	
Section 13.A.01	Introduction .....	13.A-1
Section 13.A.02	General Information .....	13.A-1
Section 13.A.03	Application Process .....	13.A-1
Section 13.A.04	Review Process.....	13.A-2
Section 13.A.05	Approval Process.....	13.A-3
Section 13.A.06	Expiration.....	13.A-3
	Clearing and Grading Checklist .....	13.A-5
SECTION 14.0	BORROW PITS (Land Excavation)	
Section 14.01	Introduction.....	14-1
Section 14.02	Exemptions.....	14-1
Section 14.03	General Information.....	14-1
Section 14.04	Application Process.....	14-2
Section 14.05	Review Process.....	14-3
Section 14.06	Approval Process.....	14-3
Section 14.07	Commencement of Construction.....	14-4
	Application for Borrow Area Review.....	14-5
	Owner's Authorization for Construction Plan Reviews.....	14-6
	Registered Professionals Certification.....	14-7
	Operation and Maintenance Entity.....	14-8
SECTION 15.0	AS-BUILT	
Section 15.01	Introduction.....	15-1
Section 15.02	General Information.....	15-1
Section 15.03	Application Process.....	15-2
Section 15.04	Review Process.....	15-5
	Certification by Registered Professional of Record.....	15-7
	Certification by Registered Professional Landscape Architect.....	15-8
	SJC Subdivision As-Built Drawing Requirements.....	15-9
	SJC Commercial As-Built Drawing Requirements.....	15-10
	Multi-Use Application for Optional As-Built Review.....	15-11

	Subdivision Permitting Process As-Built Options.....	15-12
SECTION 16.0	SUBDIVISION PLAT	
Section 16.01	Purpose.....	16-1
Section 16.02	General Information.....	16-1
Section 16.03	Application Process.....	16-2
Section 16.04	Review Process.....	16-3
	Application for Plat or Replat Review.....	16-5
	Plat Review Checklist.....	16-6
SECTION 16.A.0	OPTIONAL PRELIMINARY SUBDIVISION PLAN	
Section 16.A.01	Purpose.....	16.A-1
Section 16.A.02	General Information.....	16.A-1
Section 16.A.03	Application Process.....	16.A-1
Section 16.A.04	Review Process.....	16.A-3
Section 16.A.05	Public Hearing Process.....	16.A-3
	Application.....	16.A-5
SECTION 17.0	CLEARANCE SHEET (first step in building permit process)	
Section 17.01	Introduction.....	17-1
Section 17.02	General Information.....	17-1
Section 17.03	Application Process.....	17-1
Section 17.04	Plan Review Process.....	17-1
Section 17.05	General Guidelines.....	17-2
Section 17.06	Approval.....	17-5
Section 17.07	Building Permit.....	17-6
Section 17.08	Inspection.....	17-7
Section 17.09	Impact Fees.....	17-7
	Clearance Sheet Application.....	17-9
	Certification of Finished Floor Elevation.....	17-11
	Residential Site Plan Checklist.....	17-12
	SJC Tree inch Worksheet.....	17-16
SECTION 18.0	SPECIAL USES	
Section 18.01	Introduction.....	18-1
Section 18.02	Application Process.....	18-1
Section 18.03	Review Process.....	18-3
Section 18.04	Public Hearing Process.....	18-3
	Application for Special Use.....	18-6
	Owner's Authorization Form.....	18-7
	Adjacent Property Owners List Request Form.....	18-8
SECTION 19.0	TEMPORARY USE PERMITS	
Section 19.01	Introduction.....	19-1
Section 19.02	Application Process.....	19-1
	Application for Temporary Use Permit – Administrative.....	19-5
	Application for Temporary Use Permit.....	19-6
	Special Event Signage Form.....	19-7
SECTION 20.0	ZONING VARIANCES	
Section 20.1	Introduction.....	20-1
Section 20.2	Application Process.....	20-1
Section 20.3	Review Process.....	20-2
Section 20.4	Public Hearing Process.....	20-2
	Application for Zoning Variance.....	20-5
	Owner's Authorization Form.....	20-6



	Adjacent Property Owners List Request Form.....	20-7
<b>SECTION 21.0</b>	<b>NON-ZONING VARIANCES</b>	
Section 21.01	Introduction.....	21-1
Section 21.02	Application Process.....	21-1
Section 21.03	Review Process.....	21-2
Section 21.04	Public Hearing Process.....	21-3
	Application for Non-Zoning Variance.....	21-5
	Owner's Authorization Form.....	21-6
	Adjacent Property Owners List Request Form.....	21-7
<b>SECTION 22.0</b>	<b>SMALL ADJUSTMENT</b>	
Section 22.01	Introduction.....	22-1
Section 22.02	Application Process.....	22-1
Section 22.03	Review/Approval Process.....	22-1
	Application for Small Adjustment.....	22-4
	Owner's Authorization Form.....	22-5
<b>SECTION 23.0</b>	<b>MINOR MODIFICATION</b>	
Section 23.01	Introduction.....	23-1
Section 23.02	Application Submittal Process.....	23-1
Section 23.03	Review Process.....	23-2
Section 23.04	Public Hearing Process.....	23-2
	Application for Minor Modification.....	23-6
	Owner's Authorization Form.....	23-7
	Adjacent Property Owners List Request Form.....	23-8
<b>SECTION 24.0</b>	<b>MAJOR MODIFICATIONS</b>	
Section 24.01	Introduction.....	24-1
Section 24.02	Application Submittal Process.....	24-1
Section 24.03	Review Process.....	24-2
Section 24.04	Public Hearing Process.....	24-2
	Application for Major Modification.....	24-6
	Owner's Authorization Form.....	24-7
	Adjacent Property Owners List Request Form.....	24-8
<b>SECTION 25.0</b>	<b>ADMINISTRATIVE REVIEW AND WAIVER</b>	
Section 25.01	Introduction.....	25-1
Section 25.02	General Information.....	25-1
Section 25.03	Application Process.....	25-1
Section 25.04	Review/Approval Process.....	25-2
	Application for Administrative Waiver.....	25-5
	Owner's Authorization Form.....	25-6
<b>SECTION 26.0</b>	<b>APPEALS</b>	
Section 26.01	Purpose.....	26-1
Section 26.02	Introduction.....	26-1
Section 26.03	Application Process.....	26-1
Section 26.04	Public Hearing Process.....	26-2
	Application for Appeal.....	26-5
	Adjacent Property Owners List Request Form.....	26-6
<b>SECTION 27.0</b>	<b>OCCUPATIONAL LICENSE LOCATION APPROVAL</b>	
Section 27.01	Introduction.....	27-1
Section 27.02	Application.....	27-1

	Application/Affidavit for Certificate for Business Office/Home Office.....	27-5
	Owner's Authorization.....	27-8
<b>SECTION 28.0</b>	<b>ROAD VACATIONS</b>	
Section 28.01	Introduction.....	28-1
Section 28.02	Application Process.....	28-1
Section 28.03	Review Process.....	28-2
Section 28.04	Public Hearing Process.....	28-2
	Sample Petition for Road Vacation.....	28-4
	Sample Schedule B.....	28-6
	Consent and Joinder.....	28-7
<b>SECTION 29.0</b>	<b>PLAT VACATIONS</b>	
Section 29.01	Introduction.....	29-1
Section 29.02	General Information.....	29-1
Section 29.03	Application Process.....	29-1
Section 29.04	Review Process.....	29-2
	Sample Advertisement.....	29-3
	Sample Petition.....	29-4
<b>SECTION 30.0</b>	<b>RIGHT OF WAY PERMITTING</b>	
Section 30.01	Introduction.....	30-1
Section 30.02	Exemptions.....	30-1
Section 30.03	Application Process.....	30-2
Section 30.04	Review Process.....	30-4
	Fee Schedule for Right-of-Way Permitting.....	30-5
	Residential Right-of-Way Driveway/Culvert Permit Application.....	30-6
	Fee Schedule for Right-of-Way Permitting.....	30-10
	Right-of-Way Permit Application.....	30-12
	Fee Schedule for Right-of-Way Permitting.....	30-16
<b>SECTION 31.0</b>	<b>SIGN PERMITS</b>	
Section 31.01	Introduction.....	31-1
Section 31.02	Application Process.....	31-1
Section 31.03	Review Process.....	31-3
Section 31.04	Approval Process.....	31-3
	Billboard Survey Form.....	31-4
	Application for Sign Permit.....	31-5
	Special Event Signage Form.....	31-7
<b>SECTION 32.0</b>	<b>ANTENNA (Communication) TOWER</b>	
Section 32.01	Introduction.....	32-1
Section 32.02	General Information.....	32-1
Section 32.03	Application Process.....	32-2
Section 32.04	Review Process.....	32-3
Section 32.05	Public Hearing Process.....	32-4
	Telecommunication Tower Checklist.....	32-6
	Application for Special Use.....	32-9
	Owner's Authorization Form.....	32-10
<b>SECTION 33.0</b>	<b>NORTHWEST SECTOR COMMUNITY PLANNING PUBLIC PARTICIPATION MEETING</b>	
	Notice Procedures.....	33-1
	Community Meeting Noticing Affidavit.....	33-3

SECTION 34.0	FAMILY FARM LOT PROVISION	
Section 34.01	Introduction.....	34-1
Section 34.02	Application Process.....	34-1
Section 34.03	Review/Approval Process.....	34-1
	Family Farm Provision Application.....	34-2
	Property Owner's Affidavit.....	34-3
	Family Member Affidavit.....	34-4
SECTION 35.0	PRIVATE ROAD TRANSFER TO COUNTY OWNERSHIP	
Section 35.01	Introduction.....	35-1
	Private Road Subdivision Road Transfer Request.....	35-4
SECTION 36.0	VESTING DETERMINATION	
Section 36.01	Purpose.....	36-1
Section 36.02	Introduction.....	36-1
Section 36.03	Application Process.....	36-1
Section 36.04	Process.....	36-2
	Application for Vesting Determination.....	36-3
SECTION 37.0	IMPACT FEES	
Section 37.01	Introduction.....	37-1
Section 37.02	Imposition of Impact Fees.....	37-1
Section 37.03	Determination of Fee.....	37-2
Section 37.04	Exemptions.....	37-5
Section 37.05	Credits Against Impact Fees.....	37-6
Section 37.06	Refunds – Expiration of Building Permits.....	37-6
Section 37.07	Impact Fee Deferred Payment Plans.....	37-7
Section 37.08	Appeals.....	37-10
Section 37.09	Land Use Categories.....	37-10
SECTION 38.0	ACCESSORY FAMILY UNIT (AFU)	
Section 38.01	Purpose.....	38-1
Section 38.02	Introduction.....	38-1
Section 38.03	Application Process.....	38-1
Section 38.04	Approval Process.....	38-2
	Accessory Family Unit Application.....	38-3
	Property Owner's Affidavit.....	38-4
SECTION 39.0	DRI DEVELOPMENT ORDER AMENDMENT	
Section 39.01	Introduction.....	39-1
Section 39.02	Determination of Notice of Proposed Change under Florida Statute (Optional).....	39-1
Section 39.03	Application Submittal Process.....	39-1
Section 39.04	Review Process.....	39-1
Section 39.05	Public Hearing Process.....	39-2
SECTION 40.00	OCEANFRONT RIGHT-OF-WAY BULKHEAD PERMITS	
Section 40.01	Introduction .....	40-1
Section 40.02	General Information .....	40-1
Section 40.03	Application Process .....	40-1
Section 40.04	Review Process .....	40-2
Section 40.05	Completion of Construction .....	40-3
	Owners Authorization .....	40-4
	Ocean Bulkhead Release .....	40-6
	Declaration of Restrictive Covenants.....	40-8

SECTION 41.0	COASTAL LIGHTING REQUIREMENTS FOR NEW CONSTRUCTION	
Section 41.01	Introduction.....	41-1
Section 41.02	General Information.....	41-1
Section 41.03	Application Process for Review and Approval.....	41-1
Section 41.04	Requirements for Exterior Lighting.....	41-2
Section 41.05	Requirements for Interior Lighting.....	41-3
Section 41.06	Requirements for Roadway and Parking Area Lighting.....	41-3
Section 41.07	Compliant Colors and Example Fixtures.....	41-4

# DEVELOPMENT REVIEW MANUAL

## Section 1.0 GENERAL

### Section 1.01 Purpose

The Development Review Manual is intended to help users of the Land Development Code (LDC) understand the review and decision making processes outlined in the LDC. The Manual includes information on application submittal requirements and review procedures for each review process.

### Section 1.02 Adoption and Amendment

The Development Review Manual shall be adopted by resolution of the Board of County Commissioners and may be amended by the County Administrator.

### Section 1.03 Conflict with Other Laws

If the provisions of the Development Review Manual conflict with those of the Land Development Code or any other statute, code, local ordinance, resolution, regulation, or Comprehensive Plan, the provisions imposed in said other regulations shall be deemed to be controlling.

### Section 1.04 Definitions

(See also Land Development Code, Article XII)

**Days:** Shall mean consecutive calendar days.

**Calendar Days:** Shall mean five (5) calendar days excluding Saturday, Sunday, and Holidays.

**Week:** Shall be construed to mean seven (7) calendar days.

**Month:** Shall be construed to mean a calendar month.

**Year:** January 1 through December 31.

**Manual:** Shall mean the Development Review Manual.

**Administrator:** Shall mean the County Administrator of St. Johns County, Florida and/or his designee.

**Jobs:** shall mean permanent, full-time equivalent positions not including construction jobs.

### Section 1.05 Abbreviations Used

**AASHTO:** American Association of State Highway and Transportation Officials

**AHD:** Affordable Housing Development

**ARC:** Architectural Review Committee

<b>BOCC:</b>	Board of County Commissioners
<b>CRRB</b>	Cultural Resource Review Board
<b>DRB:</b>	Design Review Board
<b>DRC:</b>	Development Review Committee
<b>DRI:</b>	Development of Regional Impact
<b>FCOC:</b>	Final Certificate of Concurrency
<b>FDOT:</b>	Florida Department of Transportation
<b>FLUCCS:</b>	Florida Land Use, Cover and Forms Classification System
<b>FLUM:</b>	Future Land Use Map
<b>LDC:</b>	Land Development Code
<b>LOS:</b>	Level of Service
<b>MDP:</b>	Master Development Plan
<b>MSA:</b>	Jacksonville Metropolitan Statistical Area
<b>MUTCD:</b>	Manual on Uniform Traffic Control Devices
<b>PRD:</b>	Planned Rural Development
<b>PUD:</b>	Planned Unit Development
<b>PVZAB:</b>	Ponte Vedra Zoning and Adjustment Board
<b>PZA:</b>	Planning & Zoning Agency
<b>RARA:</b>	Registered Architectural Review Association
<b>TAZ:</b>	Transportation Analysis Zone
<b>TAS:</b>	Transportation Analysis Spreadsheet

### **Section 1.06 Development Review Committee**

The Development Review Committee was established for the purpose of performing technical evaluation of appropriate development plan applications. The DRC evaluates and/or performs studies and reviews necessary to complete an appropriate analysis of development plan applications for conformance with applicable rules, regulations, and ordinances as implemented by St. Johns County and other regulatory agencies having jurisdiction over developments.

The DRC consists of a representative from each department/program responsible for participating in the review of development plan applications. The purpose and intent of the DRC is to provide; through a regularly schedule meeting process, a streamlined, comprehensive, and responsible review process. Meetings are held each Wednesday. The purpose of the meeting process is to provide the following:

- A. A process for pre-application reviews.
- B. A process to discuss and clarify review comments and concerns for all parties involved.
- C. A process for unified development plan approvals and recommendations to the St. Johns County Planning & Zoning Agency and Board of County Commissioners.

The Development Review Division of the Growth Management Department is responsible for the coordination of the DRC committee meetings.

## **Section 1.07 Review Deadlines**

The review deadlines established throughout this manual represent county guidelines. Every effort will be made to meet these established deadlines; however, additional time may be necessary due to holidays, staffing limitations or the complexity of a project.

**SECTION 2.0 COMPREHENSIVE PLAN AMENDMENTS  
LAND USE POLICY DECISIONS LAND DEVELOPMENT CODE PARTS  
9.04.00 and 9.05.00**

**Section 2.01 Introduction**

The Text or Future Land Use Map of the **St. Johns County Comprehensive Plan** may be amended in accordance with the provisions of Chapter 163 of the Florida Statutes (F.S.), Policy A.1.2.5, and Objective A.1.15 and related policies of the St. Johns County Comprehensive Plan and Part 9.04.00 and Part 9.05.00 of the Land Development Code. Applications to amend the Future Land Use Map (FLUM) may be submitted by the owner or agent for the owner of property proposed for re-designation or by the County. Applications to amend other portions of the Comprehensive Plan may be submitted by any interested party or by the County.

The Planning and Zoning Agency (PZA) reviews Comprehensive Plan Amendments and makes recommendations to the Board of County Commissioners (BCC). The Growth Management Department coordinates the processing and review of all Comprehensive Plan Amendment applications and related activities.

Location – Mailing Address: 4040 Lewis Speedway, St. Augustine, Florida 32084

(904) 209-0675 GENERAL INFORMATION

(904) 209-0743 FACSIMILE

Email: [faxplandept@sjcfl.us](mailto:faxplandept@sjcfl.us)

[Fee Schedule](#)

**Section 2.02 Types of Amendments**

The Land Development Code (LDC) provides a process whereby the BCC may approve a proposed amendment following the review and recommendation of the PZA, although the BCC is not bound by the recommendation of the PZA. The legislative procedures for Comprehensive Plan Amendment Applications will vary depending on the following conditions:

- A. **Regular Cycle (Large Scale) Amendment to the Comprehensive Plan:** Applications to amend the Comprehensive Plan shall be processed throughout the year. Applications require Transmittal and Adoption public hearings and become effective according to Florida Statutes.
- B. **Development of Regional Impact (DRI) based Amendment:** DRIs which are contingent upon FLUM amendments and text amendments may be proposed in conjunction with a DRI. The DRI application and related Comprehensive Plan amendment application shall apply to the DRI related amendment. Applications follow the same general review process prescribed for the “Regular” Amendment, except the amendment will track along with the DRI application.



- C. **Small-Scale Land Use Map Amendment:** A Small-Scale Amendment involves fifty (50) acres or fewer of land, as provided in Section 163.3187(1)(a)., F.S. Small-Scale Amendments do not require separate Transmittal Hearings. Small Scale Amendment applications may include changes to the Future Land Use Map and related Text amendments. Applications are accepted anytime during the year and follow the same general review process prescribed for *Rezoning Requests*. Applications require Adoption public hearings and become effective according to Florida Statutes.

### **Section 2.03 Legal Descriptions**

Legal descriptions must be approved by the County before applications are scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUDs and Major Modifications to PUDs and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for staff to correctly analyze applications and develop recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

### **Section 2.04 Procedures for Amendments to the Comprehensive Plan**

- A. Applications for Regular Cycle (Large Scale) Amendments: Proposals are evaluated pursuant to applicable goals, objectives and policies of the Comprehensive Plan. The Comprehensive Plan Amendment Optional Pre-Application and Application Forms are available from the Growth Management Department and are included in this Development Review Manual.
1. **Optional Pre-Application Process:** Submit to the Growth Management Department, a Pre-Application Package with the information contained within these procedures. The Pre-Application package will be reviewed at least ten (10) working days after submittal and a Pre-Application meeting will be scheduled. At a minimum, submit one (1) copy of copy a signed original Comprehensive Plan Amendment Pre-Application Form and package. The package must include the following and staff may request additional information or materials as necessary:
    - a. Owner and Applicant contact Information: Name(s), mailing address(es), telephone, fax numbers and e-mail addresses.

- b. Type of Request: For an amendment to the Future Land Use Map, identify existing and proposed Future Land Use Map Designations and Zoning Districts. For a Comprehensive Plan Text Change, identify the affected Comprehensive Plan Goals, Objectives or Policies.
- c. Location/Description: Identify the Street Address, General Location of the subject property, and list the following information:
  - 1) Property Appraiser's Parcel Identification Number or Numbers.
  - 2) Total acreage and overall dimension.
  - 3) Future Land Use Map designation (FLUM) and Zoning of the subject property.
  - 4) The FLUM designations of adjacent properties located to the North, South, East and West of the subject property.
  - 5) The Zoning Districts of adjacent properties located to the North, South, East and West of the subject property.
  - 6) Flood Zone.
  - 7) The type and acres of wetlands.
  - 8) Soil associations.
- d. Property Information: A brief description of the existing property to include existing land cover and uses, any existing structures, and infrastructure.
- e. General Description of proposed Development: Include uses by acre and estimates of the number and type of dwelling units, square feet and type of commercial, industrial, office and other similar non-residential uses; open space; recreational areas; buffers; wetlands; drainage and infrastructure areas; other uses and sizes. Generally account for all acres. Provide estimated phasing dates and anticipated buildout.
- f. Public or Private Utilities: Provide if the proposed project will connect to public central water and sewer and provide utility provider or will the proposed project use wells and/or septic tanks.
- g. Required Exhibits: Supporting materials required with the Pre-Application Form include:
  - 1) Completed Applicant Certification Form or Owner Authorization for Agent Form.
  - 2) Proof of Ownership (copy of deed or purchase agreement, corporation documentation, title opinion or other acceptable proof of ownership as determined by the County).
  - 3) Legal description and tax identification number.
  - 4) Property Appraiser Map: Identify subject property, zoning, and Future Land Use Map depicting designations within 300 feet of the property.
  - 5) Future Land Use Map with subject property clearly identified and Future Land Use Map designations clearly identified.
  - 6) Most recent aerial photograph of site showing property boundaries.
  - 7) Copy of soils map showing property boundaries.

- 8) Copy of Florida Land Use, Cover, and Forms Classification System (FLUCFCS) Map depicting the subject property.
- 9) Generalized site plan with uses and phases as described in Question “e.”
- 10) Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
- 11) One (1) copy and the signed original Pre-Application Form and exhibits.

Optional Pre-Application Meeting: The Staff will meet with the Applicant at an established time. Staff will consider the general nature of the proposed Amendment as it pertains to the Goals, Objectives and Policies of the Comprehensive Plan, justification of the amendment and the compatibility and consistency with the surrounding area and will discuss with the Applicant. In addition, the Growth Management staff will provide guidance to the Applicant on preparing the standard Application Form and related materials.

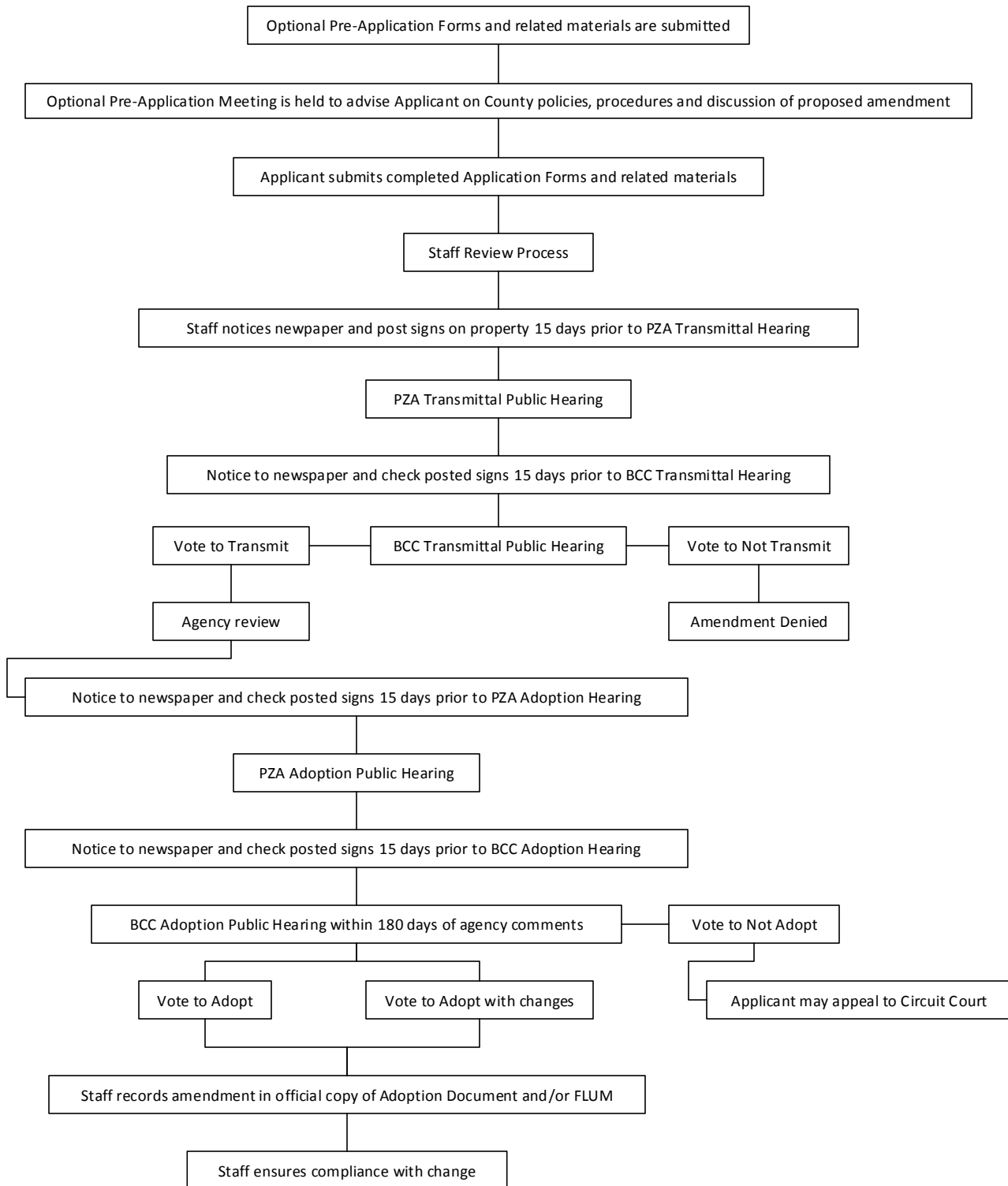
2. **Standard Application Process:** Submit the signed original Comprehensive Plan Amendment Application Form, supporting materials and appropriate fee to the Growth Management Department. The following information and supporting materials shall be included:
  - a. Completed Applicant Certification Form or Owner Authorization for Agent Form. Proof of Ownership (copy of deed or purchase agreement, corporation documentation, title opinion or other acceptable proof of ownership as determined by the County).
  - b. Legal description and tax identification number.
  - c. Property Appraiser Map: Identify subject property, zoning, and Future Land Use Map depicting designations within 300 feet of the property.
  - d. Most recent aerial photograph of site showing property boundaries.
  - e. Copy of soils map showing property boundaries.
  - f. Copy of Florida Land Use, Cover, and Forms Classification System (FLUCFCS) Map depicting the subject property.
  - g. Generalized site plan with uses and phases as described in Question “e.”
  - h. Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
  - i. Justification/Reasoning: Provide a rational basis for not developing in designated Development Areas as shown on the Future Land Use Map. Address Policy A.1.2.5, Objective A.1.15 and its related policies. Include economic reasons, if appropriate, and market and economic feasibility studies justifying these economic reasons. Provide how the amendment addresses and is consistent with each Comprehensive Plan Goal, Objective and Policy as applicable to the Amendment, justify compatibility and benefit with and to the surrounding area.
  - j. Consistency with the Future Land Use Element: Provide information regarding the consistency of the proposed land use amendment with the adopted Future Land Use Element objectives and policies and any other relevant sections of the Comprehensive Plan. Address consistency with the Strategic Regional Policy Plan.

- k. Urban Sprawl Analysis: Provide an urban sprawl analysis, consistent with Florida Statutes.
- l. Estimated Impact on and Availability of Public Facilities: Provide the estimated impact upon public facilities and services. Public facilities and services include roads, water, sewer, drainage, recreation, solid waste facilities, police/sheriff, fire, schools and mass transit (Demand Response Service).
  - 1) Describe how the property is to be developed. Account for all acres within the amendment and include phasing, uses, and estimates of:
    - a) number and type of dwelling units
    - b) square feet and type of commercial, office, office, industrial and other non-residential uses
    - c) open space and recreational areas
    - d) buffers
    - e) wetlands
    - f) drainage and infrastructure areas
    - g) other uses and sizes
    - h) provide phasing dates and anticipated buildout
  - 2) Provide if the proposed project will connect to public central water and sewer and provide utility provider or will the proposed project use wells and/or septic tanks. Provide a letter of availability from the utility company stating whether the utility anticipates capacity to service the project through buildout.
  - 3) Estimated Water and Sewer Demand: Discuss phasing, use, gallons per day (GPD) and Peak usage as it relates to the proposed development.
  - 4) Describe the anticipated drainage system. Discuss how the drainage system relates to the applicable flood zone.
  - 5) Estimated Solid Waste Demand: Apply formula in the application form.
  - 6) Mass Transit (Demand Response Service): Apply formula in the application form.
  - 7) Recreation/Open Space: Apply formula in the application form.
  - 8) Traffic: Complete a traffic analysis to determine transportation impacts associated from the proposed change.
  - 9) Schools: Contact St. Johns County School District for student generation rates and availability of school capacity.
- 3. **Noticing Requirements:** noticed in the same manner as provided in Section 9.06.04 of the Land Development Code and as required by Florida Statutes.

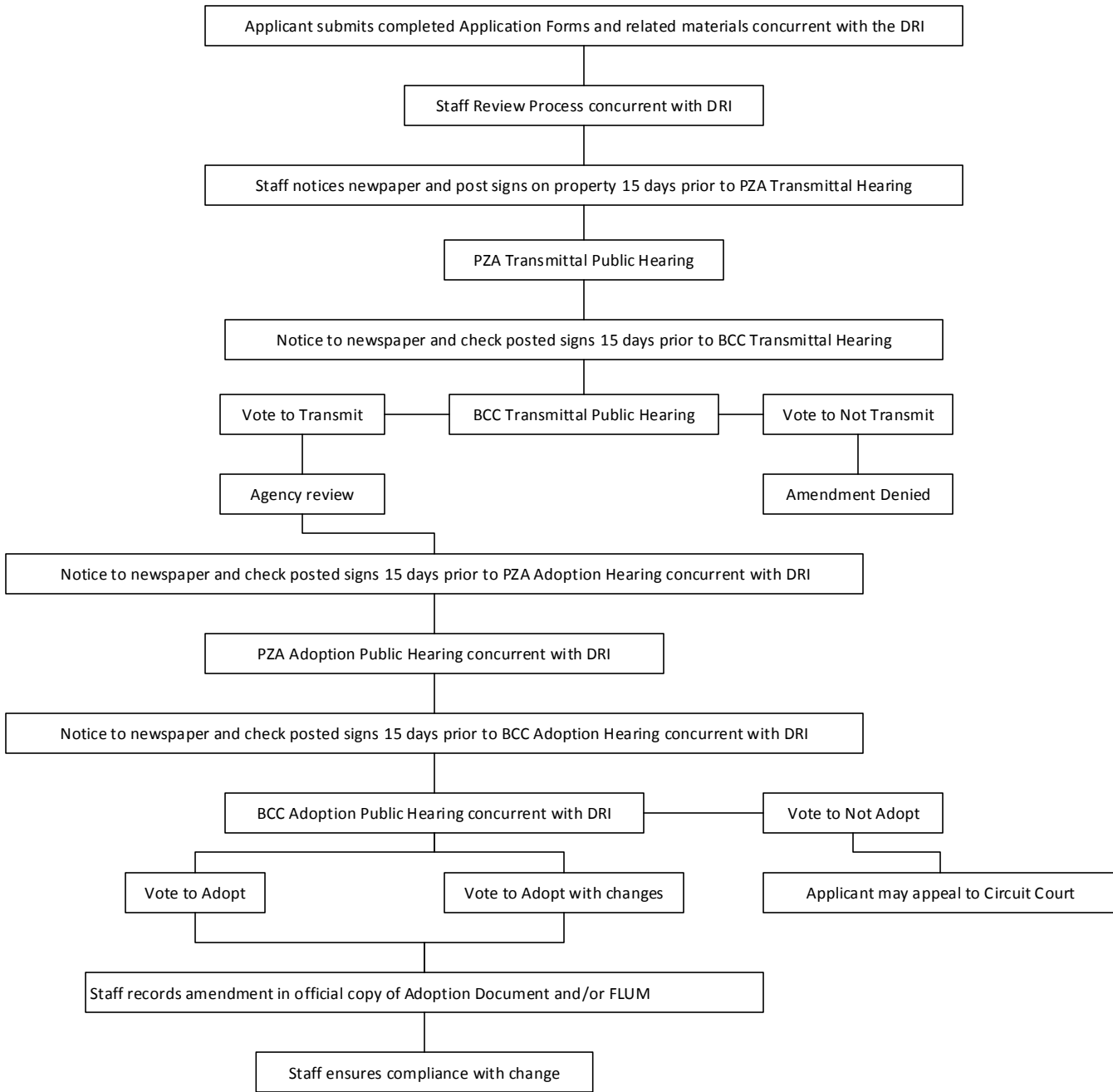
- B. **Applications for DRI-Based Comprehensive Plan Amendment:** There are no filing restrictions for DRI-based Comprehensive Plan amendment applications. Applications are accepted during any month of the year and otherwise follow the same review process prescribed for Regular Cycle (Large Scale) Amendments, unless otherwise prescribed in Florida Statutes.
- C. **Applications for Small-Scale Land Use Map Amendment:** A Small-Scale Amendment involves fifty (50) acres or fewer of land, as provided in Section 163.3187(1)(a) of the Florida Statutes. Small-Scale Amendments do not require separate Transmittal Public Hearings. Applications are accepted anytime during the year and follow the same general review process prescribed for *Rezoning Requests*.
1. Procedures for Small Scale Land Use Map Amendment: An Optional Pre-application meeting may be held at least ten working days before the submittal of the application. At the optional pre-application meeting, the applicant shall provide to Staff the Small Scale Future Land Use Map change, the number of acres (50 acres or fewer), the name of property owner and his/her authorization for the applicant to proceed (if the applicant is not the property owner) owners authorization must be provided for all persons listed on the deed, purchase agreement, corporation papers, title opinion, or other acceptable proof of ownership, the Tax ID/Parcel ID Number of the property, the address of the property, water and sewer provider, and a parcel map of the property.
  2. Optional Pre-application Meeting: Staff will meet with the Applicant at the established time. Staff will consider the general nature of the proposed Amendment as it pertains to the Goals, Objectives and Policies of the Comprehensive Plan, and will discuss any concerns with the Applicant. Staff shall also provide guidance on preparing the Amendment Application.
  3. Application Process: The applicant shall submit one (1) copy and the original of a completed Comprehensive Plan Amendment Application Form, required Exhibits as provided on the Application Form, and the following information and supporting materials as appropriate:
    - a. Provide details of the amendment, including but not limited to, the estimated number of acres of development area, types of uses, number of dwelling units, type of dwelling units, square footage of non-residential uses, number of acres of open space and recreational uses, number of acres of wetlands, drainage and other infrastructure areas. Provide phasing.
    - b. Provide a rational basis for not developing under the allowed Future Land Use Map designation.
    - c. Provide information to justify the amendment consistency with applicable Goals, Objectives and Policies of the St. Johns County Comprehensive Plan, Strategic Regional Policy Plan, and the State Comprehensive Plan.
    - d. Provide the amendment's impact upon public facilities and services, (transportation, water, sewer, drainage, recreation, solid waste, and mass

- transit), the natural environment, and its compatibility with the surrounding area.
- e. Provide the service provider for water and sewer. Provide a letter of availability from the provider.
  - f. Compliance with or impact upon applicable Comprehensive Plan Goals, Objectives and Policies.
4. Staff Review process: Staff shall review the application for compliance with the Goals, Objectives and Policies of the Comprehensive Plan and request additional data and analysis to address concerns. Insufficient information may delay processing of the application. Additional meetings with the applicant and re-submittals may be required. Once all Staff concerns and comments are addressed, the application shall be scheduled for the next available public hearing. If after the second re-submittal, the applicant and staff cannot resolve the comments, the applicant may request the public hearing be scheduled.
  5. Noticing Requirements: Noticing for both the Planning and Zoning Agency and Board of County Commissioners shall be pursuant to Part 9.05.00 and 9.06.00 of the Land Development Code. Additional advertising may be placed in newspapers within the general area of the amendment.
  6. Public Hearing Process: The Planning and Zoning Agency and the Board of County Commissioners shall conduct a public hearing. Both public hearings are legislative. The decision of the Board of County Commissioners shall constitute final action for the County and may, thereafter, be appealed in accordance with applicable law.
  7. An approved change to the Future Land Use Map designation of a given property shall be recorded by the Growth Management Director on the official Future Land Use Map (FLUM) of St. Johns County.

## ST. JOHNS COUNTY PROCEDURES FOR "REGULAR" (LARGE SCALE) COMPREHENSIVE PLAN AMENDMENT

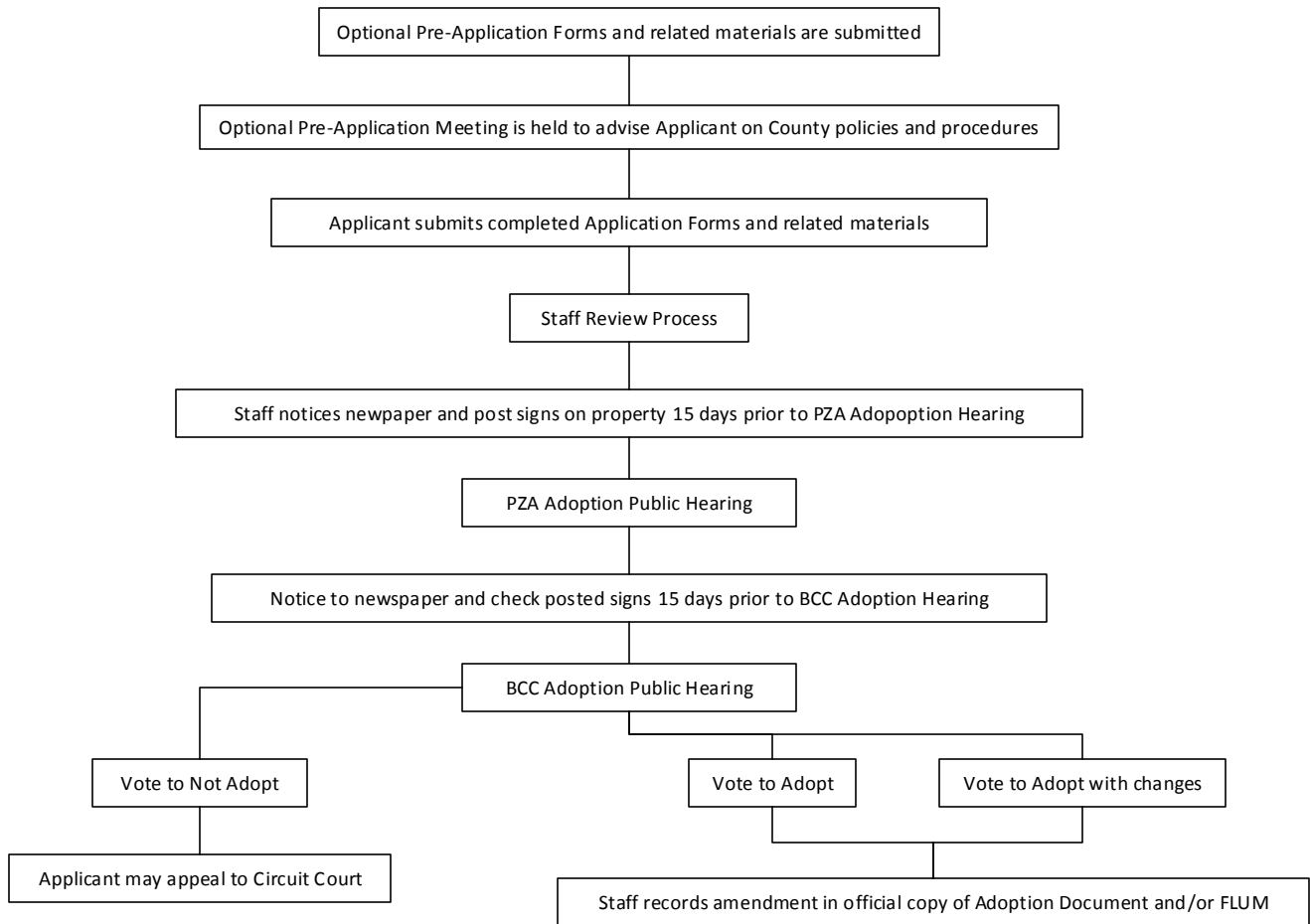


## ST. JOHNS COUNTY PROCEDURES FOR DRI-BASED COMPREHENSIVE PLAN AMENDMENT





## ST. JOHNS COUNTY PROCEDURES FOR SMALL-SCALE LAND USE MAP AMENDMENT





**Comprehensive Plan Amendment Pre-Application**  
**St. Johns County Growth Management Services Department**  
**4040 Lewis Speedway**  
**St. Augustine, Florida 32084**

Phone (904) 209-0675 E-mail: plandept@sjcfl.us

This application, together with ALL REQUIRED EXHIBITS and application fee, should be completed and filed with the Planning and Zoning Division at least five (5) working days prior to the established pre-application meeting.

File No. \_\_\_\_\_ Date \_\_\_\_\_

Property Owner(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Are there any owners not listed  No  Yes If yes please list on separate sheet to be included with your application

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

**Type of Request** This is a request to amend the **St. Johns County Comprehensive Plan as follows:**

Text Amendment (Sign certification statement and attach additional pages as necessary)

Element \_\_\_\_\_ Goal, Objective or Policy # \_\_\_\_\_ Page \_\_\_\_\_

Future Land Use Map Amendment (Complete the following sections)

Existing Future Land Use Map Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Proposed Future Land Use Map Designation \_\_\_\_\_ Zoning \_\_\_\_\_

**Location/Description:** Property Appraiser's Parcel Identification No. \_\_\_\_\_

Street Address/Location \_\_\_\_\_

Total Acreage \_\_\_\_\_ Overall Dimensions \_\_\_\_\_ Flood Zone \_\_\_\_\_

Adjacent Future Land Use Designation North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Wetlands: Yes:  No:  Type: \_\_\_\_\_ Acres: \_\_\_\_\_

Soil Associations: \_\_\_\_\_

Provide brief description of existing property. Include existing land cover and uses, any existing structures, infrastructure.

Provide general description of how property is to be developed. Include uses, and estimates of: number and type of dwelling units; square feet and type of commercial/industrial uses; open space, recreational areas; buffers; wetlands; drainage and infrastructure areas; other uses and sizes. Account generally for all acres. Provide estimated phasing dates and anticipated buildout.

**ESTIMATED IMPACT ON THE AVAILABILITY OF PUBLIC FACILITIES:**

1. (a) The project will use:  public sewer or  private sewer or  septic tank.  
(b) The project will use:  public water or  private water or  private well.
2. (a) Will the project build its own water plant?  Yes  No.  
(b) Will the project build its own sewage plant?  Yes  No.
3. Will the project public/private utilities? If yes, provide name of Utility Company

\_\_\_\_\_

**REQUIRED EXHIBITS: (MUST BE SUBMITTED IN THIS ORDER)**

1. Owner's Authorization for Agent Form. All persons listed on the deed, purchase agreement, title opinion or other acceptable proof of ownership must complete an Owners Authorization.
2. Proof of ownership (copy of deed or purchase agreement, and title opinion).
3. Legal description and tax identification number.
4. General location map with subject property clearly identified.
5. Property Appraiser's Map with identification of subject property, zoning, and Comprehensive Plan Land Use Designation within 300 feet of property.
6. Comprehensive Plan Future Land Use Map with subject property clearly identified.
7. Most recent aerial of site showing property boundaries.
8. Copy of soils map showing property boundaries.
9. Generalized site plan with uses, phases as described in Question 13.
10. One (1) copy of application and exhibits.

**NOTE: On each map include north arrow, property outline, name of person or firm who prepared the map, date of map preparation, and source of the map.**

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner(s) or authorized person if Owner's Authorization Form is attached:

Printed or typed name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

**NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_



**Comprehensive Plan Amendment Application**  
**St. Johns County Growth Management Services Department**  
**4040 Lewis Speedway**  
**St. Augustine, Florida 32084**

Phone (904) 209-0675 E-mail: plandept@sjcfl.us

This application, together with ALL REQUIRED EXHIBITS and application fee, should be completed and filed with the Planning and Zoning Division prior to the established filing deadline for the public hearings before the Planning and Zoning Agency and Board of County Commissioners. A COMPREHENSIVE PLAN AMENDMENT DOES NOT ENTITLE THE APPLICANT TO A DEVELOPMENT PERMIT OR CERTIFICATE OF CONCURRENCY.

File No. \_\_\_\_\_ Fee \_\_\_\_\_ Date \_\_\_\_\_

Property Owner(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Are there any owners not listed  No  Yes If yes please list on separate sheet to be included with your application

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

**Type of Request** This is a request to amend the **St. Johns County Comprehensive Plan as follows:**

Text Amendment (Sign certification statement and attach additional pages as necessary)

Element \_\_\_\_\_ Goal, Objective or Policy # \_\_\_\_\_ Page \_\_\_\_\_

Future Land Use Map Amendment (Complete the following sections)

Existing Future Land Use Map Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Proposed Future Land Use Map Designation \_\_\_\_\_ Zoning \_\_\_\_\_

**Location/Description:** Property Appraiser's Parcel Identification No. \_\_\_\_\_

Street Address/Location \_\_\_\_\_

Total Acreage \_\_\_\_\_ Overall Dimensions \_\_\_\_\_ Flood Zone \_\_\_\_\_

Adjacent Future Land Use Designation North: \_\_\_\_\_ South: \_\_\_\_\_ East: \_\_\_\_\_ West: \_\_\_\_\_

Wetlands: Yes:  No:  Type: \_\_\_\_\_ Acres: \_\_\_\_\_

Soil Associations: \_\_\_\_\_

Provide brief description of existing property. Include existing land cover and uses, any existing structures, infrastructure.

**CONSISTENCY WITH COMPREHENSIVE PLAN (attach separate pages):**

1. Provide justification/reasons for not developing in designated development areas as shown on Future Land Use Map. Include economic reasons and, if available, market study.
2. Provide information regarding the consistency of the proposed land use amendment with the adopted Future Land Use Element objectives and Policies and any other relevant section of the Comprehensive Plan. Also address consistency with the Strategic Regional Policy Plan and the State Comprehensive Plan.

**ESTIMATED IMPACT ON THE AVAILABILITY OF PUBLIC FACILITIES:**

3. Describe how property is to be developed. Include phasing, uses and estimates of (a) number and type of dwelling units; (b) square feet and type of commercial/industrial uses; (c) open space and recreational area; (d) buffers; (e) wetlands; (f) drainage and infrastructure areas; and (g) other uses and sizes. Account for all acres. Provide phasing dates and anticipated buildout.
4. (a) The project will use:  public sewer or  private sewer or  septic tank.  
 (b) The project will use:  public water or  private water or  private well.
5. (a) Will the project build its own water plant?  Yes  No.  
 (b) Will the project build its own sewage plant?  Yes  No.
6. If public or private utilities are to provide services, attach letters from the utility company or companies stating whether the utility company anticipates the availability of capacity to service the project through all phases.

7. Estimated Water and Sewage Demand:

	Phase (Years)	Use	GPD	Peak
Water				
Sewage				
Water Utility	Name: _____		Address: _____	
Sewer Utility	Name: _____		Address: _____	

8. Describe anticipated drainage system:

\_\_\_\_\_

\_\_\_\_\_

9. Estimate the Solid Waste Demand by 5.7 pounds per person per day or by use. Indicate methodology:

Phase (Years)	Number of People or Use	Pounds per Day

10. Estimate the Transportation Disadvantaged Van Services Demand by applying 1.5 percent times the number of Dwelling Units times 2.75 Persons Per Unit. (Only applies to residential developments.)

Phase (Years)	demand = Dwelling Units X 2.75 Persons Per Unit X 0.015

11. Estimate the Recreation and Open Space Demand of residential projects by applying the following formulas:

- (a) Number of Dwelling Units X 2.75 Persons Per Unit X 5 Acres Per 1,000 Population for Neighborhood/Community Park Recreation, by phase:

\_\_\_\_\_

- (b) Number of Units X 2.75 Persons Per Unit X 24 Acres per 1,000 Population for Regional/Open Space, by Phase.

\_\_\_\_\_

12. Traffic – Estimate Average Weekday Peak Hour Trips by phase by number of dwelling units and square feet of each on-residential use using the trip generation rates from the latest edition of the Institute of Transportation Engineers *Trip Generation Manual*.

Phase (Years)	Dwelling Units or Square Feet of Each Use	Trips
_____	_____	_____
_____	_____	_____

13. Estimate the area of impact using the *Traffic Impact Methodology and Procedures* contained in Appendix A of the **Land Development Code** and estimate the impacts on the Levels of Service on the segments within the Area of Impact by Phase. ATTACH CALCULATIONS (staff will complete for up to 29.99 peak hour trips).

Phase Years)	Road Segment #	Existing LOS	Project Trips	LOS with Project & Background Traffic by Phase End
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**REQUIRED EXHIBITS: (MUST BE SUBMITTED IN THIS ORDER)**

1. Owner’s Authorization for Agent Form. All persons listed on the deed, purchase agreement, title opinion or other acceptable proof of ownership must complete an Owners Authorization.
2. Proof of ownership (copy of deed or purchase agreement, and title opinion).
3. Legal description and tax identification number.
4. General location map with subject property clearly identified.
5. Property Appraiser’s Map with identification of subject property, zoning, and Comprehensive Plan Land Use Designation within 300 feet of property.
6. Comprehensive Plan Future Land Use Map with subject property clearly identified.
7. Most recent aerial of site showing property boundaries.
8. Copy of soils map showing property boundaries.
9. Generalized site plan with uses, phases as described in Question 13.
10. Water and Sewer Utility letter, if applicable (Question 16).
11. One (1) copy of application and exhibits.

**NOTE: On each map include north arrow, property outline, name of person or firm who prepared the map, date of map preparation, and source of the map.**

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner(s) or authorized person if Owner’s Authorization Form is attached:

Printed or typed name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

State of Florida County of St. Johns

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 \_\_\_\_\_ # \_\_\_\_\_ Oath sworn: Yes \_\_\_ No \_\_\_

Notary Signature \_\_\_\_\_ My Commission expires: \_\_\_\_\_



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:

\_\_\_\_\_

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 \_\_\_\_\_

## SECTION 3.0 CONCURRENCY ARTICLE XI – LAND DEVELOPMENT CODE

### Section 3.01 Introduction

Article XI of the St. Johns County Land Development Code applies to any development order/permit authorizing the development of land within the unincorporated area of St. Johns County. The public facilities that are the subject of concurrency review in St. Johns County are traffic, water, sewer, solid waste, drainage, mass transit, parks and schools.

Applications for Concurrency Determination are submitted to and processed by the Transportation Development Division, Growth Management Department. Applications for School Concurrency are submitted to and processed by the [St. Johns County School District](#).

CONTACT:      Phone: 904-209-0611  
                    Fax: 904-209-0612  
                    Email: [jtrantham@sjcfl.us](mailto:jtrantham@sjcfl.us)

### FILING [FEES](#)

### Section 3.02 Application Process

- A. Use [Table 1](#) below to determine if the project is “small”, “minor” or “major”. Complete [Application for Concurrency Determination](#) form for minor and major projects and submit to the Transportation Development Division. Application forms are available in the Development Review Division of the County Permit Center or on the [County web page](#).
  
- B. For Minor Projects, the determination of concurrency will be made simultaneously with the processing of the project’s development review application (rezoning, construction plan, plat, special use permit, etc.), as applicable, and a determination in accordance with Part 11.03.00 and Part 11.05.00 of the Land Development Code will be made by the County Administrator with determinations made by the Evaluating Departments as necessary and upon request by the County Administrator. A separate Application for Concurrency Determination for a Minor Project may be submitted directly to the Transportation Development Division when a development review application is not processed.
  
- C. Include the following information with the application:
  - 1. Legal Description (attach as Exhibit A).
  - 2. Location Map with subject property clearly outlined (attach as Exhibit B).
  - 3. General Site plan showing all proposed access points.
  - 4. Proof of ownership (Deed or other).
  - 5. [Owner’s authorization](#), if applicable.
  - 6. Water and sewer availability letter from appropriate utility provider, if applicable.
  - 7. Land Development Traffic Assessment (LDTA); for Major projects only.
  - 8. Appropriate filing [fee](#).
  - 9. Submit the original application with exhibits and 2 copies of LDTA.
  - 10. Copy of school concurrency application or school concurrency determination letter, as submitted to or received from the St. Johns County School Board.



- D. An applicant may submit a concurrency application at any time during the development review process, but a Final Certificate of Concurrency is required prior to approval of a Final Development Permit.

### **Section 3.03 Review Process**

- A. Procedures for Projects Requiring a Rezoning
  - 1. Formal submittal of a rezoning application to the Transportation Development Division is required prior to issuance of a Final Certificate of Concurrency. A pre-application review through the Development Review Committee is not considered formal submittal.
  - 2. A non-binding traffic impact analysis will be provided by staff or by the applicant in conjunction with staff to the Planning and Zoning Agency, and the Board of County Commissioners for consideration in the rezoning process.
- B. Procedures for Projects Requiring a Comprehensive Plan Amendment
  - 1. Small Scale Comprehensive Plan Amendments – formal submittal of an application for Small Scale Comprehensive Plan Amendment is required prior to acceptance of any Application for Concurrency Determination on the subject property or portion thereof.
  - 2. Regular Comprehensive Plan Amendments – adoption of a proposed Comprehensive Plan Amendment by the St. Johns County Board of County Commissioners is required prior to acceptance of any Application for Concurrency Determination on the subject property or portion thereof.
- C. Procedures for Developments of Regional Impacts (DRI's) with approved "Pipelined" Transportation Concurrency
  - 1. Developments of Regional Impact (DRI) that have met the transportation concurrency requirements by mitigating for transportation impacts under the provisions set forth in Section 163.3180(12), Florida Statutes (2010), commonly referred to as "Pipelining", and have been approved by the St. Johns County Board of County Commissioners, are subject to concurrency requirements as a Major Project for all other concurrency public facilities and services within St. Johns County.
  - 2. An Application for Concurrency Determination is required to be submitted to the Transportation Development Division for review of these public facilities. A transportation report shall be provided to facilitate the reservation of project trips on the Major Road Network in increments consistent with the DRI transportation review, the DRI Phasing Schedule as stipulated in the adopted DRI Development Order including any adopted changes, and the Traffic Impact Study Methodology and Procedures, [Appendix "A"](#) of the Land Development Code.
  - 3. The Application for Concurrency Determination process for a DRI shall also require a detailed evaluation of traffic circulation within the site, between the site and the

external roads connecting to the site, and originating outside but traveling to or through the site. The scope and nature of the traffic study or studies shall be discussed at a Transportation Methodology Meeting prior to submittal of the Application for Concurrency Determination. Specific requirements for each individual study shall be established based on the size of the project and what types of permit approvals will be required prior to commencement of horizontal and vertical construction within the proposed development. All studies will be based on the Traffic Impact Study Methodology and Procedures, Appendix "A" of this Code and [Article VI](#) Access Management Sec. 6.04.05.H Auxiliary Lanes and Roadway Design Sec. 6.04.07 including the FDOT *Project Traffic Forecasting Handbook* and *Transportation Impact Handbook* by reference of this Code. This study is intended to provide the specific traffic information needed to complete detailed engineering design and subsequently apply for connection permits, site plan approvals and roadway construction plan approvals.

4. The concurrency certificate, if approved, shall be valid consistent with the DRI phasing schedule approved in the DRI Development Order, conditioned upon compliance with all DRI Development Order requirements and conditions related to concurrency public facilities and services.
5. Project trips will be reserved on the Major Road Network in increments consistent with the approved phasing of the project as stipulated in its adopted Development Order, and as further stipulated in Section 3.06.F.6 of this manual. A Concurrency Transportation Report will be required for each DRI project phase in order to update the project trip reservation. One exception to this procedure will apply to roads funded and/or constructed by the Developer as mitigation for the project's regional transportation impacts as identified in an adopted DRI Development Order or as subsequently modified through the Notice of Proposed Change or Substantial Deviation processes. When these roads are either accepted as complete or deemed financially committed by the County such that they are added to the Major Road Network, then project traffic for the development that funded the construction of the road will be reserved on the new or improved road segment for all phases of the project that contributed toward the construction of the road improvement.
6. A Final Certificate of Concurrency cannot be issued until the DRI Development Order and Comprehensive Plan Amendment, if applicable, have been approved by the St. Johns County Board of County Commissioners and the rezoning application has been formally submitted to the Planning Division.

D. Completeness Review

1. Upon receipt of an Application for Concurrency Determination, County Staff shall have 5 working days to review for completeness.
2. For residential projects, an [Application for School Concurrency](#) is required to be submitted to the St. Johns County School District for completeness. Application will be deemed incomplete until application has been submitted to St. Johns County School District.
3. If the application is determined incomplete, the applicant will be notified within 5 working days identifying all additional information needed to complete the application.

4. No further action will be taken on the application until the information is received.

E. Sufficiency Review

1. After an application is determined complete, it will be routed to the evaluating departments for sufficiency review. Sufficiency review is a determination that accurate and complete information has been provided in order for a determination of concurrency to be made.
2. Evaluating departments shall have 15 working days from the determination of completeness to determine whether the application is sufficient.
3. If additional or revised information is required, a letter shall be sent to the applicant identifying all additional or revised information that is required.
4. The applicant shall have up to sixty (60) days from the date the first insufficiency letter is sent to submit all additional or revised information.
5. No further action shall be taken on the application until the required information is received.
6. If the applicant does not submit the requested information within sixty (60) days, the applicant will be notified in writing that the application is deemed withdrawn. The applicant may request an extension upon showing of good cause.
7. The additional or revised information will be routed to the appropriate evaluating departments upon receipt.
8. Evaluating departments shall have 10 working days from receipt of the additional information to determine whether the application is sufficient.
9. If an evaluating department determines that the application is not sufficient, a letter shall be sent to the applicant identifying the additional or revised information that is needed.
10. The applicant shall have up to twenty (20) days from the date the second insufficiency letter is sent to submit all additional or revised information.
11. If the applicant does not submit the requested information within twenty (20) days or the information submitted does not meet the requirements specified in the Land Development Code, the applicant will be notified in writing that the application is deemed withdrawn. The applicant may request an extension upon showing of good cause.
12. Any application that is inactive for a period of three (3) months or more will be deemed withdrawn. The applicant may submit a new application with a new review fee for consideration and will be placed in line from the date the new application is received.

### **Section 3.04 Type of Concurrency Review (Small, Minor or Major)**

The type of concurrency review is determined by the number of average weekday peak hour trips the project is estimated to generate. A small project is defined as any project estimated to generate 10 or fewer average weekday peak hour trips. A minor project is defined as any project estimated to generate 11-50 average weekday peak hour trips. A major project is defined as any project estimated to generate more than 50+ average weekday peak hour trips.

#### **A. Small Project**

A small or de minimus project is not required to meet transportation concurrency requirements, but is required to provide adequate public facilities pursuant to all other applicable regulations and is reviewed through the appropriate application process as outlined in this Manual. A formal concurrency application is not required.

#### **B. Minor Project**

1. A minor project will be reviewed in conjunction with the applicant's development review application (construction plan, plat, special use permit, Non-DRC Site Plan, etc.), as applicable. A separate Application for Concurrency Determination for a Minor Project may be submitted directly to the Transportation Development Division when a development review application is not proposed. County staff will perform the minor traffic review pursuant to Section 4(b) of the St. Johns County Traffic Impact Study Methodology and Procedures, Appendix A of the Land Development Code.
2. If the staff determination indicates the application is insufficient or that additional analysis is required, the applicant shall provide the additional information or analysis pursuant to the appropriate methodology provided in the Land Development Code.
3. A Final Certificate of Concurrency, Final Certificate of Concurrency with Conditions, or denial of a Final Certificate of Concurrency, as appropriate, shall be issued by staff within ten (10) working days of receipt of the recommendations from the evaluating departments.
4. If the staff determination indicates that a deficiency exists that prevents the issuance of a Final Certificate of Concurrency, the applicant will be notified in writing and given the option of reducing the size, intensity or density of the project or, changing the phasing of the project to achieve available capacity.
5. The applicant shall have fifteen (15) days to respond to the staff notification of deficiency.
6. If an amended application reducing the size, intensity or density of the project, or phasing of the project is not received within fifteen (15) days from the date the notification is sent, staff shall issue a Denial Determination.
7. The Denial Determination shall be provided to the applicant in writing and shall identify the decision reached in each facility category, outline the procedures to be followed in order to appeal the staff Denial Determination, and outline the procedures to be followed in order to enter into a Development Agreement to provide the necessary capacity.

8. An application that is issued a Denial Determination shall be given priority over other applications filed subsequently if the applicant files an Initial Determination request expressing the intent to enter into a Concurrency, Development or Proportionate Fair Share Agreement to provide adequate capacity or files an appeal of the staff decision within thirty (30) days from the date of the staff Denial Determination.
9. If neither an appeal nor an Initial Determination for a Concurrency, Proportionate Fair Share or Development Agreement is filed within thirty (30) days from the date of the Denial Determination, the application shall lose its priority status and a Final Determination will be issued by staff. A new application will be required to proceed with the project.

C. Major Project

1. A major project is required to file an Application for Concurrency Determination including a Land Development Traffic Assessment (traffic study) for staff review. The requirements of an LDTA are detailed in the Traffic Impact Study Methodology and Procedures, [Appendix A](#) of the Land Development Code.
2. If the staff determination indicates the application is insufficient and that additional analysis is required, the applicant shall provide the additional information or analysis pursuant to the appropriate methodology provided in the Land Development Code.
3. If the staff determination indicates that a deficiency exists that prevents the issuance of a Final Certificate of Concurrency, the applicant will be notified in writing and given the option of reducing the size, intensity or density of the project or changing the phasing of the project to achieve available capacity.
4. The applicant shall have fifteen (15) days to respond to the staff notification of deficiency.
5. If an amended application reducing the size, intensity density, or phasing of the project is not received within fifteen (15) days from the date the notification is sent, the County Administrator shall issue a Denial Determination.
6. If adequate capacity exists to accommodate project impacts, the County Administrator shall issue a Final Certificate of Concurrency.
7. Any Denial Determination that is issued by the County Administrator shall be provided to the applicant in writing and shall identify the decision reached in each facility category, outline the procedures to be followed in order to appeal the decision, and outline the procedures to be followed in order to enter into a Concurrency, Development or Proportionate Fair Share Agreement to provide the capacity necessary for approval.
8. An application that is issued a Denial Determination shall be given priority over other applications filed subsequently if the applicant files an Initial Determination request expressing the intent to enter into a Concurrency, Development or Proportionate Fair Share Agreement to provide adequate capacity or files an appeal of the decision within thirty (30) days from the date of the Denial Determination.

9. If neither an Initial Determination for a Concurrency, Development or Proportionate Fair Share Agreement or an appeal is filed within thirty (30) days from the date of the Denial Determination, the application will be withdrawn by the County Administrator and shall lose its priority status. A new application will be required to proceed with the project.
10. The review of a Concurrency, Development or Proportionate Fair Share Agreement shall follow the appropriate procedures in this Manual for the type of agreement proposed. An appeal of a decision shall follow the procedures outlined in Part 11.06.00 of the Land Development Code.

#### D. Appeal of Staff Determinations

1. An applicant who had an application determined incomplete, or withdrawn by staff due to insufficient information, or has received a staff Denial Determination due to inadequate capacity, may appeal the determination to the Board of County Commissioners. An [Application for Appeal](#) of a Concurrency Determination must be filed with the Growth Management Department within thirty (30) days from the date the action was taken.
2. The Board of County Commissioners shall consider the determination of staff and shall adopt the staff determination with or without modification or conditions, or reject the staff determination.
3. The Board of County Commissioners is not authorized to modify or reject the staff determination unless it finds that the determination is not supported by substantial competent evidence or that the staff determination is contrary to the criteria established in Article XI of the Land Development Code.

#### **Section 3.05 Reserved**

#### **Section 3.06 Approval Process**

- A. Approval of a Final Certificate of Concurrency for a Minor or Major project shall result in a reservation of capacity for transportation, recreation and schools, as applicable.
- B. Reservation of water and sewer capacity occurs when the applicant pays all applicable connection fees to the appropriate utility.
- C. Actual drainage approval occurs with the approval of engineered Construction Plans through the Construction Plan Application process as identified in this Manual.
- D. Solid waste capacity is monitored by the St. Johns County Solid Waste Department based on the design capacity of the County's Tillman Ridge Transfer Station and appropriate contracts for the disposal of solid waste outside of St. Johns County.
- E. Mass Transit involves only the Council on Aging Public Transportation, which is a state and federally funded organization.
- F. Traffic Reservation

1. Upon approval of a Final Certificate of Concurrency, actual vehicle trips are reserved on the appropriate road segment(s) pursuant to the approved traffic study.
2. The County maintains a [Transportation Analysis Spreadsheet](#) (TAS) to provide applicants with the current status of all roadways on the County's Major Road Network. The spreadsheet is available on the County web page.
3. Trips shall be released for use by other applicants if the Final Certificate of Concurrency expires.
4. The TAS is updated once a year with new traffic counts.
5. Upon receipt of new traffic counts, the trips associated with development that has been built prior to the new traffic count will be released for each project, as appropriate. The release of trips based on development that has been built will occur when the TAS is updated with new traffic counts.

Irrespective of the above procedure, on May 18, 2010, the Board of County Commissioners approved a release of up to 50% of the concurrency trip reservation on each roadway segment on an annual basis using the following criteria:

- a. Maintain a minimum 10 year reservation based on the annual growth factor, which will be updated on an annual basis. The annual growth rate may be capped by the average growth rate as evaluated in the Transportation Element of the St. Johns County Comprehensive Plan, but a minimum 2% shall be used for segments experiencing negative growth or less than 2% growth annually.
- b. The traffic congestion level (v/C) for each roadway segment cannot exceed 80% of the segment capacity.
- c. If the traffic congestion level exceeds 80% on any segment, no trips will be released on that segment.
- d. In order to maintain a minimum 10 year reservation, on each roadway segment, less than 50% of the reserved trips may be released.
- e. The total approved concurrency trip reservation will be maintained and tracked by the Transportation Development Division. All trip reservations will be accounted for and included in the annual review/update.

G. Recreation Reservation

1. Recreation facilities are impacted by residential projects only.
2. The County shall use the most recent population estimate available to determine the available capacity in each park category.
3. The impact of any proposed project shall be based on the most recent estimate of persons per household for St. Johns County.
4. The number of acres required to meet the adopted level of service standard for each project shall be reserved, as appropriate.

5. Park categories and adopted levels of service include:

Neighborhood Parks	(2 acres/1000 population)
Community Parks	(3 acres/1000 population)
Regional/Open Space	(20 acres/1000 population)

6. Upon receipt of a new population estimate, the reservation for each portion of a project that has been built will be released from reservation

H. School Concurrency

1. School facilities are impacted by residential projects only.

2. The St. Johns County School District determines the availability of school capacity for facility type.

3. The St. Johns County School District maintains the reservation of capacity for school facilities.

### **Section 3.07 Validity of Final Certificate of Concurrency**

A. A Final Certificate of Concurrency shall be valid for two (2) years from the date of approval.

B. A Multi-phase project may have a Final Certificate of Concurrency effective for up to two (2) years for each phase not to exceed a total of five (5) years for all phases for all public facilities except schools. School concurrency is valid for only two (2) years regardless of the number of phases, but can be extended as provided in Section 3.06.D below.

C. The project must obtain Construction Plan approval, Final Plat approval or a Building Permit, as applicable, for horizontal or vertical construction within the two (2) year period or the concurrency certificate will expire. If the concurrency certificate expires for any phase, then, upon expiration, the reserved capacity for the expired phase and any subsequent phases is released for use by other Applicants. A project will not be allowed to shift development from one phase to another phase and there can be no increase in project traffic in any phase or for the overall project.

D. Extension of Final Certificate of Concurrency

1. A valid, non-expired Final Certificate of Concurrency may be extended for up to an additional three (3) year period from the date of original expiration, provided the applicant pays the applicable reservation fee prior to expiration using one of the following options.

a. The applicant may pay 100% of the applicable impact fee in consideration of a three (3) year extension; or

b. The applicant may pay one-third (1/3) of the applicable impact fee in consideration of a one (1) year extension. For each subsequent one-third



payment, an additional one year extension may be granted, not to exceed a total of three (3) years extension.

2. The reservation fee is the current impact fee for roads, parks and schools as applicable to each project.
3. The applicant is required to provide an updated letter of availability from the utility provider verifying that water and sewer capacity is available for the additional three (3) years for the amount of development approved in the concurrency certificate.
4. The applicant is required to sign a waiver of rights for refund of the impact fees paid in consideration for the extension of the Final Certificate of Concurrency.
5. An Impact Fee Credit for the amount of impact fees paid in advance is recorded for the project.
6. Upon applying for a Building Permit, the applicant provides a voucher for the credit and pays the difference, if any, between the reservation fee paid in advance to extend the Final Certificate of Concurrency and the total impact fee, as determined at the time of permit application.
7. In the event, the applicant does not obtain Construction Plan approval, Final Plat approval or a Building Permit within the three (3) year extension period, the Final Certificate of Concurrency shall expire and the applicant will not be refunded the impact fees paid.
8. A Multi-phase project may extend the Final Certificate of Concurrency by phase. The reservation fee shall be paid prior to the expiration date of the phase being extended. Under no circumstances can a phased project extend the validity of the Final Certificate of Concurrency beyond five (5) years from the date of original approval.

### **Section 3.08 Modification of Approved Final Certificate of Concurrency**

An [Application for Concurrency Modification](#) to an existing Final Certificate of Concurrency is required prior to approval of a modification to a Development Permit where a change in use, intensity, or density of the approved project, which either individually or cumulatively with other changes, results in increased impacts to public facilities and services.

#### **A. Change in Use, Intensity or Density**

1. A change in use, intensity or density of a project that generates less than 4.0 average total weekday peak hour trips and does not increase impacts to other public facilities and services cumulatively with other changes, can be approved by staff as a modification.
2. Any modification that results in an increase of 4.0 or more average total weekday peak hour trips cannot be approved by modification of the existing Final Certificate of Concurrency. A new concurrency application and review are required.

#### **B. Change in Legal Description or Acreage**

1. A change in the legal description and acreage that does not result in additional impacts or impact different public facilities and services can be approved by staff as a modification.
2. A new concurrency application and review are required if the new project boundary or change in acreage results in additional impacts or impacts different public facilities and services.
3. A Final Certificate of Concurrency is attached to the land parcel upon which the proposed project was reviewed and approved to be built. A Final Certificate of Concurrency is not transferable to another parcel except under provision of Section 3.08.B.4.
4. Only under reasonable and specific circumstance as provided below, the County Administrator may allow a one-time transfer of transportation concurrency between two Major Project developments holding valid final certificate of concurrency. The transferred concurrency shall remain with and be valid consistent with the validity of the final certificate of concurrency of the beneficiary parcel of development. The following criteria must all be met and strictly adhered to:
  - a. The two parcels of developments must be contiguous, adjacent and under same ownership. A road or public right of way and/or public easement or other similar public features as determined by the County Administrator are the only boundaries that do not constitute a separation between two parcels; and,
  - b. The donor and beneficiary parcels of developments must share one primary point of access; and,  
A traffic analysis submitted by the applicant and approved by the County must demonstrate acceptable findings that the transfer does not degrade the directly accessed segment(s) and/or other impacted segments below the adopted level of service (LOS).

### **Section 3.09 Concurrency Agreements**

#### **A. Introduction**

The County may, but under no circumstances is it required to, enter into a Concurrency Agreement. No Concurrency Agreement may be entered into by the County unless the public facilities and services to be constructed by the Developer pursuant thereto are secured and guaranteed by such security as approved by the County Administrator and the Clerk of Courts, as appropriate. Any funds or contributions received by the County pursuant to a Concurrency Agreement shall be applied towards or spent solely on the projects specified in the Concurrency Agreement.

Applications for Concurrency Agreement are submitted to and processed by the Transportation Development Division, Growth Management Department.

#### **B. Application Process**

1. Initial Determination – NO FEE REQUIRED

- a. The purpose of the Initial Determination is to avoid time being wasted on Concurrency Agreements which clearly are not in the interests of the County. This advance review of the feasibility of entering into a Concurrency Agreement will be based on the impacts and benefits of the Development.
  - b. All Developers wishing to initiate a Concurrency Agreement shall provide the following information, prior to formal application, to enable the Initial Determination to be made:
    - 1) Generalized description of the development, the impacts and benefits of the project.
    - 2) General information such as the name and address of the owner, applicant and agent; site area; location and legal description.
    - 3) Any Developer commitments and anticipated special benefits of the development.
    - 4) Any anticipated approvals, waivers, variances, exceptions or government commitments sought by the Developer.
    - 5) This is an informal procedure. The information requested should be very general in nature and the format may be as simple as a letter.
2. Formal Application – [FEE](#) REQUIRED
- a. The Applicant has the right to submit an application after the Initial Determination regardless of the conclusion of the Initial Determination.
  - b. The [Concurrency Agreement Application](#) form is available from the Development Review Division or on the County web page. The following information is required to be submitted with a completed Concurrency Agreement Application:
    - 1) Proposed Concurrency Agreement meeting the minimum requirements in this Section.
    - 2) Legal Description (attach as Exhibit A to the Concurrency Agreement).
    - 3) Proof of ownership (copy of deed or purchase agreement, and land title report); land title report shall be considered valid for 3 months and will need to be updated thereafter.
    - 4) General location map with subject property clearly identified.
    - 5) Traffic Analysis (from Concurrency Application), as applicable; Traffic Analysis will need to be updated if data used is updated.
    - 6) Conceptual design for all proposed infrastructure improvements (attached as Exhibit B to the Concurrency Agreement).

- 7) Cost estimates for all proposed infrastructure improvements, and/or Proportionate Fair Share calculations as applicable (attached as Exhibit C to the Concurrency Agreement).
  - 8) Filing fee.
  - 9) [Owner's Authorization](#) for Agent(s), if applicable.
  - 10) Submit the original application and all exhibits.
- c. Only a qualified applicant may file an application to enter into a Concurrency Agreement. A qualified applicant is a person who has legal or equitable interest in the real property that is the subject of the Concurrency Agreement.

C. Review Process

1. The application shall be routed to the appropriate evaluating departments for sufficiency review.
2. If the application is determination insufficient, the applicant shall be provided a statement of any additional information required within twenty (20) working days of the application submittal or resubmittal.
3. The time limits established above may be extended upon agreement by both the applicant and St. Johns County when necessary to facilitate the preparation and review of the Concurrency Agreement.

D. Approval Process

1. Administrative Review
  - a. The Concurrency Agreement shall be reviewed by County Staff simultaneously with the Application for Concurrency Determination, as applicable.
  - b. Approval of the Concurrency Agreement shall be included as a condition to the Final Certificate of Concurrency.
  - c. The County Administrator shall review the Concurrency Agreement and recommend approval, approval with changes, or denial to the Board of County Commissioners.
2. Board of County Commission Hearing
  - a. The Concurrency or Proportionate Fair Share Agreement will then be scheduled as a Business Item on the first available Board of County Commissioners Meeting as determined by the County Administrator.
  - b. The Board of County Commissioners shall approve, approve with modifications, or deny the application.

E. Term/Extension

1. The term of a Concurrency Agreement shall not exceed the term of the companion Final Certificate(s) of Concurrency.
2. A Concurrency Agreement may be extended if the companion Final Certificate of Concurrency is extended pursuant to Sections 11.03.02.B and 11.03.04 of the Land Development Code.

F. Post-Approval

1. Within fourteen (14) days after St. Johns County enters into a Concurrency Agreement, the Clerk to the Board of County Commissioners shall have the agreement recorded in the public records of St. Johns County.
2. The Agreement shall become effective after it has been recorded in the public records of St. Johns County.
3. A Concurrency Agreement may be amended or cancelled by mutual consent of the parties to the Agreement or by their successors in interest. An amendment to a Concurrency Agreement determined to be minor in nature, such as, but not limited to, a change in name of parties that is recommended approval by the County Administrator can be placed on the Board of County Commissioners Consent Agenda for consideration. All other amendments to a Concurrency Agreement will require one (1) public hearing by the Board of County Commissioners on the proposed amendment.
4. If the Agreement is amended, cancelled, modified, extended, or revoked, the Clerk shall record such action in the public records.

G. Periodic Review

1. The County shall review the Development(s) subject to the Concurrency Agreement every twelve (12) months.
2. Beginning one year after the effective date of a Concurrency Agreement, Developers shall each provide the County a written and accurate status report which shall include all information necessary for the County to conduct its periodic review.

**Section 3.10 Proportionate Fair Share Agreement.**

Proportionate Fair Share Agreements shall comply with the requirements of Part 11.09 of the Land Development Code and follow the procedures in Section 3.09 Concurrency Agreements of the Development Review Manual.

**Table 1**  
**St. Johns County P.M. Peak Hour Trip Rate and Percent New Trips Data**

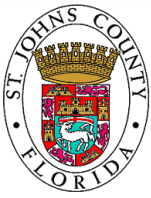
ITE Land Use Code	Land Use Description	Independent Variable	P.M. Peak Hour Trip End Estimation Method	Land Use Maximum Size Threshold By Unit			Percentage New Trips
				Small <= 10.00 PHT Trips	Minor > 10.00 to <= 50.00 PHT Trips	Major (LDTA) > 50.00 PHT Trips	
022	General Aviation Airport	Average Flights Per Day	0.30	33	166	> 166	90%
110	General Light Industrial < 150,000 sf GFA	1,000 sf GFA	0.97	10,309	51,546	> 51,546	92%
110	General Light Industrial > or = 150,000 sf GFA	1,000 sf GFA	T = 1.43 (X) - 157.36	N/A	N/A	>	92%
130	Industrial Park	1,000 sf GFA	T=0.77(X)+42.11	N/A	10,246	> 10,246	92%
140	Manufacturing	1,000 sf GFA	T = 0.78 (X) - 15.97	33,294	84,576	> 84,576	92%
150	Warehousing	1,000 sf GFA	Ln(T)=0.64*Ln(X)+1.14	6,150	76,042	> 76,042	92%
151	Mini-Warehousing	1,000 sf GFA	Ln(T)=1.02*Ln(X)-1.49	41,191	199,557	> 199,557	92%
210	Single Family Detached Housing	Dwelling Units	Ln(T)=0.90*Ln(X)+0.51	7	43	> 43	100%
220	Apartment	Dwelling Units	T = 0.55 (X) + 17.65	N/A	58	> 58	100%
230	Residential Condominium/Townhouse	Dwelling Units	Ln(T)=0.82*Ln(X)+0.32	11	79	> 79	100%
240	Mobile Home Park	Occupied Dwelling	T=0.57(X)+2.06	13	84	> 84	100%
253	Congregate Care Facility	Occupied Dwelling	0.17	58	294	> 294	74%
254	Assisted Living	Beds	0.22	45	227	> 227	100%
310	Hotel	Occupied Rooms	Ln(T)=1.20*Ln(X)-1.55	24	94	> 94	71%
311	All-Suites Hotel	Occupied Rooms	0.55	18	90	> 90	71%
320	Motel	Occupied Rooms	T = 0.53 (X) + 5.95	7	83	> 83	59%
330	Resort Hotel	Occupied Rooms	Ln(T)=1.13*Ln(X)-1.52	29	122	> 122	75%
412	County Park	Acres	0.06	166	833	> 833	90%
416	Campground/Recreational Vehicle Park	Occupied Camp Sites	0.37	27	135	> 135	90%
417	Regional Park	Acres	0.20	50	250	> 250	90%
420	Marina	Berths	0.19	52	263	> 263	90%
430	Golf Course	Acres	T = 0.13 (X) + 31.30	N/A	143	> 143	90%
432	Golf Driving Range	Driving Positions	1.25	8	40	> 40	75%
437	Bowling Alley	1,000 sf GFA	3.54	2,824	14,124	> 14,124	75%
444	Movie Theatre with Matinee	Movie Screens (Friday)	45.91	N/A	1	> 1	85%
492	Health/Fitness Club	1,000 sf GFA	Ln(T)=0.95*Ln(X)+1.43	2,505	13,635	> 13,635	75%
520	Elementary School	1,000 sf GFA	1.21	8,264	41,322	> 41,322	80%
530	High School	1,000 sf GFA	0.97	10,309	51,546	> 51,546	90%
540	Junior/Community College	1,000 sf GFA	2.54	3,937	19,685	> 19,685	90%
550	University/College	Students	T = 0.19 (X) + 118.58	N/A	N/A	>	90%
560	Church (without school) up to 100,000 sq. ft.	1,000 sf GFA	0.55	18,181	90,909	> 90,909	90%
565	Day Care Center	1,000 sf GFA	12.46	802	4,012	> 4,012	74%
590	Library	1,000 sf GFA	7.30	1,369	6,849	> 6,849	90%
610	Hospital	1,000 sf GFA	1.14	8,771	43,859	> 43,859	77%
620	Nursing Home	1,000 sf GFA	0.74	13,513	67,567	> 67,567	75%
630	Clinic	1,000 sf GFA	5.18	1,930	9,652	> 9,652	92%
640	Animal Hospital/Veterinary Clinic	1,000 sf GFA	4.72	2,118	10,593	> 10,593	70%
710	General Office Building < 33,557 sf GFA	1,000 sf GFA	1.49	6,711	33,557	> 33,557	92%
710	General Office Building > or = 33,557 sf GFA	1,000 sf GFA	T = 1.12 (X) + 78.81	N/A	N/A	>	92%
720	Medical/Dental Office Building	1,000 sf GFA	Ln(T)=0.88*Ln(X)+1.59	2,247	13,994	> 13,994	77%
732	United States Post Office	1,000 sf GFA	11.12	N/A	4,496	> 4,496	25%
750	Office Park	1,000 sf GFA	T = 1.22 (X) + 95.83	N/A	N/A	>	92%
760	Research and Development Centers	1,000 sf GFA	Ln(T)=0.82*Ln(X)+1.09	4,387	31,233	> 31,233	92%
770	Business Park	1,000 sf GFA	Ln(T)=0.92*Ln(X)+0.78	5,232	30,095	> 30,095	92%
813	Free-Standing Discount Superstore	1,000 sf GFA	4.61	2,169	10,845	> 10,845	72%
814	Specialty Retail Center	1,000 sf GLA	T = 2.40 (X) + 21.48	N/A	11,883	> 11,883	50%
815	Free-Standing Discount Store	1,000 sf GFA	5.00	2,000	10,000	> 10,000	83%
816	Hardware/Paint Store	1,000 sf GFA	T = 3.31 (X) + 27.59	N/A	6,770	> 6,770	74%
820	Shopping Center	1,000 sf GLA	Ln(T)=0.67*Ln(X)+3.37	N/A	N/A	>	Equation
823	Factory Outlet Center	1,000 sf GFA	Ln(T)=0.43*Ln(X)+3.68	N/A	N/A	>	Equation
843	Automobile Parts Sales	1,000 sf GFA	T = 7.87 (X) - 14.86	3,158	8,241	> 8,241	72%
848	Tire Store	Service Bays	3.54	2	14	> 14	72%
849	Tire Superstore	Service Bays	3.17	3	15	> 15	72%
850	Supermarket	1,000 sf GFA	Ln(T)=0.61*Ln(X)+3.95	N/A	939	> 939	64%
851	Convenience Market (Open 24 Hours)	1,000 sf GFA	52.41	N/A	954	> 954	39%
853	Convenience Market with Gasoline Pumps	Vehicle Fueling Positions	19.07	N/A	2	> 2	34%
857	Discount Club	1,000 sf GFA	4.24	N/A	11,792	> 11,792	83%
862	Home Improvement Superstore	1,000 sf GFA	2.37	N/A	21,097	> 21,097	52%
863	Electronics Superstore	1,000 sf GFA	4.99	N/A	10,020	> 10,020	60%
880	Pharmacy/Drugstore without Drive-Through Window	1,000 sf GFA	8.42	1,187	5,938	> 5,938	47%
881	Pharmacy/Drugstore with Drive-Through Window	1,000 sf GFA	10.35	966	4,830	> 4,830	51%
890	Furniture Store	1,000 sf GFA	0.45	22,222	111,111	> 111,111	47%
896	Video Rental Store	1,000 sf GFA	Ln(T)=0.93*Ln(X)+2.61	718	4,055	> 4,055	70%
911	Walk-In Bank	1,000 sf GFA	12.13	824	4,122	> 4,122	80%
912	Drive-In Bank	Drive-In Windows	27.41	N/A	1	> 1	53%
931	Quality Restaurant	1,000 sf GFA	7.49	1,335	6,675	> 6,675	56%
932	High-Turnover (Sit-Down) Restaurant	1,000 sf GFA	11.15	896	4,484	> 4,484	57%
933	Fast-Food Restaurant without Drive-Through Window	1,000 sf GFA	26.15	382	1,912	> 1,912	57%
934	Fast-Food Restaurant with Drive-Through Window	1,000 sf GFA	33.84	295	1,477	> 1,477	50%
935	Fast-Food Restaurant with Drive-Through & No Indoor Seating	1,000 sf GFA	153.85	N/A	324	> 324	50%
936	Coffee/Donut Shop with Drive-Through Window	1,000 sf GFA	42.93	232	1,164	> 1,164	50%
941	Quick Lubrication Vehicle Shop	Servicing Positions	5.19	1	9	> 9	72%
945	Gasoline/Service Station with Convenience Market	Vehicle Fueling Positions	13.38	N/A	3	> 3	44%
947	Self-Service Car Wash	Wash Stalls	5.54	1	9	> 9	67%
N/A	Auto Repair/Detailing Center (a)	1,000 sf GFA	2.75	3,636	18,181	> 18,181	83%

Sources:

Institute of Transportation Engineers, Trip Generation, Eighth Edition, 2008.  
 Institute of Transportation Engineers, Trip Generation, Seventh Edition, 2003.  
 Institute of Transportation Engineers, Trip Generation, Sixth Edition, 1997.  
 Institute of Transportation Engineers, Trip Generation, Fifth Edition, 1991.  
 Institute of Transportation Engineers, Trip Generation Handbook, 1998.  
 Tindale, Oliver & Associates, Inc.

Notes:

a Land Use 843 peak hour rate (5.98) divided by daily rate (61.91) produces a peak-to-daily ratio of 0.097. Auto Repair/Detailing Center daily rate (28.40) multiplied by 0.097 produces a 2.75 peak hour average rate.



**St. Johns County Growth Management Department  
4040 Lewis Speedway  
St. Augustine, FL 32084  
(904) 209-0690**

**Application For Concurrency Determination**

Date \_\_\_\_\_ Project Name \_\_\_\_\_

**Staff Use Only**

(check)

\_\_\_\_\_ Minor Review (Projects generating 11 - 50 Average Weekday Peak Hour Trips (PHTs))

\_\_\_\_\_ Major Review (Projects generating 50+ Average Weekday Peak Hour Trips (PHTs))\*

\*Requires Pre-application meeting and Land Development Traffic Assessment

File # \_\_\_\_\_ Receipt # \_\_\_\_\_

1. Type of Determination Requested (list which phase(s) applies to each item)  
 Final \_\_\_\_\_ Informational \_\_\_\_\_
2. Applicant Name, Address, and Phone # \_\_\_\_\_
3. Agent Name, Address, and Phone # \_\_\_\_\_
4. Property Owner(s) Name, Address, and Phone # \_\_\_\_\_
5. Property Location/Street Address \_\_\_\_\_
6. Present Use of Property \_\_\_\_\_
7. Parcel #(s) \_\_\_\_\_ Total Acres \_\_\_\_\_ Land Use Designation \_\_\_\_\_
8. Present Zoning \_\_\_\_\_ Proposed Zoning (if applicable) \_\_\_\_\_
9. Subdivision Name (if applicable) \_\_\_\_\_ Resolution Number \_\_\_\_\_  
 PUD/PSD/PRD Name (if applicable) \_\_\_\_\_ Ordinance Number \_\_\_\_\_
10. Brief Description of Proposed Development \_\_\_\_\_

**11. Traffic/Trip Generation and Phasing Schedule** - Provide the type, amount and trip generation of development by Phase  
*(Refer to Table 1, attached, the ITE Trip Generation Manual, latest edition, or Planning Department staff for trip generation rates)*

Residential

Phase No.	Type of Residential (e.g. SF, MF, Condo)	DU's	Date Phase to Begin	Date Phase to End	Total PHTs Generated

Non-Residential

Phase No.	Type of Commercial (e.g. office, retail)	Sq. Ft.	Date Phase to Begin	Date Phase to End	Total PHTs Generated

12. **Water/Sewer-** Availability of capacity *(check to signify if attached)*:
- If within the service area of St. Johns County Utilities, City of St. Augustine, or Town of Hastings, attach a letter certifying there is available capacity for each development phase covered by this application.
  - If within a private utility service area, attach a letter certifying there is available capacity for each development phase covered by this application.
  - If a private well or septic tank will be used, applicant understands permits will be required by the Environmental Health Unit and/or the St. Johns River Water Management District, as applicable.

13. Name of utility providing service to the development (*obtain water and sewer demand from utility provider*)  
 Water \_\_\_\_\_ Total water demand (gallons/day) \_\_\_\_\_  
 Sewer \_\_\_\_\_ Total water demand (gallons/day) \_\_\_\_\_
14. Drainage - State that the project will comply with all federal, state, regional and local regulations \_\_\_\_\_
15. Solid Waste - Provide solid waste generation (pounds/day) by phase; for items a and b use this formula: Number of units x 2.75 persons/unit x 5.7 lbs./day); for items c-f refer to Planning Department staff for generation rates for non residential uses.

	Phase 1	Phase 2	Phase 3		Phase 1	Phase 2	Phase 3
a. Single Family	_____	_____	_____	d. Industrial	_____	_____	_____
b. Multi-Family	_____	_____	_____	e. Office	_____	_____	_____
c. Commercial	_____	_____	_____	f. Other	_____	_____	_____

16. Mass Transit (residential uses only) - Determine mass transit demand by using the following formula:  
 Phase 1 Phase 2 Phase 3  
 Number of units x 2.75 persons per unit x 1.5% \_\_\_\_\_

17. Recreation (residential uses only) - Determine recreation demand by using the following formula:  
 Phase 1 Phase 2 Phase 3

- a. Neighborhood Park (#DUs x 2.75 x 2 acres/1000 pop.) \_\_\_\_\_  
 b. Community Parks (#DU x 2.75 x 3 acres/1000 pop.) \_\_\_\_\_  
 c. Regional/Open Space (#DU x 2.75 x 20 acres/1000 pop.) \_\_\_\_\_

18. Schools (residential uses only)  
 An application for School Concurrency is submitted directly to the St. Johns County School District. Submittal of an application to the St. Johns County School District is required before this application can be reviewed by the County.
19. Does the property access a roadway within the boundaries of the City of St. Augustine, the City of St. Augustine Beach, or the Town of Hastings

Attach the following to the Application:

- a. Legal Description (attach as Exhibit A)
- b. Location Map. Clearly outline the boundaries of the property included in this application. (attach as Exhibit B)
- c. Owner's authorization if applicable
- d. Proof of Ownership (Deed or other)
- e. General Site Plan showing all access point(s)
- f. Water/Sewer availability letter, if applicable
- g. Land Development Traffic Assessment (LDTA), if Major Project
- h. Include the original application and 2 copies of LDTA
- i. Copy of School Concurrency application or School Concurrency Determination Letter (residential only)

Please list below any applications currently under review or recently approved which may assist in the review of this application:

I/We HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:  
 Signature of all owners or authorized person if letter of authorization is attached:

\_\_\_\_\_  
 Signature  
 Printed or typed name(s) \_\_\_\_\_

**ADDRESS & TELEPHONE NUMBER OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:**

Name \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Mailing Address \_\_\_\_\_

**Note: If the application is determined incomplete, the applicant will be notified within 5 days of submission.**





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 \_\_\_\_



**St. Johns County**  
**Growth Management Department**  
 4040 Lewis Speedway  
 St. Augustine, FL 32084  
 (904) 209-0609

Agreement Application                      Date:

This application, together with ALL REQUIRED EXHIBITS and application fee, should be complete and filed with the Growth Management Department. An Initial Determination is required prior to application

Owner  Phone Number   
 (or Owner representing group of owners)

Address  Fax Number   
 e-mail \_\_\_\_\_

City  State  Zip Code

Agent  Phone Number

Address  Fax Number

City  State  Zip Code  e-mail \_\_\_\_\_

Project Location

Future Land Use Designation  Current Zoning  Proposed Zoning

Property Tax ID No

Statement of Reasons for the Request:

Results of Initial Determination:

Brief Description of Proposed Mitigation:

I HEREBY CERTIFY THAT ALL INFORMATION IS PROVIDED HEREIN IS CORRECT TO THE BEST OF OUR KNOWLEDGE:  
 Signature of all owners or person authorized to represent this application:

Signed By \_\_\_\_\_  
 Printed or typed name(s)

Person to receive all correspondence regarding this application:  
 Name  Phone Number   
 Address  Fax Number   
 City  State  Zip Code  e-mail \_\_\_\_\_



**Application for Concurrency Modification  
 (as allowed by Section 11.03.08 of LDC)  
 St. Johns County Growth Management Department  
 4040 Lewis Speedway  
 St. Augustine, FL 32084  
 (904) 209-0609**

**One (1) copy of the following items must be included with a Concurrency Modification Application**

- 1. Legal Description (if acreage or project boundaries have changed)**
- 2. Location map**
- 3. Proof of ownership (Deed or other)**
- 4. Owners Authorization, if applicable**
- 5. Updated water & sewer availability letter if applicable**
- 6. Updated School Concurrency letter, if applicable (residential only)**

**Note: If the application is determined incomplete, the applicant will be notified within 5 days of submission**

Date \_\_\_\_\_ Concurrency Certificate (file # being modified) \_\_\_\_\_

Project Name \_\_\_\_\_

Parcel #s \_\_\_\_\_

Total Acres \_\_\_\_\_ Present Zoning \_\_\_\_\_ Future Land Use \_\_\_\_\_

Applicant Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Agent Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Owner(s) Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Brief Description of Request \_\_\_\_\_  
 \_\_\_\_\_

Please list below any applications currently under review or recently approved which may assist in the review of this application:

**I/WE HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT**

Signature of all owners or authorized person if letter of authorization is attached

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signed By Print or Type

**ADDRESS & TELEPHONE NUMBER OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION**

Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_



**St. Johns County  
Growth Management Department  
4040 Lewis Speedway  
St. Augustine, FL 32084  
(904) 209-0609**

Modification Application      Date:

This application, together with ALL REQUIRED EXHIBITS and application fee, should be complete and filed with the Growth Management Department. An Initial Determination is required prior to application

Owner  Phone Number   
(or Owner representing group of owners)

Address  Fax Number   
e-mail \_\_\_\_\_

City  State  Zip Code

Agent  Phone Number

Address  Fax Number

City  State  Zip Code  e-mail \_\_\_\_\_

Project Location

Property Tax ID No

Statement of Reasons for the Request:

Provide File Number or other reference for Agreement being modified:

Brief Description of Proposed Modification:

I HEREBY CERTIFY THAT ALL INFORMATION IS PROVIDED HEREIN IS CORRECT TO THE BEST OF OUR KNOWLEDGE:  
Signature of all owners or person authorized to represent this application:

Signed By \_\_\_\_\_  
Printed or typed name(s)

Person to receive all correspondence regarding this application:  
Name  Phone Number   
Address  Fax Number   
City  State  Zip Code  e-mail \_\_\_\_\_



# Application for Appeal of a Concurrency Determination

St. Johns County Growth Management Department  
4040 Lewis Speedway  
St. Augustine, FL 32084  
(904) 209-0609

Date  Concurrency File Number

Project Name

Appellant's Name  Phone

Address  Fax

City  State  Zip Code  Email

Decision to be considered as an Appeal. (Attach a copy of the decision being appealed)

Parcel ID Number

Administrative official whose decision is being appealed

The specific error alleged as the grounds for the Appeal

Describe what interest the person filing this Appeal has in the issue(s) being appealed

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT AND REQUEST AN APPEARANCE BEFORE THE BOARD OF COUNTY COMMISSIONERS ON THE ABOVE MENTIONED APPEAL

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

### ADDRESS AND CONTACT INFORMATION OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION

Name  Phone

Address  Fax

City  State  Zip Code  Email

Pursuant to Part 11.06 of the St. Johns County Land Development Code, any decision of the County Administrator, or designee of the County Administrator with regard to concurrency review, may be appealed to the Board of County Commissioners. Appeals must be filed with the Growth Management Department within thirty (30) days from the date the action was taken. An Application must include the completed application form and the filing fee. Any supporting documentation should be included by attachment. The person identified to receive all correspondence related to this request will be notified in writing once the Appeal has been scheduled for public hearing. When filing an appeal of a concurrency decision refer to Part 11.06.00 of the LDC for specific criteria.

When a person decides to appeal a decision made by any St. Johns County Board or Committee, with respect to any matter considered at a public meeting, he may need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Revised March 29, 2012

**SECTION 4.0 DEVELOPMENT AGREEMENTS**  
**Article V, Part 5.05.00, and Article XI, Part 11.07.00 - LAND DEVELOPMENT CODE**

**Section 4.01 Introduction**

The County may, but under no circumstances is it required to, enter into a Development Agreement as authorized by Sections 163.3220 through 163.3243, Florida Statutes, as amended. No Development Agreement may be entered into by the County unless the public facilities and services to be constructed by the Developer pursuant thereto are secured and guaranteed by such security as approved by the County Administrator and the Clerk of Courts, as appropriate. Any funds or contributions received by the County pursuant to a Development Agreement shall be applied towards or spent solely on the projects specified in the Development Agreement.

Applications for Development Agreement are submitted to and processed by the Transportation Planning Division, Planning Division, Growth Management Services Department.

CONTACT:      Phone: (904) 209-0660  
                    Fax:    (904) 209-0721  
                    E-mail: [plancon@sjcfl.us](mailto:plancon@sjcfl.us)

**FEE**

**Section 4.02 Application Process**

A.      Initial Determination – NO FEE REQUIRED

1. The purpose of the Initial Determination is to avoid time being wasted on Development Agreements which clearly are not in the interests of the County. This advance review of the feasibility of entering into a Development Agreement will be based on the impacts and benefits of the Development.
  
2. All Developers wishing to initiate a Development Agreement shall provide the following information, prior to formal application, to enable the Initial Determination to be made:
  - a. Generalized description of the development, the impacts and benefits of the project.
  
  - b. General information such as the name and address of the owner, applicant and agent; site area; location and legal description.
  
  - c. Any Developer commitments and anticipated special benefits of the development.

- d. Any anticipated approvals, waivers, variances, exceptions or government commitments sought by the Developer.
- e. This is an informal procedure. The information requested should be very general in nature and the format may be as simple as a letter.

B. Formal Application

1. Formal application must be reviewed within 30 days from the date of issuance of the Initial Determination Letter by the County.
2. The Applicant has the right to submit an application after the Initial Determination regardless of the conclusion of the Initial Determination.
3. The Development Agreement Application form is available from the Planning Division or online at [www.sjcfcl.us](http://www.sjcfcl.us). The following information is required to be submitted with a completed Development Agreement Application (submit the original and 10 copies of the application and all exhibits):
  - a. Proposed Development Agreement meeting all requirements of the St. Johns County Land Development Code Part 5.05.00 and Chapter 163.3227 Florida Statutes.
  - b. Legal Description (attach as Exhibit A to the Development Agreement).
  - c. Proof of ownership (copy of deed or purchase agreement, and land title report); land title report shall be considered valid for 3 months and will need to be updated thereafter.
  - d. General location map with subject property clearly identified.
  - e. Traffic Analysis (from Concurrency Application), as applicable; Traffic Analysis will need to be updated if data used is updated.
  - f. Conceptual design for all proposed infrastructure improvements (attached as Exhibit B to the Development Agreement).
  - g. Cost estimates for all proposed infrastructure improvements, if impact fee credits are being sought as apart of the Agreement (attached as Exhibit C to the Development Agreement).
  - h. Filing fee.
  - i. Owner's Authorization for Agent(s), if applicable.

- j. Appraisal, if applicable.
- 4. Only a qualified applicant may file an application to enter into a Development Agreement. A qualified applicant is a person who has legal or equitable interest in the real property that is the subject of the Development Agreement.

#### **Section 4.03 Review Process**

- A. The application shall be routed to the appropriate evaluating departments for sufficiency review.
- B. If the application is determination insufficient, the applicant shall be provided a statement of any additional information required within twenty (20) working days of the application submittal or resubmittal.
- C. A report and recommendation by County staff shall be due within sixty (60) days of receipt of a sufficient submittal.
- D. The Development Agreement must be finalized within six (6) months of the Formal Application.
- E. The time limits established above may be extended, upon agreement by both the applicant and St. Johns County when necessary, to facilitate the preparation and review of the Development Agreement.
- F. Where a Development is undergoing a number of simultaneous reviews, these will, to the extent possible, be unified into one review process. Fee reductions may be considered in such instances, especially if one review is immediately subsequent to another.

#### **Section 4.04 Approval Process**

- A. Concurrency Review Committee
  - 1. The Development Agreement shall be reviewed by the Concurrency Review Committee simultaneously with the Application for Concurrency Determination, as applicable.
  - 2. Approval of the Development Agreement shall be included as a condition to the Final Certificate of Concurrency.
  - 3. The Concurrency Review Committee shall review the Development Agreement and recommend approval, approval with changes, or denial to the Board of County Commissioners.
- B. Board of County Commission Hearings



1. The Board of County Commissioners shall conduct two (2) public hearings on each Development Agreement Application.
  2. The public hearings may take place during the regularly scheduled public hearings.
  3. At the conclusion of the second public hearing, the Board of County Commissioners shall approve, approve with modifications, or deny the application.
- C. Notice Requirements – as required in Part 9.06.00 of the Land Development Code.
1. Not less than ten (10) days in advance of the date of the required public hearing(s) at which an application is to be considered mailed notices shall be posted by U.S. mail to all owners of real property within three hundred (300) feet of the boundaries of the land upon which the application is made.
  2. Published notice shall be published once in a St. Johns County newspaper of general circulation not less than fifteen (15) days in advance of the date of the required public hearing(s) at which an application is to be considered.
  3. Signs shall be posted on the subject parcel(s) in full view of the public on each street side of such land not less than fifteen (15) days in advance of the date of the required public hearing(s) at which an application is to be considered.

#### **Section 4.05 Term/Extension**

The term of a Development Agreement shall not exceed ten (10) years or such time as Section 163.3220 through 163.3243, Florida Statutes, may provide.

- A. A Development Agreement may be extended by mutual consent of the parties to the Agreement, subject to public hearings in accordance with Section 5.05.02 of the Land Development Code.
- B. The term of any one extension shall not exceed five (5) years or such time as Section 163.3220 through 163.3243, Florida Statutes, may provide.

#### **Section 4.06 Post-Approval**

- A. Within fourteen (14) days after St. Johns County enters into a Development Agreement, the Clerk to the Board of County Commissioners shall have the agreement recorded in the public records of St. Johns County.
- B. A copy of the recorded Agreement shall be submitted to the Florida Department

of Community Affairs within fourteen (14) days after the Agreement is recorded by certified mail, return receipt requested.

- C. The Agreement shall become effective after it has been recorded in the public records of St. Johns County and thirty (30) days after it is received by the Florida Department of Community Affairs.
- D. A Development Agreement may be amended or cancelled by mutual consent of the parties to the Agreement or by their successors in interest. Prior to amending a Development Agreement, the Board of County Commissioners shall hold two (2) public hearings on the proposed amendment.
- E. If the Agreement is amended, cancelled, modified, extended, or revoked, the Clerk shall record such action in the public records and such recorded notice shall be submitted to the Department of Community Affairs.

#### **Section 4.07 Periodic Review**

- A. The County shall review the Development(s) subject to the Development Agreement every twelve (12) months in accordance with Section 163.3235, Florida Statutes.
- B. Beginning one year after the effective date of a Development Agreement, Developers shall each provide the County a written and accurate status report which shall include all information necessary for the County to conduct its periodic review in compliance with the requirements of Section 163.3225, Florida Statutes.



## SECTION 5.0 IMPACT FEE CREDIT AGREEMENTS

### Section 5.01 Introduction

An Impact Fee Credit Agreement is an agreement between the applicant and St. Johns County in which an applicant is given credits for improvements and dedications pursuant to Ordinances 87-57, 87-58, 87-59 and 87-60, as amended, and the Impact Fee General Administration Guidelines and Procedures Manual, as amended.

In order to be eligible for Impact Fee Credits the improvement or dedication should be consistent with the appropriate category as follows:

- A. Roads: Road and intersection improvements or right-of-way dedications shall be in accordance with Ordinance 87-57 and the Manual, and must be related to the mitigation of non-site impacts from the development for which application has been made.

No credit shall be given for Site-related Improvements. Site-related Improvements are defined in Ordinance 87-57 as follows:

“Capital improvements and right-of-way dedications for direct access improvements to and/or within the development in question. Direct access improvements include but are not limited to the following: (1) access roads leading to the development; (2) driveways and roads within the development; (3) acceleration and deceleration lanes, and right and left turn lanes leading to those roads and driveways; and (4) traffic control measures for those roads and driveways.”

- B. Parks: Park land dedication and/or park capital improvements in accordance with Ordinance 87-58 and the Manual.
- C. Public Capital Facilities: Public capital facilities land dedication and/or public capital facilities capital improvements as comply with Ordinance 87-59 and the Manual.
- D. Educational Facilities: All mandatory or required land dedications and/or educational facility improvements as are in accordance with Ordinance 87-60 and the Manual.

**Any claim for credits must be made no later than the time of application for a building permit or permit for mobile home installation. Any claim not so made shall be deemed waived. If land is to be donated to the County, application for Impact Fee Credits should be made prior to dedication.**

ADDRESS: 4040 Lewis Speedway, St. Augustine, FL 32084

PHONE NUMBER/FACSIMILE NUMBER: (904) 209-0675 Planning Department  
(904) 209-0743 Fax

FEE

## **Section 5.02 Application Process**

One (1) copy (unless otherwise noted) of the following items should be included in an Impact Fee Credit Agreement Application. (If the application contains pages exceeding 8 1/2" x 11", then 10 copies of such pages will be required).

- A. Copy of Impact Fee Credit Agreement Application
- B. A letter identifying the capital improvements and/or dedications for which credits are claimed.
- C. Construction cost estimates and acceptable engineering drawings and specifications for approved construction projects and/or final payment estimates and drawings for completed projects, and/or
- D. The value of land dedications as determined by a qualified appraiser or as contained in the official records of the St. Johns County Property Appraisers Office. (A qualified appraiser shall be defined as a State certified general appraiser who is also on St. Johns County's approved appraiser list.) (2 copies)
- E. Maps and plans showing the location and extent of the capital improvements and/or land dedications for which credits are claimed.
- F. Proposed Impact Fee Credit Agreement
- G. Proposed Resolution
- H. Proposed Voucher (voucher must be prepared with a voucher #)

## **Section 5.03 Review Process**

- A. The complete application is submitted to the Planning Department.
- B. The application is routed to the reviewing departments. These departments have 20 working days to review the application and provide comments to the Planning Department.
- C. Comments are then submitted to the applicant by mail, email, and/or fax.
- D. The applicant shall then respond in writing, addressing each comment and providing additional information as needed in the resubmittal.
- E. The resubmittal will then be routed to the appropriate reviewing departments and be returned to the Planning Department within 10 working days.
- F. The resubmittal process will continue until the agreement is deemed to be sufficient to be scheduled for the Board of County Commissioners.

#### **Section 5.04 Public Hearing**

The Impact Fee Agreement will then be scheduled as a Business Item on the first available Board of County Commissioners Meeting as determined by the County Administrator.

- A. If the Impact Fee Credit Agreement is approved, the Resolution will be signed by the Board's Chairperson and recorded by the Clerk. The credits will then be recorded as approved in the specified categories (i.e. Roads, Parks, Public Capital Facilities and Educational Facilities).
- B. If the item is denied, an appeal may be filed within 30 days of the Board Action.

#### **Section 5.05 Implementation**

Once an agreement is enacted, all designated Impact Fees applicable to the project will be paid directly to the Applicant named in the agreement and a voucher presented to the Impact Feepayer. The Feepayer will then present the voucher to St. Johns County at the time a clearance sheet is pulled and the credits will be deducted from the appropriate account. This holds true only as long as the Applicant has credits remaining.

# Sample Resolution

## RESOLUTION NO.

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR TO EXECUTE AN IMPACT FEE CREDIT AGREEMENT WITH Name of Development Company

WHEREAS, Name of Development Company is the Developer of certain lands contained within the Name of Development (the Project) as described and approved in St. Johns County Ordinance and/or Resolution No. ##-##; and

WHEREAS, Section # of St. Johns County Ordinance No. 87-57 or 87-58 or 87-59 or 87-60, as amended, St. Johns County Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance (“Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance”) allows for impact fee credits to be granted by the Board of County Commissioners for the property dedicated to St. Johns County and/or improvements made as identified within the Impact Fee Agreement attached hereto and incorporated herein; and

WHEREAS, in accordance with the County Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance, Name of Development Company is entitled to certain impact fee credits for certain dedications and/or improvements.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida that:

Section 1. The County Administrator is hereby authorized to approve and execute an Impact Fee Credit Agreement with Name of Development Company substantially in the form of that which is attached hereto and incorporated herein by reference for those improvements and/or dedications identified within the Road or Park or Public Capital Facilities or Educational Facilities Impact Fee Ordinance which are eligible for impact fee credits.

Section 2. Upon acceptance by the County Administrator, the Clerk is instructed to record the agreement in the official records of St. Johns County, Florida.

**PASSED AND ADOPTED** by the Board of County Commissioners of St. Johns County, Florida this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA**

\_\_\_\_\_  
Its Chairman

ATTEST:

\_\_\_\_\_, CLERK

By: \_\_\_\_\_  
Deputy Clerk

**SAMPLE IMPACT FEE CREDIT  
AGREEMENT  
("AGREEMENT")**

***(Insert title i.e. Road or Park or Public Capital Facilities or Educational Facilities here) Impact Fees***

**THIS AGREEMENT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and among the **BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA** ("County") and ***(Insert Name of Credit Holder here)***

**RECITALS:**

- A. *(Insert Name of Credit Holder here)* is the Developer and projected Impact Feepayer of certain lands contained within the *(Insert Name of Development here)* ("Project"), as described and approved in St. Johns County *(Insert Ordinance and/or Resolution No. ##-## here)*.
- B. Pursuant to St. Johns County *Insert the appropriate Ordinance No. 87-57 (Roads) or 87-58 (Parks) or 87-59 (Public Capital Facilities) or 87-60 (Educational Facilities)*, as amended, *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Ordinance", the County requires any person who seeks to develop land within St. Johns County, as evidenced by such person's application for a building permit or certificate of occupancy ("Feepayer"), to pay a *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* impact fee ("*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee", so as to assure that such new development bears a proportional share of the cost of capital expenses necessary to provide ("*Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) within St. Johns County.
- C. Section Thirteen *(Twelve for Educational Facilities)* of the *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Ordinance allows impact fee credits to be granted for certain *(Insert reason for credit i.e. dedications and/or improvements here)* ("*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Credits".
- D. Pursuant to the County requirements of the Land Development Code Section Thirteen *(Twelve for Educational Facilities)*, *(Insert Name of Credit Holder here)* is *(Insert reason for credit i.e. dedications and/or improvements and location here)*, which is recognized as meeting the requirements for *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Credits.
- E. Pursuant to the terms of the *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Ordinance, County and *(Insert Name of Credit Holder here)* desire to set forth their agreement and a procedure for the applicant and treatment of such *(Insert*



*appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities") Impact Fee Credits.*

**NOW, THEREFORE**, in consideration of the premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The above stated Recitals are incorporated herein as Findings of Facts.
2. The total (Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities") Impact Fee Credits will be calculated as the sum shown on Exhibit # in the amount of \$ (see attached Exhibit #).
3. From and after the date thereof, all Feepayers applying for building permits or certificates of occupancy in connection with any construction in the Project shall pay the amount due under the (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Ordinance directly to (*Insert Name of Credit Holder here*). Name of Credit Holder shall be fully responsible for notifying all Feepayers of this requirement and shall ensure that such payments are paid directly to Name of Credit Holder. Then, for so long as the total (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Credits for which (*Insert Name of Credit Holder here*) has issued vouchers under this Agreement is less than the total (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Credits authorized by this Agreement, (*Insert Name of Credit Holder here*) shall issue to such Feepayer a voucher evidencing full payment of (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fees in connection with such Feepayer's application for a building permit or certificate of occupancy. The voucher issued by (*Insert Name of Credit Holder here*) shall contain a statement setting forth the amount of (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee paid. Upon presentation of such voucher by the Feepayer, the County shall issue a receipt to the Feepayer and shall deduct the amount of such voucher from the (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Credit Account. In the event that the County institutes an alternate mechanism to the current voucher for Impact Fee Credits, such as a voucherless system, Developer and Feepayer may use said alternate system.
4. In the event that (*Insert Name of Credit Holder here*) determines to sell all or part of the Project, (*Insert Name of Credit Holder here*) may sell, transfer, assign or convey any of its interest in part of the (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Credits to such purchaser, transferee, assignee or grantee for use within the Project for such consideration as (*Insert Name of Credit Holder here*) in its sole

discretion, determines. In such event, *(Insert Name of Credit Holder here)* shall execute and deliver to the County a copy of the instrument selling, transferring, assigning or granting the *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Credits so sold, transferred, assigned or granted and the remaining amount of *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Credits, if any, shall remain vested in *(Insert Name of Credit Holder here)*. The Parties agree that no impact fee credit may be used or applied to development outside the Project without the specific approval of the County, and that such approval may be denied based on factors including, but not limited to the relationship of the *(Insert reason for credit i.e. dedications and/or improvements here)* to the particular development to which credits are transferred. Developer acknowledges that only one Impact Fee Credit account may exist at any given time for the Development Property.

5. On or before January 31 of each year, so long as there remains any *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Credits, *(Insert Name of Credit Holder here)* shall prepare and deliver to the County Planning Department an annual report setting forth the amount of *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact fee payments made by the FeePAYERS applying for building permits or certificates of occupancy within the Project and the remaining balance of *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Credits.
6. At such time as the *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Credits provided for hereunder have been exhausted, *(Insert Name of Credit Holder here)* or the FeePayer seeking building permits or certificates of occupancy within the Project shall pay the County the *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fees as are then due and payable under the *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Ordinance in effect at that time. Until such time, any FeePayer within the project shall be instructed by the County to pay its Road Impact Fees directly to *(Insert Name of Credit Holder here)*.
7. Miscellaneous Provisions
  - a. This Agreement shall be constructed and governed in accordance with the laws of the State of Florida. All parties to this Agreement have participated fully in the negotiation and preparation hereof and accordingly, this Agreement shall not be more strictly construed against any one of the parties hereto. All parties agree particularly that this Agreement is bound by the terms of the County's *(Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities")* Impact Fee Ordinance and other

applicable ordinances. Any and all applicable terms of those Ordinances are to be considered incorporated herein by reference. If there is any inconsistency found between this Agreement and such Ordinances or applicable law, those Ordinances or law shall prevail and be applicable.

- b. The Parties agree that (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Ordinance Section Thirteen (*Twelve for Educational Facilities*) limits the total amount of impact fee credits given to an amount not greater than the total amount of impact fees due for the Project. The parties further agree that they will not challenge in any judicial proceeding and will accept the interpretation of the County Attorney's Office that the (*Insert appropriate Ordinance Title i.e. "Roads" or "Parks" or "Public Capital Facilities" or "Educational Facilities"*) Impact Fee Credits identified or granted by this Agreement are limited to the amount of Impact Fees which are due or become due within the Development.
- c. In construing the Agreement, the singular shall be held to include the plural, and the plural shall include the singular, the use of any gender shall include every other and all gender and captions and paragraph headings shall be disregarded.
- d. All of the exhibits attached to this Agreement are incorporated in, and made a part of this Agreement.
- e. The Agreement, and any Exhibits and/or addendum made a part hereof constitute the entire Agreement and understanding of the parties and shall not be modified or amended except by written agreement duly executed by the parties hereto.
- f. This Agreement is made for the sole benefit and protection of the parties and no other persons shall have any right of action hereunder. This Agreement shall be binding upon the parties and their respective successors and permitted assigns.
- g. All covenants, agreements, representation and warranties made herein shall be deemed to have material and relied on by each party to this Agreement.
- h. This agreement is recognized as being subject to the laws of Florida and the Ordinances of St. Johns County, Florida and therefore all applicable provisions thereof are incorporated herein and if any provision hereof is inconsistent with such provisions, such provision shall apply.
- i. (*Insert Name of Credit Holder here*) must be a feepayer as referenced in the applicable impact fee ordinance to receive impact fee credits under this ordinance.



My Commission Number is: \_\_\_\_\_

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_  
Type of Identification Produced \_\_\_\_\_

S

**Sample Impact Fee Voucher**

Voucher #

**St. Johns County Impact Fee Voucher**

Name of Development/Developer

Name and address of Developer/Grantor: \_\_\_\_\_

Name and address of Grantee: \_\_\_\_\_

Legal description of subject property: \_\_\_\_\_

4. Subdivision or Master Development Plan name: \_\_\_\_\_

The undersigned Developer/Grantor confirms that it has received from \_\_\_\_\_ on \_\_\_\_\_, 20\_\_ funds sufficient for the following impact fees required under the applicable St. Johns County Impact Fee Ordinance, as amended, as indicated below. Developer/Grantor gives notice to St. Johns County, Florida that the following sums should be deducted from the applicable Impact Fee Credit account of the Developer/Grantor.

\_\_\_\_\_ Roads Ordinance #87-57 in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Parks Ordinance #87-58 in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Public Capital Facilities Ordinance #87-59

\_\_\_\_\_ Buildings in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Police in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Fire in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ EMS in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Educational Facilities Ordinance #87-60 in the amount of \$ \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

Its: \_\_\_\_\_

E



**ST. JOHNS COUNTY  
Application For Impact Fee Credit Agreement**

**Date:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_  
\_\_\_\_\_

**Owner/Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax :** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Property Appraisers Parcel No:** \_\_\_\_\_

**Property Appraisers Map Sheet:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**911 Address (if known)** \_\_\_\_\_

**TAZ:** \_\_\_\_\_ **Major Access:** \_\_\_\_\_ **Acres:** \_\_\_\_\_

**Name of Overlay District if applicable:** \_\_\_\_\_

**Zone Class** \_\_\_\_\_ **Comp. Plan Dsgn:** \_\_\_\_\_

**Type of Impact Fee Requested:**

- |                                  |                          |                               |                          |
|----------------------------------|--------------------------|-------------------------------|--------------------------|
| <b>Roads</b>                     | <input type="checkbox"/> | <b>Educational Facilities</b> | <input type="checkbox"/> |
| <b>Public Capital Facilities</b> | <input type="checkbox"/> | <b>Parks</b>                  | <input type="checkbox"/> |

**Description of Impact Fee Request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please list any applications currently under review or recently approved which may assist in the review of this application:** \_\_\_\_\_

**I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:**

**Signature of owner or person authorized to represent this application:**

**Signature:** \_\_\_\_\_

**Printed or typed name(s):** \_\_\_\_\_

## SECTION 6.0 EXPEDITED REVIEW

### Section 6.01 Purpose

In order to encourage Economic Development within St. Johns County and strengthen our local economy the following procedures have been established to expedite the development approval process. The expedited review process does not modify, qualify or otherwise alter existing standards for development permit approval.

### Section 6.02 Criteria

- A. To qualify for the expedited review, new businesses must provide the following:
1. At least 25 full-time, permanent jobs at 100% of the <sup>1</sup>county average wage rate; or,
  2. At least 15 full-time, permanent jobs at the <sup>1</sup>county average wage rate plus 15%; or,
  3. At least 5 full-time, permanent jobs at the <sup>1</sup>county average wage rate plus 50%.

Note: The numbers of jobs used above are based on 100% of the total number of jobs within your business.

- B. Expansion of existing projects will qualify for expedited review when the expansion generates at least one-half of the full-time, permanent jobs as described in paragraph A above.
- C. The numbers referenced above may be amended by the County Administrator when the proposed project is within a designated community redevelopment area. The administrator shall consider economic impact factors that include, but are not limited to:
1. The proposed wage and skills levels relative to those existing in the area in which the project may be located;
  2. The project's potential to diversify and strengthen the area's economy;
  3. The amount of capital investment; and
  4. The number of jobs that will be made available for persons served by the welfare transitions program.
- D. Projects that have been approved by the County for incentives through the St. Johns County Business Incentive Program automatically qualify for expedited review.

---

<sup>1</sup> Based on Enterprise Florida's Average Wage Data – the current update



### **Section 6.03 Exemptions**

- A. The following projects are ineligible for review under these procedures:
1. A project funded and operated by St. Johns County.
  2. A project, the primary purpose of which is to:
    - Effect the final disposal of solid waste, biomedical waste, or hazardous waste.
    - Produce electric power, unless the production is incidental and not the primary function of the project.
    - Extract natural resources.
    - Produce oil.
    - Construct, maintain, or operate an oil, petroleum, natural gas, or sewage pipeline.

### **Section 6.04 Pre-Application**

In order to reduce the need for re-submittals it is recommended that all Economic Development Projects utilize the Pre-Application process as outlined in Sec. 12.0 of this Manual.

### **Section 6.05 Application Submittal**

An Application for Economic Development determination must be completed and submitted to the Project Liaison, St. Johns County Growth Management Services, Permitting Center, 4040 Lewis Speedway, St. Augustine, FL 32084 or e-mail Lisa Brown at lbrown@sjcfl.us. Please call (904) 209-0692 if assistance is needed with the application. If the project meets the criteria for expedited review as an Economic Development Project a copy of the approved application will be provided for inclusion with the formal application as appropriate (for example, application for construction plan approval).

Prior to acceptance of an Application for Construction Plan Approval etc. all required review fees must be paid. Submittal shall include all information, signatures and forms appropriate to the Application type as outlined in this Manual.

Upon receipt of a complete submittal the Application will be processed as outlined in this Manual except as to review times. The first submittal will be processed at one half of the normal review time but not less than five (5) working days for staff comments/sign-off. Resubmittals will be processed with a five (5) working day review.

The review times as stated above do not apply to public hearing notices.

### **Section 6.06 Architectural Plan Review**

Once construction plans have been submitted for paving and drainage review, the architectural plans (building plans) may be submitted to the Building Department for a courtesy review prior to acquiring paving and drainage approval and prior to obtaining a

Clearance Sheet. The goal is to be able to obtain your building permit as soon as you obtain your paving and drainage approval and Clearance Sheet. Utilizing this benefit will eliminate a separate Building Department Plan review.

### **Section 6.07 Economic Development Department**

Economic Development is the number one priority of the St. Johns Board of County Commissioners. As a result of this unified focus, the County has established an Economic Development office to implement a sustained effort to attract and retain businesses to enhance the commercial tax base and promote job creation for local residents. The Growth Management Project Liaison and other associated staff works closely with Economic Development to assist designated projects through the development process. Economic Development staff will also provide assistance and referrals to businesses seeking other resources available to help grow and expand, including SBDC business consulting, employee recruitment, job training, demographic information, potential incentives and general business assistance.

Contact Economic Development at (904) 209-0541.



# Application for Economic Development Expedited Review

St. Johns County Growth Management Services  
4040 Lewis Speedway, St. Augustine, FL 32084  
(904) 209-0675

Date

Project Name (if applicable)

Property Owner(s)  Phone

Address  Fax

City  State  Zip Code  Email

Property ID Number  Current Zoning

Overlay District (if applicable)  Future Land Use Designation

Project Location

Number of Full-time permanent jobs at the \*County Average Wage Rate

Number of Full-time permanent jobs at the \*County Average Wage Rate plus 15%

Number of Full-time permanent jobs at the \*County Average Wage Rate plus 50%

Estimated capital investment

### TO BE COMPLETED BY ST. JOHNS COUNTY

**APPLICATION APPROVED**      **DATE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

**APPLICATION DENIED**      **DATE:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_

Community Redevelopment Area (if applicable) \_\_\_\_\_

\* Based on Enterprise Florida's Average Wage Data - the current update

## **SECTION 7.0 AFFORDABLE HOUSING**

### **Section 7.01 Purpose**

St. Johns County recognizes the lack of affordable housing, both for purchase and for rent. Affordable housing can promote economic development by providing housing for households in the service industries, as well as for professionals such as teachers. To facilitate the construction of projects which qualify as an Affordable Housing Development (AHD), an expedited Development Permit review will be conducted.

### **Section 7.02 Eligibility**

#### **A. Rental Developments (Multi- or Single-Family)**

##### **1. Set-aside units**

- a. The proposed development must follow set-asides required of any state or federal financing program such as the Low Income Housing Tax Credits, SAIL, or HOME; or,
- b. If the development is privately financed, each developer/builder seeking an AHD certification must set aside a minimum of 50% of the project units for tenants earning 60% or less of the Jacksonville Metropolitan Statistical Area (MSA) median income.
- c. These rents may not exceed those limits adjusted for bedroom size published annually by the Florida Housing Finance Corporation (FHFC). Income and rent charts are available directly from the FHFC or the County Housing & Community Services Office.

##### **2. If SHIP (State Housing Initiatives Partnership) or other County funds are utilized, rents shall be maintained at affordable rates for a minimum period of 15 years on designated set-aside units.**

- a. Copies of annual income reporting required by State or Federal funding agencies shall be mailed concurrently to the St. Johns County SHIP Program.
- b. If funding is private, the developer must provide, at own expense, annual income reporting on tenant income and rent rates.

#### **B. Single-Family Houses and Condominiums Offered for Purchase**

1. At least 30% of the units in a fee simple single-family development (attached or detached units) shall be “affordable” and set aside for those households whose income is at 80% or less of the median annual income adjusted for family size within the Jacksonville Metropolitan Statistical Area’s (MSA) median income (See A.1. above.)

“Affordable” in this situation means that monthly mortgage payments including taxes and insurance do not exceed 30% of those household incomes named above. Homeowner assessment fees and condominium association fees (except for fees such as water and trash collection) are part of the 30% consideration.

2. The sales prices of the designated affordable houses shall not exceed the maximum adopted by the St. Johns SHIP Home Buyer Program as revised.

### **Section 7.03 Options/Incentives**

#### **A. Rental Developments (Multi- or Single-Family)**

1. If available and appropriate, the SHIP Program and/or the Board of County Commissioners may offer deferred or partial payment, or a loan, to pay impact or other related fees as a local government contribution.
2. Utility connection fees may be partially deferred by the appropriate utility server. Arrangements must be made directly with the utility server involved.
3. Other contributions such as impact fee reductions for developments targeted to the elderly may be available.
4. If available, the developer/builder may request that density bonuses be granted to the project.

#### **B. Single-Family Houses and Condominiums Offered for Purchase**

1. Developers utilizing their own pre-approved model plans or other pre-approved plans from the County Building Department or the SHIP Program (if applicable) are exempt from individual plan review and Plan Checking Fees normally required by the Building Department. All other requirements must be met.
2. If available and appropriate, the SHIP Program, the Board of County Commissioners, or the utility server may offer deferred or partial payment of impact or other related fees on the designated affordable units, density bonuses, and/or deferred utility connection fees.
3. Other contributions for certain targeted populations or areas, for example, the elderly or rural areas, may be available

### **Section 7.04 Application Submittal**

The Application for AHD Designation must be completed and submitted to St. Johns County Housing & Community Services Division, Attention: Housing & Community Services Manager, 200 San Sebastian View, Suite 2300, St. Augustine, FL 32084; fax number is (904) 827-6899; telephone number (904) 827-6890; e-mail housing@sjcfl.us.

If the development is determined to be an AHD for expediting the review process, the developer/builder will be provided with a signed sheet stating the AHD status. This sheet must be attached to the formal application as appropriate (for example, application for construction plan approval).

Prior to acceptance of an Application for Construction Plan Approval, etc., all required review fees must be paid. Submittal shall include all information, signatures and forms appropriate to the Application type as outlined in this Manual.

Upon receipt of a complete submittal, the Application will be processed as outlined in this Manual except the review time noted in DRM Section 13.11 will be reduced by half. In order to take advantage of the reduced review times, the application submittal must include documentation from Housing/Community Services qualifying the project.

The review times as stated above do not apply to public hearing notices.

ST. JOHNS COUNTY

**Affordable Housing Development (AHD) Designation Application**

**RENTAL DEVELOPMENTS (MULTI- AND SINGLE-FAMILY)**

*(Sources of data below are available from Housing & Community Services.)*

This form must be completed and submitted to the SHIP Program, St. Johns County Housing & Community Services Division, 200 San Sebastian View, Suite 230000, St. Augustine, FL 32084. Fax (904) 827-6899. Call (904) 827-6980 for an appointment if assistance is needed with the application. If the development is determined to be an AHD for expediting the review process, the developer/builder will be provided with a signed sheet stating the AHD. This sheet must be attached to the front of all copies of the review package.

\_\_\_\_\_  
Project Name

\_\_\_\_\_  
Address/Location

\_\_\_\_\_  
Developer's/Builder's Name(s)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone(s)

STANDARDS

A. \_\_\_\_\_% of the units or \_\_\_\_\_units of \_\_\_\_\_ total units have been reserved for tenants earning 60 percent of less of the Jacksonville MSA median income. Rents shall not exceed limits adjusted for bedroom size as referenced above.

B. If any SHIP or other County funds are utilized, rents shall be maintained at affordable rates for a minimum period of 15 years on units assisted. Copies of annual income reporting shall be provided, at developer's expense, to the SHIP Program.

C. Financing has been: \_\_\_\_\_ applied for \_\_\_\_\_ or \_\_\_\_\_ received from:

\_\_\_\_ SAIL    \_\_\_\_ LIHTC    \_\_\_\_ HOME    \_\_\_\_ Rural Development

\_\_\_\_ private (list lending institutions) \_\_\_\_\_

\_\_\_\_ other (specify) \_\_\_\_\_

OPTIONS/INCENTIVES

E. On the following pages are requests for impact or other fees to be (partially) paid by SHIP, the Board of County Commissioners, or utility servers if available.

F. On the following pages are requests for density bonuses, and other contributions, if available.

**ST. JOHNS COUNTY**  
**Affordable Housing (AHD) Designation**

**Compliance Agreement for Rental Development (Multi- or Single-Family)**

I am in agreement with the terms and conditions of the preceding Affordable Housing Development (AHD) Designation instructions and application, which state guidelines for participation in this procedure. I understand that in each project designated as an Affordable Housing Development (AHD): I agree to follow any state or federal program's guidelines for set-aside units if applying for such financing programs, or to set aside at least 50 percent of the units for tenants earning 60 percent or less of the Jacksonville MSA median income; rents shall not exceed the cited limits on bedroom size; if SHIP or other County funds are expended, I agree to maintain all assisted units at affordable rates for 15 years and to submit copies of all annual reports on tenant income to St. Johns County SHIP Office; and I have applied for or am in the process of applying for financing stated below;.

I agree to notify the SHIP Office of any changes in this application. I understand that false claims made or not reported by me in order to receive the AHD may result in future AHD designation requests associated with me or my business to be denied consideration.

Funding sources/lenders that have been or will be applied to are: \_\_\_\_\_

\_\_\_\_\_

Impact or other fee considerations requested (if available): \_\_\_\_\_

Density bonuses requested (if available): \_\_\_\_\_

Deferred utility connections or other contributions applied for: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name typed or printed

\_\_\_\_\_  
Name of company or business

\_\_\_\_\_  
Date

\*\*\*\*\*

***This development is designated as an Affordable Housing Development (AHD). Please offer all expediting of permitting and development review available.***

\_\_\_\_\_  
Director, Housing & Community Services

\_\_\_\_\_  
Date



**ST. JOHNS COUNTY**  
**Affordable Housing Development (AHD) Designation**

**Single-Family Houses and Condominiums Offered for Purchase**

*(Sources of data below are available from Housing & Community Services.)*

This form must be completed and submitted to the St. Johns County Housing & Community Services Division, 200 San Sebastian View, Suite 2300, St. Augustine, FL 32084. Fax number is (904) 827-6899. Call (904) 827-6890 for an appointment should assistance be needed with the application. If the development is determined to be an AHD for expediting the review process, the developer/builder will be provided with a signed sheet stating the AHD status. This sheet must be attached to the front of all copies of the review package.

\_\_\_\_\_ Address/Location  
 Project Name \_\_\_\_\_

\_\_\_\_\_ Builder's Name(s)  
 \_\_\_\_\_

\_\_\_\_\_ Telephone(s)  
 Developer's Mailing Address \_\_\_\_\_

STANDARDS

A. A minimum of 30% of \_\_\_\_\_ total development units, or \_\_\_\_\_, have been set aside for those households whose income is at 80 percent or less of the Jacksonville MSA median income.

B. In order to keep the PITI (plus association fees) below 30 percent of the upper income limit for those in the low income category ( $\leq 80$  percent of median), the maximum purchase prices are calculated as follows for this AHD application.

Option 1: Multiply the upper income limit for a three-person household by 2.25:

\$ \_\_\_\_\_ x 2.25 = \$ \_\_\_\_\_

*(All 30% of the designated units will be priced at this amount or less.)*      **OR**

Option 2: Using above income limit, compute purchase price maximums and numbers of affordable units to be sold at those prices (round up .50, round down .49):

\$ \_\_\_\_\_ x 2.5 = \$ \_\_\_\_\_      15% x \_\_\_\_\_ total units = \_\_\_\_\_ units at this purchase price  
 \$ \_\_\_\_\_ x 2.25 = \$ \_\_\_\_\_      10% x \_\_\_\_\_ total units = \_\_\_\_\_ units at this purchase price  
 \$ \_\_\_\_\_ x 2.0 = \$ \_\_\_\_\_      5% x \_\_\_\_\_ total units = \_\_\_\_\_ units at this purchase price

C. I expect to use the following programs and amounts for purchase assistance:

\*Home Buyer \$ \_\_\_\_\_ HOME \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ \$ \_\_\_\_\_

*\*Note: In order to use St. Johns County State Housing Initiatives Partnership (SHIP) Home Buyer Program, the purchase price cannot exceed the maximum adopted by St. Johns SHIP Home Buyer program as revised.*

OPTIONS/INCENTIVES

D. On the following pages are requests for fees to be (partially) paid or waived by the Board of County Commissioners, density bonuses, and/or utility deferrals if available.

**ST. JOHNS COUNTY  
EXPEDITED PERMITTING FOR AFFORDABLE HOUSING DEVELOPMENT (AHD)**

**Agreement for Compliance  
Single-Family and Condominiums Offered for Purchase**

I am in agreement with the terms and conditions of the preceding Affordable Housing Development (AHD) Designation instructions and application, which state guidelines for participation in this procedure. I understand that in each project designated as an Affordable Housing Development (AHD): at least 30 percent of the units shall be priced as stated on the previous page, if SHIP funds are used for purchase assistance, the PITI shall not exceed 30% of the household income unless the first mortgage is approved by a SHIP lender; no SHIP funds can be expended on any units, designated or not, if the sales prices exceeds the SHIP maximum; the designated units must to be sold to buyers who intend to occupy the units as their primary residences; and the designated units must be built in the first phase of any development unless other arrangements are made outside of this agreement.

I agree to notify the SHIP Administrator of any changes in this application, and to advise when affordable units are under construction. I understand that false claims made or updated information not reported by me in order to receive the AHD designation may result in future AHD designation requests associated with me or my business to be denied consideration.

Impact or other fee considerations requested (if option is available):

\_\_\_\_\_

Density bonuses requested (if available) \_\_\_\_\_

Deferred utility connections applied to: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name typed or printed

\_\_\_\_\_  
Name of company or business

\_\_\_\_\_  
Date

\*\*\*\*\*

***This development is designated as an Affordable Housing Development (AHD). Please offer all expediting of permitting and development review available.***

\_\_\_\_\_  
Director, Housing & Community Services

\_\_\_\_\_  
Date

## **SECTION 7.A.0 LIVE LOCAL ACT (LLA)**

### **Section 7.A.01 Introduction**

The Live Local Act (LLA), Ch. 2023-17, Laws of Florida, went into effect on July 1, 2023, and was amended pursuant to Ch. 2024-188. LLA allows streamlined development of affordable multifamily rental housing for households earning up to 120% Area Median Income (AMI) through zoning, density, floor area ratio, and height relief. Timely development is supported through expedited building permitting and development order processes. Developers wishing to utilize the provisions afforded through Section 125.01055(7) of the LLA may do so with limited administrative benchmarks as specified and as permitted in those sections of the St. Johns County Comprehensive Plan and Land Development Code not in conflict with or otherwise preempted by statute. The preemption in Section 125.01055(7) will expire on October 1, 2033.

### **Section 7.A.02 Eligible Housing Types**

Multi-Family and Mixed Use rental units are eligible housing types under Section 125.01055(7), Florida Statutes.

- A. Multi-Family rental housing may include apartments, townhomes, and condominium developments.
- B. Mixed Use residential rental units developed under Section 125.01055(7) will reflect design principles applicable to Mixed-Use developments including, but not limited to an integration of multiple uses including commercial, proximity to employment centers, social services or public facilities, and pedestrian connectivity.

### **Section 7.A.03 Assurances of Affordability**

Multi-Family and Mixed-Use residential rental units developed per Section 125.01055(7) are subject to the following requirements:

- A. At least forty percent (40%) of the residential rental units must be affordable as defined in Section 420.0004, Florida Statutes, for a period of at least thirty (30) years;
- B. If developed as a Mixed-Use project, at least sixty-five percent (65%) of the square footage is used for residential purposes.
- C. The Developer shall provide deed restrictions, approved by the County Administrator or designee, in writing, which shall be recorded with the Clerk of the Circuit Court of St. Johns County, ensuring affordability prior to issuance of the first certificate of occupancy.
- D. Annual reporting will be required to ensure compliance according to section A of this part. Properties found not in compliance with this Section will be considered a zoning violation pursuant to Section 125.01055(8), F.S.

- E. Any development authorized under Sec. 125.01055(7) shall be treated as a conforming use after October 1, 2033 and after the conclusion of the development's affordability period, pursuant to Section 125.01055(8), F.S.

#### **Section 7.A.04 Development Criteria**

Multi-Family and Mixed-Use residential rental units developed according to LLA will adhere to the following requirements per 125.01055(7) Florida Statutes:

- A. Zoning

Developments meeting the affordability conditions of Section 7.A.03.A and 7.A.03.B are allowed in any area zoned for commercial, industrial, or mixed use without a zoning or land use change, special exception, conditional use approval, variance or comprehensive plan amendment for the building height, zoning or densities authorized by Section 125.01055(7).

- B. Density

Density is allowed at the highest currently allowed density on any unincorporated land where residential development is allowed, as dictated by the St. Johns County Comprehensive Plan pursuant to Sec. 125.01055(7)(b), F.S.

- C. Floor Area Ratio

Floor Area Ratio (FAR) is allowed up to 150% of the highest currently allowed FAR on any unincorporated developable land in St. Johns County, as dictated by the St. Johns County Comprehensive Plan pursuant to Sec. 125.01055(7)(c), F.S.

- D. Height

1. Structures may achieve height no greater than the highest currently allowed for a commercial or residential building located within the County's jurisdictional limits within one (1) mile of the proposed development or three (3) stories, whichever is higher, pursuant to 125.01055(7)(d), F.S.
2. If the proposed development is adjacent to, on two or more sides, a parcel zoned for single-family residential use which is within a single-family residential development with at least 25 contiguous single-family homes, structure height may not exceed 150% of the tallest building on any property adjacent to the proposed development, the highest currently allowed height for the property as dictated by the St. Johns County Comprehensive Plan, or 3 stories, whichever is higher.

- E. Notwithstanding the preemptions provided in Section 125.01055(7), proposed developments must comply with all other applicable county comprehensive plan provisions and land development regulations.

- F. Developments proposed under FS 125.01055(7):
1. May not be located near a runway within one-quarter of a mile laterally from the runway edge and within an area that is the width of one-quarter of a mile extending at right angles from the end of the runway for a distance of 10,000 feet of any existing airport runway or planned airport runway identified in the current Northeast Florida Regional Airport Master Plan; or
  2. May not be located within any airport noise zone identified in the federal land use compatibility table or in a land-use zoning or airport noise regulation adopted by St. Johns County; or
  3. May not exceed maximum height restrictions identified in the St. Johns County Airport Overlay District.

### **Section 7.A.05 Applicable Development Standards**

Multi-Family and Mixed-Use residential units developed according to Section 125.01055(7) will follow minimum design standards for RG-2 Multi-Family Dwellings according to Land Development Code Article VI Design Standards and Improvement Requirements. Mixed use non-residential development will follow development standards according to the underlying Future Land Use Map designation. If the property is located in a Planned Unit Development (PUD), more restrictive design standards shall apply.

A. Parking

Reduced parking requirements may be considered if the proposed development is located within one-quarter mile of a transit stop and such transit stop is accessible from the development.

### **Section 7.A.06 Review and Approval Process**

Applicants are encouraged to schedule a pre-application meeting with Growth Management Department staff or request a confirmation letter to ensure project eligibility according to F.S. 125.01055(7).

If a Multi-Family or Mixed Use residential project is developed according to F.S. 125.01055(7) the Live Local Affidavit must be approved by the Growth Management Department prior to submission of an Application for Construction Plan Approval.

Prior to issuance of the first certificate of occupancy a complete Live Local Compliance and Monitoring Agreement must be approved by the Planning and Zoning Division of the St. Johns County Growth Management Department.



### LIVE LOCAL AFFIDAVIT

The following identified owner of real property in the unincorporated area of St. Johns County, Florida, proposes to develop certain real property as a multifamily development (“Development”) as follows for consideration and approval by St. Johns County as mandated by the provisions of the Live Local Act pursuant to Section 125.01055(7), Florida Statutes (“The Act”):

1. \_\_\_\_\_ (“Owner”), whose address is \_\_\_\_\_ is a fee simple owner of certain real property (“Property”), as evidenced by a Deed recorded in the Official Records of St. Johns County, further identified as Parcel ID \_\_\_\_\_, comprised of \_\_\_\_\_ acres, and described in **Exhibit A** (attached).
  
2. The Property is currently zoned \_\_\_\_\_ with a future land use designation of \_\_\_\_\_ pursuant to the County’s 2025 Comprehensive Plan.
  
3. The Development will include a total of \_\_\_\_\_ multi-family dwelling units and shall reserve forty percent (40%) of the units or \_\_\_\_\_ units for tenants as affordable, as defined in Section 420.0004, Florida Statutes, for a period of thirty (30) years as calculated by the date of execution of this Affidavit.
  
4. The residential density for the Development is \_\_\_\_\_ units per acre and the maximum height of the proposed structures is \_\_\_\_\_. The Development will comply with all other applicable Comprehensive Plan and Land Development Code requirements for multifamily developments without the need for a comprehensive plan amendment and/or rezoning.
  
5. The Development of the Property consistent with this Affidavit is allowed by right pursuant to the Act and applicable St. Johns County regulations.

6. It is understood that the Development, if approved, will be subject to annual review by St. Johns County to confirm compliance with the affordability requirement of the Act and the Owner agrees to provide the St. Johns County Growth Management Director documentation requested to verify compliance.

Respectfully submitted,

Owner: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument is hereby acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is [  ] personally known to me or [  ] has produced \_\_\_\_\_ as identification and (did/did not) take an oath.

NOTARY PUBLIC, State of Florida

Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

My Commission Number is: \_\_\_\_\_

DECLARATION OF RESTRICTION

THIS DECLARATION OF RESTRICTION is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, the owner of the real property described in **Exhibit "A"** attached hereto and made a part hereof (the "Property"). The Property shall be held, transferred, sold, conveyed, and occupied subject to the covenants, restrictions and all other matters set forth in this Declaration which shall be deemed to be covenants running with the title to the Property and which shall remain in full force and effect until the respective Termination Date, as set forth below, and shall be binding upon the owner of the Property and all parties having or acquiring any right, title or interest in the Property or any part thereof.

Pursuant to Florida Statute 125.01055(7), the Property is subject to an affordability requirement imposed by the State of Florida (the "State") limiting the rental rate of each affordable unit of the Property, as more particularly described below. This restriction will apply regardless of subsequent sale of the Property. This Declaration of Restriction is being executed to memorialize the terms of the restrictions set forth therein.

Restriction: The Property is encumbered by an affordability restriction (the "Restriction") imposed by the State of Florida F.S. 125.01055(7), whereby at least 40 percent of the residential units in the Property must be affordable according to F.S. 420.0004 for a period of at least 30 years.

- i. The Property, located at (address) \_\_\_\_\_ and described in **Exhibit "A"**, consists of \_\_\_\_\_ # of total residential units. A minimum of \_\_\_\_\_ units (40%) are required to remain affordable according to F.S. 420.0004.

For purpose of this Restriction, completion of construction of a multi-family development on the Property shall be evidenced by the County's issuance of the first certificate of occupancy for the Property.

This Declaration of Restriction is to be recorded in the public records of the County and will encumber title to the Property. The Restriction will automatically terminate 30 years or 360 months after the issuance date of the Property's first certificate of occupancy.



For more information, please contact St. Johns County Growth Management Department, 4040 Lewis Speedway, St. Augustine FL 32084; www.sjcfll.us.

IN WITNESS WHEREOF, the undersigned does hereby make this Declaration of Restriction for and has caused this Declaration to be executed in its name on the day and year first above written.

Signed, sealed and delivered  
in the presence of:

_____	Company Name: _____
Print Name: _____	By: _____
	Print Name: _____
	Its: _____

**STATE OF FLORIDA**  
**COUNTY OF ST. JOHNS**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, the \_\_\_\_\_ of (Company Name) \_\_\_\_\_. Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

NOTARY SEAL

Notary Public  
Print Name: \_\_\_\_\_  
Commission No.: \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

**Exhibit "A"**



## Live Local Compliance and Monitoring Agreement

This agreement is between St. Johns County, referred to here as “LOCAL GOVERNMENT,” and (Property owner of preemption project) \_\_\_\_\_, referred to here as the “Owner”. It outlines rules and responsibilities related to rental housing developed in accordance with the Live Local Act's land use preemption tool found in Florida Statute Sec. 125.01055(7).

The Live Local Act prescribes certain development standards for eligible affordable housing developments in eligible zoning districts. Eligible projects (referred to here as “preemption projects”) are entitled to certain use, density, height, and administrative approval standards. At least **40 percent** of the residential units in a preemption project must be affordable as defined in s. 420.0004 for at least **30 years**. For mixed-use residential projects, at least 65 percent of the total square footage must be for residential purposes.

### SCOPE OF SERVICES

The Owner will construct rental housing units at (Property Name) \_\_\_\_\_, a preemption project in which at least 40 percent of residential units will be affordable as defined in F.S. 420.0004.

(Property Name) \_\_\_\_\_

Total Number of Residential Units: \_\_\_\_ Number of Affordable Residential Units: \_\_\_\_

Anticipated Completion Date (fully constructed and leased): (Date)\_\_\_\_\_.

For the first 30 years after this property’s initial lease up, the affordable residential units (40% of the units) must be rented to tenants whose income is at or below 120 percent of the area median income (AMI) according to the income limits chart that is current at the time of lease up or annual recertification. This agreement references the income and rent limits chart annually generated by the Florida Housing Finance Corporation for its rental programs.

Utility costs are part of the rent affordability determination. The amount of the tenant’s utility bills plus lease rent must be equal to or less than the rent limits. St. Johns County defines utilities to include electric, water, and gas services. The Owner must remain in contact with St. Johns County Housing and Community Development during the affordability period and must remain in compliance with income eligibility and rent affordability requirements. The Owner must stay updated on income qualification training by completing re-training at least once every three years.

Collect Tenant Information: The Owner must collect the names, annual income, and number of household members of tenants in affordable residential units. Since utility costs are part of rent affordability, the Owner must collect a bill for each of the defined utilities above not included in the rent. This information must be provided to St. Johns County at the time of required compliance monitoring reporting. Here is the utility bill amount that the Owner must use in the following scenarios:

1. When First Leasing Units: Use the following amount per unit size for total utilities not included in the rent: 1 Bedroom \$90, 2 Bedroom \$110, 3 Bedroom \$130, 4 Bedroom \$140.
2. Upon Annual Renewal of Lease: The Owner must obtain the most recent utility bills not included in the rent. Do not take an average of many months' bills.

3. New Tenant after Initial Lease-Up: In this scenario, the new tenant does not yet have utility bills to provide. Property manager staff must use a utility bill that another tenant has already provided for another unit with a comparable number of bedrooms and family members.

#### TERMS OF ASSISTANCE

This agreement is for a term of 30 years as required by section 125.01055(7) F.S. If the Owner offers this rental housing for sale before the end of this affordability period, the new owner must continue to honor the remainder of the 30-year affordability period and other details in this agreement. Any change of rental housing ownership must be communicated in writing to St. Johns County within 30 days of closing.

#### COMPLIANCE MONITORING

Monitoring Master File: A master file will be maintained on each rental housing preemption project. This includes a copy of the contract between the Owner and St. Johns County, all reports provided by the Owner which detail tenant eligibility, and all monitoring reports.

Documentation from Property Owner: St. Johns County will notify the Owner about the monitoring visit 60 days in advance. No less than 30 days prior to this monitoring visit, the Owner must provide the following:

- A completed annual re-certification of income eligibility for each tenant in an affordable residential unit using the attached Tenant Income Certification (TIC) form and including required verification of household income and assets.
- The current lease for each tenant in an affordable residential unit.

Income Eligibility Determination: All projects must be in compliance with the income determination rules and regulations of 24 CFR Part 5 and the HUD Handbook 4350.3, Chapters 3 and 5.

Income limits: Staff completing the monitoring must reference the income and rent limits chart annually generated by the Florida Housing Finance Corporations for its rental programs, found here: <https://www.floridahousing.org/owners-and-managers/compliance/income-limits>.

Rent Affordability Determination: At least 40 percent of the residential units in a preemption project must be affordable to tenants at or below 120 percent of the area median income.

Definition of Affordable: “Affordable” means that monthly rents including taxes, insurance, and utilities do not exceed 30 percent of that amount which represents the percentage of the annual median Adjusted Gross Income for an Eligible Household.

Eligible Households: An “eligible household” is one or more natural persons or a family, the total annual adjusted gross household income of which is less than 120 percent of the median annual Adjusted Gross Income for households within St. Johns County.

Maximum Rent: Staff completing the monitoring must reference the income and rent limits chart annually generated by the Florida Housing Finance Corporations for its rental programs, found here: <https://www.floridahousing.org/owners-and-managers/compliance/income-limits>.

Frequency of Monitoring: St. Johns County Housing and Community Services Staff will complete monitor responsibilities including a monitoring visit to review income compliance and affordability of affordable residential units at least once every three years starting one year after the property has been fully leased.

#### STEPS TO ADDRESS NONCOMPLIANCE

St. Johns County will write a report provided to the Owner documenting the noncompliance and reference what has been violated in this agreement. St. Johns County will provide written notification of the beginning of a three-year probationary period.

Noncompliance during the Probationary Period: Any further noncompliance identified during a three-year probationary period will result in a \$5000 fine to the Owner for each instance of noncompliance.

Addressing Types of Noncompliance:

- *The income of a household increases-* Once a household in a current income-restricted unit experiences an increase in income, the next available unit anywhere in the property must be rented to an income-eligible household. The landlord may raise the rent on the original unit with higher income tenant and this unit will no longer be counted among the affordable residential units.
- *Income calculations are incorrect, but the household is still income eligible-* Correct the tenant income certification form to show accurate information about household income. Briefly train property managers on the specifics of why this was incorrectly done. Consider scheduling a general income calculation training for the Owner.
- *Rent is Too High-* If the rent for an affordable residential unit is discovered to exceed the rent limits, the Owner must refund the amount of the overpayment to the tenant. This may be done with a check written to the tenant for the amount that exceeded all past rent payments or may be addressed by reducing the rents in future months not to exceed 12 months.

ATTACHMENTS:

1. Authorization for Release of Information
2. Live Local Tenant Income Certification
3. Sample Notice of Rental Monitoring

SIGNATURES

\_\_\_\_\_  
LOCAL GOVERNMENT

\_\_\_\_\_  
Owner

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I \_\_\_\_\_, the undersigned, hereby authorize \_\_\_\_\_ to release without liability, information regarding my employment, income, and/or assets to \_\_\_\_\_, for the purposes of verifying information provided as part of determining initial and/or continued income qualification eligibility for rental programs under F.S. 125.01055(2). I understand that only information necessary for determining eligibility can be requested.

**Types of Information to be verified:**

I understand that previous or current information regarding me may be required. Verifications that may be requested are, but not limited to: employment history, hours worked, salary and payment frequency, commissions, raises, bonuses, and tips; cash held in checking/savings accounts, stocks, bonds, certificated of deposits, Individual Retirement Accounts, interest, dividends; payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, unemployment, disability or worker’s compensation, welfare assistance, net income from the operation of a business, and alimony or child support payments.

**Organizations/Individuals that may be asked to provide written/oral verifications are, but not limited to:**

Past/Present Employers	Alimony/Child Support Providers
Banks, Financial or Retirement Institutions	Social Security Administration
State Unemployment Agency	Veteran’s Administration
Welfare Agency	Other: _____

**Agreement to Conditions:**

I agree that a photocopy of this authorization may be used for the purposes stated above. I understand that I have the right to review this file and correct any information found to be incorrect.

---

Signature of Applicant	Printed Name	Date
------------------------	--------------	------

---

Signature of Co-Applicant	Printed Name	Date
---------------------------	--------------	------

Note: This general consent may not be used to request a copy of a tax return. If one is needed, contact your local IRS office for Form 4506, “Request for Copy of Tax Return” and prepare and sign separately.

## LIVE LOCAL TENANT INCOME CERTIFICATION

### Preemption Property

**A. Tenant Information** (select one)

_____	Tenant for multiple years	Initial Lease Date:	
_____	First Year Tenant	Lease Date:	

**B. Certification Information** (select one)

_____	Initial Certification (IC)	Effective Date:	
_____	Annual Recertification (AR)	Effective Date:	

**C. Household Information:** Include all household members

Member	Full Name	Relationship to Head	Age
1		HEAD	
2			
3			
4			
5			
6			
7			
8			

**D. Assets:** All household members including assets owned by minors

Member	Asset Description	Cash Value	Actual Income from Asset
1			
2			
3			
4			
5			
6			
7			
8			
Total Cash Value of Assets		D(a) \$	
Total Income from Assets		D(b)	\$
If line D(a) is greater than \$50,000, add the actual income from any assets for which actual income can be calculated, then calculate the imputed income for the assets where actual income cannot be calculated by multiplying the amount of assets where actual income cannot be calculated by the HUD rate (.40%). Add amounts and enter results in D(c), which must be counted on page two alongside other sources of household income.		D(c)	\$

E. **Annual Income:** Includes unearned income and support paid on behalf of minors.

Member					Asset Income
1					Enter the greater of box D(b) or box D(c) above in box E(e) below
2					
3					
4					
5					
6					
7					
8					
Totals	<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>	<b>(e)</b>
Enter total of items E(a) through E(e). This is the annual household income.					\$

F. **Recipient Statement:** The information on this form is to be used to determine maximum income for eligibility. I/we certify that the statements are true and complete to the best of my/our knowledge and belief and are given under penalty of perjury. **WARNING:** Florida Statute 817 provides that willful false statements or misrepresentation concerning income and assets relating to financial condition is a misdemeanor of the first degree and is punishable by fines and imprisonment provided under S 775.082 or 775.83.

Signature of Head of Household	Date _____
Signature of Spouse or Co-Head of Household	Date _____
Signature of Household Member (over 18 years)	Date _____
Signature of Household Member (over 18 years)	Date _____
Signature of Household Member (over 18 years)	Date _____
Signature of Household Member (over 18 years)	Date _____



G. **Property Management Staff Statement:** Based on the representations herein, and upon the proofs and documentation submitted, the family or individual(s) named in item C of this Resident Income Certification is/are eligible under the provisions of Chapter 420, Part V, Florida Statutes, the family or individual(s) constitute(s) a: (check one)

**Extremely Low Income (ELI) Household** means individuals or families whose annual income does not exceed 30% of the area median income as determined by the U.S. Department of Housing and Urban Development with adjustments for household size.

Maximum Income Limit: \_\_\_\_\_

**Very Low Income (VLI) Household** means individuals or families whose annual income does not exceed 50% of the area median income as determined by the U.S. Department of Housing and Urban Development with adjustments for household size.

Maximum Income Limit: \_\_\_\_\_

**Low Income (LI) Household** means individuals or families whose annual income does not exceed 80% of the area median income as determined by the U.S. Department of Housing and Urban Development with adjustments for household size.

Maximum Income Limit: \_\_\_\_\_

**Moderate Income (MI) Household** means individuals or families whose annual income does not exceed 120% of the area median income as determined by the U.S. Department of Housing and Urban Development with adjustments for household size.

Maximum Income Limit: \_\_\_\_\_

Based upon the \_\_\_\_\_ (year) income limits for \_\_\_\_\_ (Metropolitan Statistical Area (MSA) or County), Florida

**Signature of the Property Management Staff:**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_ Title \_\_\_\_\_  
 (print or type) \_\_\_\_\_

H. **Household Data** (to be completed by Head of Household only)

<b>Household elects to not participate.</b>						_____	(Initials of Household Head)			
<b>Head of Household Data</b>										
<b>By Race / Ethnicity</b>						<b>By Age</b>				
White	Black	Hispanic	Asian	American Indian	Other	0 - 25	26 - 40	41 - 61	62 +	
<b>Household Members Data</b>										
<b>Special Target / Special Needs (Check all that apply to any member)</b>										
<b>Farm worker</b>	<b>Developmentally Disabled</b>	<b>Homeless</b>	<b>Elderly</b>	<b>Special Needs (define)</b>	<b>Special Needs (define)</b>					

NOTE: Information in Section H is being gathered for statistical use. No resident is required to provide this information. Refusal to provide this information will not affect eligibility.



## Notice of Rental Monitoring

DATE  
CONTACT NAME  
ORGANIZATION NAME  
ADDRESS  
CITY, ST ZIP

RE: Notice of Rental Monitoring

Dear CONTACT NAME,

You have developed rental housing that is entitled to certain use, density, and height standards regarding administrative approval. As a condition of development, you were required to reserve at least 40 percent of the residential units in this 'preemption project' as affordable rental housing as defined in s. 420.0004 for 30 years.

Certain requirements were outlined in a written signed agreement with St. Johns County regarding a 30-year term of affordability, the income limits for tenants living in the affordable residential units, and rent affordability. The St. Johns County Housing and Community Services Department is responsible for monitoring compliance. The property at (Address) \_\_\_\_\_, for which you are the identified Owner, is scheduled for monitoring, to be completed 60 days from now. Please accept this Notice of Rental Monitoring and respond to me within thirty (30) calendar days of receipt via telephone \_\_\_\_\_ or email \_\_\_\_\_ to set up an meeting to review the agreement between the Owner and St. Johns County and discuss the monitoring process.

Within the next 30 days, please provide in scanned electronic form, the following:

- A completed annual re-certification of income eligibility for each tenant in an affordable residential unit using the attached tenant income certification (TIC) form and including required verification of household income and assets.
- The current lease for each tenant in an affordable residential unit.

I look forward to hearing from you.

Respectfully,

# Current Income and Rent Limits Chart

<https://www.floridahousing.org/owners-and-managers/compliance/income-limits>

Note: The general hold harmless provisions of IRC Section 142(d)(2)(E) mean that projects with at least one building placed in service on or before the end of the 45-day transition period for newly-released limits use whichever limits are greater, the current-year limits or the limits in use the preceding year.

HUD release: 5/15/2023  
 Effective: 5/15/2023  
 Implement on/before: 6/28/2023

**2023 Income Limits and Rent Limits**  
**Florida Housing Finance Corporation**  
**Multifamily Rental Programs and CWHIP Homeownership Program**  
*NOTE: Does not pertain to CDBG-DR, HHRP, HOME, NHTF or SHIP*

County (Metro)	Percentage Category	Income Limit by Number of Persons in Household										Rent Limit by Number of Bedrooms in Unit					
		1	2	3	4	5	6	7	8	9	10	0	1	2	3	4	5
Saint Johns County (Jacksonville HMFA)	20%	12,400	14,160	15,940	17,700	19,120	20,540	21,960	23,380	24,780	26,196	310	332	398	460	513	566
	25%	15,500	17,700	19,925	22,125	23,900	25,675	27,450	29,225	30,975	32,745	387	415	498	575	641	708
	<b>28%</b>	<b>17,360</b>	<b>19,824</b>	<b>22,316</b>	<b>24,780</b>	<b>26,768</b>	<b>28,756</b>	<b>30,744</b>	<b>32,732</b>	<b>34,692</b>	<b>36,674</b>	<b>434</b>	<b>464</b>	<b>557</b>	<b>644</b>	<b>718</b>	<b>793</b>
	30%	18,600	21,240	23,910	26,550	28,680	30,810	32,940	35,070	37,170	39,294	465	498	597	690	770	850
	<b>33%</b>	<b>20,460</b>	<b>23,364</b>	<b>26,301</b>	<b>29,205</b>	<b>31,548</b>	<b>33,891</b>	<b>36,234</b>	<b>38,577</b>	<b>40,887</b>	<b>43,223</b>	<b>511</b>	<b>547</b>	<b>657</b>	<b>759</b>	<b>847</b>	<b>935</b>
	35%	21,700	24,780	27,895	30,975	33,460	35,945	38,430	40,915	43,365	45,843	542	581	697	805	898	991
	<b>40%</b>	<b>24,800</b>	<b>28,320</b>	<b>31,880</b>	<b>35,400</b>	<b>38,240</b>	<b>41,080</b>	<b>43,920</b>	<b>46,760</b>	<b>49,560</b>	<b>52,392</b>	<b>620</b>	<b>664</b>	<b>797</b>	<b>920</b>	<b>1,027</b>	<b>1,133</b>
	45%	27,900	31,860	35,865	39,825	43,020	46,215	49,410	52,605	55,755	58,941	697	747	896	1,035	1,155	1,275
	<b>50%</b>	<b>31,000</b>	<b>35,400</b>	<b>39,850</b>	<b>44,250</b>	<b>47,800</b>	<b>51,350</b>	<b>54,900</b>	<b>58,450</b>	<b>61,950</b>	<b>65,490</b>	<b>775</b>	<b>830</b>	<b>996</b>	<b>1,150</b>	<b>1,283</b>	<b>1,416</b>
	60%	37,200	42,480	47,820	53,100	57,360	61,620	65,880	70,140	74,340	78,588	930	996	1,195	1,380	1,540	1,700
	<b>70%</b>	<b>43,400</b>	<b>49,560</b>	<b>55,790</b>	<b>61,950</b>	<b>66,920</b>	<b>71,890</b>	<b>76,860</b>	<b>81,830</b>	<b>86,730</b>	<b>91,686</b>	<b>1,085</b>	<b>1,162</b>	<b>1,394</b>	<b>1,610</b>	<b>1,797</b>	<b>1,983</b>
	80%	49,600	56,640	63,760	70,800	76,480	82,160	87,840	93,520	99,120	104,784	1,240	1,328	1,594	1,841	2,054	2,267
	Median: 93,300	<b>120%</b>	<b>74,400</b>	<b>84,960</b>	<b>95,640</b>	<b>106,200</b>	<b>114,720</b>	<b>123,240</b>	<b>131,760</b>	<b>140,280</b>	<b>148,680</b>	<b>1,860</b>	<b>1,992</b>	<b>2,391</b>	<b>2,761</b>	<b>3,081</b>	<b>3,400</b>
		140%	86,800	99,120	111,580	123,900	133,840	143,780	153,720	163,660	173,460	2,170	2,324	2,789	3,221	3,594	3,967
<b>HERA Special Limits</b> per Section 142(d)(2)(E) (Est. 2021) <i>For use by projects that placed in service at least one building on or before 12/31/2008</i>	<b>25% - HS</b>	<b>16,350</b>	<b>18,675</b>	<b>21,000</b>	<b>23,325</b>	<b>25,200</b>	<b>27,075</b>	<b>28,925</b>	<b>30,800</b>	<b>32,655</b>	<b>34,521</b>	<b>408</b>	<b>437</b>	<b>525</b>	<b>606</b>	<b>676</b>	<b>746</b>
	28% - HS	18,312	20,916	23,520	26,124	28,224	30,324	32,396	34,496	36,574	38,664	457	490	588	679	758	836
	<b>30% - HS</b>	<b>19,620</b>	<b>22,410</b>	<b>25,200</b>	<b>27,990</b>	<b>30,240</b>	<b>32,490</b>	<b>34,710</b>	<b>36,960</b>	<b>39,186</b>	<b>41,425</b>	<b>490</b>	<b>525</b>	<b>630</b>	<b>727</b>	<b>812</b>	<b>895</b>
	33% - HS	21,582	24,651	27,720	30,789	33,264	35,739	38,181	40,656	43,105	45,568	539	577	693	800	893	985
	<b>35% - HS</b>	<b>22,890</b>	<b>26,145</b>	<b>29,400</b>	<b>32,655</b>	<b>35,280</b>	<b>37,905</b>	<b>40,495</b>	<b>43,120</b>	<b>45,717</b>	<b>48,329</b>	<b>572</b>	<b>612</b>	<b>735</b>	<b>849</b>	<b>947</b>	<b>1,045</b>
	40% - HS	26,160	29,880	33,600	37,320	40,320	43,320	46,280	49,280	52,248	55,234	654	700	840	970	1,083	1,194
	<b>45% - HS</b>	<b>29,430</b>	<b>33,615</b>	<b>37,800</b>	<b>41,985</b>	<b>45,360</b>	<b>48,735</b>	<b>52,065</b>	<b>55,440</b>	<b>58,779</b>	<b>62,138</b>	<b>735</b>	<b>788</b>	<b>945</b>	<b>1,091</b>	<b>1,218</b>	<b>1,343</b>
50% - HS	32,700	37,350	42,000	46,650	50,400	54,150	57,850	61,600	65,310	69,042	817	875	1,050	1,213	1,353	1,493	
<b>60% - HS</b>	<b>39,240</b>	<b>44,820</b>	<b>50,400</b>	<b>55,980</b>	<b>60,480</b>	<b>64,980</b>	<b>69,420</b>	<b>73,920</b>	<b>78,372</b>	<b>82,850</b>	<b>981</b>	<b>1,050</b>	<b>1,260</b>	<b>1,455</b>	<b>1,624</b>	<b>1,791</b>	

Florida Housing Finance Corporation (FHFC) income and rent limits are based upon figures provided by the United States Department of Housing and Urban Development (HUD) and are subject to change. Updated schedules will be provided when changes occur.

## SECTION 8.0 COASTAL CORRIDOR OVERLAY DISTRICTS

### Section 8.01 Introduction

Parts 3.06 through 3.10 of the St. Johns County Land Development Code and Section VIII.Q of the Ponte Vedra Zoning Regulations establish special Overlay Districts for coastal areas within St. Johns County. The Overlay District regulations contain additional requirements that apply to signage, landscaping/buffers, fences/walls, parking/lighting, design elements, and architecture for multi-family and commercial development located within specific base zones in both zoning jurisdictions. Applications require approval by an Overlay District Board before construction or signage permits can be issued. Applications are reviewed and considered at public meetings, which are generally scheduled on a monthly basis and after staff comments have been addressed via the submittal process.

Address: St. Johns County Planning and Zoning Division  
4040 Lewis Speedway  
St. Augustine, FL 32084

Phone: (904) 209-0675 Fax: (904) 209-0576

### [Fees](#)

### Section 8.02 Application Process (LDC Parts 3.06 through 3.09)

- A. One (1) copy of the following is required in order to process an application:
1. Fully completed application form. If sign review is involved please use Sign Review Application form (see Section 31.0) in addition to this form.
  2. Copy of proof of ownership.
  3. Submit Owner's Authorization Form if applicant is acting on behalf of the Owner or Lessee.
- B. Two (2) copies of the following:
1. Provide site plan showing all structures on property, use of structures, roads, signage, and easements, landscape features including items appropriate for the specific request. Identify development on adjacent properties.  
  
Information required on the Site Plan may vary depending upon the type of application. Size of site plan must be to scale and legible to depict the building elevation or sign request. For any color rendering the maximum size is 11" x 17".
  2. Applicants may submit any additional information or material to support the request such as pictures, professional reports, drawings, color samples, and material samples. At a minimum, applicants should bring appropriate renderings, and building materials as necessary to sufficiently demonstrate the application to

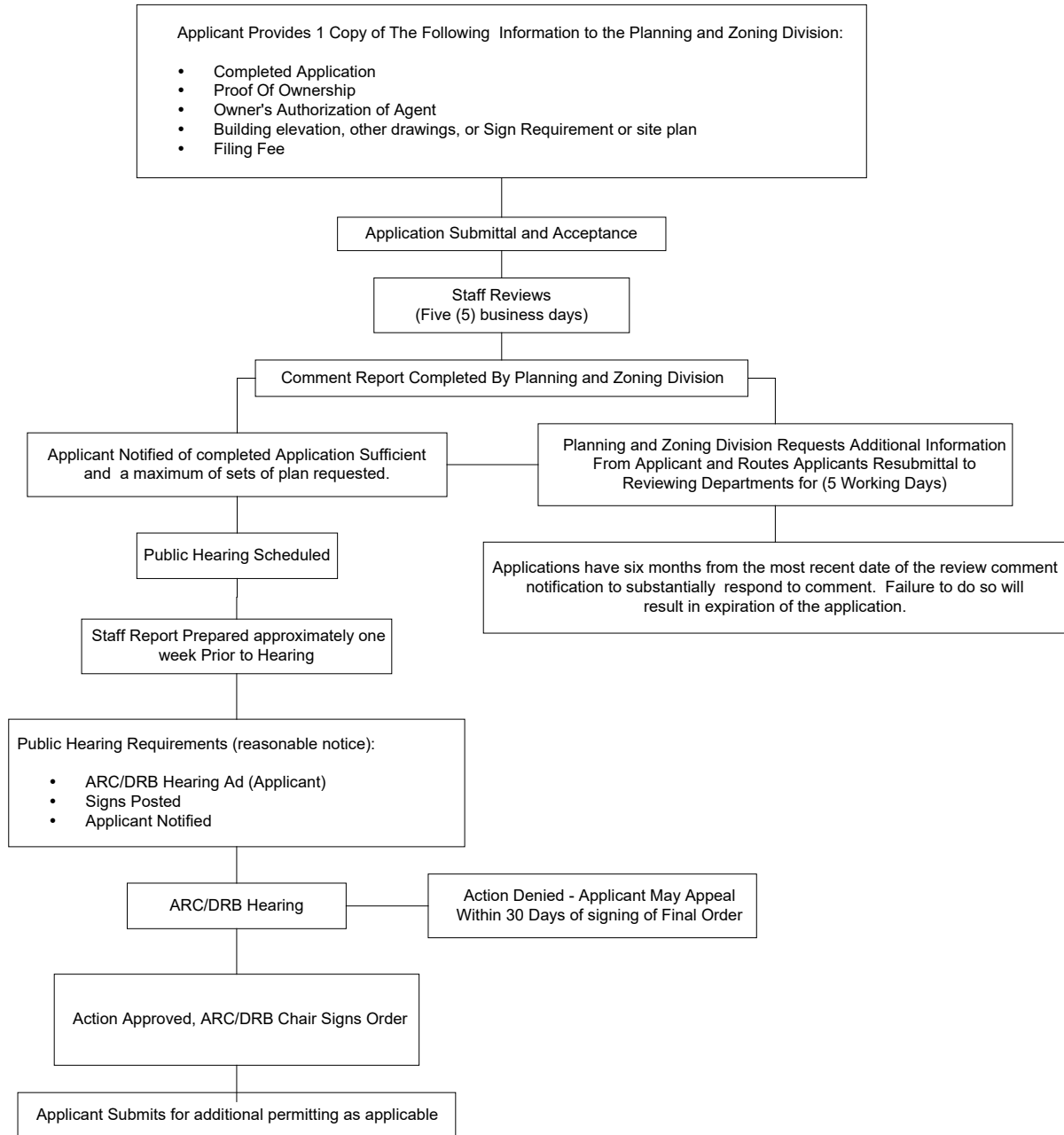
the reviewing board at the time of public hearing. For any color rendering the maximum size is 11" x 17".

- C. Submit filing fee as defined under Fees in Section 8.01.

**NOTE: APPLICANT SHOULD RETAIN COPIES OF ALL INFORMATION PROVIDED TO THE COUNTY.**

### **Section 8.03 Review/Public Hearing Process**

- A. The application is set for public hearing before the appropriate Overlay District Board when all issues have been addressed by the applicant. Applicants will be notified of the time, place, and date of the meeting. A notice of the public hearing is published in the newspaper of general county circulation, and a sign is posted on the property by the County indicating that the request will be considered at public hearing. Meetings require reasonable public notice, and all meetings are open to the public.
- B. The Applicant shall provide sufficient number of color renderings and building materials for each member of the Design Review Board.
- C. A staff report is prepared for review by the appropriate Overlay District Board.
- D. Applicant appears before the appropriate Overlay District Board at the public hearing in order to answer questions and relay information. *NOTE: Applicants failure to appear could result in denial by the Board.*
- E. A final order will be prepared and signed by the Chair of the appropriate Overlay District Board. The final order will be provided to the applicant and should be retained for your records.
- F. Upon receiving the Order, the applicant may remove public notice signs on the site. These signs are placed along every street that abuts the property.
- G. The applicant or any aggrieved party may file an appeal to the decision of an Overlay District Board to the Board of County Commissioners or Ponte Vedra Zoning and Adjustment Board as applicable. An appeal must be properly filed with the Planning and Zoning Division within 30 days of the date of the signing of the final order by the Chair of the Overlay District Board.



### Section 8.04 Vilano Beach Town Center Introduction (LDC Part 3.10)

The Vilano Beach Town Center (VBTC) is envisioned as a compact, pedestrian-oriented, mixed-use district that serves Vilano Beach and surrounding areas. Unlike suburban residential and shopping areas, this type of mixed-use district requires urban types of development regulations concerning setbacks, parking requirements, height limitations and permitted uses.

The Vilano Beach Town Center is a designated Community Redevelopment Area (CRA) with the goal to foster economic redevelopment of the area. The intent of the development standards for the Vilano Beach Town Center District is to encourage redevelopment and new development that results in a diverse mixture of compatible uses which create a lively community with daytime and evening activities. Anticipated uses within the Vilano Beach Town Center include community oriented commercial uses and services, residential, and recreational and leisure uses related to the waterfront and beach which are intended to support the creation of a downtown area that has buildings designed to reflect the unique local flavor and character of this small beach town generally reflected in the existing historic and public buildings.

Pre-applications and applications are submitted and processed by the Planning and Zoning Division. The [application](#) is available from the Planning and Zoning Division or the St. Johns County web site.

### **Section 8.05 VBTC Pre-application Review Process**

- A. The following documents are required:
  - 1. Complete application.
  - 2. General survey showing topo.
  - 3. Preliminary site plan showing buildings, locations, and setbacks.
  - 4. Any photos or drawings of elevations.

Pre-applications will be scheduled for the first available Development Review Committee meeting, providing there is a minimum 5 working day review. The applicant will be notified of the scheduled time.

### **Section 8.06 Vilano Beach Town Center Application Process**

- A. One (1) copy of the following is required in order to process an application.
  - 1. Fully completed application form.
  - 2. Copy of proof of ownership.
  - 3. Owner's Authorization Form.
- B. Two (2) copies of the site plan, as applicable, that shows the following:
  - 1. Indicate building types and uses by floor.
  - 2. Building setbacks and locations.
  - 3. Building grade in relation to established grade.

4. Location of building entrance access.
  5. Location and height of any raised walkways from finished floor elevation.
  6. Length of any stairway intrusions onto sidewalk.
  7. Width of sidewalk from point of stairway intrusion to curb.
  8. Fixed operating machinery and utility boxes.
  9. Calculation of residential density for total development.
  10. Percentage of professional / retail usage based on gross floor area.
  11. Percentage of retail along development width.
  12. Percentage of coverage and total height of any roof structures.
  13. Location of parking structures number of floors, and setbacks; if road frontage, please provide locations of habitable space and depth into the parking structure.
  14. If placing a sidewalk café, size of sidewalk pathway from café to curb and from any public or safety access.
- C. Two (2) copies of the architectural plan, as applicable, signed and sealed by an architect licensed in the State of Florida that shows the following:
1. Total building height (including with and without parapet) including first floor elevation from finished floor to ceiling for all buildings in development.
  2. All floor and rooftop uses in the development.
  3. Elevation drawings at a scale that clearly depict the proposed exterior design of the new building (all sides), or changes that are proposed to an existing building. Any art deco design should be similar to any established town center Art Deco style.
  4. Building and roof materials with associated colors.
  5. Incorporation of structures and components of streetscapes located immediately adjacent to the site.
  6. Window to façade ratio, including window distance from building corners.
  7. Relationship of solids to voids including the percentage of fenestration on façade.
  8. Size, type, and location of all window shutters and distance of window recess from façade.
  9. Exterior building lighting.

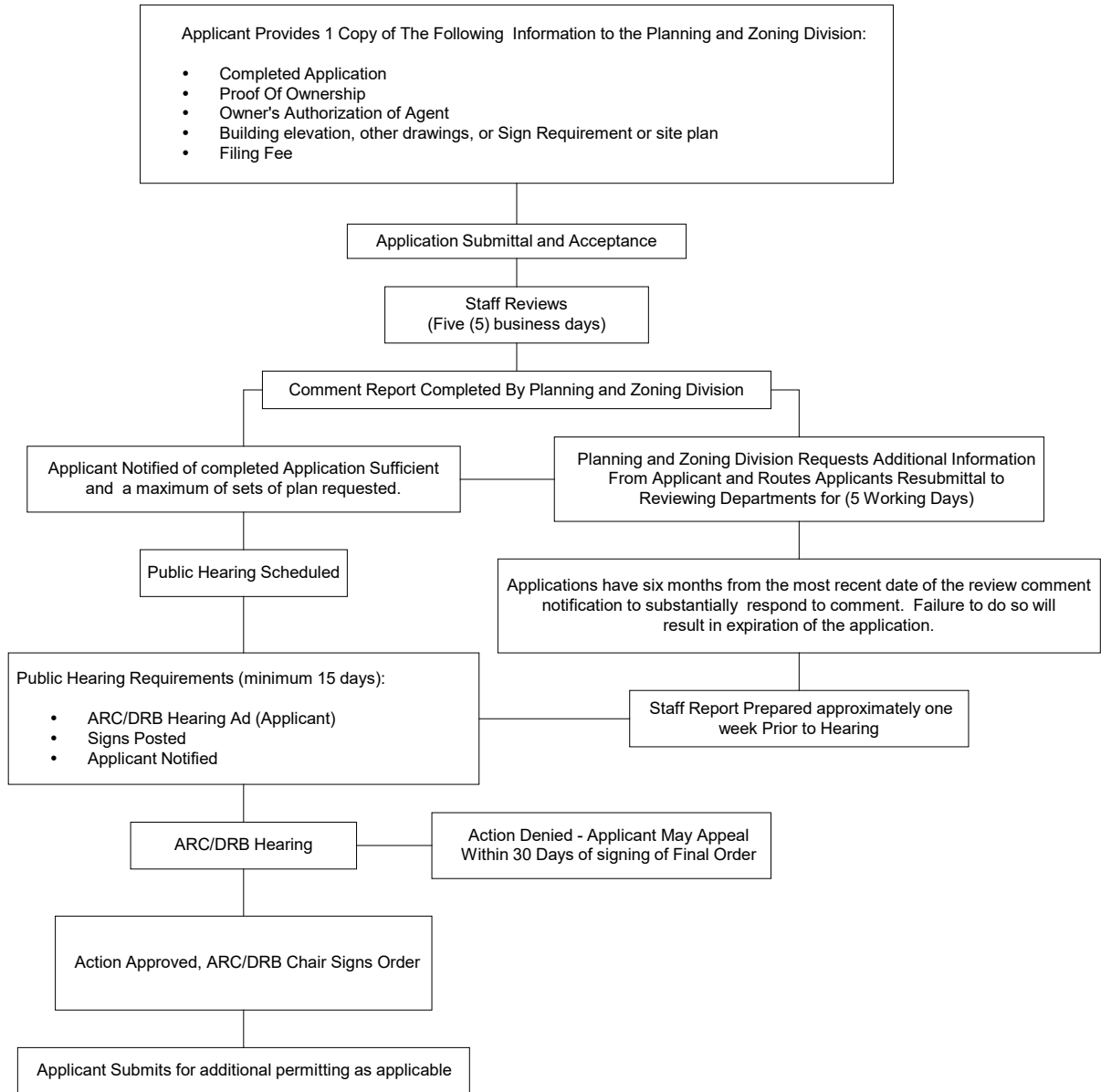


10. Height, width, colors, and materials used for any fence or wall.
  11. Location, materials, and length of balconies and porches from façade.
  12. Projection and slope of awnings from façade.
  13. Vertical slant of valance in relation to awnings.
  14. Screening types and materials of any mechanical equipment.
  15. Locations of all vending machines on site.
  16. Architectural renderings of parking garages in visual relation to the top of Usina Bridge.
- D. Two (2) parking plan, as applicable, that shows the following:
1. Number and location of spaces and lots, including surface parking which is hidden and internal. Please show parking calculations.
  2. Show in length occupied space from the edge of sidewalk to the beginning of parking garage.
  3. Width of any fake building façade or street wall.
  4. Width of driveway / curb-cut.
  5. Location and percentage of development frontage for loading docks to the roadway except for loading docks along Loja Street.
  6. Height and width of curb stops, if next to landscaped areas.
  7. Location and measurements of terminal islands.
  8. Total square footage of parking area if surface parking.
- E. Two (2) landscaping / irrigation plans signed and sealed by a landscape architect licensed in the State of Florida that shows the following:
1. Percentages and types of native and non-native species.
  2. Location of trees in relation to power lines.
  3. Location of protected and historic trees.
  4. Existing trees credited toward required tree inches.
  5. Required tree inches on site.
  6. Depth and width of mulch around trees.

7. Minimum height, distance, location, and caliper of each tree.
  8. Type and color of tree grate (if a street tree).
  9. Dimensions of planting area (if a street tree).
  10. Irrigation for street trees and 100% coverage of private landscaped areas.
  11. Location of hose bibs.
  12. Location, types, and coverage of shrubs and ground cover plants.
  13. Letters of approval to landscape any right-of-way.
  14. Percentage of site dedicated to canopy trees.
  15. Width of landscaped buffer and opaque screening tree heights within one year.
  16. Depth of soil within terminal islands and/or divider medians.
  17. Percentages of landscaped area within a surface parking area, including required number of trees to be planted in this area.
  18. Width of terminal islands and/or divider medians.
  19. Height, opacity percentages, and measurements of any berming used for buffering.
- F. Two (2) signage plan, as applicable, that shows the following:
1. Location, colors and materials of signage in relation to building.
  2. Mounting procedure of signage.
  3. Types of illumination.
  4. Types
  5. Height and width of sign area, logos, and letters.
  6. Height, width, and depth of hanging sign.
  7. Coverage of signage to the storefront width.
  8. Height of hanging sign from established grade.
  9. Percentage of signage occupying the window space.
- G. Applicants may submit any additional information or material to support the request.

## Section 8.07 VBTC Application Review/Public Hearing Process

- A. The application is set for public hearing before the North Coastal Design Review Board (NCDRB), when all issues have been addressed by the applicant. Applicants will be notified of the time, place, and date of the meeting via their preferred methods of contact in the application. A notice of the public hearing is published in the newspaper of general circulation, and a sign is posted on the property by the County indicating that the request will be considered at public hearing. Meetings require reasonable public notice, and all meetings are open to the public.
- B. The Applicant shall provide sufficient number of color renderings and building materials for each member of the Design Review Board
- C. A staff report is prepared for review by the NCDRB.
- D. Applicant appears before the NCDRB at the public hearing in order to answer questions and relay information. *NOTE: Applicants failure to appear could result in denial by NCDRB.*
- E. A final order of the NCDRB will be prepared by the County and signed by the Chair. The final order will be provided to the applicant. The Applicant must provide a copy of the final order at the time any permits are sought.
- F. Upon receiving the Order, the applicant may remove any public notice signs on the site or contact property owners to remove public notice signs on-site. These signs are placed along every street that abuts the property.
- G. The applicant or any aggrieved party may file an appeal to the decision of the NCDRB to the Board of County Commissioners. An appeal must be properly filed with the Planning and Zoning Division within 30 days of the date of the signing of the final order by the Chair for the action being appealed.





# Application for Overlay District Review

Growth Management Department  
Planning and Zoning Division  
4040 Lewis Speedway, St. Augustine, FL 32084  
Phone: (904) 209-0675; Fax: (904) 209-0576

Date  Overlay District  Property ID No (Strap)

Applicant  Phone Number

Address  Fax Number

City  State  Zip Code  E-mail

Project Name

Project Address & Location

Type of Review  Commercial Use  Multi-family Use  Other:

The Project Involves  New Building  Changes to an existing Building  Exterior Repainting  Signage (Individual)  
*Check all that apply*  
 Unified Sign Plan  Fences / Walls  Parking / Lighting  Landscaping / Buffers  
 Other:

Describe Project and work proposed to be done (Provide additional information by attachment as needed)

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)

Contact Information of person to receive all correspondence if different than applicant:

Phone Number   Fax Number   E-mail   
 Postal Address  Name   
City  State  Zip Code

Please notify the Planning and Zoning Division at (904) 209-0675 if you need any special assistance or accommodations to attend the meeting or if you have any questions concerning this application.

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:



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 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 \_\_\_\_\_

**SECTION 8.A.0. VILANO BEACH TOWN CENTER  
ECONOMIC REDEVELOPMENT RESIDENTIAL UNIT EXCHANGE PROGRAM**

**Section 8.A.01 Introduction**

The Residential Exchange Program is a voluntary program that allows a property owner within the Vilano Beach Town Center Mixed Use District to achieve an increase in residential density by purchasing density (Receiving Property) from another property owner within the District (Sending Property). The Sending Property must meet the requirement of Section 3.10.09 of the Land Development Code by receiving a Certificate of Development Rights. In the event that the boundaries of the Vilano Beach Town Center District were to be expanded, newly included properties would not be able to transfer development rights to other Receiving Properties. However, any newly included properties would be allowed to receive additional development rights from a qualified Sending Property.

**Section 8.A.02 General Information**

- A. Applications are submitted to the Growth Management Department for processing.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0675

Fax: (904) 209-0576

Email: [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

- B. **Fees:** \$56.00 per hour

**Section 8.A.03 Application Process for Sending Property**

A complete application package must be received in order to receive a Certificate of Development Rights which is a determination of available residential density on the Sending Property. Any incomplete applications will not be accepted. The following is a list of the items required:

- A. One original completed Application.
- B. Legal description of the Sending property.
- C. Evidence of title of the Sending property.
- D. Owner's Authorization if submitted by someone other than the property owner.
- E. The proposed grant of easement to St. Johns County creating the development limitations for the property (the Economic Redevelopment Residential Units Exchange Program Easement).

**Section 8.A.04 Review Process**

- A. Once the application is deemed complete the above items will be routed for determination of compliance with the Land Development Code. The review time is ten working days.
- B. Upon completion of the review the applicant will be notified:
  - 1. That the property does not have Eligible Residential Rights to Transfer; or,

2. That there are comments/questions that must be addressed; or,
  3. A Certificate of Development Rights will be issued.
- C. If a resubmittal is required to address comments/questions it will be routed within a five working day review time. This will repeat until such time a Certificate of Development Rights may be issued.

#### **Section 8.A.05 Transfer of Development Rights**

Prior to approval of Construction Plans, the Receiving Property owner/developer must demonstrate that the Economic Redevelopment Residential Units Exchange program purchase is of record and that the units are available for transfer.

- A. Notification to the Growth Management Department that an agreement has been reached between the seller and the buyer of the development rights.
- B. Submittal of a copy of the recorded Economic Redevelopment Residential Units Exchange Program Easement.
- C. Submittal of a copy of the recorded deed transferring development rights.

#### **Section 8.A.06 Appeals**

An applicant or adversely affected person may appeal any decision to the Board of County Commissioners within thirty (30) days of receipt of approval or denial of a Certificate of Development Rights.





**Vilano Beach Town Center  
Economic Redevelopment  
Residential Unit Exchange Program Determination  
Application for Permission to Transfer Development Rights**

Date

Property Strap #

Property Owner if different than Applicant

Name

Name

Address

Address

City

State

Zip Code

City

State

Zip Code

E-mail Address

**FOR COUNTY USE ONLY**

**Residential Rights Determination**

Upon review it has been determined that the subject property as referenced above based upon survey specific information:

HAS Eligible Residential Rights to Transfer

DOES NOT HAVE Eligible Residential Rights to Transfer

**Certificate of Development Rights**

Number of Units

Date

Reviewed By: \_\_\_\_\_

Title: \_\_\_\_\_

Prepared by and Return to:

St. Johns County  
500 San Sebastian View  
St. Augustine, FL 32084

**ECONOMIC REDEVELOPMENT RESIDENTIAL UNITS EXCHANGE PROGRAM  
EASEMENT**

THIS RESIDENTIAL UNITS EXCHANGE PROGRAM EASEMENT (“Easement”), made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_ (“Grantor”), it’s heirs, successors, and assigns and **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida, whose address is 500 San Sebastian View, St. Augustine, FL., (“Grantee”), its heirs, successors, and assigns.

**RECITALS**

WHEREAS, Section 3.10.09 of the St. Johns County Land Development Code (“the Code”) establishes standards and approval procedures for the transfer of residential dwelling units in the Town Center Mixed Use District (TCMUD) future land use designation within the Vilano Beach Town Center (VBTC) for the specific purpose of promoting economic redevelopment within the Vilano Beach area (“the Exchange Program”); and

WHEREAS, Further, Section 3.10.09 defines a “Sending Property” as a property located within the Town Center Mixed Use District (TCMUD) future land use designation as shown in exhibit 3.2.5.E of the Future Land Use Element of the Comprehensive Plan; and

WHEREAS, Section 3.10.09 of the Code, further defines a “Receiving Property” as a property eligible to use development rights transferred from the Sending Properties located within the TCMUD future land use designation within the VBTC district; and

WHEREAS, Grantor is the owner in fee simple of \_\_\_\_\_ acres, more or less, of real property known as Parcel \_\_\_\_\_, hereinafter more particularly described in Exhibit A, attached hereto and made part hereof, in the Town Center Mixed Use District (TCMUD) future land use designation within the Vilano Beach Town Center (VBTC), located in the \_\_\_\_\_ Zoning Designation, in St. Johns County, Florida (the “Property” or “Sending Property”). The Sending Property is now improved with \_\_\_\_\_ single family dwelling units; and

[WHEREAS, Previous Easements and/or previous exchanged residential units Easements recorded at \_\_\_\_\_ in the Official Records of St. Johns County, Florida

limited the number of residential dwelling units that may be constructed on or maintained on the Property to \_\_\_\_\_ and authorized the conveyance of \_\_\_\_\_ residential dwelling units to \_\_\_\_\_ .]

[WHEREAS, the subject property was the recipient of residential units under the Residential Units Exchange Program by a deed recorded at \_\_\_\_\_ in the Official Records of St. Johns County, Florida and limited the number of residential dwelling units that may be constructed on or maintained on the Property to \_\_\_\_\_.]

WHEREAS, the Sending Property, as currently unburdened by this Easement, retains \_\_\_\_\_ eligible residential units; and

WHEREAS, Section 3.10.09 of the Code recognizes the right of an owner of property in the TCMUD future land use designation of the VBTC to transfer a certain number of eligible residential dwelling units, provided that such a conveyance contains an easement extinguishing the future right to construct some or all potential residential dwelling units on the property; and

WHEREAS, The parties intend that this Easement restrict the Sending Property and to limit the number of eligible residential dwelling units on the Sending Property to no more than \_\_\_\_\_ units; and

WHEREAS, nothing in this Easement shall restrict the Sending Property from purchasing or repurchasing additional residential development rights pursuant to the Exchange Program from other properties in the VBTC; and

WHEREAS, this Easement may be amended by mutual agreement of Grantor and Grantee in the event the Grantor, its successors and assigns, purchases or repurchases exchanged residential units from an eligible property or no longer wishes to participate in the exchange program; and

WHEREAS, Section 3.10.09 of the Code further regulates residential dwelling units developed on an eligible Receiving Property, including units allowed under current zoning as well as units obtained through a transfer under the Economic Redevelopment Residential Units Exchange program, to have a minimum livable floor area of 1,000 square feet; however, up to 20% or 200 square feet of livable floor area may include uncovered outdoor living areas directly assessable to the unit; and

WHEREAS, Residential Dwelling Units may be conveyed from the Sending Property by a deed in a recordable form approved by the St. Johns County administrator and/or County attorney; and

WHEREAS, A copy of the recorded deed must be provided to the County Administrator or his/her designee; and

WHEREAS, Grantor represents that it is the owner in fee simple of the Property as of the date of execution of this Easement; and

WHEREAS, A current title report for the subject Sending Property, identified as Exhibit B, is attached hereto and made a part hereof; a current tax map for the subject Sending Property, identified as Exhibit C, is attached hereto and made part hereof.

NOW, THEREFORE, to permit the transfer of residential dwelling units and in consideration of the covenants, terms, conditions and restrictions hereafter set forth and other good and valuable consideration, receipt of which is hereby acknowledged, Grantor does grant and convey to Grantee, its successors and assigns, forever and in perpetuity, an interest and Easement of the nature and character and to the extent hereinafter set forth in respect to all that Sending Property located at \_\_\_\_\_, St. Johns County, Florida, as is more particularly described in Exhibit A hereto.

The terms, conditions and restrictions, of this Easement are as follows:

1. The above stated recitals are incorporated herein by reference for the purpose of this Easement.
2. This Easement shall be perpetual. It is an easement in gross, and as such, is inheritable and assignable and runs with the land as an incorporeal interest in the Property enforceable with respect to the Property.
3. A dwelling unit may not be constructed, occupied, or maintained on the Sending Property unless one eligible residential unit is retained with the Sending Property for each dwelling unit constructed, occupied, or maintained on the Sending Property.
4. The restrictions imposed by this Easement shall operate independently of the restrictions imposed by the zoning of the Property.
5. The Sending Property contains a total of \_\_\_\_\_ acres, more or less. There are \_\_\_\_\_ existing residential dwelling units on the Sending Property. As a result of this Easement, the Parties intend that Grantor may convey \_\_\_\_\_ residential dwelling units. From this date forward, no more than a total of \_\_\_\_\_ residential dwelling units may be constructed on the Sending Property, unless additional rights to develop residential density pursuant to the Exchange Program are recorded on the Sending Property. This may not be interpreted to prevent the reconstruction of existing residential dwellings which complied with the terms of this Easement in the event such dwellings may be destroyed or damaged.
6. The Grantor's, and the Grantor's heirs, successors and assigns, right to construct or maintain more than \_\_\_\_\_ residential dwelling units on the Sending Property is affirmatively extinguished by this Easement, unless additional rights to develop residential density pursuant to the Exchange Program are recorded on the Property.
7. Grantee, its successors and assigns, with reasonable notice, may enter the Sending Property from time to time for the sole purpose of inspecting and enforcing the terms, conditions and restrictions of this Easement. This right of inspection does not include the interior of dwellings.
8. Nothing herein may be construed to convey to the public a right of access or use of the Sending Property, and the Grantor, and the Grantor's heirs, successors and assigns, retain exclusive right to such access and use, subject only to the provisions of this Easement.

9. The Parties agree that monetary damages would not be adequate remedy for breach of any of the terms, conditions and restrictions herein contained, and, therefore, in the event that the Grantor, or the Grantor's heirs, successors and assigns, violate or breach any of such terms, conditions and restrictions, herein contained, the Grantee, its successors and assigns, may institute a suit to enjoin by ex parte, preliminary and/or permanent injunction such violation and to require the restoration of the Property to its prior conditions. The Grantee, its successors and assigns, by any prior failure to act, does not waive or forfeit the right to take action as may be necessary to insure compliance with the terms, conditions and purposes of this Easement.

#### 10. General Provisions

- a. **Applicable Law.** All uses, practices, specific improvements, construction or other activities permitted under this Easement shall be in accordance with applicable law and any permits or approval required thereby.
- b. **Jurisdiction and Venue.** The interpretation and performance of this Easement shall be governed by the laws of the State of Florida. Venue shall be St. Johns County, Florida.
- c. **Recorded.** This easement shall be recorded and shall run with title to the Sending Property.
- d. **Successors.** The covenants, terms, conditions, and restrictions of this Easement shall be binding upon, and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors, and assigns and shall continue as a servitude running with the property for the duration of this Easement.
- e. **Termination of Rights and Obligations.** A party's rights and obligations under this Easement terminate upon transfer, termination, or expiration of the party's interest in the Easement or Property, except that liability for acts of omissions occurring prior to transfer, expiration, or termination shall survive.
- f. **Amendment.** This Easement may only be amended by mutual agreement of the Parties.

IN WITNESS WHEREOF, the Grantor and Grantee have hereunto set their hands and seals in the day and year above written.

**WITNESS/ATTEST GRANTOR**

Witness:  
Name: \_\_\_\_\_  
Print: \_\_\_\_\_

Grantor:  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

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 \_\_\_\_\_

**WITNESS GRANTEE**

ST. JOHNS COUNTY, FLORIDA

\_\_\_\_\_ By: \_\_\_\_\_

APPROVED AS TO FORM AND LEGALITY

OFFICE OF THE COUNTY ATTORNEY

BY \_\_\_\_\_

DATE \_\_\_\_\_

STATE OF FLORIDA \*

\*

COUNTY OF ST. JOHNS \*

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me, the subscriber, a Notary Public in and for the aforesaid jurisdiction, personally appeared \_\_\_\_\_, Administrator or his/her designee of St. Johns County, Florida, who executed the foregoing Easement on behalf of St. Johns County, Florida, for the purposes therein contained, and further acknowledged the foregoing Easement to be the act and deed of said St. Johns County, Florida.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

## **SECTION 9.0 SPECIAL DISTRICTS – CULTURAL RESOURCES LAND DEVELOPMENT CODE PART 3.01**

### **Section 9.01 Introduction**

St. Johns County has established forms of protection and preservation for Cultural Resources through incentives, outreach, and ordinances. The Growth Management Department, Environmental Division, coordinates all related cultural resources management activities. Additionally, the nine-member Cultural Resources Review Board (CRRB) reviews and advises on matters relating to Cultural Resources and makes recommendations to the Board of County Commissioners (BCC) and to Staff. An encompassing Cultural Resources Inventory is maintained by County Staff which identifies all known Cultural Resources in the County and identifies those listed as Significant, County Landmarks, and National Register Properties. The mapped Inventory is updated so as to remain current.

Address: 4040 Lewis Speedway  
St. Augustine, Florida 32084

(904) 209-0575 – General Information  
(904) 209-0623 – Cultural Resources Staff  
(904) 209-0743 – Fax  
[GMDevelopment@sjcfl.us](mailto:GMDevelopment@sjcfl.us)

### Fees

### **Section 9.02 Forms of Protection**

The Land Development Code (LDC) establishes guidelines and regulations for the treatment of Cultural Resources. The LDC provides the following forms of protection to preserve or manage Cultural Resources in St. Johns County:

- A. Cultural Resources Protection and Management (Section 3.01.04): In cases where proposed development or other activities affect sites within the Cultural Resources Inventory, or may affect previously unidentified Cultural Resources, procedures shall be followed pursuant to Section 3.01.04 of the LDC.
- B. Cultural Resources on County Park Lands (County Ordinance 2005-114): Disturbing an archaeological or historical site, or collecting artifacts from an archaeological or historical site on County property is illegal. This includes the County beaches. An archaeological research permit is required for any archaeological work undertaken on County property. Permits must be obtained through the Cultural Resources Staff.
- C. Proposed Designation of a St. Johns County Landmark (Section 3.01.03): Within the Cultural Resources Inventory certain sites, buildings, structures, objects, or groups thereof may have particularly unique or special significance related to the cultural, architectural, archaeological and historical heritage of St. Johns County. The CRRB receives and evaluates proposals for recommendations for potential



Landmarks from the general public; cultural resource professionals; and other interested parties.

- D. Proposed Designation for National Register of Historic Places listing (Section 3.01.05): The CRRB reviews applications for listing on the National Register for all properties within the County's jurisdiction and forwards the Board's recommendation to the State Historic Preservation Office.
- E. Emergency Action Involving a Threat to a Cultural Resource or Landmark (LDC, Section 3.01.06): Emergency action may be taken to review and consider any activity that may have an adverse effect upon a Cultural Resource or Landmark.

### **Section 9.03 Procedures for County Landmark Designation**

The LDC provides a process whereby the BCC may designate certain Significant Cultural Resources as St. Johns County Landmarks pursuant to recommendations submitted by the CRRB (Section 3.01.03). Proposals are evaluated pursuant to the Criteria for Landmark Designation in Section 3.01.03.C of the LDC. The application process follows the below procedures.

- A. St. Johns County Landmark  
Application Process: Submit applications to the Environmental Division. At a minimum, a completed copy of the *Application for Designation of a St. Johns County Landmark* must be returned along with the following information, evidence, and supporting materials, as appropriate.
  1. Applicant Information: Name, mailing address, and contact telephone and fax numbers.
  2. Property Information: Property Name, location, tax parcel identification number, legal description and map of the subject property.
  3. Property Ownership: Owner's name and mailing address; and proof of ownership, deed or certificate by lawyer, abstract company or title company that verifies the record owner. In addition, the applicant must provide a list of adjacent property owners within 300 feet of the subject property. The list shall contain the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records. The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, provided in this Section 10. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide **two** legal size envelopes, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

4. Criteria for St. Johns County Landmark Designation: Specifically address and document those points contained in the Land Development Code, Sec. 3.01.03C.
  5. Written Description of Proposed Landmark: Prepare a written narrative summary of the archaeological, historical, architectural, or cultural significance of the proposed Landmark. Why does the site need to be listed?
  6. Additional Evidence and Supporting Materials:
    - a. For properties already included in the National Register of Historic Places or any other Federal, State or local listing, attach copies of nomination forms, including all maps and photographs already approved by the State Historic Preservation Office and the National Park Service, etc.
    - b. Date of construction of the Historic Structure and the names of former owners, and the dates of occupation of the property, or cultural periods of an archaeological site.
    - c. An archaeological or architectural description.
    - d. Historic references from other sources mentioning the property, or archaeological research documentation if an archaeological site.
    - e. A statement of significance as the structure or site relates to the local community.
    - f. A site plan, showing all structures, roads, signage, and easements and landscape features including septic tank and drainfield, and all other improvements located on the site. Identify development on adjacent properties.
    - g. Floor plans of all subject buildings.
    - h. Photographs which are exclusive of all elevations, architectural details and significant exterior features.
    - i. Written information about the property that could be used as a suggested guide for the evaluation of any future proposed changes to the property (including development or re-development of the site or adjacent property).
  7. Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
- B. Review Process: once the Environmental Division determines that the *Application* is complete:
1. Within thirty (30) days of receiving a completed application the item is scheduled for a public hearing to be heard by the Cultural Resources Review Board. A notice is placed in the St. Augustine Record newspaper, a sign is

posted on the property, and a notice is mailed to all property owners within 300 feet of the property. A letter is also sent to the applicant advising of the date.

2. A Staff Report including the completed Application Package is created by Cultural Resources Staff and is distributed to the Cultural Resources Review Board at least 10 days prior to the public hearing. The applicant or his/her representative will also be provided a copy.
3. The Cultural Resources Review Board will consider the request at the public hearing and provide a recommendation to the Board of County Commissioners.

For each Landmark designation, the CRRB shall prepare a written report that contains a statement in evidence of the criteria contained in Section 3.01.03.C of the LDC, as well as the descriptive and evaluative information contained in Section 3.01.03.B.1.a of the LDC. The report shall be filed with Staff and a copy provided to the property owner(s).

4. The Board of County Commissioners shall hold a public hearing on the proposed Landmark designation(s) within ninety (90) days of the filing of the CRRB's report with Staff. The County Administrator provides the date of the Board hearing and the item is scheduled for public hearing.
5. A new notice is published in the newspaper and notices are mailed out to adjacent property owners advising them of the BCC hearing. These notifications will be mailed out in not less than ten (10) days prior to the scheduled hearing
6. An Agenda package is prepared which includes the Staff Report for the CRRB, the CRRB findings report, the proposed Landmark Designation, and any other supporting documents. The BCC considers the Landmark nomination and takes final action.

At the public hearing, the CRRB shall present the proposed designation and recommendation of the CRRB to the Board of County Commissioners. The BCC shall review each potential Landmark considering the information contained within the designation report, the criteria for Landmark designations contained in Section 3.01.03C of the LDC, public testimony and evidence submitted for the record at the public hearing. The BCC shall move to approve, approve with modifications or conditions, or deny the proposed Landmark designation(s). If the item is approved, the Designation is signed by the Board's Chairperson and sent to the Clerk for recording. If the item is denied, an appeal may be filed within 30 days of the Board action.

- C. Determination by the Board of County Commissioners:
1. Immediately following approval of a Landmark designation, the Board of County Commissioners shall notify by mail the property owner(s) and the adjacent property owners of the BCC's designation of the Landmark.
  2. The Landmark designation shall be recorded in the official record books of the St. Johns County, and noted on the Official Zoning Atlas of St. Johns county, and shall be noted in the Cultural Resources Inventory as a Landmark.
  3. Within thirty (30) days of the decision by the BCC to designate a Landmark, the property owner(s) may petition for a review of the Board of County Commissioners' decision by the Circuit Court of St. Johns County. The nature of the review shall be by petition for writ of certiorari.

#### **Section 9.04 National Register Nomination**

The procedures for National Register nomination reviews shall follow the Florida Certified Local Government Requirements for Participation in the Florida National Register of Historic Places Nomination Process as stipulated in sections B(4) and C(4) of the Florida Certified Local Government Guidelines document produced by the Florida Division of Historical Resources.

- A. The CRRB complements the Florida National Register Review Board in the review of proposed nominations to the National Register from within St. Johns County. Proposals are submitted to the State Historic Preservation Officer for consideration by the Florida National Register Review Board and are forwarded to the CRRB for review.
- B. The CRRB will develop or receive the documentation necessary to nominate properties to the National Register. The CRRB shall evaluate nomination proposals for completeness. Should the nomination proposal not be technically complete, the CRRB shall notify the proposal's sponsor in writing, identifying the technical deficiencies, within 30 days after receipt of the nomination proposal. A copy of this notification shall also be sent to the State Historic Preservation Officer. If the nomination proposal is technically complete, the CRRB shall place the item on its agenda for consideration.
- C. The CRRB shall notify the following of its intention to consider a nomination proposal. In all cases, such notification shall occur at least 30 days but not more than 75 days prior to the CRRB meeting at which the nomination proposal will be considered.
1. Owner(s) of record of the property. The list of owners shall be obtained from official tax records. Where there is more than one owner on the list, each separate owner shall be notified.
  2. Appropriate local official(s). The Chairman of the Board of County Commissioners and such other contact persons as may be designated. In the case where the CRRB's area of jurisdiction includes a municipality, this will include the appropriate municipal official(s) and the Chairman of the Board of

County Commissioners. Within 30 days after receipt of the nomination proposal, the appropriate local official(s) may submit in writing to the CRRB a recommendation as to whether or not the property should be nominated to the National Register.

3. State Historic Preservation Officer.

- D. Nomination proposals shall be considered by the CRRB at a public meeting, and all votes on nomination proposals shall be recorded and made a part of the permanent record of the CRRB meeting. All nomination proposals shall be forwarded, with a record of official action taken by the CRRB and the recommendation of the appropriate local official(s), to the State Historic Preservation Officer within 30 days after the meeting at which they were considered. If either the CRRB or appropriate local official(s) or both support the nomination, the State Historic Preservation Officer schedules the nomination proposal for consideration by the Florida National Register Review Board as part of the normal course of business as specified by the Florida Division of Historical Resources. The consideration of the nomination is handled pursuant to Section 101(a) of the National Historic Preservation Act (and 36 CFR 60).
- E. As specified by the Florida Division of Historical Resources, if both the CRRB and appropriate local official(s) recommend that a property not be nominated to the National Register, the State Historic Preservation Officer will take no further action on the nomination proposal unless an appeal is filed within 30 calendar days with the State Historic Preservation Officer. Any reports and recommendations that result from such a situation shall be included with any nomination proposal submitted by the State Historic Preservation Officer to the Secretary of the Interior.
- F. Any person or organization which supports or opposes the nomination of a property to the National Register shall be afforded the opportunity to make their views known in writing during the period of review. Such documentation can be sent to the St. Johns County Cultural Resources Review Board care of County Staff, at the address listed at the beginning of this section. All such correspondence regarding a nomination proposal shall become part of the permanent record concerning that proposal and shall be forwarded with approved proposals to the State Historic Preservation Officer. All objections by property owners of the property under consideration must be notarized to prevent nomination to the National Register. In the case of disapproved nomination proposals, letters of support or comment shall be made a part of the permanent record concerning that proposal, and a list of such letters shall accompany the official copy of the disapproved nomination proposal when it is forwarded to the State Historic Preservation Officer.
- G. Nomination proposals to be considered by the CRRB shall be on file with the St. Johns County Growth Management Department for at least 30 days prior to the CRRB meeting at which they will be considered. A copy shall be made available by mail when requested by the public and shall be made available at a location of reasonable local public access, such as a local library, website, courthouse, or other public place so that written comments regarding a nomination proposal can be prepared.

- H. Appeals. Any person may appeal the decisions of the CRRB. Appeals shall be directed to the State Historic Preservation Officer in writing within 30 calendar days of the State Historic Preservation Officer's receipt of the written decision of the CRRB. As specified by the Florida Division of Historical Resources, nominations or proposals which have been appealed may be considered by the Florida National Register Review Board as part of the normal course of business at its next regular meeting. If the opinion of the Florida National Register Review Board is that the property or properties is or are significant and merit nomination to the National Register, the State Historic Preservation Officer will notify the CRRB, within 30 days after the National Register Review Board meeting, of its intent to forward the nomination to the National Register with a recommendation that the property or properties be listed. The State Historic Preservation Officer reserves the right, as in the case of any nomination proposal from a source other than a Certified Local Government, to edit or revise the nomination proposal or request that the sponsor make necessary revision prior to forwarding the proposal to the National Register. Other appeal procedures promulgated by the National Park Service, Department of the Interior, pertaining to local or state actions shall be followed by St. Johns County and by the State Historic Preservation Officer. Decisions of the State Historic Preservation Officer may be appealed to the National Park Service in accordance with the procedures in 36 CFR 60.12.
- I. CRRB review and notification procedures do not apply when a Federal agency nominates a property under its ownership or control.

### **Section 9.05 Certificate of Appropriateness Reviews**

The CRRB reviews applications for Certificates of Appropriateness as outlined in Section 3.01.03F of the LDC. The board reserves the right to solicit expert testimony.

#### **A. Activities requiring Certificate**

Certificate of Appropriateness issued by the CRRB shall be required for any of the following activities:

1. Any alteration requiring a building permit which may change the exterior appearance of an individually designated County Landmark or contributing property in a Landmark District.
2. Demolition of any building or structure that has been designated a County Landmark or a contributing property in a Landmark District.
3. The relocation of any building or structure that has been designated a County Landmark or a contributing property in a Landmark District.
4. Any new construction of principal or accessory buildings, structures, or additions within the boundaries of a Landmark District or an individually designated County Landmark.

#### **B. Minor Projects not requiring a Certificate**

A Certificate of Appropriateness shall not be required for minor projects including painting and ordinary maintenance to the exterior of a building. Ordinary maintenance is any work for which a building permit is not required by law. Upon application for a building permit, said application shall be reviewed by the Cultural Resources Staff to determine whether or not the proposed project will change the exterior appearance of the designated building or structure. If there will be a change to the exterior appearance, then the owner shall apply for a Certificate of Appropriateness. Neither the Cultural Resources Staff nor the CRRB shall consider interior arrangement or design when reviewing an application for a Certificate of Appropriateness unless such change affects the exterior appearance of the building, or unless the interior was a significant component of the qualifying factors for Landmark designation.

C. Pre-application Conference

Prior to making an application for a Certificate of Appropriateness, the applicant may confer with the Cultural Resources Staff on the nature and purpose of the proposed action. The prospective applicant shall be advised of the plans, photographs, statements or other exhibits necessary for submitting an application.

D. Application

Application to the CRRB for a Certificate of Appropriateness shall be filed with the Cultural Resources Staff and include the form for Certificate of Appropriateness provided in this section. Applications shall include:

1. Plans for structural changes, where applicable.
2. A description of exterior finish materials (samples may be requested of nonstandard materials), where applicable.
3. Site plans, including landscape plans and building elevations, where applicable.
4. Photographs of the subject property, including areas of proposed work.
5. Notarized authorization of the owner if the applicant is other than the owner or attorney for the owner.
6. Other documentation of architectural compatibility as offered by the applicant or requested by Staff or the CRRB.
7. The name, address and telephone number of the applicant.
8. In addition, the applicant must provide a list of adjacent property owners within 300 feet of the subject property. The list shall contain the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records. The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, provided in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use

St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide **two** legal size envelopes, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

E. Public hearing

The CRRB shall hold a public hearing within 60 days after the filing of the application for a Certificate of Appropriateness. A notice of the proposed Certificate of Appropriateness review shall be sent to the owner of the property at least 10 calendar days prior to the date of the public hearing. Cultural Resources Staff shall provide a recommendation to the CRRB of approval, denial, or approval with conditions of the Certificate of Appropriateness. Staff's recommendation shall be transmitted to the owner prior to the public hearing.

F. Action by CRRB

At the public hearing the CRRB shall approve, deny, or approve with conditions each application. Copies of the decision shall be mailed to the applicant and property owner within 10 days of the decision. The CRRB shall provide findings of fact to be included with the Development Order or Permit. Unless appealed, the decision of the CRRB shall be the final administrative decision. After the issuance of a Certificate of Appropriateness, except for ordinary maintenance, no change may be made in the proposed work without resubmittal of an application.

G. Review criteria for proposed exterior work on buildings or structures listed as County Landmarks

In consideration of an application for a Certificate of Appropriateness for proposed exterior work, the CRRB shall utilize the following guidelines based on the United States Secretary of the Interior's Standards for Rehabilitation, 36 CFR 67:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of exterior features that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.



5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
  6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
  7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
  10. New additions or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- H. Review criteria for proposed new construction. New construction associated with an individually designated County Landmark or within a designated County Landmark district shall be compatible with the buildings, site, district, or environment with which the new construction is visually related. Criteria to be considered by the CRRB shall include the following:
1. The height, volume, proportions, and relationship between doors and windows, rhythm of solids and voids created by openings in the facade, materials used in the facade, the texture inherent in the facade, the pattern and trim used in the facade, and the design of the roof should be compatible with any existing historic buildings.
  2. Rhythm created by existing building masses and spaces between them should be preserved.
  3. Landscape plans should be compatible with the buildings and environment with which it is visually related.
  4. Proportions of existing facades, such as horizontal and vertical expression, should be in the new facade.
  5. Architectural details should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent architectural characteristics of the area.

- I. Review criteria for relocation. When an applicant seeks to obtain a Certificate of Appropriateness for the relocation of an individually designated resource or wishes to relocate a contributing property into or out of a County Landmark or National Register district, the CRRB shall consider the following criteria:
  1. The contribution the building or structure makes to its present setting.
  2. Whether there are definite plans for the site to be vacated.
  3. Whether the building or structure can be moved without significant damage to its physical integrity.
  4. The compatibility of the building or structure to its proposed site and adjacent properties.
  5. The applicant shall document, through photographs, the property in its original location prior to removal and provide copies to the board.

#### **Section 9.06 Demolition of County Landmarks or National Register Listed Properties**

No Certificate of Appropriateness may be issued for the demolition of a County Landmark or a contributing property in a Landmark District or certain other buildings or structures deemed to be Significant Cultural Resources in accordance with section 3.01.04 of the Land Development Code, unless the applicant demonstrates by the preponderance of the evidence that undue economic hardship or unusual and compelling circumstances support such a demolition.

- A. In situations where the applicant claims that unusual and compelling circumstances, or undue economic hardship requires the demolition of a County Landmark or Significant Cultural Resource, the CRRB shall consider the following criteria:
  1. The building or structure is of such interest or quality that it would reasonably meet national standards for additional designation on the National Register of Historic Places or as a National Historic Landmark.
  2. The building or structure is of such design, craftsmanship, or material that it could be reproduced only with great difficulty and/or expense.
  3. The building or structure is one of the last remaining examples of its kind in the County or the region.
  4. The building or structure contributes substantially to the historic character of a designated County Landmark or National Register district.
  5. Retention of the building or structure would promote the general welfare of the County by providing an opportunity for the study of local history, architecture, or design.

6. Definite plans exist for reuse of the property if the proposed demolition is carried out, and if the plans will have a positive effect on the character of the surrounding area.
7. A reasonable effort was made to relocate the building or structure.
8. Demolition of the designated building or structure has been ordered by the appropriate public agency due to unsafe conditions.

B. Unusual and compelling circumstances

The following criteria shall be used by the Cultural Resources Review Board to determine whether the issuance of a Certificate of Appropriateness for a demolition is justified by the existence of unusual and compelling circumstances:

1. The property has little or no historical or architectural significance,
2. The property cannot reasonably be maintained in the manner dictated by the ordinance,
3. There are no other reasonable means of saving the property from deterioration, or collapse, or
4. The property is owned by a nonprofit organization and it is not feasible financially or physically to achieve the charitable purposes of the organization while maintaining the property appropriately

C. Action by CRRB for Unusual and Compelling Circumstances

On applications for Certificates of Appropriateness for demolition claiming an unusual and compelling circumstance, the CRRB may approve, approve with conditions or deny the request or may suspend action to allow further study of the matter for a period not to exceed one (1) year from the date of the filing of the application. The length of the delay shall be determined by the CRRB based upon the probable time required to arrange a possible alternative to demolition. During the stay of demolition, the CRRB may take such steps as it deems necessary to preserve the building or structure. Such steps may include but shall not be limited to consultation with civic groups, public agencies, and interested citizens; recommendations for acquisition of property by public or private bodies or agencies; and exploration of the possibility of moving the structure or building.

D. Undue Economic Hardship.

Criteria: In situations where, by reason of particular site conditions and restraints or circumstances applicable to the property owner, strict enforcement of this chapter will deny him of economically viable or reasonable use of a property, the applicant shall submit the following information to the CRRB.

1. For all property:

- a. The amount paid for the property, the date of purchase, and the party from whom the property was purchased.
  - b. The assessed value of the land and improvements thereon according to the two most recent County Property Appraiser's assessments.
  - c. Real estate taxes for the previous two years.
  - d. Annual debt service, if any, for the previous two years.
  - e. All appraisals obtained within the previous two years by the owner or applicant in connection with the purchase, financing, or ownership of the property.
  - f. Any listing of the property for sale or rent, price asked, and offers received.
  - g. Any consideration by the owner as to profitable adaptive uses for the property.
2. For income-producing property:
- a. Annual gross income from the property for the previous two years.
  - b. Itemized operating and maintenance expenses for the previous two years.
  - c. Annual cash flow, if any, for the previous two years.

E. Action by CRRB for Undue Economic Hardship

The CRRB shall review all evidence and information submitted by the applicant and make a determination as to whether the denial of a Certificate of Appropriateness for demolition will deprive the owner of reasonable use of, or economically viable return on the property in question. If the CRRB decides that denial of the proposed action does not or will not deprive the owner reasonable use of or an economically viable return on the property, then the Certificate of Appropriateness for demolition will be denied.

In the event the CRRB finds that all reasonable use of, or economic return from the Landmark will be denied a property owner if the Certificate is not approved then the application may be delayed for a period not to exceed one (1) year from the date of filing of the application. During this period the CRRB shall investigate alternatives to preserve the property. Such alternatives may include, but are not limited to a reduction in real property taxes, financial assistance, changes in zoning, public purchase, and/or code exemptions. If by the end of the period for the stay of demolition the board has found that, without approval of the demolition, the property cannot be put to a reasonable use or the owner cannot obtain a reasonable economic return there from, then the CRRB shall issue a Certificate of Appropriateness for demolition.

- F. Documentation of buildings. The CRRB shall, as a condition to approval of such demolition, have the power to require the documentation of buildings slated for such demolition by photographs and measured drawings.

**Section 9.07 Treatment of Cultural Resources and Landmarks (Section 3.01.04 of the LDC):**

**A. Development Review and Cultural Resources**

1. Cultural Resource Review: When applications are filed for permits, orders or other approvals, Cultural Resources Staff shall verify the existence of any site contained in the Cultural Resource Inventory, and verify the likelihood of previously unidentified sites that may exist. Appropriate requirements outlined in Section 3.01.04 of the LDC shall be initiated.
2. Consideration of Adverse Effect: Staff shall consider criteria contained in the LDC Section 3.01.04.E to determine whether the project will have no effect, no adverse effect, or an adverse effect on a Significant Cultural Resource. A presumption of adverse effect upon a Significant Cultural Resource shall require the Applicant to submit a Cultural Resource Management Plan.
3. Cultural Resource Management Plan: Where an adverse effect has been substantiated or is apparent, the Applicant shall provide a Cultural Resource Management Plan. The Management Plan shall include information on the nature, context and significance of the resource. Staff may consult with the Division of Historical Resources and the Cultural Resources Review Board to determine appropriate information to be requested and appropriate protection or mitigation measures. The Management Plan shall at a minimum include information listed at Section 3.01.04.F of the LDC.
  - a. Cultural Resources Staff may approve, approve with conditions, or disapprove the Cultural Resources Management Plan. The document shall be attached to any Development Order or Permit, and shall remain in effect as prescribed within the Management Plan.
  - b. Development related to a Project may commence and proceed prior to final approval of the Management Plan provided no activity affects the Cultural Resource or Landmark or its environs. Such condition shall be noted on any Development Order or Permit.

**B. Emergency Action Involving a Threat to a Cultural Resource or Landmark (LDC Section 3.01.06):** Emergency action may be taken to review and consider a threat to a Cultural Resource or Landmark. A threat is any activity that may have an adverse effect upon a Cultural Resource or Landmark.

1. Request for Emergency Action: Any interested party or agency may submit to the Staff a notice related to a potential threat, as follows:

- a. In support of the request for emergency action, written information describing the potential threat shall be submitted to Staff, as required by Section 3.01.06(A)1 of the LDC.
- b. Staff shall determine if a potential threat exists and schedule a public hearing to consider the request for emergency action.
- c. All permitted activity shall be held in abeyance until action regarding the threatened property is completed.
- d. Staff shall notify the Applicant and/or property owner of the public hearing on the request for emergency action.
- e. The County Administrator shall have the authority to suspend any Permit during which time the Applicant or Property Owner shall provide a Cultural Resource Management Plan as per Section 3.01.04 of the Land Development Code.
- f. Upon approval of a Management Plan by the BCC, the County Administrator shall authorize release of the Permits, with any conditions.

### **Section 9.08 Ad Valorem Tax Exemptions**

The St. Johns County Historic Property Tax Exemption Ordinance (Ord. 22-55), as amended, provides qualifications for improvements and a process to allow ad valorem tax exemptions for historic properties. All requirements of Ord. 22-55 shall be followed and this Section is only a guide for the application process. Visit the Clerk of Court website for a copy of the ordinance at <https://stjohnsclerk.com/records/board-records/county-code-of-ordinance/>. Property owners may seek an ad valorem tax exemption as authorized by the Board of County Commissioners as provided in this section. The intent of the tax exemption process is to encourage restoration, rehabilitation, and renovation of historic properties.

- A. Minimum Thresholds for Application. In order for a historic property to be eligible for the Historic Property Tax Exemption the following shall apply:
  - 1. The value of the proposed improvements must be at least fifty percent (50%) of the total assessed value of the qualifying property before the improvement, or \$20,000, whichever is less; and,
  - 2. At least twenty-five percent (25%) of the valuation of the proposed improvements must be an expenditure for work to the exterior or foundation of the historic structure.
- B. Application for exemption

1. Application for the property tax exemption shall be made on the **three-part** Historic Preservation Property Tax Exemption Application, DOS Form No. HR3E10192, or its equivalent, as adopted by the State of Florida.

State application form: <https://files.floridados.gov/media/30818/application.pdf>

The application shall be completed in accordance with the instructions on the form, Chapter 1A-38, F.A.C. and contain documentation of the cost of qualifying improvements.

2. **Part 1-** Evaluation of Property Eligibility and **Part 2-** Description of Improvements (Preconstruction) shall be submitted to the County for review prior to the qualifying improvements made to the property.
3. Once the County has received the completed Preconstruction Application, all required supporting materials and documentation of the cost of the improvements, County staff shall determine if the property is a Qualifying property and meets the minimum thresholds for application. Once confirmed, the Preconstruction application will be set for the next Cultural Resource Review Board (CRRB) meeting. The CRRB will determine if the proposed improvements are consistent with Secretary of the Interior's Standards for Rehabilitation, U.S. Department of the Interior, National Park Service.
4. The review of the Preconstruction Application by the CRRB shall be completed within 60 days of submittal of a complete application to the County.
5. Once the County has received **Part 3-** Request for Review of Completed Work and all supporting materials, the CRRB and/or County staff shall conduct a review to determine if completed property improvements are consistent with the work described in the approved Preconstruction application and Secretary of the Interior's Standards. The CRRB and/or County staff shall have the right to inspect the completed work and complete the review within 60 days of submittal.
6. The CRRB shall recommend that the Board of County Commissioners (Board) approve or deny the exemption with the reasons in writing to the applicant and to the Board.
7. By Resolution, the Board shall either approve or deny the exemption and provide a copy of the Resolution to the applicant and staff. The Resolution approving the exemption shall include:
  - a. The owner's name and address of the historic property for which the exemption is approved.
  - b. The period of time for which the exemption will remain in effect and the expiration date of the exemption.

- c. A finding that the historic property meets the requirements of Section 196.1997, F.S. and Chapter 1A-38, F.A.C. Evaluation of Improvements

C. Evaluation of Improvement

1. The CRRB shall apply the recommended approaches to Rehabilitation set forth in the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings in evaluating the eligibility of improvements to the Qualifying Property.
2. For improvements intended to protect or stabilize severely deteriorated historic properties, the CRRB shall apply the following standards:
  - a. Before applying protective measures which are generally of a temporary nature and imply future historic preservation work, an analysis shall be made by the County Building Official.
  - b. Protective measures shall safeguard the physical condition or environment of a property from further deterioration or damage caused by weather or other intrusions. Stabilization shall establish weather resistant conditions for a property.
  - c. If any historic material or architectural features are removed, they shall be properly recorded and stored for future study or reuse.
  - d. Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible to not detract from the aesthetic and historical quality of the property, except where it would result in alteration of historically significant material or spaces.

D. Commencement of Work

Work must commence within 1 year following the date of approval of a Preconstruction Application and shall be considered to be in effect as long as a building permit is valid for the work specified on the property.

E. Covenant

An owner who has received a Historic Property Tax Exemption shall execute a Historic Property Tax Exemption Covenant, DOS Form No. HR3E111292 or its equivalent, as adopted by the State of Florida.

Website link: <https://files.floridados.gov/media/30817/convenant.pdf>



1. On or before the effective date of the exemption, the owner shall record the Covenant, with a copy of the deed for the property attached, in the Official Public Records of St. Johns County.
2. Within 3 business days following receipt of the recorded Covenant, County staff shall forward a copy of the approved Historic Property Tax Exemption Application and the recorded Covenant form to the Property Appraiser with instructions to provide the exemption to the owner.



Application for Designation of a St. Johns County Landmark  
Environmental Division (904) 209-0623

Date: \_\_\_\_\_

Reference #: \_\_\_\_\_

**Applicant**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**Property**

Property Name \_\_\_\_\_

Property Address \_\_\_\_\_

Tax Parcel Identification Number \_\_\_\_\_

Directions to Property(no address) \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
Signed By

**Criteria for St. Johns County Landmark Designation**

A landmark shall have achieved significance if it meets one or more of the following criteria:

**Please check the criteria which are believed to be met.**

- (a) Associated in a significant way with the life of a person of recognized importance.
- (b) The site of a historic event with significant effect upon St. Johns County, the State of Florida, or the nation.
- (c) Exemplifies a historic, cultural, political, economic, or social trend of St. Johns County, the State of Florida or the nation.
- (d) Embodies distinguishing characteristics of an architectural style, period or method of construction.
- (e) Is the work of an architect or builder whose work has significantly influenced the development of St. Johns County, the State of Florida, or the nation.

- (f) Contains elements of design, detail, materials or craftsmanship of outstanding quality or represents a significant innovation or adaptation to the Florida environment.
- (g) Has value as a building that is recognized for the quality of its architecture and retains sufficient features showing architectural significance.
- (h) Has yielded, or is likely to yield, archaeological information or artifacts important in prehistory or history.
- (i) Is a geographically definable area or neighborhood united by culture, architectural styles or physical development, which has historic or cultural significance in the community.

**Written Description of Proposed Landmark or Landmark Site** (attach written description on separate pages as needed)

Provide a narrative summary of the archaeological, historical, architectural, or cultural significance of the proposed landmark. Explain why this site should be listed. The written description should specifically address the **Criteria for St. Johns County Landmark Designation** as contained in Section 3.01.04.C of the St. Johns County Land Development Code, as provided in this application.

**Additional Evidence and Supporting Materials**

Please provide the following, as appropriate to this application:

- (a) Is this property listed in other historic listings (e.g. State or Federal Registers)?  
Master Site File reference number: \_\_\_\_\_
- (b) Date of construction of the historic structure, or the date of occupation of the resource: \_\_\_\_\_
- (c) An archaeological or architectural description.
- (d) References from other sources concerning the property or site.
- (e) A statement of significance related to the local community.
- (f) A site plan.
- (g) Floor plans of all subject buildings.
- (h) Photographs which are inclusive of all elevations, architectural details and significant exterior features.
- (i) Specific written information about the property that could be used as a suggested guide for the evaluation of any future proposed changes to the property (including development and re-development of the site or adjacent property).

Please list below any applications currently under review or recently approved which may assist in the review of this application:

---



---

**I hereby certify that all information is correct:**

Signature of owner or person authorized to represent this application:

---

Signed By

## SECTION 10.0 REZONINGS

### Section 10.01 Introduction

A rezoning petition is a request to amend the County Zoning Atlas. The request is considered by the Planning & Zoning Agency (PZA) or the Ponte Vedra Zoning and Adjustment Board (PVZAB), and final action is taken by the Board of County Commissioners (BCC). The application is reviewed for consistency with the Comprehensive Plan, the Land Development Code and/or the Ponte Vedra Zoning District Regulations, and compatibility with the surrounding area. Applicants are strongly encouraged to meet with surrounding property owners to discuss their proposals. Applications for rezoning are submitted to the Planning & Zoning Division of the Growth Management Department

ADDRESS: 4040 Lewis Speedway, St. Augustine, FL 32084

FILING FEE: [Fee Calculator](#)

### Section 10.02 Application Submittal Process

A. One (1) copy of the following items must be included with a **general rezoning**:

1. Application
2. Proof of Ownership
3. Legal Description of subject property

Note: Legal descriptions must be approved by the County before applications can be scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUD's and Major Modifications to PUD's and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for Staff to correctly analyze applications and develop staff recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size

on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

4. Owner's Authorization for Agent (with original signatures)
  5. Filing Fee
- B. One (1) copy of the following items must be included with a formal submittal of a **PUD or PRD** application (if the application contains pages exceeding 11" x 17", then 5 copies of such pages will be required): **Prior to submittal of an Application for PUD or PRD, a Pre-application submittal is required as provided in Section 10.03.A.1 of this Manual.** PUD or PRD Pre-application shall contain the same materials as a formal submittal.
1. Application
  2. Proof of Ownership
  3. Legal Description of subject property
  4. Owner's Authorization for Agent
  5. Master Development Plan Text in accordance with Section 5.03.02.G.1 of the Land Development Code; text format must follow order and notation of Code outline (i.e. a, b, c, etc).  
Resubmittals of MDP text must contain a strike through and underline version documenting changes from the previous submittal. Please note when necessary Staff will request a redline copy of the MDP text that incorporates the original text and final text in redline strike through format.
  6. Master Development Plan Map in accordance with Section 5.03.02.G.2 of the Land Development Code  
Resubmittals of MDP maps must have a date for each submittal and must include 5 copies of a legible scale map.
  7. Filing Fee

### **Section 10.03 Review Process**

- A. PUD, PRD, and General Rezoning
1. Optional pre-application package is submitted for DRC pre-application review. Pre-application package shall contain materials as provided in 10.02.B. The pre-application package shall be submitted to the Planning and Zoning Division along with the filing fee. The pre-application package will be reviewed and scheduled for a DRC meeting. The Development Review Division will advise the applicant of the date and time of the DRC meeting.

2. Comments are provided to the applicant on the pre-application package at the DRC meeting. Applicant should make necessary changes to the application and submit the formal PUD or PRD application to the Planning and Zoning Division.
3. Application is reviewed for completeness and application fee is processed.
4. Application is routed to reviewing departments; reviewing departments have 10 working days to review and provide comments to the Planning and Zoning Division.
5. Reviewing departments comments are compiled, and one of the following will occur:
  - a. A comment report is created and sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Division. Resubmittals are routed to the appropriate reviewing departments for 5 working days.
  - b. The application is determined to be sufficient and ready to schedule for public hearing before the Agency.
6. Above Item #5 is repeated until the application is determined sufficient and ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled for public hearing.

Rezoning applications have six months from the most recent date of the review comment notification to substantially respond to comments. Failure to substantially respond during this period shall expire the application.

#### **Section 10.04 Public Hearing Process**

- A. Item is scheduled for a public hearing to be heard by the Agency. At a minimum of fifteen days prior to the public hearing(s), a notice is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. Notification is sent to the applicant advising of the date.
  1. Upon notification by the County, the applicant must provide a list of adjacent property owners within 300 feet of the subject property. The list shall contain the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records.

The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide **two** legal size envelopes, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

2. Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
- 
- B. A Staff Report is drafted by the Planning and Zoning Division and is distributed to the reviewing Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
  - C. The reviewing Agency will consider the request during the public hearing and provide a recommendation to the Board of County Commissioners. The County Administrator provides the date of the Board hearing and the item is scheduled for public hearing. An Agenda package is prepared in accordance with Administrative guidelines. Notification is sent to the applicant advising of the date.
  - D. The BCC considers the rezoning and takes final action. If the item is approved, the Ordinance is signed by the Board's Chairperson and sent to the State for acknowledgement and returned to the Clerk for recording. If the item is denied, an appeal may be filed within 30 days of the signed Order.  
***PLEASE NOTE THAT A RECORDING FEE FOR THE ORDINANCE WILL BE REQUIRED AND MUST BE PAID UPON NOTIFICATION OF AMOUNT DUE.***
  - E. Once the PUD/PRD is approved a mylar of the Master Development Plan must be submitted to the Planning and Zoning Division for recording with the appropriate recording fee. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. Checks should be made payable to St. Johns County Clerk of Courts.

**Please note that the following "approval block" must be included on all Master Development Plans:**

**The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.**

**APPROVED:** \_\_\_\_\_

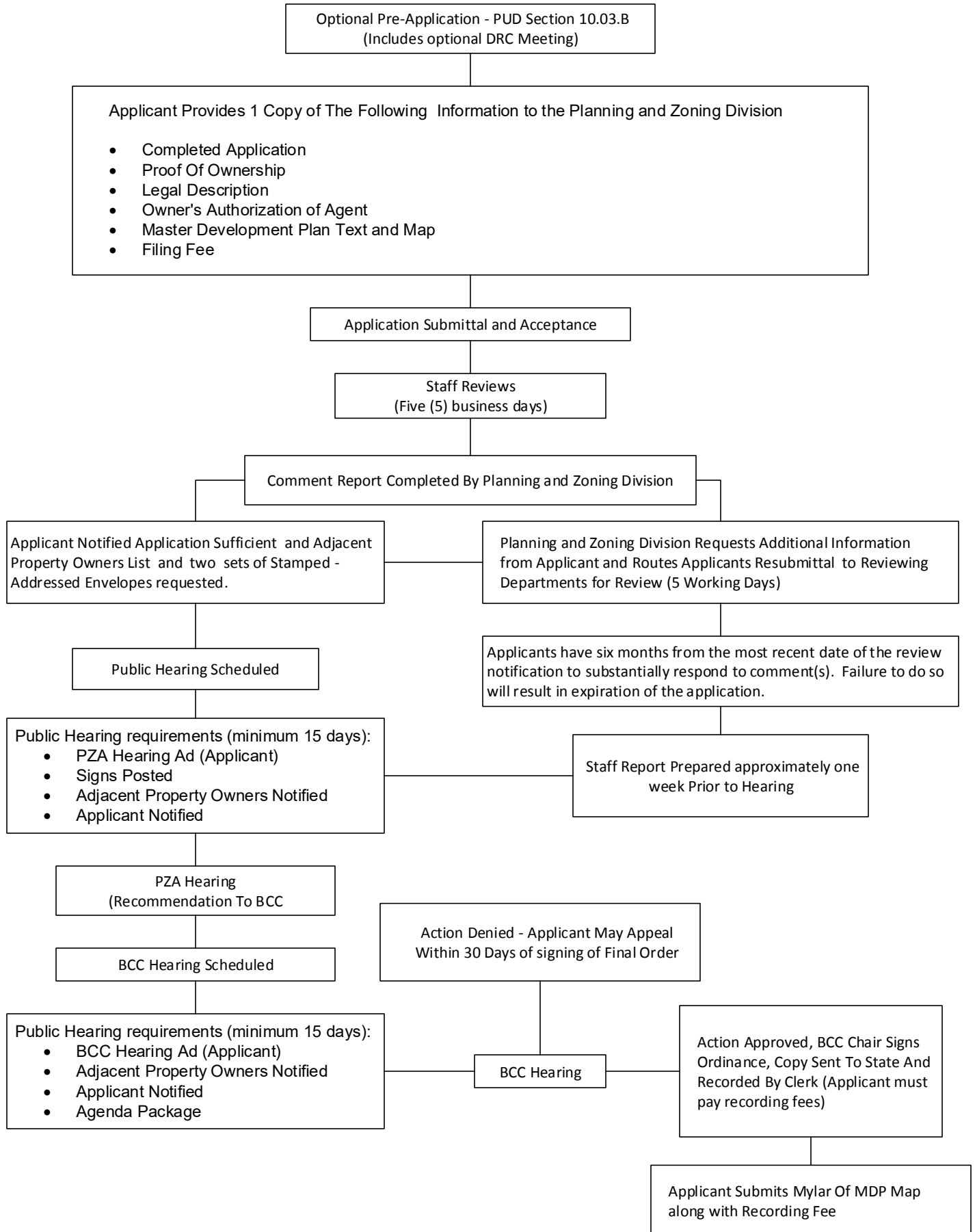
**DATE:** \_\_\_\_\_

**ORDINANCE NUMBER:** \_\_\_\_\_

**FILE NUMBER:** \_\_\_\_\_



## St. Johns County Procedures for a PUD or PRD Rezoning





# 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 \_\_\_\_\_



# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

(address that "Adjacent Property Owners List" will be mailed to)  
Address  Phone Number

City  State  Zip Code

Application Type  Hearing Date

*if applicable*

Application Number (if available)

(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
(email address required for digital format delivery)

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).

**For County Departmental Use Only:**

Date  File Name

Comments

## SECTION 11.0 INCREMENTAL MASTER DEVELOPMENT PLAN

### Section 11.01 Introduction

A Master Development Plan Map is a general representation of an approved plan of development as required by Section 5.03.02.G of the Land Development Code. The review is based on consistency with the Comprehensive Plan, the Land Development Code, and the governing Ordinance. Incremental Master Development Plans are submitted to the Planning & Zoning Division of the Growth Management Department.

ADDRESS: 4040 Lewis Speedway  
St. Augustine, FL 32084

### Section 11.02 Application Process

One (1) copy (unless otherwise noted) of the following items must be included with an Incremental Master Development Plan (MDP):

- A. Application
- B. Proof of Ownership
- C. Legal Description of subject property
- D. Owner's Authorization for Agent (with original signatures)
- E. Proposed Master Development Plan Map
  - 1. Please note, a minimum of 5 copies of a legible scale map meeting minimum size of 18 1/2" x 25 1/2" with a 1/2" margin on the right, top and bottom must be provided each submittal.
  - 2. The MDP Map shall be depicted on the appropriate number of sheets to accommodate review of the site.
- F. [Filing Fee](#)

### Section 11.03 Review/Approval Process

- A. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 5 days to review and provide comments to the Planning and Zoning Division. The review status of your application can also be monitored from the [St. Johns County web page](#).

C. Reviewing department comments are compiled and one of the following will occur:

1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal at the Planning and Zoning Division. Resubmittals from the applicant are routed to appropriate reviewing departments for 5 working days.
2. Applicant is notified the application is complete and to submit the mylar along with appropriate recording fees.

A Master Development Plan Map will be recorded in the Clerk of Courts' Office. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. Checks should be made payable to the St. Johns County Clerk of Courts.

**Please note that the following "approval block" must be included on all Master Development Plans:**

The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

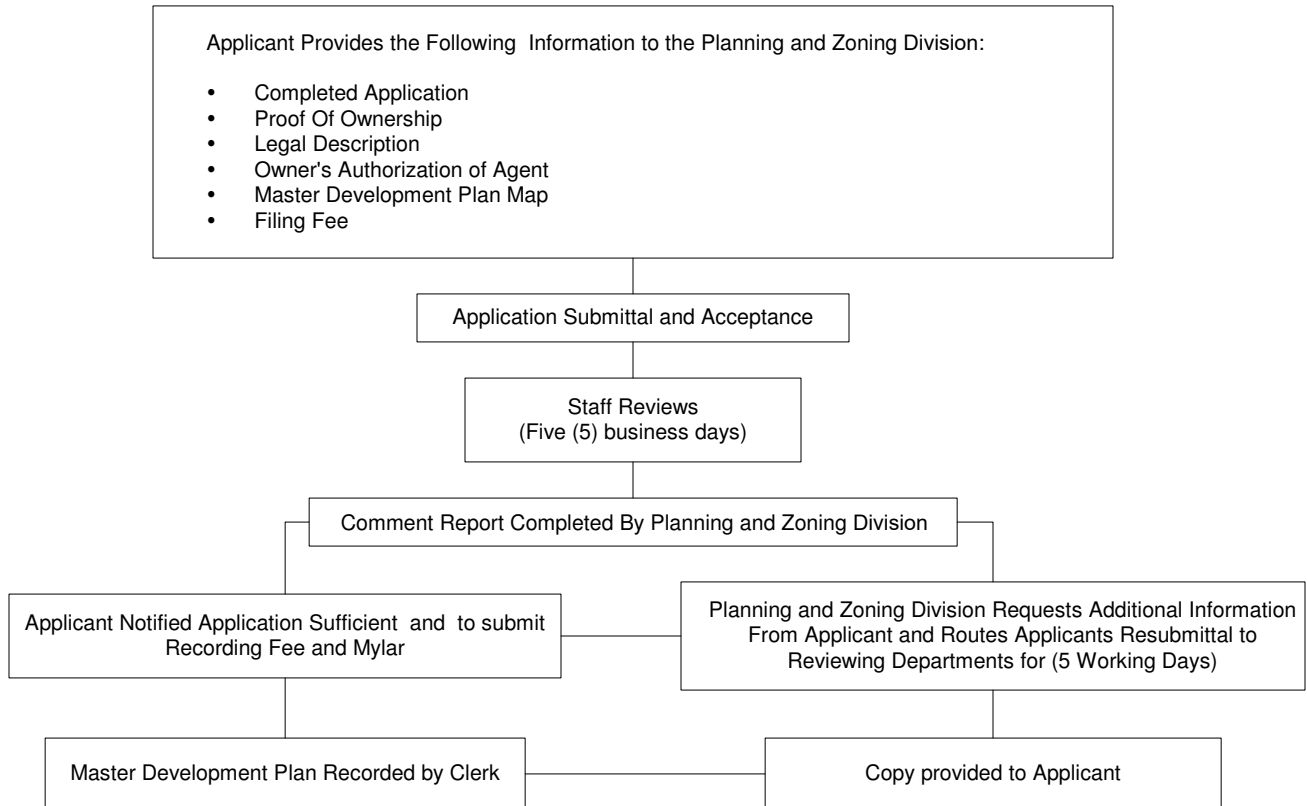
**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ORDINANCE NUMBER:** \_\_\_\_\_

**FILE NUMBER:** \_\_\_\_\_

# St. Johns County Procedures for Incremental Master Development Plan





# 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:

\_\_\_\_\_

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 \_\_\_\_\_

## **SECTION 12.0 COURTESY REVIEW PRE-APPLICATION**

### **Section 12.01 Introduction**

The purpose of the pre-application conference is to provide the applicant with the opportunity to explain the proposed development concepts to staff, and for staff to discuss policies, ordinances, standards, opportunities and constraints which may be applicable to the site and type of proposed development, before the applicant has invested substantial design time or become committed to particular design solutions. **The pre-application conference is for informational purposes only and does not confer any approval or waive any requirements that may be applied to any subsequent applications.**

Applications are submitted to the Development Review Division of the Growth Management Department.

Physical Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0660

Fax: (904) 209-0743

There are no fees for this application.

### **Section 12.02 Application Process**

The following documents are required to process a Pre-Application

A Completed Development Review application

A scaled site plan (if larger than 11x 17" seventeen 17 copies required)

Any other information the applicant feels may be contributory. Please note that the more detailed information provided the more comprehensive the review will be.

### **Section 12.03 Review Process**

Applications will be scheduled for the first available Development Review Committee meeting, providing there is a minimum 5 working day review. The applicant will be notified of the scheduled time.



# 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)

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

### **Section 12.A.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 12.A.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](mailto: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 12.A.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 12.A.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 12.A.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 \_\_\_\_\_

## SECTION 12.B.0 CONFIRMATION LETTER REQUEST

### Section 12.B.01 Introduction

A confirmation letter request provides the opportunity to request specific information regarding county policies, ordinances, standards, opportunities and constraints which may be applicable to a specific site, parcel, or proposed development before the applicant has invested substantial design time or become committed to particular design solutions. **The confirmation letter is for informational purposes only and does not confer any approval or waive any requirements that may be applied to any subsequent applications.**

Confirmation letter requests may be submitted by e-mail or hard-copy to the Planning and Zoning Division of the Growth Management Department.

Physical Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0675  
Fax: (904) 209-0743  
E-Mail: [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

The fee for a confirmation letter request is \$58/hour with a 2-hour minimum payable online or at the Permit Center. Payment is due at the time of request. If minimum payment has already been made and additional research is required to fulfill the confirmation letter request, the requestor will be contacted and additional payment will be required before fulfilling the request.

Zoning verification letters for jurisdictional agencies (FDEP, SJRWMD, etc.) may be requested following the same procedure outlined above. See Fee Schedule for associated fee.

### Section 12.B.02 Review Process

After payment has been received, confirmation letter requests are routed for a fifteen (15) business day review. However, additional time up to thirty (30) business days may be required to complete the confirmation letter depending on complexity of the request, research required, and/or number of departments consulted.

Once the confirmation letter has been completed it will be e-mailed to the person noted as "person to receive comments" on the confirmation letter request form.



# St. Johns County Growth Management Department

## CONFIRMATION LETTER REQUEST

**Applicant:** \_\_\_\_\_  
Name \_\_\_\_\_ Company \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Street or PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Phone:** \_\_\_\_\_ / \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Parcel Number:** \_\_\_\_\_

**Parcel Address:** \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Parcel Owner's Name:** \_\_\_\_\_

**Coastal Construction Control Line Noncontravene Letter per Florida Department of Environmental Protection requirements. *Construction plans are required for review.***

**Specific use(s) to be verified. Please attach survey/site plan or other applicable information.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Mail or hand-deliver the completed application with the appropriate fee to:  
St. Johns County Growth Management, Planning & Zoning Division  
4040 Lewis Speedway, St. Augustine, Florida 32084.

FOR STAFF USE ONLY	
Application Number: _____	Date: _____
Dept(s) for routing: TECH APPCO UTILITIES PL EHD RE _____	

Phone (904) 209-0675

Email: [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

[www.sjcfl.us/GrowthManagement](http://www.sjcfl.us/GrowthManagement)

**SECTION 13.0 CONSTRUCTION PLANS  
(CLEARING, PAVING, DRAINAGE & UTILITIES)  
LAND DEVELOPMENT CODE PART 6.04.00**

**Section 13.01 Introduction**

Construction plans are the heart of a project but are only part of the total application package. All the additional information required to make application for a project is needed to support the improvements detailed on the construction plans. Construction plans are usually a combined product resulting from input from a variety of disciplines such as geotechnical, surveying, civil, structural and utility engineers, planners, builders and environmental consultants.

**Section 13.02 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 Fax: (904) 209-0743

- B. Fees: [Fee Calculator](#)

(Fee Calculation Worksheets are provided for your convenience.  
Please verify all fees with the most current fee resolution)

To determine the appropriate review fee please see the Fee Calculation Worksheets attached for Commercial, Multi-family, Subdivision Construction Plans, Right-of-way plans and Re-submittals. If St. Johns County Utilities is the utility provider for the project use the fees that are denoted w/SJCU; if the supplier is a private utility, City of St. Augustine, or well(s) and septic system(s) use the fees with an \*. A completed fee calculation worksheet **must** accompany any first submittal (see pages 13-26 through 13-30).

Re-submittals – The first re-submittal is not subject to any fees. For further re-submittals, please refer to the Re-Submittal Fee Worksheet.

- C. Required Improvements Bond

Bonding is required for all roadway, drainage, water and wastewater construction within a platted subdivision, for all roadway and drainage construction outside a development's project boundaries, and for all construction within county or municipal service district rights-of-way. Such bonds shall be referred to hereinafter as required improvement bonds. All bonds shall include an automatic renewal clause and meet all of the provisions of Section 6.04.08 of the Land Development Code.

1. Residential

All subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (including the two-lift system outlined in Section 6.04.07.F.3). If the property is located within a PUD or PRD with a recorded Master Development Plan construction may commence prior to approval of a plat. The required improvement bond will be released in accordance with Section 6.04.08 of the Land Development Code.

## 2. Commercial

For commercial projects all improvements within County owned rights-of-ways must be bonded in an amount equal to 115% of the total cost of those improvements. Major work within County rights-of-way will require a required improvements bond.

The amount of the required improvements bond is based on a previously submitted and approved, signed and sealed cost estimate prepared by a Florida licensed professional engineer. The required improvements bond will be released in accordance with Section 6.04.08 of the Land Development Code.

### D. Optional Architectural Preliminary Review

A one time preliminary review is available for commercial projects. Once a complete application has been formally submitted to and accepted by Development Review the Applicant may submit architectural plans, with complete building permit package except the approved site plan and clearance sheet, to the Building Department. The goal is to be able to obtain your building permit as soon as you obtain your approved plans and Development Permit. ***Please note that changes required during the development review process could cause changes to your architectural plans.***

### E. Expedited Review

1. If your project is an Affordable Housing Project (See Section 7.0), the review times noted in Section 13.11 below will be reduced by half. In order to take advantage of the reduced times, your application submittal must include documentation from Housing/Community Services qualifying your project.
2. If your project is an Economic Development Project (See Section 6.0), the review times noted in Section 13.11 below will be reduced by half. In order to take advantage of the reduced times, your application submittal must include documentation from Growth Management Services qualifying your project.

## Section 13.03 Application Process

A. 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 the items required.

1. One original of completed Development Review Application. Please note that the Project description must include the following:

- a. location of project
  - b. use (include all types of uses)
  - c. square footage by use or number of lots
  - d. property appraiser tax identification number
  - e. construction plan review and land clearing fees
  - f. other pertinent information to your specific project
2. One copy of completed fee calculation worksheet
  3. One copy of Owner's Authorization
  4. One copy of the Operation and Maintenance Entity Form (commercial projects only)
  5. The following maps with project boundaries delineated:
    - a. One copy of Vicinity map (may be on plan set)
    - b. One copy of map depicting vegetative cover based on FLUCCS codes (Florida Land Use and Cover Classification System)
    - c. One copy of site plan of the Protected Trees with building overlay, or if a residential subdivision, a site plan of the right-of-ways and drainage areas, identifying protected trees as defined by Section 4.01.05.F1 of the LDC.
    - d. One copies of architectural floor plan, including:
      - (1) square footage
      - (2) height and number of stories
      - (3) elevations if in an Overlay District
    - e. One copy of GIS Addressing Digital Map (please see Section 13.10.)
  6. The following are required to be signed and sealed by a Florida Registered Professional (except site plans).
    - a. One copy Stormwater calculations or alternatively one copy on CD in PDF format with electronic seal.
    - b. Ten copies of Construction Plans including site and landscape plans, black or dark blue ink only (three of which need to be signed and sealed).

1. Requirements for the construction and site plan can be found on the Site & Construction Plan Technical Review Checklist included at the end of this section.
  2. Requirements for the landscape plan follows in Section 13.04 below.
- c. One copy of St. Johns County Fire Rescue Checklist
  - d. Two copies of detailed site plans (these should be duplicates of site plan included in construction plan package).
  - e. Water and Sewer letter of availability including distance to nearest water and sewer lines if project is within a utility franchise area.
  - f. Registered Professional's Certification Form
- B. Proposed road names must be approved by GIS prior to submittal. Names will be reserved for the life of the project.
- C. Utilities
1. If on central utilities systems, application must include utility requirements showing both offsite and onsite utility connections as appropriate in compliance with the St. Johns County Water and Wastewater Design Standards and Specifications which can be found in Section 13.07.
  2. If using well and/or septic, application must include St. Johns County Health Department requirements which can be found in Section 13.09.

The Review process can be monitored [on-line](#).

### **Section 13.04 Landscape Plan Requirements**

St. Johns County Land Development Code addresses land clearing, landscaping and tree removal. This general summary of application requirements is provided as an aid to assist applicants. The information required for a land clearing permit is broken down by the type of site being cleared and varies by land use category. Tree mitigation and minimum tree inch requirements shall only apply to upland areas of a development project. The County does not require a Tree Survey in wetlands, does not require Tree Mitigation for trees removed as a result of state permitted wetland impact, and does not apply Trees in wetlands toward any required tree protections, tree credits or tree inch per acre requirements. Trees located within wetlands could be removed with a state permit at any time.

- A. General Requirements



Landscape Plans shall include the entire Parcel to be developed or Project area for an existing site and indicate the following:

1. Water efficient landscaping and irrigation shall be used in order to maximize the conservation of water. The lowest water quality available shall be used for any new irrigation systems. Where Xeriscape or Florida Friendly landscaping is used, the County may waive requirements for a permanent irrigation system as long as plantings are established.
2. SHRUBS at least half of total plantings shall be native and a minimum 24" tall at planting (measured from ground level) planted with a maximum spacing of 3 feet.
3. TREES At least half of total plantings shall be native with a minimum 2" caliper and 8' – 10' tall at planting with a minimum spacing of 10 feet.
4. IRRIGATION Only 50% of the irrigated area shall be high volume (30 gallons per hour per emitter) and irrigation systems shall have a functioning rain sensor or soil moisture sensor. There shall also be 100% coverage or hose bibs within 50 feet of all newly planted material.
5. MULCH Minimum 2" to 3" of pine bark or pinemulch around all new plant material.
6. When more than 25 protected trees are shown on the site plan, they should be numbered on the site plan overlay and in the tables provided for review.
7. Dimensions of the Property and the location of all existing and proposed Structures, Free-Standing Signs, overhead power lines, lighting structures, Parking Areas, Rights-of-Way, Vehicular Use Areas, required Fences or Berms, and other Improvements.
8. Location and description of existing plant communities to remain undisturbed, as applicable.
9. Location, species (with identification of native or non-native), size, and quantity of all proposed landscape materials. At least 50% of all required trees and shrubs shall be native.
10. General notes including mulching requirements, fertilization and installation details, and such other information as needed.
11. Tables which clearly show relevant statistical information necessary to evaluate compliance with provisions of this chapter Shall include, but not be limited to, Tree Inches per Acre requirement, Preservation requirements, Total and High Volume irrigated areas, minimum Tree and shrub requirements, required buffers, Vehicular Use landscaping/screening, Tree Mitigation, non-vehicular landscaping, and such other information, as needed.

**TYPICAL TREE TABLE**

**TREES TO BE REMOVED**

<b>NUMBER</b>	<b>DIAMETER</b>	<b>SPECIES</b>	<b>TOTAL INCHES</b>
12	10"	Live Oak	120"
5	22"	Live Oak	110"
6	12"	Maple	72"
<b>TOTAL</b>			<b>302"</b>

**TREES TO BE PRESERVED**

<b>NUMBER</b>	<b>D.B.H. DIAMETER</b>	<b>SPECIES</b>	<b>TOTAL INCHES</b>
1	33"	Live Oak	33"
2	18"	Live Oak	36"
<b>TOTAL</b>			<b>69"</b>

**TREES TO BE PLANTED**

<b>NUMBER</b>	<b>(Caliper)</b>	<b>SPECIES</b>	<b>TOTAL INCHES</b>
32	2" Caliper 8'-10' Tall	Live Oak	64"
14	2" Caliper 8'-10' Tall	Winged Elm	28"
12	2" Caliper 8'-10' Tall – 3 largest stems	River Birch	24"
20	>4" Caliper 12' – 14' Tall	American Holly	80"
<b>TOTAL</b>			<b>196"</b>

**ST. JOHNS COUNTY APPROVED TREE LIST**

**CANOPY TREES**

<b>Common Name</b>	<b>Scientific Name *Species includes cultivars</b>	<b>Native or Non-Native</b>
American Elm	<i>Ulmus Americana*</i>	Native
Bald Cypress	<i>Taxodium distichum</i>	Native
Basswood, American Linden	<i>Tilia americana</i>	Native
Black Cherry	<i>Prunus serotina</i>	Native
Black Walnut	<i>Juglans nigra</i>	Native
Bluff Oak	<i>Quercus austrina</i>	Native
Boxelder	<i>Acer negundo</i>	Native
Cottonwood	<i>Populus deltoides</i>	Native
Green Ash	<i>Fraxinus pennsylvanica</i>	Native
Laurel Oak	<i>Quercus laurifolia</i>	Native
Laurel Oak, Darlington Oak	<i>Quercus hemispherica</i>	Native
Live Oak	<i>Quercus virginiana*</i>	Native
Longleaf Pine	<i>Pinus palustris</i>	Native
Mockernut Hickory	<i>Carya tomentosa</i>	Native
Ogeechee Tupelo	<i>Nyssa ogeche</i>	Native
Overcup Oak	<i>Quercus lyrata</i>	Native
Pignut Hickory	<i>Carya glabra</i>	Native
Pond Cypress	<i>Taxodium ascendens</i>	Native
Pop Ash, Water Ash	<i>Fraxinus caroliniana</i>	Native
Red Maple	<i>Acer rubrum*</i>	Native
Red Oak	<i>Quercus falcata</i>	Native
River Birch	<i>Betula nigra*</i>	Native
Sand Live Oak	<i>Quercus geminata</i>	Native
Sawtooth Oak	<i>Quercus acutissima</i>	Non-Native
Shumard Oak	<i>Quercus shumardii</i>	Native
Slash Pine	<i>Pinus elliotii</i>	Native
Southern Magnolia	<i>Magnolia grandiflora*</i>	Native
Southern Red Cedar	<i>Juniperus virginiana</i>	Native
Sugar Maple	<i>Acer saccharum</i>	Native
Sugarberry, Hackberry	<i>Celtis laevigata</i>	Native
Swamp Chestnut Oak	<i>Quercus michauxii</i>	Native
Sweetgum	<i>Liquidambar styraciflua</i>	Native
Sycamore	<i>Platanus occidentalis</i>	Native
Water Hickory	<i>Carya aquatica</i>	Native
White Ash	<i>Fraxinus americana</i>	Native
Willow Oak	<i>Quercus phellos</i>	Native
Winged Elm	<i>Ulmus alata</i>	Native

## NON-CANOPY TREES

Common Name	Scientific Name <i>*Species includes cultivars</i>	Native or Non-Native
American Holly	<i>Ilex opaca</i>	Native
American Hornbeam, Musclewood	<i>Carpinus caroliniana</i>	Native
American Olive	<i>Osmanthus americanus</i>	Native
American Snowbell	<i>Styrax americanus</i>	Native
Cabbage Palm	<i>Sabal palmetto</i>	Native
Canary Island Date Palm/Medjool	<i>Phoenix canariensis</i>	Non-Native
Carolina Buckthorn	<i>Rhamnus caroliniana</i>	Native
Coastal Plain Willow	<i>Salix caroliniana</i>	Native
Crape Myrtle	<i>Lagerstroemia indica</i>	Non-Native
Dahoon Holly	<i>Ilex cassine</i>	Native
Deodar Cedar	<i>Cedrus deodara</i>	Non-Native
Eastern Redbud	<i>Cercis canadensis*</i>	Native
Flatwoods Plum	<i>Prunus umbellata</i>	Native
Flowering Dogwood	<i>Cornus florida</i>	Native
Fringetree	<i>Chionanthus virginicus</i>	Native
Hogplum	<i>Prunus angustifolia</i>	Native
Holly Cultivars (Dahoon,American)	<i>Ilex x attenuata</i>	Native
Hophornbeam, Ironwood	<i>Ostrya virginiana</i>	Native
Loblolly-Bay	<i>Gordonia lasianthus</i>	Native
Little Gem Magnolia	<i>Magnolia grandiflora</i>	Non-Native
Lusterleaf Holly	<i>Ilex latifolia</i>	Non-Native
Persimmon	<i>Diospyros virginiana</i>	Native
Red Bay	<i>Persea borbonia</i>	Native
Red Buckeye	<i>Aesculus pavia</i>	Native
Swamp Bay	<i>Persea palustris</i>	Native
Sweet-bay Magnolia	<i>Magnolia virginiana</i>	Native
Sylvester Palm	<i>Phoenix sylvestris</i>	Non-Native
Tough Bully	<i>Sideroxylon tenax</i>	Native
Tupelo, Black Gum	<i>Nyssa sylvatica</i>	Native
Turkey Oak	<i>Quercus laevis</i>	Native
Yaupon Holly	<i>Ilex vomitoria</i>	Native

***These trees are deemed acceptable by St. Johns County. However, other trees may be proposed and would be considered upon review.***

B. Tree Protection

1. Prior to and during any Land Clearing operations, all Trees proposed to be preserved shall be clearly marked.
2. Prior to Clearing or Grading, Tree Protection Barricades shall be installed around all Trees to be protected and shall remain in place and in good condition until completion of Construction.
3. Tree Protection Barricades shall be installed no closer than the Drip Line Area of the Tree or five (5) feet from the trunk of palm Trees. Certain activities within the Drip Line Area may be allowed so long as the County Arborist determines that the Tree will not be adversely affected. Where elevation changes are proposed within the Drip Line Area of the Tree, retaining walls, drain tiles, or other appropriate Tree Preservation techniques must be in place prior to work within the Drip Line Area.
4. Silt fencing or other erosion control methods shall be required in any area where erosion or siltation may impact Trees.
5. No attachment wires (other than supportive wires), Signs, stakes, or Permits may be fastened to any Preserved or planted Tree.
6. No Parking, Grubbing, root-rakes, or heavy machinery shall be permitted within the Protected Area of any Preserved Tree.
7. Any Preserved Tree damaged during Construction shall be considered Removed and shall be replaced.

C. Commercial & Subdivision Infrastructure

1. Provide a site plan identifying all protected trees within the proposed area to be developed. This plan needs to show trees to remain and those proposed for removal with a site plan of the development overlaid on the required tree information.
  - a. If a Protected Tree is located within the limits of clearing where less than 6" of grade change is required, or the Tree(s) to be preserved for Tree Inch value which offsets removed Tree Inches, the tree(s) shall be located on the site plan by survey methods.
  - b. If the Protected Tree is located within the limits of clearing where greater than 6" of grade change is required, an Inventory shall be provided on the Site Plan.
2. The definition of a Protected Tree is found in section XII of the land development code and varies by species and tree location. The Tree diameter measurement needs to be taken at 4.5 feet above the ground level. In the event NO Protected Trees are present, a note on the landscape plan documenting this may be provided.
3. Protected trees removed must be addressed on an inch for inch basis. Protected trees to be removed need to be tallied by their associated tree inches. Tables shall be provided for total removed, preserved, protected and replacement trees that show the tree diameter in inches, species, and

number. If determined that it is not feasible to replace all tree inches then a \$25.00 per deficient tree inch fee may be paid into the St. Johns County Tree Bank Fund. Commercial projects and Regional Parks shall be exempt from payment into the Tree Bank Fund provided the project meets at least 80 Tree Inches per acre and upon demonstration that all efforts have been reasonably made to replant within the development area. For calculations within a single set of Subdivision Construction plans, surplus tree preservation mitigation inches may be counted toward tree mitigation requirements for the infrastructure areas as well as lot areas provided the minimum eighty tree inches per acre is met for the infrastructure and the lot area. A tree mitigation plan shall be submitted which identifies how tree mitigation requirements will be met and include a calculation of mitigation inches required and mitigation inches provided.

4. Provide a landscape plan that shows the information above. All sites must meet the minimum tree inch requirements of 80 inches per acre. The landscape section of the LDC, Article VI requires that 5% of the vehicle use area shall be landscaped if over 9000 square feet of total site be in green landscape. Figures need to be provided on the landscape plan showing that this is met. Minimum tree and shrub specifications for landscape plans are shown below.

#### D. Development of Lot Areas within Subdivisions

1. Provide site plan for Lots which require greater than 6" of grade change. Protected trees to be removed must be shown with a site plan of the area to be developed overlaid, by an Inventory method. Protected trees to be removed must be tallied by tree diameter inches, and species.
2. Protected trees to be removed must be addressed on an inch for inch basis, by one of the following methods:
  - a. The total tree inches lost from the lots are reduced by the calculated tree inches to be planted on the Neighborhood Site Plan – for the lots impacted by development. The balance of removed tree inches are to be paid at a \$25.00 per deficient Tree Inch in the St. Johns County tree bank fund at the time of Construction Plan approval.
  - b. The total Tree Inches lost shall be replaced by new plantings outside the future building restriction lines of each lot at the time of As Built Survey approval.
3. Individual lots require clearance sheet application and approval for land alterations not previously approved through construction plans.
4. Trees within Wetlands are not to be included in calculations to meet minimum tree inches per acre requirements. Acres of Wetlands are not to be used in the acreage calculation for Landscape purposes.
5. For subdivisions, trees within Upland Buffers may be used in calculations to meet the 80 Inches per acre requirement.

- E. Development of Right of Way or Utility projects (no other proposed Construction)
1. The Limits of Construction shall only include the required Right of Way, drainage ways, impoundments, and Easement areas.
  2. Provide a site plan for these areas by Inventory method where all protected trees to be removed or preserved. Protected trees to be removed must be tallied by tree diameter Inches and species. Provide a table that shows trees removed, preserved and planted trees with the associated tree Inches.
  3. A minimum of forty (40) Tree Inches per acre shall exist after completion of construction.
  4. Construction of Arterial and Collector roadways shall be exempt from payment into the Tree Bank Fund for lost tree inches upon demonstration that all reasonable efforts have been made to replant within the development area.
- F. Early Land Clearing requirements
1. The following may be submitted once a complete Application Package, as defined in Section 13.03, has been submitted, and the first staff review completed.
  2. A site plan sheet must be provided for early land clearing which depicts clearly the limit of clearing and a tree protection barricade detail for preserved trees.
  3. Development Review Technical, Planning & Zoning, Environmental Division, and St. Johns County Utility Department (if applicable) must approve the Development Review Application Package for Early Land Clearing.
  4. Submission of the approved St. Johns River Water Management District Permit or other appropriate State permit. Additional State or Federal permits may be required before Land Clearing can occur.
  5. All required tree protection barricades and silt fencing for Upland Buffers and Protected Areas must be in place before Land Clearing activities can occur.

### **Section 13.05 Natural Resource Requirements**

In order for the Development Permit to meet the requirements of Article IV of the Land Development Code, applicants will need to provide the supporting documentation listed below.

- A. Please submit a vegetation map depicting the type and extent of vegetation on the site using the FLUCCS (Florida Land Use Cover and Forms Classification System, Florida Department of Transportation) classification system, Level III.

For those sites greater than 10 acres:

The vegetative map using the FLUCCS codes should include identification of Significant Natural Community Habitat that occurs on site. Please indicate 10% preservation of the habitat type(s), if any occur as required by Section 4.01.07 of the Land Development Code.

Significant Natural Communities Habitat are:

- |                      |                     |
|----------------------|---------------------|
| 1. Beach Dune        | 4. Maritime Hammock |
| 2. Coastal Grassland | 5. Sandhill         |
| 3. Coastal Strand    | 6. Scrub            |

The Florida Department of Transportation develops FLUCCS codes.

<b>Community</b>	<b>FLUCCS Codes to be used</b>	
Beach Dune	322	Coastal Scrub
	710	Beaches
Coastal Grassland	310	Herbaceous
	322	Coastal Scrub
	419	Other Pines
	428	Cabbage Palm
Coastal Strand	322	Coastal Scrub
Maritime Hammock	322	Coastal Scrub
	425	Temperate Hardwood
	426	Live Oak
	432	Sand Live Oak
Sandhill	412	Longleaf Pine – Xeric Oak
	421	Xeric Oak
Scrub	413	Sand Pine

A complete definition of each community is located in Article XII of the Land Development Code and should be used in determining community types.

- B. Please submit a map that identifies and locates all listed species previously or currently documented to exist on site by the Florida Fish and Wildlife Conservation Commission, the Florida Department of Agriculture and Consumer Services or the US Fish and Wildlife Service. If there are no listed species occurrences on site please submit a letter from an Environmental Professional stating so.



- C. Please submit a map identifying contiguous wetlands and the appropriate buffer as required by the Land Development Code, Article IV Section 4.01.06.
1. A minimum 50-foot upland buffer between developed areas and the Tolomato, St. Johns, Guana, or Matanzas Rivers where a mean high water line can be established in those tributaries. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

It is the objective of this requirement that a minimum 50-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 25 feet except for those areas adjacent to unavoidable buffer impacts. Any proposed impacts shall be approved by the County.

2. A minimum 25-foot upland buffer and a 25-foot building setback is required for contiguous wetlands where a mean high water line cannot be established. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer. Accessory activities are allowed to take place in the 25-foot setback area. The accessory uses do not include homes or any building with a permanent foundation.

It is the objective of this requirement that a minimum 25-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 10 feet except for those areas adjacent to unavoidable buffer impacts. All proposed impacts shall be approved by the County.

### **Section 13.06 Neighborhood Site Plan Requirements**

For residential subdivisions a Neighborhood Site Plan (NSP) must be created to show the proposed lot grading and drainage, upland buffers, wetland conservation areas, setbacks, and clearing/tree inches for each lot. If street trees are to be installed in front of lots the type and inches will be shown on the NSP (to be installed by builder). The NSP sheet for single family subdivision should be the lot paving and drainage sheets as a starting point, with the other requirements described in part III and IV of the Site & Construction Plan Technical Review Checklist included.

NOTE: Any revisions to the Paving and Drainage sheets MUST also have changes reflected in the NSP sheet(s).

The NSP will be reviewed and approved along with the construction plan submittal.

When submitting for a Clearance Sheet, as outlined in Section 17 of this manual, the building contractor must submit a proposed site plan to Development Review confirming compliance with the approved NSP.

## **Section 13.07 St. Johns County Utility Department (SJCUD) Requirements**

Those projects connecting to St. Johns County Utilities must be designed in accordance with the St. Johns County Water and Wastewater Design Standards and Specifications Manual and must also comply with the following:

- A. Prior to the beginning of a project design, the following activities between the developer/engineer and the SJCUD are required.
  - 1. Request water and sewer availability letter.
  - 2. Conceptual review of the proposed project including a brief description, type of use, location and other pertinent information.
  - 3. Review proximity of existing utility systems and availability of water and sewer ERC's.
  - 4. The SJCUD will review and provide a cost estimate for Unit Connection and other applicable fees for the proposed project.
  - 5. Review of the Unit Connection Fee Refund Agreement where applicable, i.e., transmission mains, upsizing of mains, etc.
  - 6. Review of the Unit Connection Fee mortgage program, Promissory Note, Capacity Commitment Agreement and Transfer of Deposit format.
  - 7. Review of the St. Johns County Water and Wastewater Construction Design Standards and Specifications during the pre-design meeting.
  - 8. Review permitting requirements, i.e., FDEP, DOT, SJRWMD, County, etc.
- B. Application must include:
  - 1. 2 sets of hydraulic pumping design calculations signed and sealed by a Florida Registered Engineer.
  - 2. DEP permit application for Wastewater Collection System and/or Drinking Water Distribution System including the estimated ERC calculations as approved by the St. Johns County Utility Department.
- C. Preconstruction Meeting

Prior to the beginning of construction a Preconstruction meeting between the developer/engineer/general contractor and the SJCUD is required.
- D. Requirements for Certification upon completion of project are outlined in the As-built Section 15.03.C.

## Section 13.08 Private Utility Construction Requirements

- A. All utility construction in unincorporated St. Johns County must be consistent with the St. Johns County Water and Wastewater Design Standards and Specifications Manual. Any standards which may conflict with those of a private utility provider should be brought to the attention of the Development Review Division for resolution.
- B. Private utility construction will be reviewed as part of the Development Review Process. County staff will meet with the developer or the utility upon request to discuss specific utility issues when necessary.

## Section 13.09 St. Johns County Health Department Requirements for Commercial Projects (904-823-2514)

The following checklists can be used to determine the required submittals for Onsite Sewage Treatment and Disposal Systems (OSTDS), commercial on site water systems and petroleum storage tanks:

- A. New OSTDS System
  1. OSTDS Application DH 4015 pg. one (1) to be filled out correctly and completely with all blanks filled in, property size in acres, complete property address to include zip code, detailed directions to the property from Environmental Health office and building information to include type of establishment, number of employees, and square footage.
  2. Completed SJC Site Preparation Sheet. IF an agent is applying for the septic permit on behalf of the property owner and is NOT a general contractor, registered septic tank contractor, or certified plumber, the Site Preparation Sheet must be signed and dated by the property owner before submittal.
  3. A copy of the County Clearance Sheet.
  4. Proof of plat date for lots less than  $\frac{1}{4}$  acre if the water supply is public water or for lots that are less than  $\frac{1}{2}$  acre if served by a well and/or if applicant requests a 50 ft setback to surface water.
  5. A survey with property line dimensions (note: a legal description may substitute for a survey if the legal description provides ALL property line dimensions).
  6. Three (3) site plans drawn to scale with the scale used indicated, showing boundaries with dimensions clearly defined (note: we suggest using an engineer's scale for the site plan). If an individual lot is five (5) acres or greater, the site plan may show a minimum one (1) acre parcel to scale, or the minimum area necessary to properly exhibit all required features. The applicant must also show the location of that parcel, to scale, inside the total lot. **On the site plans please include any of the following features that exist or are proposed:**

- a. Any existing or proposed residences or buildings
  - b. Swimming pools
  - c. Recorded easements
  - d. Location of existing/proposed OSTDS components (i.e. septic tank, drain field, pump tank)
  - e. Location of all existing and proposed well(s) on the lot (drinking and irrigation).
  - f. Location of all private drinking wells and irrigation wells on adjacent properties that are within 100 ft of the applicant's property lines with the distance indicated from the system to the well(s).
  - g. Location of any public drinking water wells within 200 ft of the applicant lot with the distance indicated from the system to the well.
  - h. Slope of the property (indicate direction of the slope)
  - i. Potable and non-potable water line and valves (i.e. water meter)
  - j. Drainage features (i.e. ditches, swales, French drains, etc.)
  - k. Location of any filled areas clearly marked
  - l. Obstructed areas (i.e. driveways, concrete slabs, permanent fixtures, sidewalks, patios, decks, etc.)
  - m. Surface water bodies on the applicant lot or that are within 100 ft of the applicant lot's property lines (note: surface water may either be permanent and non tidal or tidally influenced). The boundary of a permanent non tidal surface water body is the "**Mean annual flood line**". This line must be stated and marked on scaled survey by a Florida Licensed Professional surveyor/mapper that is signed and sealed. The boundary of a tidally influenced surface water body is the "**Mean high water line**". This line must be stated and marked on a drawn to scale survey by a Florida Licensed Professional surveyor/mapper that is signed and sealed. For ocean front property, please provide a Coastal Construction Control Line permit or an exemption from the Department of Environmental Protection.
7. For applications where the site evaluation and system specifications are submitted by an independent site evaluator, the DH 4015 pg. three (3) and is to be completed in full, signed and dated by the independent site evaluator. If the system is designed by a Professional Engineer (PE) then the design and any other documents submitted by the engineer including DH 4015 pg. three (3) is to be signed, sealed, and dated.
  8. Two (2) floor plans **drawn to scale** with the scale used indicated or square footage as measured from exterior walls with dimensions. Show the locations and dimensions of all rooms with each room clearly labeled. Commercial establishments must also show all plumbing drains and fixture types.
  9. **Fee of \$575.00 (\$460.00 with private soil submittal).**

B. Existing OSTDS System

1. OSTDS Application DH 4015 pg. one (1) to be filled out correctly and completely with all blanks filled in, property size in acres, complete property address to include zip code, detailed directions to the property from St. Johns County Health Department office and building information to include type of establishment, number of employees, and square footage.
2. Completed SJC Site Preparation Sheet. IF an agent is applying for the septic permit on behalf of the property owner and is NOT a general contractor,

registered septic tank contractor, or certified plumber, the Site Preparation Sheet must be signed and dated by the property owner before submittal.

3. A copy of the county Clearance Sheet.
4. Septic system must be pumped out by a licensed septic contractor and the DOH 4015 page 4 completed in full must accompany the application (If adding square footage)
5. Proof of plat date for lots less than  $\frac{1}{4}$  acre if the water supply is public water or for lots that are less than  $\frac{1}{2}$  acre if served by a well and/or if applicant requests a 50 ft setback to surface water.
6. A survey with property line dimensions (note: a legal description may substitute for a survey if the legal description provides **ALL** property line dimensions).
7. Three (3) site plans drawn to scale with the scale used indicated, showing boundaries with dimensions clearly defined (note: we suggest using an engineer's scale for the site plan). If an individual lot is five (5) acres or greater, the site plan may show a minimum one (1) acre parcel to scale, or the minimum area necessary to properly exhibit all required features. The applicant must also show the location of that parcel, to scale, inside the total lot. **On the site plans please include any of the following features that exist or are proposed:**
  - a. Any existing or proposed residences or buildings
  - b. Swimming pools
  - c. Recorded easements
  - d. Location of existing/proposed OSTDS components (i.e. septic tank, drain field, pump tank)
  - e. Location of all existing/proposed well(s) on the lot. (drinking and/or irrigation)
  - f. Location of all existing well(s) on adjacent properties (drinking and/or irrigation) that are within 100 ft of the applicant's property lines with the distance indicated from the system to the well(s).
  - g. Location of any public drinking water wells within 200 ft of the applicant lot with the distance indicated from the system to the well.
  - h. Slope of the property (indicate direction of the slope)
  - i. Potable and non-potable water line and valves (i.e. water meter)
  - j. Drainage features (i.e. ditches, swales, French drains, etc.)
  - k. Location of any filled areas clearly marked
  - l. Obstructed areas (i.e. driveways, concrete slabs, permanent fixtures, sidewalks, patios, decks, etc.)
  - m. Surface water bodies on the applicant lot or that are within 100 ft of the applicant lot's property lines (note: surface water may either be permanent and non tidal or tidally influenced). The boundary of a permanent non tidal surface water body is the "**Mean annual flood line**". This line must be stated and marked on a drawn to scale survey by a Florida Licensed Professional surveyor/mapper. that is signed and sealed. The boundary of a tidally influenced surface water body is the "**Mean high water line**". This line must be stated and elevation of this line marked on a drawn to scale survey by a Florida Licensed Professional surveyor/mapper that is signed and sealed. For

ocean front property, please provide a Coastal Construction Control Line permit or an exemption from the Department of Environmental Protection.

8. For applications where the site evaluation and system specifications are submitted by an independent site evaluator, the DH 4015 pg. three (3) and is to be completed in full, signed and dated by the independent site evaluator. If the system is designed by a Professional Engineer (PE) then the design and any other documents submitted by the engineer including DH 4015 pg. three (3) and are to be signed, sealed, and dated.
  9. **All floor plans drawn to scale** with the scale used indicated or square footage as measured from exterior walls with dimensions. Show the locations and dimensions of all rooms with each room clearly labeled. Commercial establishments must also show all plumbing drains and fixtures
    - a. Two (2) floor plans of new structure.
    - b. Two (2) floor plans showing existing and additions together on same floor plan
    - c. One (1) floor plan of original structure
    - d. Fee of \$225.00 for additions in building area
  10. Commercial Establishments located in areas that are Zoned for Industrial or Manufacturing Use or that may potentially generate toxic, industrial or hazardous wastes or produce commercial wastewater will be required to apply for an annual Onsite Sewage Treatment and Disposal System Operating Permit. This will include completing an application and business survey form(s) and submitting the appropriate fees.
  11. Onsite Sewage Treatment and Disposal Systems that are composed of an Aerobic Treatment Unit (ATU) or a Performance Based Treatment System (PBTS) will be required to obtain and maintain a biennial operating permit from the health department.
- C. The following information is required for Commercial Onsite Water Systems:
1. If the water is supplied by a well, the following will help determine the operation and permitting requirements:
    - a. Identify what the type of facility the water serves and how many buildings.
    - b. Identify the year the well was constructed, if already existing.
    - c. Identify how many people the facility services.
    - d. Are they visitors, patrons, residents, employees etc?
    - e. How many days per year is the water system used; how many days open for business?
    - f. How is the water used (hand washing, drinking fountains, food preparation, etc)?
  2. Using the above criteria, the system may fall under the regulation of the Florida Department of Environmental Protection (DEP) or the Florida Department of Health.

If the system is determined to be a limited use public water system, it will be regulated by the Florida Department of Health, and you must:

- g. Submit an Application for Limited Use Water System Construction.
  - h. Submit a site plan showing distances of the well from sanitary hazards, OSTDS, and other landmarks.
  - i. Submit a construction plan showing a schematic drawing of the water system components (well, pumps, tanks, treatment equipment, filters, piping, etc.), and should include the mode/capacity/size of the components.
  - j. Submit a completion report or well log for the construction of the well, if available.
  - k. Contact a licensed water well contractor and submit a County Well Construction application with a fee of \$150, if a new well is necessary.
  - l. Submit an application for Limited Use Water System Operation and a fee of \$90.
  - m. Submit satisfactory series of bacteriological analysis.
  - n. Submit satisfactory lead and nitrate analysis.
  - o. Have the water system inspected by the St. Johns County Health Department (SJCHD).
  - p. Annual inspections will be done by the SJCHD to verify ongoing compliance with Chapter 64E-8, Florida Administrative Code.
- D. On PETROLEUM STORAGE TANK work of any kind, such as registration of new tanks, modification of existing tanks/pipes, abandonment, or removal of tanks the following is required:
- 1. One (1) scale drawn site plan showing well location(s) and tank location(s).
  - 2. One (1) fuel tank detail blueprint with equipment list and associated FL Department of Environmental Protection (DEP) EQ Number.

All storage tanks must be registered through Tallahassee per Department of Environmental Protection (DEP) requirements.

### **Section 13.10 GIS Addressing Digital Map Submittal Requirements**

Please submit a site plan in “DWG” format via email to [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us). The file name should be the project name and number (ie: Project Name COMM2011-12). The digital line work included in the file must be an exact replica of the line work shown on the submitted site plan.

Please submit a CD containing the digital file.

The data that must be included on the digital submittal is as follows:

- A. Subdivision Construction Plans  
Each item or items listed below should be on a separate layer as applicable.
  - 1. Parcel Boundary Lines, Lot Lines, and Right-of-Way Lines
  - 2. Road Centerlines
  - 3. Road Names
  - 4. Lot, Block, and Tract Annotation
- B. Commercial Construction Plans  
Each item or items listed below should be on a separate layer as applicable.

1. Parcel Boundary Lines
2. Centerline of Roads or Travel Lanes
3. Road Names
4. Building Footprints
5. Building Numbers or Descriptions

There should not be any other data or layers in the file that are frozen, turned off, or locked. This must be one seamless file of the entire area being developed, i.e. not split up on sheets as it may have been on the site plan, no borders, nothing but the above listed data.

### **Section 13.11 Review Process**

A. The above items are routed to the Development Review Committee who review the construction plans and supporting information for compliance with the LDC. The review time is as follows:

1. Over twenty acres - fifteen working days
2. Ten to twenty acres – twelve working days
3. Under ten acres – eight working days.

The project is scheduled for the next available Development Review Committee meeting. The applicant will receive comments prior to the meeting, along with notification of the scheduled time.

B. The status of the project review is available on the County's [Submittal Management web page](#).

C. If a re-submittal is required, it will be routed for a five working day review. DRC is not mandatory but is available at the Applicant's request. All subsequent submittals will be routed for a five working day review.

D. **Plan review comments will be valid six (6) months from the date comments are forwarded to the Applicant. Upon expiration, a new submittal will be required including all appropriate fees.**

### **Section 13.12 One Stop Permitting**

St. Johns County has implemented a One-Stop Development Review Process to provide for a quick efficient approval of Construction Plans (paving, drainage & utilities) that **have been determined to have only minor comments during the first submittal.**

The One-Stop conference option is only available to those applications that have gone through the initial review, received an eligible statement from all reviewers, and prior to any re-submittals.

Construction plans are submitted for review following the procedures in Section 13.0 of the Development Review Manual.



During the initial Review Process each reviewer will make the determination as to whether an application qualifies for One-Stop Development Review. This determination will be included as one of the of project comments. All reviewers must agree that the Application is eligible for One-Stop. If any reviewer makes a determination that an Application is not eligible, due to **major** outstanding issues identified during the initial review, the re-submittal must proceed in accordance with Section 13.11(C) of the Development Review Manual.

The Applicant attends the Wednesday Development Review Committee meeting. A representative from each of the reviewing departments will be present. Comments and recommendations will be discussed to allow the applicant to clarify specific issues. Projects with insufficient information, detail or design may be subject to further review and are not eligible for One-Stop approval.

Following completion of the Development Review Committee meeting the applicant shall incorporate all comments and recommendations into a revised set of construction plans (and drainage calculations if applicable). If eligible, approval of the constructions plans can be completed during a One-Stop approval conference. Those applications deemed not eligible must resubmit in accordance with the procedures within Section 13.11(C) of the Development Review Manual.

The One-Stop approval conference provides the opportunity to obtain the sign-off of all departments at one location at a specific time. Requests for appointments for a One-Stop approval conference may be made until Wednesday noon of the preceding week. Appointments will be assigned in fifteen-minute increments for the following Wednesday. One-Stop approval conferences will be held every Wednesday at 8:30 a.m. A total of eight sets of corrected, signed and sealed, construction plans (and one copy of revised drainage calculations if applicable) must be brought to the One-Stop conference.

If any comment is not adequately addressed at the One-Stop conference the applicant must reschedule for a subsequent meeting. In the event a comment remains unsatisfied after the second One-Stop conference the applicant must resubmit following the procedures within Section 13.11(C) of the Development Review Manual.

Applications that are designated for Expedited Permitting (Economic Development & Affordable Housing projects) may be made eligible after a re-submittal has been received.

### **Section 13.13 Approval Process**

Once all review comments have been addressed, a letter of **Determination of Substantial Approval letter** will be issued. This determination will outline concurrency status, expiration schedule, and any items needed for **commencement of construction** (e.g. other agency permits, payment of inspection fees, and/or posting of financial securities including updated cost estimate if required). It will also provide instructions for scheduling the required preconstruction meeting and instructions for final construction commencement approval.

### **Section 13.14 Commencement of Construction**

- A. When an applicant is prepared to commence construction, they shall schedule a pre-construction meeting. If the project is served by St. Johns County Utilities

contact (904) 209-2618. If the project is not served by St. Johns County Utilities contact the Inspector Supervisor of the Transportation Development Division at (904) 209-0736. Every attempt will be made to schedule the preconstruction meeting within 72 hours of notification by the applicant, excluding weekends and holidays. The Inspector Supervisor will coordinate with County staff; however, the applicant shall be responsible for the notification and coordination of the preconstruction meeting with other affected utilities or entities. The site contractor must be present at the preconstruction meeting and if the project is served by St. Johns County Utilities, the utility contractor must also be present.

At the Pre-construction Meeting, the Applications Manager will notify the applicant of any updated applicable fees, and whether updated cost estimates are required prior to submitting financial securities. Issues to be discussed include, but are not limited to erosion control, testing requirements/methodologies, specifications, contact names, notifications, as-built drawing requirements, and utility installation. After all outstanding issues are resolved and all fees are paid, the applicant will receive the following:

1. Two sets of construction plans are stamped approved.
  2. 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 thirty (30) days after commencement of Construction, or until a Building Permit is issued whichever comes first.
  3. Commercial projects receive two (2) site plans that are stamped, to be used in obtaining a building permit.
  4. One (1) Clearance Sheet will be issued for each structure requiring a Building Permit. There will be a [charge](#) for each clearance sheet issued.
- B. Prior to any land clearing activity all protection barriers and limits of clearing must be defined and all appropriate permits including but not limited to the following must be submitted:
1. St. Johns River Water Management District
  2. Department of Transportation
  3. Department of Environmental Protection
  4. U.S. Army Corps of Engineers
  5. St. Johns County Health Department
  6. Flagler Estates Road and Water Control District

### **Section 13.15 Expiration**

- A. Plans that have received final approval must be claimed with sixty (60) days of the approval date. Upon expiration, a complete set of plans will be required including all appropriate fees.
- B. The Development Permit will expire unless Construction has commenced and continued in good faith on the three (3) year anniversary of approval for projects less than or equal to fifty (50) acres. For projects greater than fifty (50) acres, the Development Permit shall expire based on the three (3) year anniversary period plus one (1) year for each additional ten (10) acres or portion thereof up to a maximum of five (5) years from the date of issuance (LDC Sec. 6.04.02.B.4).

### **Section 13.16 Modifications to Construction Plans**

Changes to approved Construction Plans must be approved by Development Review prior to implementation in the field. Minor changes may be approved without a submittal and documented on the As-built Survey. More significant changes will require the submission of revised plans. Major changes will require a full review with applicable fees. The exact nature of the change(s) will determine the number of copies required and the departments that will review. The fee for a modification is listed on the [fee schedule](#). The review time is five (5) working days.

If the changes proposed alter the drainage plan or site plan significantly approval through the same process as a new project including all associated fees will be required.

### **Section 13.17 Building Services Requirements for Building Permits**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas or plumbing system, shall first make application to the Building Official and obtain the required permit.

Following is the information needed by the Building Department to issue permits for commercial/multi-family projects:

- A. Service assurance receipt from the utility company providing water and/or sewer service (or a copy of septic tank and well permit from the Health Department) before permit issued.
- B. Complete Clearance Sheet and two (2) sets of Approved Site Plan.
- C. Complete Building Permit Application\* and applicable items listed on the Commercial Sufficiency Checklist\*.
- D. Two (2) sets of Building Plans signed and sealed by a Florida Registered Design Professional. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will

- conform to the provisions of the Florida Building Codes and relevant laws, ordinance, rules and regulations, as determined by the building official.
- E. Construction documents shall include a minimum Floor plan, foundation plan; floor/roof framing plan or truss layout and all exterior elevations.
    - 1. All plans shall have a Code Analysis which includes occupancy use and loads, minimum type of construction, fire resistant construction, along with life safety and egress requirements.
    - 2. All plans shall state the design criteria and method, as prescribed in the Florida Building Codes.
    - 3. All structural details shall include Design loads, Wind requirements, Building Envelope, foundation, wall systems, roof systems and stair systems.
  - F. Two (2) sets of Florida Energy Efficiency Code Compliance form, along with subsequent required forms such as Manual D's, etc, with One (1) Cover Sheet for the State, for each unit.
  - G. Completion of St. Johns Product Approval Specification Sheet\* giving information and approval numbers on the building components utilized on the construction project which is required by Florida Statue and Florida Administrative Code.
  - H. A fault current letter, electrical schematic, total exterior building lighting power allowance in compliance with Florida Energy Conservation Code including lighting layout for the entire site.
  - I. Payment of Plan Review Fees when plans submitted.
  - J. Payment of Building Permit fees when permit issued.
  - K. Before Certification of Occupancy, there may be additional restrictions applicable to the property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.
  - L. Flood Damage Control certifications shall be submitted by the applicant if the structure is located within a FEMA designated Special Flood Hazard Area or Coastal High Hazard Area. These certifications shall include the following when applicable:
    - 1. Application Stage:
      - a. Certificate from a registered professional engineer or architect that the non-residential flood-proofed building will meet the flood-proofing criteria in Parts 3.03.02.C and 3.03.02.D of the St. Johns County Land Development Code;
      - b. Certification from a registered professional engineer or architect indicating that they have developed and/or reviewed the structural designs, specifications and plans of the construction and certified that they are in

accordance with accepted standards of practice in Coastal High Hazard Areas;

2. Construction Stage:

Upon placement of the lowest floor, or flood-proofing by whatever construction means, or bottom of the lowest horizontal structural member it shall be the duty of the permit holder to submit to the Floodplain Administrator or designees a certification of the NGVD or NAVD elevation of the lowest floor or flood-proofed elevation, or bottom of the lowest horizontal structural member of the lowest floor as built, in relation to mean sea level. Said certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. When flood proofing is utilized for a particular building said certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. Any work undertaken prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator or designees shall review the lowest floor and flood-proofing elevation survey data submitted. The permit holder immediately and prior to further progressive work being permitted to proceed shall correct violations detected by such review. Failure to submit the survey or failure to make said corrections required hereby shall be cause to issue a stop-work order for the project.

\* Forms can be found on the Building Services website in a PDF format.

## Commercial Review Fee Calculation Form

These fees are based on the acreage of the project, rounded up to the nearest whole acre. If prompted "per acre" use the project acreage as your multiplier.

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$628		_____
Base Review Fee w/SJCU	\$1397		_____
<u>PLUS:</u>			
Review Fee per acre*	\$130	_____	_____
Review Fee w/SJCU per acre (Water & Sewer)	\$459	_____	_____
Review Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$382	_____	_____
Review Fee w/SJCU per acre (Water, Sewer & Reuse)	\$568	_____	_____
Review Fee w/SJCU Lift Station	\$219 ea	_____	_____
<u>PLUS:</u>			
Clearing, Tree Preservation, Landscape Review Fee:			
Project of 5 acres or less*	\$286		_____
Project over 5 acres –base*	\$156		_____
<b>Plus</b> per acre*	\$36	_____	_____
 Total Review Fee			_____
(Review Fee must accompany submittal in order to be accepted)			
 If bonding is required, Bond Renewal/Cost Estimate Review \$208.00			_____
 <u>Inspection fees:</u>			
Base Fee*	\$364		_____
Base Fee w/SJCU	\$923		_____
Re-inspection Fee	\$104		_____
<u>PLUS:</u>			
Inspection Fee per acre*	\$312	_____	_____
Inspection Fee w/SJCU per acre (Water & Sewer)	\$679	_____	_____
Inspection Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$569	_____	_____
Inspection Fee w/SJCU (Water, Sewer & Reuse)	\$788	_____	_____
Inspection Fee w/SJCU Lift Station	\$274 ea	_____	_____
 Total Inspection Fee			_____

(Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

## Multi-Family (Condominiums/Apartments) Review Fee Calculation Form

These fees are based on the acreage of the project, rounded up to the nearest whole acre. If prompted "per acre" use the project acreage as your multiplier.

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$628		_____
Base Review Fee w/SJCU	\$1397		_____
<u>PLUS:</u>			
Review Fee per acre*	\$130	_____	_____
Review Fee w/SJCU per acre (Water & Sewer)	\$459	_____	_____
Review Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$382	_____	_____
Review Fee w/SJCU per acre (Water, Sewer & Reuse)	\$568	_____	_____
Review Fee w/SJCU Lift Station	\$219 ea	_____	_____
<u>PLUS:</u>			
Clearing, Tree Preservation, Landscape Review Fee:			
Project of 5 acres or less*	\$286		_____
Project over 5 acres –base*	\$156		_____
<b>Plus</b> per acre*	\$36	_____	_____

Total Review Fee \_\_\_\_\_  
 (Review Fee must accompany submittal in order to be accepted)

If bonding is required, Bond Renewal/Cost Estimate Review \$208.00 \_\_\_\_\_

### Inspection fees:

Base Fee*	\$364		_____
Base Fee w/SJCU	\$923		_____
Re-inspection Fee	\$104		_____

<u>PLUS:</u>			
Inspection Fee per acre*	\$312	_____	_____
Inspection Fee w/SJCU per acre (Water & Sewer)	\$679	_____	_____
Inspection Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$569	_____	_____
Inspection Fee w/SJCU per acre (Water, Sewer & Reuse)	\$788	_____	_____
Inspection Fee w/SJCU Lift Station	\$274 ea	_____	_____

Total Inspection Fee \_\_\_\_\_

(Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

**Subdivision (Including Townhomes) Review Fee Calculation Form**

These fees are based on 1/4 mile increments of infrastructure improvements, both in new or existing right of way, rounded up to the nearest 1/4 mile. If prompted “per 1/4 mile” use the number of increments as your multiplier. (Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$628		_____
Base Review Fee w/SJCU	\$1397		_____
<b><u>PLUS:</u></b>			
Review Fee per 1/4 mile*	\$260	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$682	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer)	\$545	_____	_____
Review Fee w/SJCU per 1/4 mile (Water <b>or</b> Sewer)	\$457	_____	_____
Review Fee w/SJCU Lift Station	\$493 ea	_____	_____
Review Fee Private Utility per 1/4 mile (Water & Sewer)*	\$50	_____	_____
Review Fee Private Utility per 1/4 mile (Water <b>or</b> Sewer)*	\$25	_____	_____
<b><u>PLUS:</u></b>			
Clearing, Tree Preservation, Landscape Review Fee:			
Base*	\$320		_____
<b>Plus</b> per acre* (Note this fee is per acre, not 1/4 mile)	\$36	_____	_____
 Total Review Fee (Review Fee must accompany submittal in order to be accepted)			_____
 Bond Renewal/Cost Estimate Review \$208.00			_____
 <b><u>Inspection fees:</u></b>			
Base Fee*	\$364		_____
Base Fee w/SJCU	\$923		_____
Re-inspection Fee	\$104		_____
<b><u>PLUS:</u></b>			
Inspection Fee per 1/4 mile*	\$1558	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$3478	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer)	\$3170	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water <b>or</b> Sewer)	\$2644	_____	_____
Inspection Fee w/SJCU Lift Station	\$823 ea	_____	_____
 Total Inspection Fee			_____



**ROW (Road and/or Utility) Construction Review Fee Calculation Form**

These fees are based on 1/4 mile increments of infrastructure improvements, both in new or existing right of way, rounded up to the nearest 1/4 mile. If prompted “per 1/4 mile” use the number of increments as your multiplier. (Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$628		_____
Base Review Fee w/SJCU	\$1397		_____
<b><u>PLUS:</u></b>			
Review Fee per 1/4 mile*	\$260	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$682	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer)	\$545	_____	_____
Review Fee w/SJCU per 1/4 mile (Water <b>or</b> Sewer)	\$457	_____	_____
Review Fee w/SJCU Lift Station	\$493 ea	_____	_____
Review Fee Private Utility per 1/4 mile (Water & Sewer)*	\$50	_____	_____
Review Fee Private Utility per 1/4 mile (Water <b>or</b> Sewer)*	\$25	_____	_____
<b><u>PLUS:</u></b>			
Clearing, Tree Preservation, Landscape Review Fee:			
Base*	\$320		_____
<b>Plus</b> per acre* (Note this fee is per acre, not 1/4 mile)	\$36	_____	_____
 Total Review Fee (Review Fee must accompany submittal in order to be accepted)			_____
 If bonding is required, Bond Renewal/Cost Estimate Review \$208.00			_____
 <b><u>Inspection fees:</u></b>			
Base Fee*	\$364		_____
Base Fee w/SJCU	\$923		_____
Re-inspection Fee	\$104		_____
<b><u>PLUS:</u></b>			
Inspection Fee per 1/4 mile*	\$1558	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$3478	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer)	\$3170	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water <b>or</b> Sewer)	\$2644	_____	_____
Inspection Fee w/SJCU Lift Station	\$823 ea	_____	_____
 Total Inspection Fee			_____





# Site & Construction Plan Technical 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. When site improvements require turn lane installations or other improvements to roadway, provide detailed topographic survey, including cross-sections at minimum 100 foot intervals and major control points of full right-of-way and of length sufficient to encompass storage lanes, tapers, and any other necessary improvements.

- R. 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.
- S. Identify development/use of adjacent properties.
- T. Identify buffer types, designs and dimensions.
- U. Location of solid waste facilities/dumpster, showing construction dumpsters if utilized, show fencing or buffering and type of enclosure and height.
- V. 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.
- W. Location of sales and construction trailers.
- X. Location, size and height of any signs.
- Y. Location and description of any residential accessory structures.
- Z. Legal description and parcel number of property.
- AA. Provide impervious surface ratio and floor area ratio.
- BB. Show any proposed open storage areas, include any proposed fencing type and height.
- CC. Are there any conditional requirements related to concurrency, re-zoning or other departments which need to be included on plans?
- DD. Show location and size of Significant Natural Community Habitat Preservation Areas if applicable.
- EE. Show location and size of Listed Species Essential Habitat, Management/Conservation Areas if applicable.
- FF. 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).
- GG. Show location of Bald Eagle primary and secondary protection zones, if applicable.
- HH. All proposed wetlands impacted, preserved and protected shall be shown by acreage.
- II. Show acreage of upland buffer required and upland buffer provided.

II. Construction Plan Contents

- A. Base information as indicated above for site plan sheet.
- B. Demolition and/or relocation of existing site improvements.
- C. Limits of clearing and grubbing of site, including location or inventory of Protected Trees as defined in Section 4.01.05.F.1.
- D. Geometry and layout of proposed site improvements:
  - 1. Lengths, widths, angles, curve data, etc. for all proposed interior roadways, drives and parking areas.
  - 2. Roadway profiles showing utility/drainage improvements and seasonal high water table and elevation from Geo-Technical Report.
  - 3. Location of all proposed buildings showing dimensions, use, distance from R/W and type of construction.
  - 4. Location of all proposed retention/detention ponds with adequate dimensions for clarity of layout and construction.

- E. Grading and drainage of proposed site improvements with finished grade contours at one foot intervals with spot elevations as needed for clarification.
- F. Minimum finished floor elevation of the proposed lowest floor (including basement) for all proposed buildings. If applicable, elevation to which any non-residential building will be flood-proofed. If located within a FEMA designated Coastal High Hazard Area, the elevation of the lowest horizontal structural member of the lowest floor.
- G. Stormwater Management System:
  - 1. Section views of all proposed retention/detention ponds, swales, berms, etc. showing 25 year stormwater elevation and top of bank elevation.
  - 2. Maximum allowable slopes with vegetation requirements or other erosion control measures called out.
  - 3. Construction details for all proposed manholes, inlets, and other stormwater control structures.
  - 4. Location, size, length and elevations of all proposed piping systems and related control structures.
  - 5. Building area.
  - 6. Paved area.
  - 7. Total impervious area.
  - 8. Total pervious area.
  - 9. Percent of site as directly connected impervious area (DCIA).
  - 10. Composite runoff CN for basin/sub-basin.
- H. Water and Sewer Utilities
  - 1. Pipe date including size, lengths, material, specifications.
  - 2. All conflicts with other utility and drainage systems.
  - 3. All manhole locations and rim elevations for manholes outside of paved areas.
  - 4. Size, type and location of fittings, valves, hydrants, air release/vacuum relief fixtures.
  - 5. Limits of special interior and exterior coatings.
  - 6. Limits of special bedding requirements.
  - 7. Pipe restraint requirements and method of restraint.
  - 8. Details of connection to existing systems.
  - 9. Locations and construction of wastewater pumping stations indicating size and type of pumps.
  - 10. All utility related accesses and easements.
  - 11. Construction notes regarding cover, horizontal and vertical control, special construction requirements and references to standard and special details.
- I. Location of all existing and proposed potable and irrigation wells.
- J. Location of all all existing and proposed "on-site" sewage disposal facilities including dimensions of proposed disposal area.
- K. Details of driveway connection and construction to adjacent roads serving project.
  - 1. Profile view of proposed driveway grade line showing proposed elevations, grade breaks, lengths, etc. with existing ground profile grade shown (to scale).

Y N N/A

2. Section view of driveway through location of sidedrain showing invert elevations, top of drive elevations, shoulders, pipe lengths, mitered ends, etc. (to scale).

L. Sediment and erosion control measures.

1. Silt fence and straw bale silt barrier locations.

2. Energy dissipators.

3. Include a Stormwater Pollution Prevention Plan (SWPPP).

M.

- Striping and signage for traffic control (stop signs, stop bars, pavement directional arrows, directional signs, etc.)

N.

- Tree protection and landscape plan.

III. Neighborhood Site Plan Requirements

A. Drainage Review required plan contents.

1. Project boundary and individual lot boundary. Elevations at 4 corners and drainage breaks (all type B lots have drainage breaks) including top of any bulkhead or retaining wall elevation excluding contour lines.

2. Arrows on each individual lot indicating drainage paths for type of drainage. A = Front only, B = Front and Rear, C = Rear only, to include the side lot line areas.

3. Building setback footprint area for each lot according to all, front, rear, setback restrictions.

4. Federal Emergency Management Agency floodplain elevations for each lot or parcel. Floodplain location across lot, if any, with flood hazard designation, Flood Insurance Rate Map panel number and required finish floor elevation in NGVD1929 and NAVD1988 Datum.

5. Drainage, access, conversation and utility easements within and adjacent to project.

6. Show interior roadways, trails, paths, sidewalks and other impervious surfaces. Curbs gutters, swale or ditch sections and culvert diameters should be included.

7. A note on the sheet shall indicate what lots are depicted (Example: Lots 1-62, and lots 95-99 on NSP plan sheet 1).

B. Landscaping Review

1. Show the location of any Protected Trees preserved that are located within the development areas.

2. Table showing the minimum lot area in square feet, acres and the required tree inches based upon 80 Tree Inches per acre or portion of an acre.

3. Please add a Note indicating "70% of newly planted trees need to be canopy trees".

4. Please add a Note "No more than 50% of newly planted trees can be of the same species".

5. If trees are to be planted for inch value, please include a table showing the species, sizes, and number of trees to be planted to meet the minimum inch requirement.

6. Demonstrate that at least 50% of the irrigated area of the project shall be low volume irrigation (<30 gallons per hour per emitter).

7. If applicable, show street trees.

C. Natural Resources Buffer Review

1. Identify all easements within the project including but not limited to drainage, utility and conservation easements.

2. Locations and identification of all water bodies, DEP Coastal Construction Control Line (CCCL), Mean High water line, State jurisdictional wetland line, canals, creeks and streams.

Y N N/A

- |                          |                          |                          |     |  |
|--------------------------|--------------------------|--------------------------|-----|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3.  | Identify all buffers by type and show the design and dimensions of each buffer.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4.  | Identify setback to the upland buffer, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5.  | Show location and size of Significant Natural Community Habitat preservation area, if applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6.  | Show location of Bald Eagle primary and secondary protection zones, if applicable.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7.  | Show location of any Upland Conservation Areas, if applicable.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8.  | Label all wetlands to be preserved as "Conservation Area".   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9.  | Notes to be added to the Neighborhood Site Plan:   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a.  | A statement that Upland Buffers adjacent to wetlands are to remain natural, vegetative and undisturbed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b.  | A statement that all Upland Buffers will be identified and staked with a silt fence/ protective barrier prior to any land clearing, and remain in place throughout construction and removed upon completion of construction, and |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c.  | A statement that identifies who will be responsible in the event there is an unauthorized impact to the Upland Buffer(s).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d.  | "The jurisdictional line, wetland impacts, wet mitigation area, and upland buffers, as depicted on these plans match those shown on the plans submitted to and approved by the St. Johns River Water Management District".       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. | Label any Isolated wetlands as "Isolated".   |

IV. Other Requirements for Site and Construction Plans

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

V. Copies of permits from all regulatory agencies having jurisdiction over the project (prior to commencement of construction)

A. St. Johns River Water Management District

- |                          |                          |                          |    |                                |
|--------------------------|--------------------------|--------------------------|----|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. | Environmental Resource Permit. |
|--------------------------|--------------------------|--------------------------|----|--------------------------------|

Y N N/A

2. Consumptive Use Permit (40C-2 FAC).

B. Florida Department of Transportation

1. Vehicular Connection Permit.

2. Drainage Connection Permit.

3. Utility Connection Permit.

C. Department of Environmental Protection

1. Dredge and Fill Permit (17-312 FAC).

2. Water Treatment and Distribution Permit (17-555 FAC).

3. Wastewater Collection and/or Treatment System Permit (17-600 FAC) as required.

4. Submerged Land Lease (18-21 FAC).

5. Easement (18-21 FAC).

6. Construction Seaward of the Coastal Construction Control line Permit (16B-33 FAC).

D. Army Corps of Engineers

1. Individual/Nationwide Permit (Clean Water Act Section 404).

E. Department of Health

1. Onsite Sewage and Disposal System Permit (64E-6 FAC).

2. Limited Use Water System Permit (64E-8 FAC).

3. Well permit (limited use, residential and irrigation) (40C3FAC).

F.

Flagler Estates Road and Water Control District (FERWCD).





## Site & Construction Plan Fire Rescue Checklist

Development/Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

- | Yes                      | No                       | N/A                      | <u>1. Hydrant Detail</u>   |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Show hydrant type including size of outlets.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant location in relationship to road/curb (Show distance).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant has blue reflective road marker in center of road.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant to be painted with reflective type paint.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant owned by utility = state hydrant to be painted chrome yellow with white caps.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant privately owned = state hydrant to be painted red with white caps.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant serviced by REUSE or NON-POTABLE water = state hydrant to be painted purple with white caps.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant to be accessible by crossing ditch = show culvert.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant large diameter outlet to be facing roadway.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant height of lowest outlet to be 18 inches min. above grade.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant located in parking lot and subject to damage to be protected by bollards.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hydrant meet clearances of 7 ft. 6 in. front and sides and 4 ft. rear.   |
|                          |                          |                          | <u>2. Water Protection Detail</u>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Mains serving hydrants minimum six inches diameter or greater.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One/Two Family developments, no buildable lot frontage more than 660 ft. from hydrant measurable along roadways, hydrants spaced no more than 660 ft. apart measurable along roadways, homes on large lots shall not be more than 1000 ft. from hydrant. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Where new mains extend along streets and where hydrants not needed for protecting structures, hydrants not to exceed 1000 ft. apart.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other than detached one/two family developments, at least one hydrant within 330 ft. of any point of entry into each bldg, (structures less than 5000 sq ft, at least one hydrant within 660 ft. of any point of entry into each bldg).                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire mains and hydrants scaled in relationship to bldgs.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private mains and hydrants clearly labeled showing where public utility stops and where private lines begin.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Private hydrants and/or bldg to be protected by fire sprinklers show "Boiler Plate Language" (contact Fire Marshal's office for language).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bldg to be protected by fire sprinklers, show FDC (Fire Dept Connection).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Alternative water supply requires separate plans and permit from Fire Marshal's office.  |
|                          |                          |                          | <u>3. Accessibility Details</u>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Development meets fire dept accessibility requirements, currently adopted edition FL Fire Prevention Code, NFPA 1, Chapter 18.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Dept access road turning radius meets SU 30   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Dept access roads designed to meet 80,000 lbs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Gated communities require Knox electronic gate switch or Knox pad lock (Contact Fire Marshal's office for application).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Lanes may be required on a case by case basis depending on the site and building. (Note: Required specifications on signs in current adopted edition FL Fire Prevention Code, NFPA 1 Chapter 18).   |



# 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:

\_\_\_\_\_

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 \_\_\_\_\_  
Revised August 30, 2011

## Registered Professional's Certification

Project Name:

Development Permit Number:

I hereby certify that I am a licensed Registered Professional in the State of Florida. It is to the best of my knowledge, information, belief and professional opinion, that the construction plans for the referenced project have been designed and prepared in substantial conformance with the St. Johns County Land Development Code.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Florida Registration Number

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date and Seal

\_\_\_\_\_  
Telephone Number

## Operation and Maintenance Entity

Project Name

Development Permit Number

Name of Entity

Corporate Title

Name

Address

City  State  Zip Code

email

Phone Number

I, my successors and/or assigns, do hereby agree to operate and maintain in perpetuity the stormwater management facility located at the above referenced project.

\_\_\_\_\_  
Signature of Entity

Date \_\_\_\_\_

**SECTION 13.A CLEARING AND GRADING CONSTRUCTION PLAN  
LAND DEVELOPMENT CODE SECTIONS 4.01 and 6.04**

**Section 13.A.01 Introduction**

Construction of all new roadways, drainage and utility improvements require approved construction plans before any work may be started. For instances when engineered plans are still in progress, but an applicant is committed to a project and ready to clear and grade, there is an option to submit a Clearing and Grading Construction Plan (CGCP) first. This application is designed to permit clearing and grading including moving and digging earth to prepare for roadway construction, stormwater pond construction, and any other improvements that do not involve utility work, paving, or other non-earthwork activities.

**Section 13.A.02 General Information**

- A. CGCPs are submitted to the Development Services Division for processing.  
Address: 4040 Lewis Speedway, St. Augustine, FL 32084  
  
Phone: (904) 209-0660
- B. **Fee:** Base Review Fee plus Clearing, Tree Preservation, Landscape Review Fee
- C. The site shall provide sufficient protection to conservation areas
  - 1. Preserved wetland areas, upland buffers and drainage features shall be protected by providing enhanced erosion and sedimentation control measures above minimum requirements, as determined by the County Administrator. Examples include, but are not limited to, providing two (2) rows of silt fencing or turbidity barriers around the perimeter of the project; or setting clearing and grading limits 50-feet back from preservation areas, upland buffers and preserved wetland areas, depending on existing or proposed slopes.
  - 2. Tree barricades shall be erected around all preserved trees prior to clearing.
  - 3. All cleared and/or graded surfaces shall be vegetated immediately with either sodding or seeding, depending on slope.

**Section 13.A.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. An original, signed Development Review Application form including the following information:
  - a. Location of project

- b. Property Appraiser Tax Identification Number(s)
  - c. Completed Fee Calculation Form; and
  - d. Other pertinent information concerning your project
- B. One copy of the Owner's Authorization Form
- C. The following maps with project boundaries delineated:
  - a. One copy of Vicinity map (may be on the plan set)
  - b. One copy of map depicting vegetative cover based on Florida Land Use Classification System (FLUCCS) codes.
  - c. One copy of site plan of the Protected Trees within limits of clearing and grading area, identifying all protected trees as defined by Section 4.01.05.D or Article XII of the Land Development Code (LDC)
  - d. Please note, additional maps or information may be requested to review the request.
- D. The following are required to be signed and sealed by a Florida Registered Professional:
  - a. One printed copy of stormwater calculations;
  - b. one copy of stormwater calculations on CD in PDF format with electronic seal, when if applicable.Ten (10) copies of Clearing and Grading Construction Plans (CGCP) including:
    - i. site plans and landscape plans in black or dark blue ink only (four (4) of which must be signed and sealed).
    - ii. Requirements for the CGCP are listed on the CGCP Technical Checklist (please attach copy).
    - iii. All Tree Protection requirements listed in Section 13.04 of the Development Review Manual must be met.
    - iv. Natural resource requirements must be met which are outlined in Section 13.05 of the DRM.
  - c. Registered Professional's Certification Form

### **Section 13.A.04 Review Process**

- A. The above items are routed to the Development Review Committee for review of the construction plans and supporting information for compliance with the Land Development Code (LDC). As a general rule, the review times are as follows:
  - 1. Over twenty acres – fifteen working days
  - 2. Ten to twenty acres – ten working days
  - 3. Under ten acres – eight working days
- B. The status of the project review is available on the County's website at: <https://webapp.sjcf.us/sbmtlmgmtweb/>
- C. If a resubmittal is required, it will be routed for a five working day review.

- D. **Plan review comments will be valid six (6) months from the date comments are forwarded to the Applicant. Upon expiration, a new submittal will be required including all applicable fees.**

#### **Section 13.A.05 Approval Process**

Once all comments are addressed, the CGCP application will be approved and the Applicant will be notified. The Applicant will receive the following:

- A. Two sets of the CGCP plans stamped approved
- B. A Development Permit Placard – 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 weather and must be posted in such position by the applicant promptly after issuance, during, and for a period not less than thirty (30) days after commencement of Construction, or until a Building Permit is issued.
- C. Prior to any land clearing activity, all protection barriers and limits of clearing must be defined and all appropriate permits including but not limited to the following must be submitted:
  - 1. St. Johns River Water Management District
  - 2. Department of Transportation
  - 3. Department of Environmental Protection
  - 4. U.S. Army Corps of Engineers
  - 5. St. Johns County Health Department
  - 6. Flagler Estates Road and Water Control District
- D. When an applicant is prepared to commence construction, they shall schedule a preconstruction meeting. If the project is served by St. Johns County Utilities contact (904) 209-2618. If the project is not served by St. Johns County Utilities contact the Inspector Supervisor of the Transportation Development Division at (904) 209-0736. Every attempt will be made to schedule the preconstruction within 72 business hours of notification by the applicant. The Inspector Supervisor will coordinate with County staff; however, the applicant shall be responsible for the notification and coordination of the preconstruction meeting with other affected utilities or entities. The site contractor must be present at the preconstruction meeting and if the project is served by St. Johns County Utilities, the utility contractor must also be present.

#### **Section 13.A.06 Expiration**

- A. Plans that have received final approval must be claimed within 60 days of the approval date. Upon expiration, a complete set of plans will be required including all appropriate fees.
- B. The Development Permit shall expire unless Construction has commenced on or before the three (3) year anniversary of substantial approval for Projects less than or equal to fifty (50) acres, and continued in good faith. For Projects greater than fifty (50) acres, the Development Permit shall expire based on the three (3) year anniversary period plus one (1) year for each additional ten (10) acres or



portion thereof up to a maximum of five (5) years from date of issuance. Prior to expiration, a Development Permit may be granted one (1) extension upon demonstration of significant progress toward start of Construction of the Development through a written request from the Owner/Applicant to the Development Services Department.



## Clearing and Grading Plan Technical Checklist

1. Project boundary shown with bearings and distances.
2. Limits of clearing and grading of site, including location or inventory of Protected Trees to be removed and preserved as defined in Section 4.01.05.F.1.
3. Show construction access to all roadways adjacent to project showing posted speed limits.
4. Show any drainage, access, conservation and utility easements within and adjacent to project including O.R. Book and Page #.
5. 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.
6. Show location and size of Significant Natural Community Habitat Preservation Areas if applicable.
7. Provide information on listed species within the project area and required State and or Federal agency correspondence and permits
8. Show location of Bald Eagle primary and secondary protection zones, if applicable.
9. All proposed wetlands impacted, preserved and protected shall be shown by acreage.
10. Show upland buffer, other natural perimeter buffers and preservation areas, if applicable.
11. Grading and drainage of proposed site improvements with finished grade contours at one foot intervals with spot elevations as needed for clarification.
12. Provide a stormwater protection plan (SWPP) unique to the subject site and length of time to remain unimproved for review.
13. Copies of permits from all regulatory agencies having jurisdiction over the project prior to commencement of construction.
14. Please Note: Within 48 hours prior to clearing, the contractor is responsible for submitting a national pollutant discharge elimination system (NPDES) permit to the Florida Department of Environmental Protection (FDEP). The information is available at [www.FloridaDEP.gov/water/stormwater](http://www.FloridaDEP.gov/water/stormwater).

## SECTION 14.0 BORROW AREAS (LAND EXCAVATION) LAND DEVELOPMENT CODE PART 6.04.00 and 2.03.10

### Section 14.01 Introduction

A borrow area is where the spoils from an excavation are removed from that Parcel to be placed on another Parcel of land, or are sold. Borrow area excavation includes the leveling, scraping, or reducing of a hill or rise of land, as well as the digging of a pit, hole, depression, or valley.

Prior to processing applications for borrow areas a Special Use Permit is required unless land excavation/borrow areas are allowed within the zoning district or are exempted below. Please see [Section 18](#) of this Manual for information regarding that application process.

### Section 14.02 Exemptions

The following activities are exempt from borrow area permitting:

- A. Bona Fide Agricultural operations which involve standard agricultural practices.
- B. Maintenance dredging of canals, lakes and stormwater ponds, provided all other permit requirements are met.
- C. Work included on an approved construction project permitted through other provisions of the LDC.
- D. Residential swimming pools and building sites.

### Section 14.03 General Information

- A. Applications for borrow areas are submitted to the Development Review Division for processing.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0660

Fax: (904) 209-0743

- B. [Fees](#)

***Please note that the Inspection fees may be paid after the review process begins but must be paid prior to release of approved plans.***

## Section 14.04 Application Process

A complete application package must be received in order to begin the Development Review Process. The following is a list of the items required.

- A. Completed Development Review Application
- B. Construction Plan set, signed and sealed by a Florida Registered Professional, containing the following items:
  - 1. One copy of Stormwater calculations or alternatively one copy on CD in PDF format with electronic seal.
  - 2. Ten copies of Construction Plans including site and landscape plan, black or dark blue ink only (**three of which need to be signed and sealed**).
  - 3. The Registered Professional shall submit As-Builts and certify that the project will not adversely affect the adjacent property.
- C. The construction plan should show at a minimum the following:
  - 1. Property boundary
  - 2. State jurisdictional wetland line, associated upland buffer, and 50' dry land excavation setback.
  - 3. Existing and proposed contours
  - 4. A typical cross-section
  - 5. Existing and proposed surface water drainage patterns
  - 6. Erosion and sediment control measures, dewatering method and location.
  - 7. Plans for any dewatering activities which discharge water off-site
  - 8. Access to the project including haul routes to nearest arterial, major or minor collector.
  - 9. Hours of operation
  - 10. Fence detail, if side slopes are less than four feet horizontal to one foot vertical down to two feet below the normal water level.
  - 11. Cross section of roads and roadway connections.
  - 12. One copy of site plan of the Protected Trees with proposed construction overlay.

13. A landscape plan depicting how 80 inches/acre are provided, and mitigation for removed Protected Tree inches per LDC 4.01.05.
- D. The following maps shown with project boundaries overlaid.
    1. One copy of Vicinity map (may be on plan set)
    2. One copy of map depicting vegetative cover based on FLUCCS codes (Florida Land Use and Cover Classification System).
  - E. One copy of Listed Species Assessment and Significant Natural Community Habitat Assessment.
  - F. One copy of the Owner's Authorization for Construction Plan Review.
  - G. One copy of the Registered Professional's Certification.
  - H. One copy of the Operation and Maintenance Entity form.

#### **Section 14.05 Review Process**

- A. The above items are routed to the Development Review Committee who review the plans and supporting information for compliance within the following time frames:
  1. Over twenty acres – fifteen working days
  2. Ten to twenty acres – twelve working days
  3. Under ten acres – eight working days
- B. The project is scheduled for the next available Development Review Committee meeting. The applicant will receive comments prior to the meeting, along with notification of the scheduled time. (DRC is not mandatory but is available at the Applicant's request.)
- C. All re-submittals will be routed for a five working day review. The status of the project review is available [on line](#).
- D. Plan review comments will be valid six (6) months from the date comments are forwarded to the Applicant. Upon Expiration, a new submittal will be required including all appropriate fees.

#### **Section 14.06 Approval Process**

Applicants will be notified of plan approval and upon the payment of inspection fees, approved plans will be released. Plans that have received final approval must be

claimed with sixty (60) days of approval date. Upon expiration, a new review will be required including all appropriate fees.

**Section 14.07 Commencement of Construction**

Prior to any land clearing activity all protection barriers and limits of clearing must be defined and all appropriate permits including but not limited to the following must be submitted:

- A. St. Johns River Water Management District
- B. Florida Department of Transportation
- C. Florida Department of Environmental Protection
- D. U.S. Army Corps of Engineers
- E. St. Johns County Health Department
- F. Flagler Estates Road and Water Control District



# 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 for Construction Plan Reviews

To: St. Johns County  
Development Review Department  
4040 Lewis Speedway  
St. Augustine, FL 32084

Re: \_\_\_\_\_  
(name of project) St. Johns County File Number if Known

By this document I, \_\_\_\_\_  
(name and title)

of \_\_\_\_\_  
(business entity/individual holding title to subject land)

as the record owner of the subject land, grant permission to \_\_\_\_\_

To seek approval by St. Johns County of a Construction Plan (Paving and Drainage Plans) for:

\_\_\_\_\_  
(name project and describe any sub-portion of parent project to which this approval is limited)

It is recognized and assented to, that County approval of such plan will include assignment of available and necessary concurrency capacity from the grantor's parent parcel to the grantee's parcel or project that is the particular subject to this document.

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 \_\_\_\_\_

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Entity

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn (or affirmed) to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_

as identification.



## Registered Professional's Certification

Project Name:

Development Permit Number:

I hereby certify that I am a licensed Registered Professional in the State of Florida. It is to the best of my knowledge, information, belief and professional opinion, that the construction plans for the referenced project have been designed and prepared in substantial conformance with the St. Johns County Land Development Code.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Florida Registration Number

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date and Seal

\_\_\_\_\_  
Telephone Number

## Operation and Maintenance Entity

Project Name

Development Permit Number

Name of Entity

Corporate Title

Name

Address

City  State  Zip Code

email

Phone Number

I, my successors and/or assigns, do hereby agree to operate and maintain in perpetuity the stormwater management facility located at the above referenced project.

\_\_\_\_\_  
Signature of Entity

Date \_\_\_\_\_

**SECTION 15.0 AS-BUILT  
LAND DEVELOPMENT CODE SECTION 6.04.01 C**

**Section 15.01 Introduction**

Construction of all new roadways, drainage and utility improvements require approved construction plans before any work may be started. When that work is completed certain documentation is required prior to issuance of any building certificates of occupancy. One of those items is an “As-Built” Survey meeting the requirements in the St. Johns County As-Built checklist. The As-Built must also be submitted prior to the time of scheduling for the project Final Inspection for horizontal improvements.

Optional Two-Step Process:

If an applicant wishes to obtain building certificates of occupancy prior to installation of the required landscaping they can select a two-part As-Built review so long as no more than thirty-percent (30%) of clearance sheets in a subdivision construction plan have been submitted. The two-part As-Built review consists of an As-Built Infrastructure (AB-I) application review and an As-Built Landscaping (AB-L) review. The As-Built Infrastructure review will document completion of all infrastructure excluding the required landscaping and allows an applicant to receive up to thirty percent (30 %) of the clearance sheets and corresponding certificates of occupancy entitled to the subdivision construction plan for one-hundred eighty (180) days after AB-I approval. The As-Built Landscape (AB-L) review requires the submittal of the AB-L application and would document the installation of the required landscaping and thus complete the entire As-Built process, allowing an applicant to receive the remainder of the clearance sheets and certificates of occupancy entitled to the subdivision construction plan.

Selecting this option means the applicant can only submit a maximum of thirty-percent (30%) of the clearance sheets entitled to the subdivision construction plan before landscape As-Built approval, as well as acknowledge that non-compliance will result in the inability to receive further clearance sheets for that subdivision construction plan. If the applicant has submitted over thirty-percent (30%) of the clearance sheets entitled to the subdivision construction plan, this option is not available. No further clearance sheets will be approved after either 180 days have elapsed after AB-I approval or more than 30% of clearance sheets have been submitted, unless As-Built Landscaping (AB-L) review is approved.

**Section 15.02 General Information**

- A. As-Built are submitted to the Development Services Division for processing.  
Address: 4040 Lewis Speedway  
St. Augustine, FL 32084  
Phone: (904) 209-0660  
Fax: (904) 209-0743
- B. [Fee](#)
- C. Optional two-part As-Built review is an additional \$100.00 at the time the As-Built Landscaping (AB-L) application is submitted.

### **Section 15.03 Application Process:**

- A. The As-Built package consists of several items, all of which must be received before the package is considered complete. These are:
1. Two (2) sets of signed and sealed "Paving and Drainage" As-Built drawings. In addition, an electronic file (.dwg, .dxf, .shp, .dgn) shall be submitted for GIS mapping purposes.
  2. Provide three (3) copies of 24" x 36" "Water and Sewer" As-Built drawings. As-Built shall be black lined original drawings which are reproducible.
    - a. As-Built drawings shall be drawn to the corresponding Utilities, the standards are in the "Manual of Water, Wastewater, and Reuse Design Standards & Specifications".
    - b. For commercial projects the water and sewer As-Built information may be contained on the paving and drainage As-Built.
  3. "Certification by Registered Professional" must be completed by the Registered Professional of record.
  4. For Subdivisions or Roadway, "Certification By Registered Professional Landscape Architect", must be submitted.
  5. DEP wastewater distribution system approval.
  6. DEP water distribution system approval.
  7. Natural Gas system approval.
  8. FDOT final acceptance/close out letter.
- B. If the project is a subdivision, the following items must also be submitted, for release of the construction bond (letter of credit) and certificates of occupancy:
1. Copy of recorded covenants and restrictions establishing the homeowners association.
  2. If the roads are dedicated to the County, a Required Improvements Bond in the amount as established by Plat Resolution, is required in accordance with Section 6.04.08.C.1.
  3. A sidewalk construction bond or letter of credit is required if all sidewalks have not been constructed or copy of recorded covenants and restrictions requiring sidewalk construction prior to certificate of occupancy.
  4. If the Applicant chooses the two-part As-Built review, a completed As-Built-Landscaping application must be submitted if the applicant chooses to obtain

building certificates of occupancy prior to installation of the required landscaping.

C. If water and or sewer is being provided by the St. Johns County Utility Department (SJCUD) the following requirements are in addition to those stated above:

1. One copy of hydraulic pressure test reports as required must be signed and submitted by the contractor upon completion. SJCUD personnel must witness all pressure tests.
2. Disinfection and flushing procedures of water mains shall be witnessed by SJCUD personnel. One copy of testing results and all related correspondence with FDEP shall be submitted to the SJCUD.
3. TV videotapes and written reports for gravity sewer systems shall be submitted to the SJCUD upon completion. SJCUD personnel must witness initial commencement of video procedure.
4. One (1) copy of an electronic As-Built file shall be submitted in accordance with the standards set in the Utility Department's manual. "Manual of Water, Wastewater, and Reuse Design Standards & Specifications.
5. One copy of Grant of Easement inclusive of Restoration Agreement as applicable, Warranty Deed, Bill of Sale, schedule of construction values, Final Release of Lien and a corporate resolution authorizing the conveyance of property easement, water and/or wastewater infrastructure to the SJCUD.
6. One copy of the Developer's Utility Contractor Warranty, without limitation, against defects in design material and workmanship for a one year period following the date of final acceptance by the County.
7. Final FDEP acceptance letters to place systems in service must be received by the SJCUD prior to final acceptance of the development.

D. The As-Built application process offers two options for submitting and approving As-Builts for subdivisions. These include:

1. One-Step process for full As-Built submittal (AB).
  - a. If at any time an applicant is not eligible for the Two-Step process in 15.03.D.2 below, an applicant must use this One-Step process. An applicant who starts a One-Step process may still transition to a Two-Step process so long as the applicant remain eligible.
  - b. Submittal package includes all items listed in section 15.03.A-C above and confirms completion of work as related to Paving and Drainage, Water and Sewer, and Landscaping.

- c. When all items have been addressed, certificates of occupancy may be released in addition to the construction bond or letter of credit if one was required.
2. Two-Step process for As-Built Infrastructure (AB-I) submittal and As-Built Landscape (AB-L) submittal.
- a. An applicant may use the Two-Step process so long as the following requirements are met:
    - i. No more than thirty percent (30%) of clearance sheets (see DRM Section 17) in the subdivision construction plan are submitted. This amount includes any model home units for which clearance sheets are submitted;
    - ii. Applicant acknowledges that in exchange for the ability to obtain certificates of occupancy prior to completing landscaping improvements the maximum amount of clearance sheets and certificates of occupancy issued without obtaining AB-L approval is limited to 30% of the subdivision construction plan entitlements;
    - iii. Applicant has not previously received As-Built Infrastructure (AB-I) review and approval under this Two-Step process for all or part of the same portion of land.

If at any time an applicant does not meet these requirements, an applicant must use the One-Step process in section 15.03.D.1 and full As-Builts must be submitted and approved prior to any issuance of a building certificate of occupancy.

- b. As-Built Infrastructure (AB-I) package is submitted first, including and confirming completion of work as related to Paving and Drainage, and Water and Sewer.
- c. If all items have been addressed for the AB-I, clearance sheets and certificates of occupancy may be released subject to the following conditions:
  - i. No more than one-hundred eighty (180) days have passed from the date of the AB-I approval. Once this period has passed no further clearance sheets will be issued, renewed, or accepted unless applicant receives As-Built Landscape (AB-L) review and approval;
  - ii. No more than thirty-percent (30%) of clearance sheets or certificates of occupancy within the approved subdivision construction plan have been submitted or approved. Once this threshold has passed no further clearance sheets will be issued, renewed, or accepted unless applicant receives As-Built Landscape (AB-L) review and approval.

No extensions of time or increases in thresholds are permitted. If at any time Applicant is not compliant with either above condition, no further clearance sheets will be issued unless applicant receives AB-L review and approval. Currently valid clearance sheets legally issued prior to the one-hundred eighty (180) expiration may receive certificate of occupancies; however, in no event shall more than 30% of the entitlements in the subdivision construction plan be issued certificate of occupancies unless the applicant receives AB-L review and approval.

- d. As-Built Landscape (AB-L) package, which includes the required "Certification by Registered Professional Landscape Architect" of all improvements and components of the Landscape Plan is then reviewed confirming that work has been completed.
- e. When all items have been addressed for the As-Built Infrastructure (AB-I) as well as the As-Built Landscaping (AB-L), the remaining clearance sheets and certificates for occupancy may be released for all residential entitlements designated within the approved subdivision construction plan as well as the construction bond or letter of credit, if one was required.
- f. The full As-Built fee shall be paid when the As-Built Infrastructure (AB-I) is submitted, but the AB-I will not receive an Environmental Department review for required landscaping. There will be an additional fee for the As-Built Landscaping (AB-L) review.

#### **Section 15.04 Review Process**

- A. The As-Builts are reviewed for specific information and format. These include:
  - 1. Preparation and certification by Florida Registered Land Surveyor.
  - 2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
  - 3. Name, address, registration number of certifying professional.
  - 4. North arrow.
  - 5. Street names.
  - 6. Easements as shown on approved Paving and Drainage drawings must be depicted on "As-Builts".
  - 7. Location, elevation and datum of the Benchmark used.
  - 8. Approved Paving and Drainage Plans may be used for the "As-Built" drawings when all construction is in substantial compliance with approved plans. The certifying professional may edit all changes in design elevations and indicate "As-Built" conditions. If substantial deviations have been made, new "As-Built" drawings will be required.

9. Show elevations along centerline of pavement and at gutter flowline at a minimum interval of 100 feet and at the following changes in vertical and horizontal alignment: PVC and PVT, low points and high points, curb returns and centerline intersections.
  10. Show locations and elevations of (a) drainage structures (catch basins, manholes, etc.); (b) pipes (include invert, size, type, and length); (c) ditches swales and canals, etc. (separate from roadway) and; (d) any other improvements or features used for conveyance of stormwater.
  11. Show location and elevation along top and bottom of banks for retention/detention basins, at changes of direction and at 50 ft. intervals.
  12. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.)
- B. Comments for corrections or changes will be provided to the applicant within 10 working days of submittal. When all items have been addressed certificates of occupancy may be released in addition to the construction bond or letter of credit if one was required for your project.



## Certification by Registered Professional of Record

Project Name:

Development Permit Number:

I hereby certify that all improvements to the above referenced project and all components of the stormwater management system have been built in substantial compliance with the approved plans and specifications on file at St. Johns County and the project is ready for final inspection. Any deviations will not place the site out of compliance with the St. Johns County Land Development Code and furthermore will not prevent the stormwater management system from functioning in compliance with the requirements of St. Johns County when properly maintained and operated.

These determinations have been based upon onsite inspection(s) by me or by my designee under my direct supervision and my review of the As-built drawings accompanying this certification.

Attach a list of all Deviations from the Approved Plans and Specifications.

As-builts will not be accepted/approved if substantial deviations are not listed or if the As-built does not coincide with the approved construction plan. Deviations may be approved with proper documentation from the Registered Professional of record.

Confirm the Following Approvals:

- N/A   Y   N
- DEP Wastewater Acceptance Letter
- DEP Water Acceptance Letter
- SJRWD As-built Notification

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Florida Registration Number

\_\_\_\_\_  
Date and Seal

## Certification By Registered Professional Landscape Architect or Engineer

Project Name:

Development Permit Number:

I hereby certify that all improvements to the above referenced project and all components of the Landscape Plan have been built in substantial compliance with the approved plans and specifications on file at St. Johns County and the project is ready for final inspection. Any deviations will not place the site out of compliance with the St. Johns County Land Development Code.

These determinations have been based upon onsite inspection(s) by me or by my designee under my direct supervision and my review of the As-built drawings accompanying this certification.

Attach a list of all Deviations from the Approved Plans and Specifications.

As-builts will not be accepted/approved if substantial deviations are not listed or if the As-built does not coincide with the approved construction plan. Deviations may be approved with proper documentation from the Registered Professional of record.

Confirm the Following Approvals:

N/A Y N

- DEP Wastewater Acceptance Letter  
   DEP Water Acceptance Letter  
   SJRWD As-built Notification

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Florida Registration Number

\_\_\_\_\_  
Date and Seal



# St. Johns County Subdivision As-built Drawing Requirements

## General

- 1. Must be prepared and certified by a Florida Registered Land Surveyor.
- 2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
- 3. Name, address, registration number of Florida Registered Land Surveyor responsible for preparing "AS-BUILT".
- 4. North Arrow.
- 5. Street Names.
- 6. Easements as shown on approved paving and drainage drawings must be depicted on "AS-BUILT".
- 7. Location, elevation and datum of the Benchmark used.
- 8. Show location of all on and offsite improvements including paving, driveways, buildings, walkways, buffer, fencing, dumpster enclosure detail, and all accessible routes to the elements and facilities, including parking when applicable, to confirm that the proposed improvements were constructed according to the approved plans.

## Pavement with curb and gutter

- 9. Show elevations along centerline of pavement and at gutter flowline at a minimum interval of 100 feet and at the following changes in vertical and horizontal alignment: PVC and PVT, low points and high points, curb returns, and centerline intersections.

## Drainage-Conveyance Systems

- 10. Show location and elevations of (a) drainage structures (catch basins, manholes, etc); (b) pipes (include invert, size, type, and length); (c) ditches, swales, and Canals, etc. (separate from roadway) and; (d) any other improvements or features used for conveyance of stormwater.

## Drainage-Stormwater Retention/Detention Basins

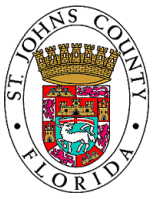
- 11. Show location and elevations along top and bottom of bank at changes of direction and 50' intervals.
- 12. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.

## Water and Sewer

- 13. Water Distribution System "AS-BUILT", if applicable.
- 14. Wastewater Collection System "AS-BUILT", if applicable.
- 15. Horizontal and vertical location of sewer manholes, and lateral service connections (including pipe inverts).
- 16. Horizontal location of water meters, valves, fire hydrants, back flow preventors, etc.
- 17. Horizontal and vertical location of lift stations/wet wells if applicable with inverts of all connecting piping and pump description indicating size and type of pumps installed.

## Other Utilities

- 18. Horizontal and vertical location.



# St. Johns County Commercial As-Built Drawing Requirements

## General

- 1. Must be prepared and certified by a Florida Registered Land Surveyor.
- 2. Each sheet must be labeled "AS-BUILT" in one inch high bold letters.
- 3. Name, address, registration number of Florida Registered Land Surveyor responsible for preparing "AS-BUILT".
- 4. North Arrow.
- 5. Street Names.
- 6. Easements as shown on approved paving and drainage drawings must be depicted on "AS-BUILT".
- 7. Location, elevation and datum of the Benchmark used.
- 8. Approved Paving & Drainage Plans may be used for the "AS-BUILT" drawings when all construction is in substantial compliance with the approved plans. Cross through all changes in design elevations and indicate "AS-BUILT" conditions. If substantial deviations have been made new "AS-BUILT" drawings will be required.

## Improvements

- 9. Show location of all on and offsite improvements including paving, driveways, buildings, walkways, buffer, fencing, dumpster enclosure detail, and all accessible routes to the elements and facilities, including parking to confirm that the proposed improvements were constructed according to the approved plans.
- 10. Sufficient elevations must be shown to confirm that the proposed improvements were constructed according to approved plans, including finished floor elevation(s).
- 11. Sufficient dimensional data to confirm that the proposed improvements were constructed according to approved plans.

## Drainage-Conveyance Systems

- 12. Show location and elevations of (a) drainage structures (catch basins, manholes, etc); (b) pipes (include invert, size, type, and length); (c) ditches, swales, and Canals, etc. (separate from roadway)) and; (d) any other improvements or features used for conveyance of stormwater.

## Drainage-Stormwater Retention/Detention Basins

- 13. Show location and elevations along top and bottom of bank at changes of direction and 50' intervals.
- 14. Show location and elevations of any control structures, weirs, orifices, etc. (include crest elevations, crest length and orifice diameter, etc.

## Water and Sewer

- 15. Horizontal and vertical location of sewer manholes, and lateral service connections (including pipe inverts).
- 16. Horizontal location of water meters, valves, fire hydrants, back flow preventors, etc.
- 17. Horizontal and vertical location of lift stations/wet wells if applicable with inverts of all connecting piping and pump description indicating size and type of pumps installed.

## Other Utilities

- 18. Horizontal and vertical location.



# St. Johns County Growth Management Department

Application for:

Date

Project Name

Property Owner(s)

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

No. of clearance sheets submitted (if applicable)

Number of lots associated with subdivision construction plan

Narrative

I understand that if the applicant chooses to do the optional two-part (AB-I) and (AB-L) review process, a signature is required below acknowledging that no more than thirty-percent (30%) of clearance sheets and associated certificates of occupancy shall be issued until the entire As-Built review process is complete.

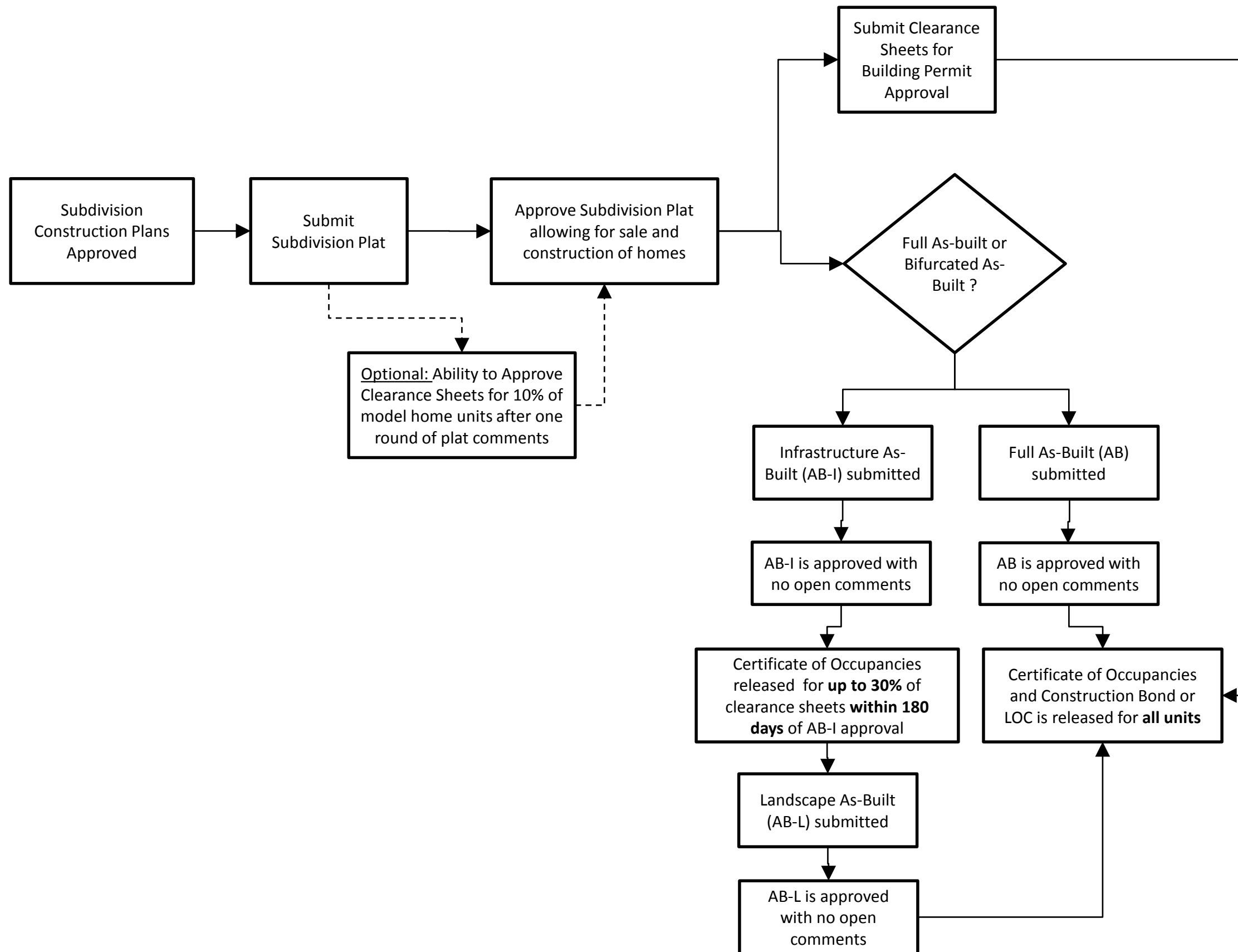
I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner or person authorized to represent this application:

Signed By

Printed or typed name(s)

# Subdivision Permitting Process: As-Built Options



**SECTION 16.0 SUBDIVISION PLAT  
LAND DEVELOPMENT CODE PART 5.01.01.C.1**

**Section 16.01 Purpose**

The purpose of the Subdivision regulations is to set forth regulations regarding the subdivision and development of land in the unincorporated St. Johns County in order to protect the health, safety, welfare and general wellbeing of the citizens of St. Johns County. Section 5.01.01.C.1 of the Land Development Code requires any land divided into more than two (2) residential lots or parcels to be platted in accordance with Chapter 177, Florida Statutes.

**Section 16.02 General Information**

- A. Plats are submitted to the Development Review Division for review prior to being presented to the Board of County Commissioners for final approval.

Physical Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0660

Fax: (904) 209-0743

Fee: [Fee Calculator](#)

- B. Construction Plans (paving, drainage, and utilities) must be approved prior to scheduling the plat for final approval by the Board of County Commissioners.
- C. All subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (Land Development Code Sec. 6.04.08) prior to scheduling the plat for final approval by the Board of County Commissioners. The Required Improvements Bond shall be issued with an automatic renewal clause. If the property is located within a PUD with an approved Master Development Plan or the property has a valid Optional Preliminary Site Plan (OPSP) pursuant to DRM section 16.A.0 and LDC Section 5.01.02, construction may commence prior to approval of a plat and bonding would be required pursuant to LDC Section 6.04.08. If the property is not located within a PUD or PRD and does not have an approved OPSP, subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (including the two-lift system outlined in Section 6.04.07.F.3) prior to Subdivision Construction Plan approval.
- D. Interior sidewalks shown on the approved construction plans but not completed at the time an As-built Survey is submitted must be guaranteed by a separate bond at 115% of the total cost of construction, or a copy of the recorded Covenants and Restrictions requiring sidewalk construction by individual lot must be provided.
- E. For informational purposes if roads are dedicated to St. Johns County, upon release of the required improvement bond for construction a required

improvements bond for maintenance (LDC 6.04.08C) will be required. It is the Developer's responsibility to maintain the bonded improvements until release of the required improvements bond for maintenance (LDC Sec.6.04.08D).

### **Section 16.03 Application Process**

- A. The following items must be submitted to process an application for final plat approval:
1. A completed Application.
  2. Ten (10) copies of the proposed plat.
  3. A Title Opinion.
  4. A signed and sealed construction bond estimate, prepared by a Florida Registered Professional in good standing, for roads, drainage and utilities (including off site required improvements). Include bid sheets, or other itemized documentation (quantity, unit cost, total cost, etc.) to support the cost estimate. In addition, please provide separately the total cost of all roadway and drainage improvements to be dedicated to St. Johns County, and the total area (acre or sq. ft.) of the right-of-way or other lands to be dedicated.
  5. Boundary survey.
  6. Please submit one digital copy of each plat in "dwg" format via email to [survey@sjcfl.us](mailto:survey@sjcfl.us). The digital line work included in the dwg file must be an exact replica of the line work shown on the plat submitted for review. The only data that should be included "dwg" file is listed below. There should be no other data or layers in the file that are frozen, turned off, or locked. This must be one seamless file of the entire area being platted. The St. Johns County GIS Division will be responsible for any rotation and/or translation, so it is not necessary to translate or rotate to any particular coordinate system or bearing structure.
    - a. Boundary lines, lot lines, and road centerline on a layer named "plat".
    - b. Lot numbers and road names on a layer named "plat\_text".
    - c. Jurisdictional lines (that are shown on the plat within the boundaries of the platted lands) on a layer named "wetlands".
  7. Provide a copy of this plat showing all utility company's required easements with the utility company's approval stamp on each sheet of the plat.
  8. Review fee



## Section 16.04 Review Process

- A. Plat and supporting documents are routed to all applicable departments. The review time is 10 working days.
- B. If a resubmittal is required, it will be routed for a 8 working day review. All subsequent submittals will be routed for a 8 working day review.
- C. Replats or plat vacations, not within a PUD or PRD, that propose any public right-of-way modifications or that may affect the ownership or right of convenient access will require a hearing before PZA for a recommendation to the Board of County Commissioners. All plats and replats within the Ponte Vedra Zoning District shall be heard before Ponte Vedra Zoning and Adjustment Board for a recommendation to the Board of County Commissioners.
- D. If the plat is a re-plat or plat vacation it will be subject to the notice requirements of Section 5.01.03, Re-plats & Vacations, of the Land Development Code.
- E. Once all comments have been addressed and the following items received, the plat will be scheduled before the Board of County Commissioners for Final Approval:
  - 1. One set of mylars with all signatures except for the County Officials, and all appropriate seals.
  - 2. A construction bond or letter of credit in an amount to be determined for a period of not less than 14 months from the projected Board of County Commissioners Meeting date.
- F. Once the plat is scheduled before the Board of County Commissioners, an updated title opinion will be required with a search date within 20 days of the Board meeting date. A search date within 30 days may be accepted if it includes a sworn statement certifying that the property owner has not taken any action that materially affects the title opinion or title certificate submitted. The title opinion must also include a statement that the current year and all previous years' taxes have been paid. The updated title opinion must be submitted a minimum of 72 hours prior to the Board meeting.
- G. The applicant may waive his/her right to a quasi-judicial hearing for the plat or replat of property. If the applicant waives the right to a quasi-judicial hearing, staff will place the plat or replat on the next available consent agenda of the Board of County Commissioners. However, should anyone request that the plat or replat be removed from the consent agenda, the plat or replat will proceed as a quasi-judicial hearing.
- H. Upon approval by the Board, the applicant will pay the recording fees to the Clerk of Courts office.
- I. After payment of recording fees and signing of the plat by County Officials the Clerk of Courts office will record the plat. Please note that the plat must be recorded

within 14 days of approval or the approval terminates and the process must be repeated including payment of review fees.

**NOTE: State Plane Coordinate Data Requirements**

State Plane Coordinates (North American Datum 1983/90) in U.S. survey feet shall be stated on the final plat mylar submitted for recording. State Plane Coordinates for at least two boundary corners of the proposed plat must be shown. These coordinates shall be derived from field measurements in conformity with F.S. Chapter 472. and F.A.CRule 5J-17. Survey accurate coordinate data is required premised upon the intended use (i.e. resource grade data is not acceptable.)

**NOTE: County "P.R.M." Requirements**

1. County "P.R.M." means a permanent reference monument which must:

(a) Consist of a metal rod (encased in concrete) having a minimum length of 18 inches and a minimum cross-section area of material of 0.2 square inches. The concrete shall have a minimum cross-section area of 12.25 square inches and be a minimum of 24 inches long.

(b) Be identified with a durable marker or cap with the point of reference marked thereon bearing either the Florida registration number of the professional surveyor and mapper in responsible charge or the certificate of authorization number of the legal entity, which number shall be preceded by LS or LB as applicable and the letters "P.R.M."

(c) Be detectable with conventional instruments for locating ferrous or magnetic objects.

(d) If the location of the "P.R.M." falls in a hard surface such as asphalt or concrete, alternate monumentation may be used that is durable and identifiable.

2. Permanent reference monuments must be placed at each corner or change in direction on the boundary of the lands being platted; however, County "P.R.M.'s" need not be set closer than 310 feet, but may not be more than 1,400 feet apart. In all cases there must be a minimum of four County "P.R.M.'s" placed on the boundary of the lands being platted. Where such corners are in an inaccessible place, "P.R.M.s" shall be set on a nearby offset within the boundary of the plat and such offset shall be so noted on the plat. Where corners are found to coincide with a previously set "P.R.M.," 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 "P.R.M." shall be shown on the new plat or, if unnumbered, shall so state. Permanent reference monuments shall be set before the recording of the plat. The "P.R.M.s" shall be shown on the plat by an appropriate symbol or designation.



# 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)



St. Johns County Land Management Systems  
*Survey and GIS Divisions*  
Plat Review Checklist  
*with references to Florida Statutes*

Plat Name: \_\_\_\_\_

- 1. Original drawing Black Permanent Drawing Ink on Film (0.003 inches minimum thickness). 177.091(1)
- 2. Sheet Size - 18" X 25" 1/2", 1/2" margin on Top, Bottom, & Right, 3" Left margin. per Clerk of Court
- 3. MAP BOOK \_\_\_PAGE\_\_\_, upper right-hand corner per Clerk of Court
- 4. SHEETNO. \_\_\_OF\_\_\_ 177.091 (3)
- 5. Index Sheet if multiple pages with matchlines. 177.091. (3)
- 6. Clearly labeled matchlines to show where sheets match or adjoin. 177.091 (3) (Check that adjacent sheet numbers are correctly labeled). With tracts and adjacent property recording information (matchlines shall be drawn in the same position on matching sheets).
- 7. Stated and graphic scale. 177.091 (4)
- 8. Sufficient size lettering and scale to show detail. 177.091 (4)
- 9. Plat name on each sheet in bold legible letters. Words such as "the", "replat", or "a" may not be used as the first word of the primary name. Name shall not be similar to any other name on a previously recorded plat unless it is a new unit, section, or phase. 177.091 (5) & 177.051 (1)
- 10. Name of surveyor or survey business, street, and mailing address on each sheet. 177.091(5)
- 11. North arrow. 177.901 (6)
- 12. Bearing reference to a well-established and monumented line. 177.901 (6)
- 13. Permanent reference monuments at every corner with appropriate symbol or designation (LB or LS Number) prior to platting. 177.091 (7) and St. Johns County Development Review Manual Section 16.0 Notes. **No more than 1400' apart. St. Johns County requires "encasement" in concrete for all PRMs. However "encased" or "County" PRMs need not be set closer than 310 feet. This is a minimum requirement and you may set encased PRMs at every change in direction (in a confined area Iron Rods may be set instead of concrete monuments, not to exceed an accumulated distance of 310').**
- 14. Permanent control points on the centerline of R.O.W. with appropriate symbol or designation (LB or LS Number) within 1 (one) year or before required improvements bond expiration. 177.901 (8)
- 15. Monuments at lot corners - before the transfer of any lot or required improvements bond expiration. 177.091(8)
- 16. Section, Township, and Range under the name of the plat with replatting information, if any. 177.091 (10) & 177.091 (17) (verify this matches caption.)
- 17. Name of the city, town, village, county, and state that the land being platted is in. 177.091 (10)
- 18. Caption (description) must be so complete that from it, without reference to the plat, the starting point and boundary can be determined. 177.901 (11)
- 19. Verify Plat Name is correct in all certificates and the A&D.
- 20. Adoption and Dedication with notary. 177.081 (2) & 177.091 (12)
- 21. Roads dedicated to the County must include in Adoption and Dedication reference to entity maintaining ponds and drainage easements with County having right to drain through said easements and ponds.
- 22. Check that road names listed in the A&D match the map sheets.
- 23. Check that tracts and easements are addressed in the A&D.

- 24. Certificate of Approval and Acceptance by Governing Body. 177.071 & 177.901 (12)
- 25. Certificate of Clerk. 177.091 (13)
- 26. Certificate of Approval – County Attorney
- 27. Certificate of Approval – Growth Management Department
- 28. Surveyor's Certificate. 177.091 (13)
- 29. Surveyor's Certificate includes "That the plat was prepared under his or her direction and supervision and that the plat complies with all of the survey requirements of Chapter 177, Part 1, Platting." 177.061
- 30. Printed name of the Surveyor; License Number; survey business name, if any; LB Number, if any; and address under the Surveyor's Certificate. 177.061
- 31. Certificate of Review by Professional Surveyor and Mapper. 177.081 (1)
- 32. Section lines and 1/4 section lines. 177.091 (14)
- 33. Point of Reference, if any. 177.091 (14)
- 34. Point of Beginning. 177.091 (14)
- 35. Bearings and distances around boundary. 177.091 (14) (run boundary closure) and (spot check key map with map sheets)
- 36. Street Names. 177.091 (15) (check key map with map sheets)
- 37. R.O.W. widths. 177.091 (15)
- 38. Waterways. 177.091 (15)
- 39. Location and width of proposed easements. 177.091 (16)
- 40. Location and width of existing easements identified in Title Opinion. 177.901 (16)
- 41. Bearings and distances for non-concentric or non-parallel easements. 177.091 (16)
- 42. Identify contiguous properties by Subdivision Title, Map Book and Page or if unplatted, so state. 177.091 (17) (check if all Map Book and Pages listed are correct.) Show adjacent property recording information.
- 43. Lot and block numbers must be progressive, non-consecutive numbering is allowed when due to phasing. 177.091 (18)
- 44. Bearings and distances on all Tracts. 177.091 (19)
- 45. Bearings and distances on all lots. 177.091 (19)
- 46. Bearings and distances on all roads. 177.091 (19)
- 47. If lot or boundary is irregular, a witness line must be shown. 177.091 (19)
- 48. Curvilinear lots - show radius, arc, and delta. 177.091(20), chord and chord bearing.
- 49. Radial lines will be so designated. 177.091 (20)
- 50. Bearings or angles on all lines. 177.091 (21)
- 51. Bearings and distances on centerline streets. 177.091 (22)
- 52. Curved centerlines show arc, delta, radius, chord, and chord bearing. 177.091 (22)
- 53. Designate Park and Recreation parcels, if any. 177.091 (23)
- 54. Interior excepted parcels, as described in the caption, must be labeled "Not a Part of this Plat". 177.091(24)
- 55. Show purpose of all areas dedicated on the plat. 177.091 (25)
- 56. Tabular data must appear on sheet which it applies. 177.091 (26) (check curve and line numbers that they agree with the map sheet) (Each line and curve segment shall have its own identifying number)

- 57. "NOTICE: THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM, IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY." 177.091 (27)
- 58. Easements referenced for Cable Television use. 177.091 (28)
- 59. Legend of all symbolized abbreviations. 177.091 (29)
- 60. Boundary survey. 177.041 (Boundary Surveys with State Jurisdictional Wetland Lines shall have a note indicating the survey company that mapped and located said line)
- 61. Check access to public or dedicated right of way.
- 62. Flood zones should not be shown as they may change from time to time.
- 63. Top of bank should not be shown or if it is shown it should be a dashed line.
- 64. Existing or proposed improvements should not be shown.
- 65. Check for land locked parcels.
- 66. Verify all lots included on the plat have access from a right of way.
- 67. State Plane Coordinate values shown on plat per County requirements.
- 68. Digital file of the platted lands per St. Johns County Development Review Manual 16.03.A.6.
- 69. If Vicinity Map shown make sure it correctly shows the location of the subdivision, correct road names, and a North Arrow.
- 70. Sufficient survey data shall be shown to positively describe the bounds of every lot, block, street easement and **all other areas shown on the plat F.S. 177.091(19)**.
- 71. Lot boundary shall be configured in such a way as to not have boundary lines or curve segments less than 0.5'.
- 72. Bearings around the plat boundary must be shown in a clockwise or counter-clockwise direction.
- 73. All PDFs submitted should be exported directly out of Autocad, Carlson software and MicroStation, etc. (not copied or scanned).

**SECTION 16.A.0 OPTIONAL PRELIMINARY SUBDIVISION PLAN  
LAND DEVELOPMENT CODE PART 5.01.02**

**Section 16.A.01 Purpose**

Prior to Final Subdivision Plat approval, an Optional Preliminary Subdivision Plan (OPSP) may be submitted and approved consistent with Parts 5.02.00 and 9.03.00 of the Land Development Code.

Approval of the OPSP shall be construed as authority for submitting subdivision construction plans; the OPSP shall not be construed as authority for the transfer of title of lots in reference to such OPSP or for obtaining building permits except as may be permitted in Section 2.02.04.B.10 of the Land Development Code. Approval of the OPSP shall be construed as allowing commencement of horizontal construction pursuant to an approved construction plan prior to approval of plat per DRM section 16.02.C. OPSP approval allows projects not within a PUD or PRD to be bonded prior to plat approval rather than requiring bonding prior to Subdivision Construction Plan approval. Approval of Graphic depictions and other information are conceptual and do not constitute approval or waiver of any provision of the Land Development Code. Construction and other documents may identify environmental, engineering, and legal constraints not waived or varied by approval of an OPSP.

**Section 16.A.02 General Information**

Optional Preliminary Subdivision Plans are submitted to the Development Review Division for review prior to being presented to the Planning and Zoning Agency or Ponte Vedra Zoning and Adjustment Board for final approval. This option meets the requirement of Section 16.04.C of the Development Review Manual. The OPSP serves as the required plat hearing for replats or plat vacations not within a PUD or PRD that propose any public right-of-way modifications.

Physical Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0660

Fax: (904) 209-0743

**Fee**

**Section 16.A.03 Application Process**

The following items must be submitted to process an application for Optional Preliminary Subdivision Plan:

- A. A completed Application.
- B. Ten (10) copies of the proposed Optional Preliminary Subdivision Plan. Please provide the following information:
  - 1. The general location of all residential Lots.

2. Provide a site data table to include the following:
  - a. Zoning District
  - b. Minimum lot width
  - c. Minimum lot area
  - d. Minimum front setback
  - e. Minimum side setback
  - f. Minimum rear setback
  - g. Maximum ISR
  - h. Maximum lot coverage by all buildings
  - i. Maximum height
  - j. Parcel identification number
3. The general layout of the internal street system.
4. The general location of Wetlands, conservation/preservation areas, open space areas, commonly owned areas, golf course and parks.
5. The general location of any Historic Resources as defined by the Land Development Code, and notation regarding any required action related to such resources.
6. The general location, width, extent and type of buffers proposed to conform, at a minimum, with the buffer requirements of Section 6.06.00 and other standards in this Code.
7. The general location of all vehicle and pedestrian access to the Project, the internal vehicle and pedestrian accesses within the Project including all sidewalks, and the general location of internal and pedestrian connections between Uses.
8. The general location of retention, detention and other drainage facilities that may be used in the Project; however, final engineering may be approved upon review of final Construction Plans and in accordance with Article VI of the Land Development Code.
9. The general location of all Project identification signage.
10. A general location of the subject property in relation to the County.
11. The general location of future access points providing interconnectivity to adjacent properties.
12. A map showing the location of the 100-year floodplain in relation to the Project.
13. Legal Description
- C. Boundary survey.
- D. Owner's Authorization Form



- E. Proof of Ownership
- F. Registered Professional's Certification Form
- G. Water and Sewer letter of availability including distance to nearest water and sewer lines if project is within a utility franchise area.
- H. Review fee

**Section 16.A.04 Review Process**

- A. Optional Preliminary Subdivision Plans and supporting documents are routed to all applicable departments. The review time is ten (10) working days.
- B. Reviewing departments comments are compiled and one of the following will occur:
  - 1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. If a resubmittal is required, it will be routed for an eight (8) working day review.
  - 2. Above Item #1 is repeated until the application is determined sufficient and ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled for public hearing.
  - 3. If the application is determined to be complete, the Optional Preliminary Subdivision Plan will be scheduled for public hearing before the Agency.

**Section 16.A.05 Public Hearing Process**

- A. Item is scheduled for a public hearing to be heard by the Agency. At a minimum of fifteen (15) days prior to the public hearing(s), a notice is placed in the St. Augustine Record newspaper and a sign is posted on the property. Notification is also sent to the applicant advising of the date.
  - 1. Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
  - 2. Staff will place a sign(s) in the form required by the County Administrator and shall be erected in full view of the public on each street side of such land. Where such land does not have frontage on a public street, such Signs shall be erected on the nearest street Right-of-Way.

- B. A staff report is drafted by Development Review Division and is distributed to the Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
- C. The Agency will consider the request during public hearing. A Final Order is prepared and signed by the Agency's Chairperson. An appeal may be filed within 30 days of the signed Order.



# 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)

## SECTION 17.0 CLEARANCE SHEET APPROVAL

### Section 17.01 Introduction

Receiving Clearance Sheet approval is necessary prior to conducting any clearing or any land development activity including installing a septic or well system and is necessary prior to submitting for and obtaining a building permit. The clearance sheet provides a variety of information relating to a parcel of land which is needed throughout the permitting process. This includes the GIS address, flood zone information, zoning setbacks, minimum floor elevations, comprehensive plan information, impact fees etc. This process also involves site plan review for compliance with Upland Buffer, Land Clearing & Landscaping and Lot Grading requirements, or Neighborhood Site Plan (NSP).

Clearance Sheet approval is necessary for new single family residences, residential and commercial additions and accessory structures, mobile homes and most interior completion or remodeling of a commercial building. **New commercial projects will obtain clearance sheet approval following Development Review Committee approval.**

### Section 17.02 General Information

- A. Clearance Sheet Application approval is started by submitting a completed Application and appropriate fee to the Development Review Division.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084  
Phone: (904) 209-0724 & (904) 209-0068  
Fax: (904) 209-0661

#### [Fees](#)

**A residential Clearance Sheet is valid for 6 months, unless a building permit has been issued.**

### Section 17.03 Application Process

- A. Completed Clearance Sheet Application.
- B. Two (2) copies of a detailed site plan (see [Residential Site Plan Checklist](#) for necessary information).
- C. Appropriate Fees.

### Section 17.04 Plan Review Process

Clearance Sheet and detailed site plan are routed to the appropriate reviewers. The Applicant will be notified by County Staff when the plan review process is complete to

advise the applicant of the status (i.e. Approved or requiring more information). The review process can be monitored [on line](#).

## **Section 17.05      General Guidelines**

### **A.      Landscaping/Clearing**

1. Sec. 4.01.05.F.1.c of the Land Development Code prohibits the Removal of Protected Trees or Land Alteration without first obtaining County Permits. All Trees in any area with six (6) inches or more grade change are considered removed and no Tree Inches shall be given for such Trees. Label Protected Trees to be removed and include the size and species.
2. All Trees to be preserved within ten (10) feet of the proposed Construction area shall have Tree Protection Barricades placed around the Tree's Protected Area.
3. Single family lots that are not included within a Neighborhood Site Plan and are larger than the minimum lot size established by Article II of the Land Development Code need only to provide their proportionate share of 40 Tree Inches per acre for the minimum required lot size. A table has been provided on the "Tree Information Sheet" included in this section.

### **B.      Lot Grading**

St. Johns County has many areas that are strongly influenced by a high water table and/or poor drainage. In certain situations, construction of retaining walls, roof gutters, underdrains, swales, or any other facility deemed necessary may be required to provide adequate drainage.

### **C.      Upland Buffer**

The following are upland buffer and setback requirements that may apply to single-family or duplex residential lots as defined by the Land Development Code Sections 4.01.02.E or 4.01.06. The upland buffer is to be measured landward from the State jurisdictional wetland line. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

1. Lot of Record recorded prior to September 15, 1999. Section 4.01.02.E of the Land Development Code requires a 25-foot upland buffer to be measured from the state jurisdictional wetland line.
2. Lot of Record recorded on or after September 15, 1999.
  - a. Section 4.01.06 of the Land Development Code requires a minimum 50-foot upland buffer for lots adjacent to the St. Johns River and the Intracoastal waterway and for lots on all tributaries of the Tolomato River, St. Johns River, Guana River, or Matanzas River where a mean high water line can be established up in those tributaries.

- b. Section 4.01.06 of the Land Development Code requires a minimum 25-foot upland buffer and a 25-foot building setback for contiguous wetlands where a mean high water line cannot be established. Accessory activities are allowed to take place in the 25-foot setback area. The accessory uses do not include homes or any building with a permanent foundation.
3. Where a 50- foot Upland Buffer is required, there shall be no instance where the Upland Buffer is less than 25 feet. The averaged upland buffer shall result in a greater overall upland buffer square footage than when not averaged.
4. The Land Development Code does recognize limited circumstances where the upland buffer may be impacted. These circumstances are limited to driveway crossings or access to an adjacent navigable waterway. All proposed impacts shall be approved by the County.
5. Lots included within a Neighborhood Site Plan may have unique upland buffers and setbacks. During the Planning process, the County requires developments to set forth upland buffers and setbacks for the project as a whole. Please refer to the established Neighborhood Site Plan for these unique buffer and setback locations.

D. Septic and Wells

If you are going to use either a septic tank or onsite water well the following requirements must be met. Please note that you must use State Mandated forms (Onsite Sewage-DH Form 4015 Page 1 or Well-DEP Form 62-532.900(1)).

Both applications are processed by the Environmental Public Health Service Center located in the St. Johns County Health & Human Services Complex at 200 San Sebastian View, St. Augustine, Florida 32084, Phone Number (904) 506-6081. Receipt of a septic system permit does not authorize immediate clearing and installation of that system, an approved Clearance Sheet must be obtained prior to any land clearing or development activity on the lot.

For septic tank Application with New Construction:

1. If the owner is not the person applying and the person is not a Florida Statutes Chapter 489 licensed contractor then an agent authorization form is to be completed to allow the person to act as the owner's agent.
2. Completed State Application form with fee, including:
  - a. Owner's name (and agent's, if applicable) mailing address and phone number.
  - b. Legal Description of total site ownership. (Metes and bounds description, copy of deed or survey, RI Number, PIN, or Tax Folio Number.) Date of Subdivision.

- c. Specific directions to drive to the property so it can be inspected.
  - d. Source of water supply (if well is off site, submit copy of deed or signed water-rights agreement between property owners as filed with Clerk of Court).
  - e. Type of project including number and square footage of buildings.
3. Three (3) scaled Site Plans of the total lot or parcel ownership showing boundaries with dimensions. Note: if an individual lot is five acres or greater, the site plan may show a minimum one (1) acre parcel that is scaled, or the minimum necessary to properly exhibit all features. The applicant must also show the location of that parcel inside the total parcel.
- a. Property boundaries (give numerical dimensions).
  - b. Location of the proposed and any existing septic tank(s), pump tanks, transmission lines and drainfield(s), including mounds.
  - c. Location of any existing or proposed structures. Structure footprint must match floor plans.
  - d. Location of driveways, parking areas, sidewalks, pools, recorded easements, filled areas, obstructed areas, etc.
  - e. Location of existing or proposed potable and non-potable water supply lines, including valves.
  - f. Location of any existing or proposed wells on the property or within 75 feet of the property boundaries. Location of any Public Wells within 200 feet of property boundaries.
  - g. Location of septic tanks, pump tanks, transmission lines and drainfields within 75 feet of the property boundaries.
  - h. Location of surface waters such as wetlands seasonally inundated > 180 days, submerged marshes or swamps, and the Mean high water line (MHWL) of any tidally influenced Surface water or the Mean annual flood line (MAFL) of any non-tidally influenced surface water such as ponds, lakes, rivers, streams, canals, waterways, ocean, etc. These lines require the elevation of the MHWL or MAFL and if a bulkhead constrains the surface water, then the elevation of the top of the bulkhead is also needed. Also show ditches, swales, Stormwater retention ponds on the property and within 75 feet of the property boundaries.
  - i. Location of the Coastal Construction Control Line (CCCL) for lots abutting the ocean and DEP CCCL permit, if any development activity, excavation, clearing, or structures (including septic tanks or drainfields) are proposed seaward of the DEP line.
  - j. Slope of property if not level.

k. Show all setbacks as required under the Florida Administrative Code 64E-6.

4. Two (2) floor plans with outside dimensions that coincide with site plan are needed. Residential plans must show number of bedrooms and the building area of each floor of the dwelling unit. Non-residential plans must show square footage, all plumbing drains and fixture types.

NOTE: One Site Plan and one Floor Plan with a Health Department approval stamp will be returned to the applicant to submit to the Building Division before the actual building permit is issued.

5. Environmental Public Health Service Center staff can perform soil tests and set benchmarks provided the site is accessible and a cleared drainfield area is available to conduct these activities.

NOTE: On heavily wooded lots, the cleared access path and the drainfield area should be readily visible to field staff.

NOTE: If lot is locked/fenced/gated, provide clear contact information to clerk taking information so a note can be made to gain access to the property.

E. Exempt Parcel Status for R/S and A-I Land Use Designated Lots

Clearance sheet requests for new residential units on lots classified as R/S or A-I on the Future Land Use Map require evidence from the applicant that the lot meets the minimum lot sizes as required by the Comprehensive Plan, or that the site qualifies as an Exempt Parcel as defined in Policy A.1.6.3. Exempt Parcels are those parcels and/or lots of record which existed as of September 14, 1990. It is the responsibility of the applicant to provide documentation, such as deeds, surveys, or other similar proof, to determine Exempt Parcel status.

Clearance sheet requests for additions to residential units legally in existence as of February 2, 2017, or for accessory structures to such legally existing residential unit, may be issued a development permit for such dwelling unit replacement, addition, or accessory structure regardless of whether the lot qualifies as an exempt parcel or meets the minimum lot size as required by the Comprehensive Plan. No permit shall be issued for residential units existing after February 2, 2017 without the lot meeting the minimum lot size required by the Comprehensive Plan or qualifying as an exempt parcel.

**Section 17.06 Approval**

We will contact you when your application is completed and/or if there are comments or requests for additional information. Once all outstanding comments are resolved, the Clearance Sheet will be issued, along with two (2) approved site plans.

Following approval, the clearance sheet and all appropriate plans are submitted to the Building Department by the applicant, along with the building plan review package.



Following Building Permit issuance, the Clearance Sheet remains valid unless the Building Permit is revoked, expires due to inactivity, or until the project receives a final inspection approval. Commercial Clearance Sheets follow expiration date of associated Construction Plan approval.

### **Section 17.07 Building Permit**

“Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas or plumbing system...shall first make application to the building official and obtain the required permit.”

All construction documentation submitted for Building Permits will be reviewed under the current edition of the [Florida Building Code](#), which can also be found online.

The following information is provided for the [Building Permit Application](#) stage of your project.

- A. Single Family Residential (Conventional)
  - a. A copy of the service letter from the utility company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review, only).
  - b. Completed “Building Permit Application”.
  - c. Two (2) sets of Plans to scale with same orientation as the building is on the site plan.
  - d. All applicable items as listed on the sufficiency checklist.
  - e. [Plan Review fees](#) are due upon application submittal.
  - f. Building Permit fees are due upon issuance of the permit.
- B. Mobile Homes
  - 1. A copy of the service letter from the company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review only)
  - 2. Complete Mobile/Manufactured Home application.
  - 3. Mobile Home Installer/Dealer to complete Mobile/Manufactured Home Installation Set-up Form.
  - 4. [Mobile Home fees](#) are due upon issuance of permits.

## **Section 17.08 Inspection**

Inspections for lot grading, landscaping, upland buffers, and turtle lighting shall be called into the Automated Inspection Request System used by permit holders. The inspection will usually be done the following day. If the work is approved, the “hold” for that department will be signed off. Please note that if re-inspections are required, additional fees may apply.

- A. Lot Grading call in Inspection number 904. Completed work should include final-fine grading, sod (if applicable), irrigation system, septic system, driveways and sidewalks.

The Building Contractor shall submit a signed Lot Grading Certificate and a Finished Floor Elevation Certificate certifying that the minimum floor elevation and lot grading was constructed as shown on the approved plans on file with the County.

- B. Landscaping and Irrigation call in Inspection number 126 (or 726 for a mobile home). All trees, required landscaping, and irrigation shall be in place.
- C. Upland Buffer call in Inspection number 903. When an upland buffer exists within the property boundaries, an upland buffer inspection will be required to ensure that it has remained undisturbed during construction. If the buffer has been disturbed, a replanting plan may be required.
- D. For lots adjacent to the coast, a turtle lighting inspection may be required per Section 4.01.09 of the Land Development Code. Please contact the Turtle Lighting Officer at 209-0323 for satisfaction of this hold, if applicable.

The above inspections are in addition to any Building Inspections that are required.

## **Section 17.09 Impact Fees**

Impact fees are one-time charges that are collected when new homes or businesses are built, or when existing homes or businesses are expanded. The purpose of the fee is to fund capital projects such as roads, parks, schools, jails, fire stations and other infrastructure to support new development. The funds collected cannot be used for operation, maintenance, or repair of capital facilities.

Impact fees are assessed when a Clearance Sheet application is processed based on the [current impact fee schedule](#).

- A. Credits and Exemptions

Any claim for credit under an approved Impact Fee Agreement, Developer’s Agreement, or pre-payment of impact fees (to extend Concurrency), must be made no later than at the time of Building Permit Application (Clearance Sheet).

Any claim for exemption (replacement of an existing home/building) must be made no later than the time of building permit application (Clearance Sheet).

NOTE: Any claim not so made shall be deemed waived.

B. Vouchers

An Impact Fee Voucher is a receipt for payment of an impact fee and is evidence that an impact fee has been paid directly to the holder of an impact fee credit. The voucher is submitted to the County at the time of building permit application ([Clearance Sheet](#)). The County then deducts the impact fee denoted on the voucher from the total amount of impact fees due to the County.

**PERMITS BECOME NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OR IF CONSTRUCTION OR WORK IS SUSPENDED, OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.**

\_\_\_\_\_

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

Tax Parcel Number \_\_\_\_\_ Depository Account Number \_\_\_\_\_

Site Legal Description \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Qualifying Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Fee Simple Titleholder's Name of the Site \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Name \_\_\_\_\_

Job Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bonding Co. Name \_\_\_\_\_ Address \_\_\_\_\_

Architect/ Engineer's Name \_\_\_\_\_ Address \_\_\_\_\_

Mortgage Lender's Name \_\_\_\_\_ Address \_\_\_\_\_

Description of Work \_\_\_\_\_ Structure Use \_\_\_\_\_

\$ Valuation of Work \_\_\_\_\_ Stories \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Conditioned Sq. Ft. \_\_\_\_\_

Height \_\_\_\_\_ # of Units \_\_\_\_\_ FIA Zone \_\_\_\_\_ First Floor Elevation \_\_\_\_\_

If proposed improvements are accessory Existing Sq. Ft. \_\_\_\_\_

to existing improved property provide: Ext Conditioned Sq. Ft. \_\_\_\_\_

New Sq. Ft. \_\_\_\_\_ New Conditioned Sq. Ft. \_\_\_\_\_ Height of Main Structure \_\_\_\_\_ Height of proposed Structure \_\_\_\_\_

Water \_\_\_\_\_ Well \_\_\_\_\_ Sewer \_\_\_\_\_ Septic Tank

Termite Protection By \_\_\_\_\_ Treatment Method: Soil \_\_\_\_\_ Bait \_\_\_\_\_ Wood \_\_\_\_\_

Per Florida Building Code 1816.1

(PLEASE COMPLETE OTHER SIDE)

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please complete the information below for single product use. For multiple product use, please complete St. Johns County Product Approval Specification Form.

Manufacturer \_\_\_\_\_ Product Description \_\_\_\_\_ Limitation of Use \_\_\_\_\_ Approval # \_\_\_\_\_

Job Address \_\_\_\_\_ City \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNANCES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, ETC.

WARNING TO OWNER. YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNER'S AFFIDAVIT: I certify that all foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Print Owner's or Owner Agent's Name

Business Qualifying Name

Owner's or Owner Agent's Signature

Print Contractor's Name

STATE OF FLORIDA
COUNTY OF \_\_\_\_\_

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 \_\_\_\_\_

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: \_\_\_\_\_

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

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_
Type of Identification Produced \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_
Type of Identification Produced \_\_\_\_\_

THIS SPACE FOR COUNTY USE ONLY

Plans Reviewed By: \_\_\_\_\_ Application Approved By: \_\_\_\_\_

VALUATION CALCULATION:

LIVING: \_\_\_\_\_ ENCLOSED: \_\_\_\_\_ PARTIALLY ENCLOSED: \_\_\_\_\_
GARAGE: \_\_\_\_\_ ROOF: CLAY \_\_\_\_\_ CONCRETE \_\_\_\_\_ METAL \_\_\_\_\_ SHINGLE \_\_\_\_\_
PORCHES: \_\_\_\_\_ EXPOSURE "B" \_\_\_\_\_ EXPOSURE "C" \_\_\_\_\_ EXPOSURE "D" \_\_\_\_\_
TOTALS: \_\_\_\_\_ TOP CORD DEAD LOAD \_\_\_\_\_



# Certification of Finished Floor Elevation

Meeting Engineered Specifications

*This form is to be completed by the builder contractor, surveyor or a professional engineer and must be returned no later than the approved slab inspection has passed, and prior to any further inspection requests.*

Clearance Sheet #

Building Permit #  Address

In compliance with the approved building plan, I, \_\_\_\_\_  
certify that the finished floor elevation, for the above address is at or above the elevation specified  
(not to exceed six inches above the specified elevation) on the approved subdivision construction  
plans, the County Clearance Sheet, and the approved Lot Grading Plan.

- contractor
- surveyor
- engineer

Signature: \_\_\_\_\_

License # \_\_\_\_\_

Date

Please check here if building is STEMWALL construction

Please return to: Development Services  
 4040 Lewis Speedway  
 St. Augustine, Florida 32084  
 Fax: 904-209-0661  
 Email: gmclearancesheet@sjcfl.us

Fax Number for Return Confirmation of Receipt From County



## RESIDENTIAL SITE PLAN APPLICATION CHECK LIST / REQUIREMENTS

PREPARE SITE PLAN SHEET WITH ALL PERTINENT INFORMATION AND SUBMIT TWO (2) COPIES.

(Recommended maximum Site Plan sheet size is 11 inches x 17 inches.)

**No Land Clearing, placement of fill, structures, septic tanks, change in drainage patterns, or Protected Tree Removal shall be allowed before receiving an approved Clearance Sheet.**

Please check off each box of required information to confirm placement on site plan (for fastest possible processing). If you are proposing an addition or accessory structure such as but not limited to a shed, pool etc. complete Section A. If you are proposing a new or replacement home complete both Sections A and B. If either proposal includes a bulkhead or retaining wall also complete Section C. If your proposal is for just a bulkhead or retaining wall complete Section A items 1- 16 and Section C.

### **Section A**

**Yes N/A**

1. Provide Applicant name and site address.
2. Provide Applicant daytime phone number.
3. Show scale (ex: 1" = 50' ; 1" = 40' ; 1" = 30' ; 1" = 10').
4. Provide Lot, Block & Subdivision name.
5. Show lot dimensions, streets, roads, Finished Floor Elevation, driveways, easements, and waterways.
6. If wetlands exist on the lot, show State Jurisdictional Wetland Line as shown on the recorded plat, NSP or as determined by a qualified wetland scientist.
7. If present, show location, type and size of any specimen or historic trees on the lot (see tree information sheet).
8. Show and label the Coastal Construction Control Line (CCCL) on any lot where all or a portion of the lot is located seaward of the CCCL.
9. Show all proposed and existing structures including main use and accessory. Provide use of each, as well as distances from property lines and zoning setbacks.
10. Provide impervious surface ratio and floor area ratio.
11. Show existing and proposed well and septic systems.
12. Registered Architectural Review Association approval if required in accordance with the Land Development Code Section 5.03.02.H.
13. Show and label a twenty-five foot (25') or fifty foot (50') upland buffer, as applicable, measured landward/upslope of the state jurisdictional wetland line.
14. Show silt fence installation landward (upslope) of the naturally vegetated upland buffer.
15. Show a twenty-five (25') building setback from the twenty-five foot (25') upland buffer where applicable.
16. Show any conservation easements, habitat preservation areas (including any bald eagle protection zones), gopher tortoise burrows, or any other unique preservation area applicable to the lot.
17. Depending on environmental characteristics of the lot, documentation may be required that a qualified scientist has accessed the site for the presence of listed species. The location of any listed species habitat (i.e. nest, burrows, etc.) shall be shown on the site plan.
18. If the lot is in a coastal area, lighting may be subject to LDC 4.01.09. Please call turtle lighting officer for additional information 904-209-0323.
19. Show air conditioner pads, patios, stoops, internal sidewalks, pavers, etc. and indicate on site plan that you will maintain five feet (5') from property line. Improvements are not allowed to be located within a easement.

# RESIDENTIAL SITE PLAN APPLICATION CHECK LIST / REQUIREMENTS

page 2

## Section B

Yes N/A

- 1. In a designed subdivision, please show lot elevations, arrows and written drainage type, all of which must match.
- 2. Show limits and elevation of fill to be added, (in inches), above existing grade. If you have more than one (1) acre, depict elevation and drainage pattern if fill is being placed within 10' of the property line. Provide the comment that "**1% minimum slope will be provided from building to discharge point per Section 6.04.06.H of the Land Development Code**".
- 3. Indicate with arrows, the direction of drainage flow on the site: Type A (drainage flowing to the front); Type B (flowing both directions, usually breaking near the middle of the lot); or Type C (all flowing to the rear). Proposed drainage must conform with the Neighborhood Site Plan (NSP), if applicable. (NSP information is available through the Clearance Counter).
- 4. Where applicable, show and label sidewalks and curb ramps in designed subdivisions in conformance with the approved paving & drainage plans.
- 5. Driveway width allowed per Land Development Code is twelve foot (12') minimum and eighteen feet (18') maximum at right-of-way (ROW). Show driveway location and indicate driveway width at ROW line on site plan.
- 6. Show a three (3') minimum separation between the driveway and property line and five (5') minimum separation at right-of-way.
- 7. For a three (3) car garage facing the street that is thirty-five feet (35') or less from the ROW line, a maximum twenty-six foot (26') driveway width is allowed at the ROW. Indicate on the site plan that driveway meets this criteria.
- 8. Circular driveways on streets with ditches/swales require one hundred-fifty feet (150') minimum of frontage. Indicate frontage on site plan.
- 9. Circular driveway on streets that are curb and gutter require one hundred feet (100') minimum frontage. Indicate frontage on site plan.
- 10. Show erosion control measures (eg. silt fence) to ensure no silt migration onto adjacent properties.
- 11. Indicate Flood Zones and show Base Flood Elevation (BFE) required by FEMA. This information is available through IMap at: <http://www.sjcfi.us/GIS/IMap.aspx>. Include one foot (1') freeboard required by the Land Development Code to obtain minimum Finish Floor Elevation (FFE).
- 12. Indicate that you will maintain ten feet (10') between driveway radius and street corner radius.
- 13. Provide five feet (5') between toe of slope of drainfield and property line for drainage purposes, or indicate alternate drainage path to avoid impacting adjacent properties.
- 14. Show only the minimum tree inches required as shown on the tree information sheet.
- 15. In addition to the required tree inches, show street trees where applicable as shown on the NSP.
- 16. Any protected trees in an area where six inches (6") of grade change or more is proposed shall be considered removed and no tree inches shall be given.
- 17. Any preserved trees within ten feet (10') of the proposed construction area shall have tree protection barricades placed around the tree's protected area. Show location, type and size of such trees on the site plan.
- 18. If you are planting trees to meet the minimum tree requirement, include the note "At least 70% of the trees must be canopy type with no more than 50% of one species and 50% must be native" on the site plan.
- 19. No more than 50% of the lot area shall be irrigated with high volume irrigation (>30 gph) if required by the NSP. The remaining half of the lot may use low volume irrigation, which is less than 30 gallons per hour per emitter (i.e. drip, soaker, micro, trickle, bubbler systems).



# RESIDENTIAL SITE PLAN APPLICATION CHECK LIST / REQUIREMENTS

page 3

## Section C

Yes N/A

- 1. Show and label location of bulkhead or retaining wall on site plan.
- 2. Provide wing walls to prevent erosion, or note if abutting to adjacent bulkhead or retaining wall.
- 3. Show cross section view (side elevation) on site plan and show wetland line, buffer and amount of backfill to be added.
- 4. Provide arrows to show the flow of drainage as it relates to the bulkhead or retaining wall.

---

### CONTACTS:



We will contact you when your application is completed and/or if there are comments or requests for additional information. If you have questions, you may contact us. Please provide your Clearance Sheet Number when referencing your application.

You may also track the application review on line at:

**<http://node28.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATS/clrsht/siteplanlookup.asp>**

Lot Grading.....(904) 209-0660

Environmental.....(904) 209-0419 or (904) 209-0688

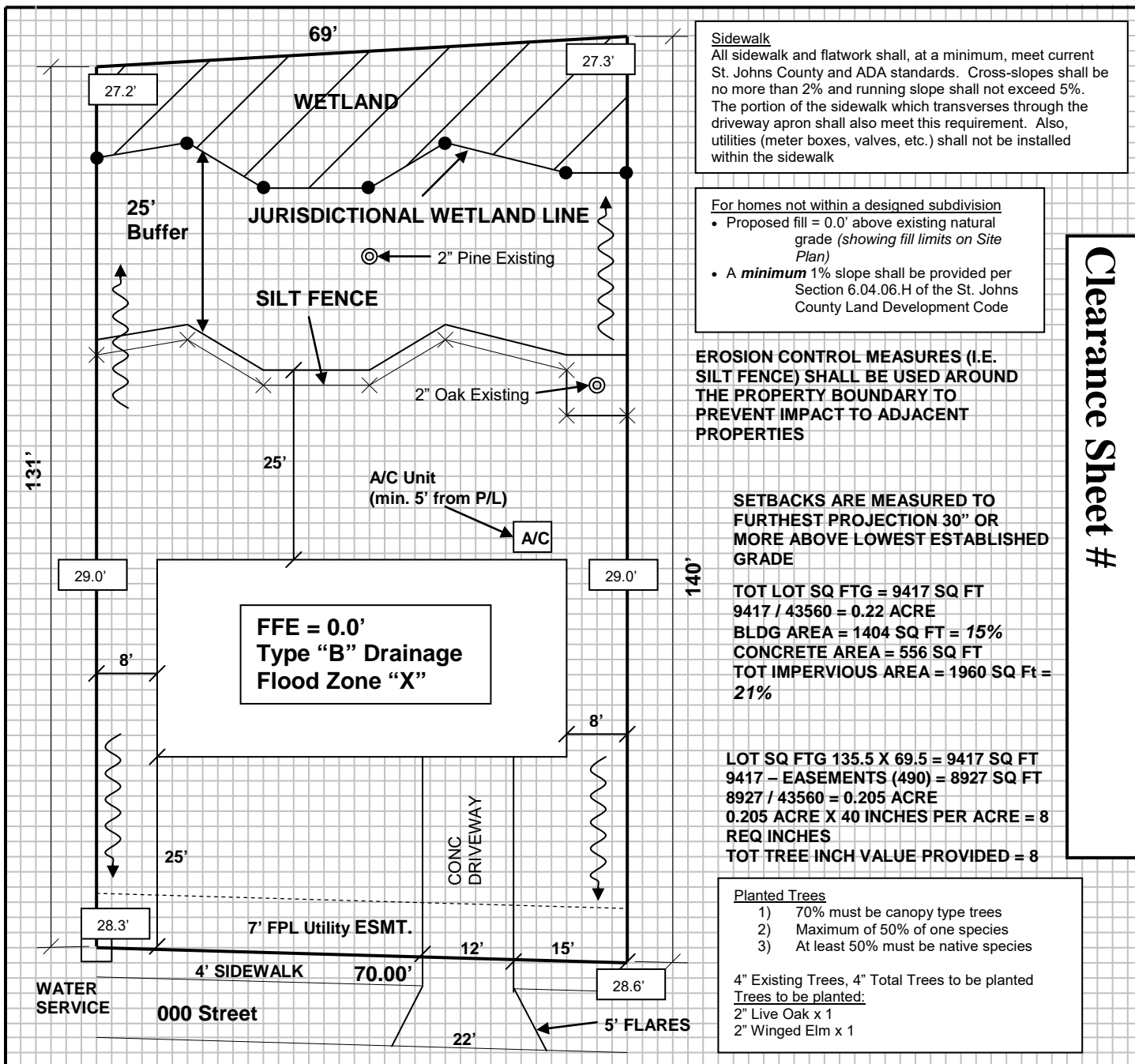
Typical Site Plan Review Process : St. Johns County Health Dept.     Clearance Sheet Desk     Building Services



# ST. JOHNS COUNTY RESIDENTIAL SITE PLAN



Applicant Name: John + Jane Q. Public Parcel #: 000000-0000 Acres: 0.22 Tree Inches Required: 8  
 Contact Name: John Public Map Book: 00 Page: 00 Wetlands Present? Yes X No       
 Daytime Phone Number: 904 - 000 - 0000 Lot No: 00 Lot Previously Cleared? Yes X No       
 Scale: 1 inch = 20 Feet (10 Blocks = 1 inch) Site Address: 000 Street, St. Augustine, FL



**Sidewalk**  
 All sidewalk and flatwork shall, at a minimum, meet current St. Johns County and ADA standards. Cross-slopes shall be no more than 2% and running slope shall not exceed 5%. The portion of the sidewalk which transverses through the driveway apron shall also meet this requirement. Also, utilities (meter boxes, valves, etc.) shall not be installed within the sidewalk

**For homes not within a designed subdivision**

- Proposed fill = 0.0' above existing natural grade (showing fill limits on Site Plan)
- A **minimum** 1% slope shall be provided per Section 6.04.06.H of the St. Johns County Land Development Code

**EROSION CONTROL MEASURES (I.E. SILT FENCE) SHALL BE USED AROUND THE PROPERTY BOUNDARY TO PREVENT IMPACT TO ADJACENT PROPERTIES**

**SETBACKS ARE MEASURED TO FURTHEST PROJECTION 30" OR MORE ABOVE LOWEST ESTABLISHED GRADE**

TOT LOT SQ FTG = 9417 SQ FT  
 9417 / 43560 = 0.22 ACRE  
 BLDG AREA = 1404 SQ FT = 15%  
 CONCRETE AREA = 556 SQ FT  
 TOT IMPERVIOUS AREA = 1960 SQ Ft = 21%

LOT SQ FTG 135.5 X 69.5 = 9417 SQ FT  
 9417 - EASEMENTS (490) = 8927 SQ FT  
 8927 / 43560 = 0.205 ACRE  
 0.205 ACRE X 40 INCHES PER ACRE = 8 REQ INCHES  
 TOT TREE INCH VALUE PROVIDED = 8

**Planted Trees**

- 70% must be canopy type trees
- Maximum of 50% of one species
- At least 50% must be native species

4" Existing Trees, 4" Total Trees to be planted  
**Trees to be planted:**  
 2" Live Oak x 1  
 2" Winged Elm x 1

**Clearance Sheet #**

**CHECK LIST OF POSSIBLE REQUIREMENTS:**  
 Lot Dimensions, Streets, Finished Floor Elevation, Waterways, Limits of Fill Erosion Control, Arrows showing Storm Water Flow, Existing/Proposed Well and Septic Systems, Jurisdictional Wetland Line, CCCL Line, Label Proposed and Existing Buildings – ~~Type text~~ from property lines zoning, setbacks, upland buffer, Vesting Documents or conditions of Non Zoning Variances, Show FEMA flood zones. **\*ALL CHANGES MUST BE APPROVED BY ST. JOHNS COUNTY\***

# St. Johns County Tree Information for Residential Home Sites

If the lot is not within a subdivision, PUD, or PRD with an approved Neighborhood Site Plan (NSP), please use the table below to determine the minimum tree inch requirement for the lot:

Zoning Districts	Min. Acreage	Min. Required Tree Inches
RS-E, OR	1.00	40
RS-1	0.30	12
RS-2	0.23	9
RS-3, RG-1 (SF), RG-2 (SF), RMH-S	0.17	7
RG-1 (MF), RG-2 (MF), RMH	0.14	6

If the lot is within a subdivision, PUD, or PRD with an approved NSP, please refer to the NSP for minimum tree requirements.

## Clearance sheet site plan requirements:

1. If existing trees are to be used to meet the minimum tree requirement, provide the locations, types, and diameters of those trees on the site plan. The diameter of an existing tree is measured at 4.5 feet above the ground. Any trees except exempt trees with a diameter of 2 inches and greater may be used for tree inch value. Existing palm trees that are of protected size may be counted for 6 inches of value.

2. If trees are to be planted for tree inch value, provide a table showing the tree types, quantities, and calipers that will be used to meet the minimum tree inch requirement. Caliper size is measured 6 inches above grade. Any palms to be planted are given value based on their clear trunk size. If the palm has 6 feet to 15 feet of clear trunk, it receives 3 inches of value. If it has greater than 15 feet of clear trunk, it receives 6 inches of value. Canopy trees shall be spaced at least 20-30 feet apart when planting.

When planting trees for value, the following note must be placed on the site plan: "At least 70% of the trees must be canopy type with no more than 50% of one species, and at least 50% must be native."

3. Both preserved and planted trees may be used together to meet the minimum tree inch requirements.

4. Any trees that meet specimen criteria as defined in section 4.01.05.D of the Land Development Code must be shown on the site plan. For example, many live oaks that measure at least 48 inches in diameter will meet specimen tree criteria.

5. Trees may not be planted or preserved for tree inch value if they are located within easements or wetlands. The areas of all easements and wetlands may be subtracted from the lot size area when calculating the minimum tree inch requirement.

**Exempt trees** – Trees that cannot be used for value include camphor, Chinaberry, tallow, Brazilian pepper, mimosa, Australian pine, queen palm, and Washington palm.

**Canopy trees** – Trees that will attain a mature canopy of 30 feet wide by 35 feet tall. Examples include laurel and live oak, pecan, hickory, elm, river birch, maple, sycamore, red cedar, magnolia, poplar, cypress, and pines.

**Multi-trunk trees** – Trees that normally grow with two or more trunks. Each trunk may be measured and added together to obtain tree inch value.

**SECTION 18.0 SPECIAL USES  
PART 2.03 LAND DEVELOPMENT CODE**

**Section 18.01 Introduction**

A special use is a use that is not permitted by right in a zoning district and requires review and approval by the Planning and Zoning Agency to determine impacts of the proposed use on the surrounding area. Examples of special uses are alcoholic beverages, manufactured, mobile homes, home occupation, horses/ponies in residential districts, churches in residential districts, land excavation/borrow areas, antenna towers and special care housing in residential districts. The Planning and Zoning Agency may impose conditions on any special use approval. In addition to the approval of the Planning and Zoning Agency, special uses must meet certain minimum requirements which are found in Part 2.03 of the Land Development Code.

Special Use Applications are submitted to and processed by the Planning and Zoning Division.

ADDRESS: 4040 Lewis Speedway  
St. Augustine, Florida 32084

PHONE: (904) 209-0675  
Fax: (904) 209-0576

E-mail: [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

[Fee Schedule](#)

Special Use Permits-Minor Review: Mobile Homes, erection of more than one main use structure, horses/ponies in residential districts, home occupation, one and two family dwellings in residential district, churches, psychics, household animal increase in residential district.

Special Use Permits-Major Review: All special uses found in Section 2.03.00 not listed above

Special Use Permits – Transfer: Alcoholic Beverage permits meeting Section 2.03.02.B of the Land Development Code

Appeal of Special Use Permit

**Section 18.02 Application Process**

One (1) copy (unless otherwise noted) of the following items are required to process a request for Special Use:

- A. Application
- B. Proof of ownership

- C. Owner's Authorization for Agent (with original signatures).
- D. A dimensioned or to scale site plan of property as appropriate to the project, showing all structures on property, use of structures, roads, signage, and easements, landscape features including septic tank and drainfield, and any other items appropriate for the specific request. Identify development on adjacent properties to establish minimum use buffers.
  - 1. For a special use that involves construction, such as but not limited to, mini-warehouse facilities, school, general store, truck stop, etc., a rendering of building design, landscaping and signage should be included with the submittal.
  - 2. Each special use request must provide sufficient data to show compliance with the individual criteria of that particular use. See part 2.03 of the Land Development Code. In addition, Telecommunication Tower requests require compliance with the guidelines of Section 6.08.12 and must be included with the application for special use.
- E. Letter or general summary statement of the desired request. The information should include reasons for approval, address compatibility with surrounding properties and compatibility with all codes.
- F. Any additional information or material to support the request, such as pictures, professional reports or drawings, etc.
- G. Legal Description of subject property

Note: Legal descriptions must be approved by the County before applications can be scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all Orders for Special Use Permits. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for Staff to correctly analyze applications and develop staff recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

- H. Submit filing fee as defined in adopted [Fee Schedule](#).

### **Section 18.03 Review Process**

- A. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 5 working days to review and provide comments to the Planning and Zoning Division.
- C. Reviewing departments comments are compiled and one of the following will occur:
  - 1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Division. Resubmittals are routed to the appropriate reviewing department for 5 working days.
  - 2. If application is determined to be complete, item will be scheduled for public hearing before the Agency.
- D. Above item "C" is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the application be scheduled. Applications have six months from the most recent date of the review comment notification to substantially respond to comments. Failure to substantially respond during this period shall expire the application.
- E. If it is determined that all the conditions of a Special Use cannot be met a Zoning Variance is required. The Zoning Variance can be combined with the Special Use Permit with the appropriate [fee](#).

### **Section 18.04 Public Hearing Process**

- A. Upon notification by the County and prior to setting the application for public hearing, the applicant must provide a list of adjacent property owners shall include all owners within 300 feet of the subject property. The list shall contain the name, address and legal description of each parcel as it appears in the St. Johns County Property Appraiser's records.

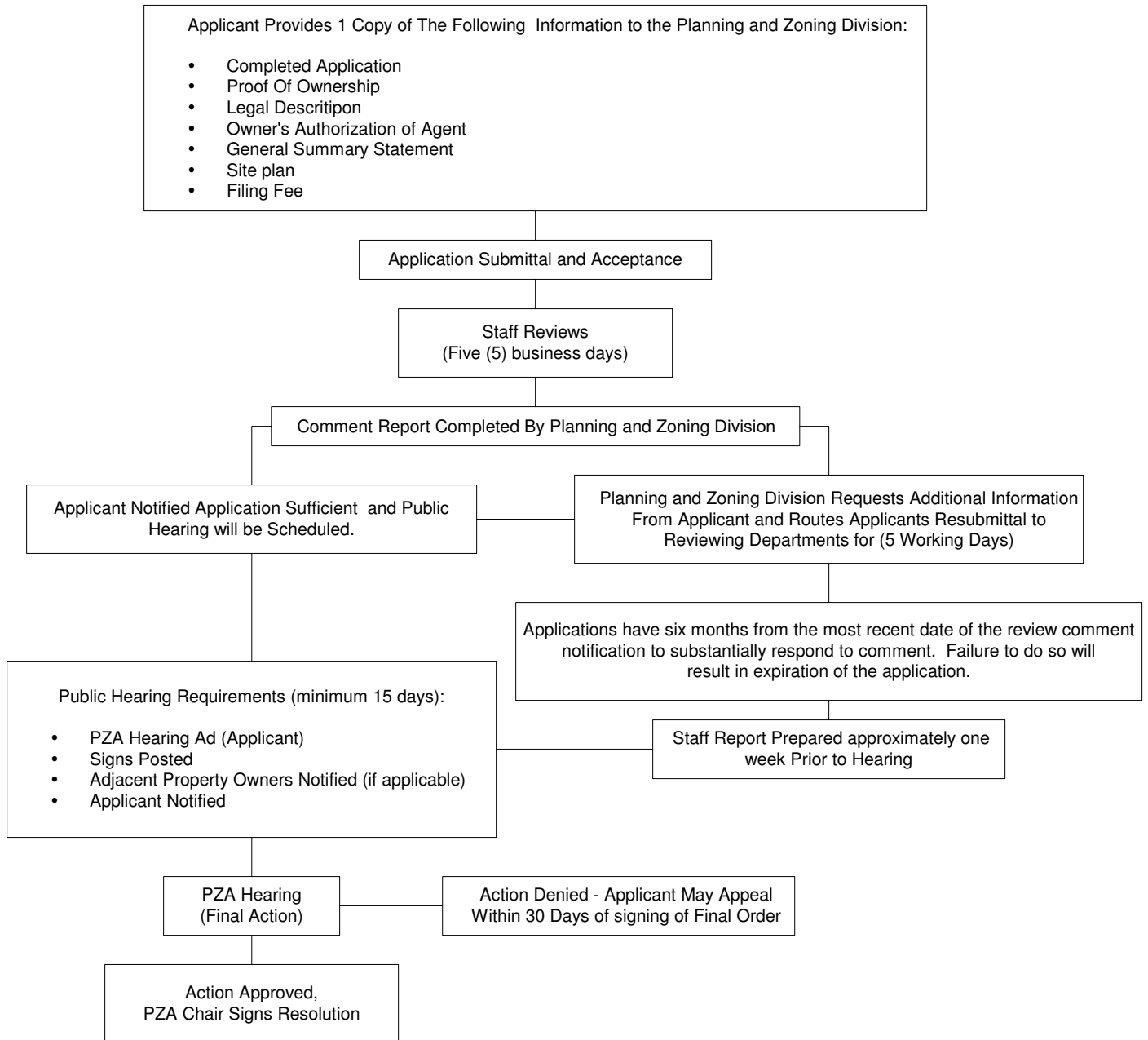
The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide one legal size envelope, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.

- B. Item is scheduled for a public hearing to be heard by the Agency. A notice, is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. Notification is also sent to the applicant advising of the date.
- C. A staff report is drafted by the Planning and Zoning Division and is distributed to the Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
- D. The reviewing Agency will consider the request during public hearing. A Final Order is prepared and signed by the Agency's Chairperson. An appeal may be filed within 30 days of the signed Order.
- E. Special uses shall be granted to the applicant only, and shall be commenced within one year of the effective date of the Final Order, except when the Agency or Board adopts a longer period of time or allows transferability as provided in Section 2.03.01, Land Development Code.

## St. Johns County Procedures for a Special Use







# 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 \_\_\_\_\_



# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

Address  (address that "Adjacent Property Owners List" will be mailed to) Phone Number

City  State  Zip Code

Application Type  Hearing Date

*if applicable*

Application Number (if available)

(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
(email address required for digital format delivery)

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).

**For County Departmental Use Only:**

Date  File Name

Comments

**SECTION 19.0      TEMPORARY USE PERMITS**  
**LAND DEVELOPMENT CODE SECTION 2.02.05**

**Section 19.01 Introduction**

Temporary Use Permits may be allowed in accordance with Section 2.02.05 of the Land Development Code, without the requirement of Part 9.01.00 of the Land Development Code for the issuance of Development Permits. These temporary uses shall be specifically identified, by nature, location and duration in an application submitted to the Planning & Zoning Division, who may grant approval of the application upon determining adequate provisions have been made for compliance with limitations and provisions of Section 2.02.05 of the Land Development Code. If the temporary use permit request is not in compliance with the limitations of Section 2.02.05, Land Development Code, then an application for temporary use permit may be made with the Planning & Zoning Division for approval by the Planning and Zoning Agency. Such temporary use permit requests are considered in a public hearing as provided in Part 9.01 of the Land Development Code.

Temporary Use Applications are submitted to and processed by the Planning & Zoning Division.

Location:                    4040 Lewis Speedway  
                                  St. Augustine, FL 32084  
Phone:                      (904) 209-0675  
Fax:                         (904) 209-0576  
  
E-mail:                      [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

**Fees:** Temporary Use Permit-Administrative (Section 2.02.05 LDC)

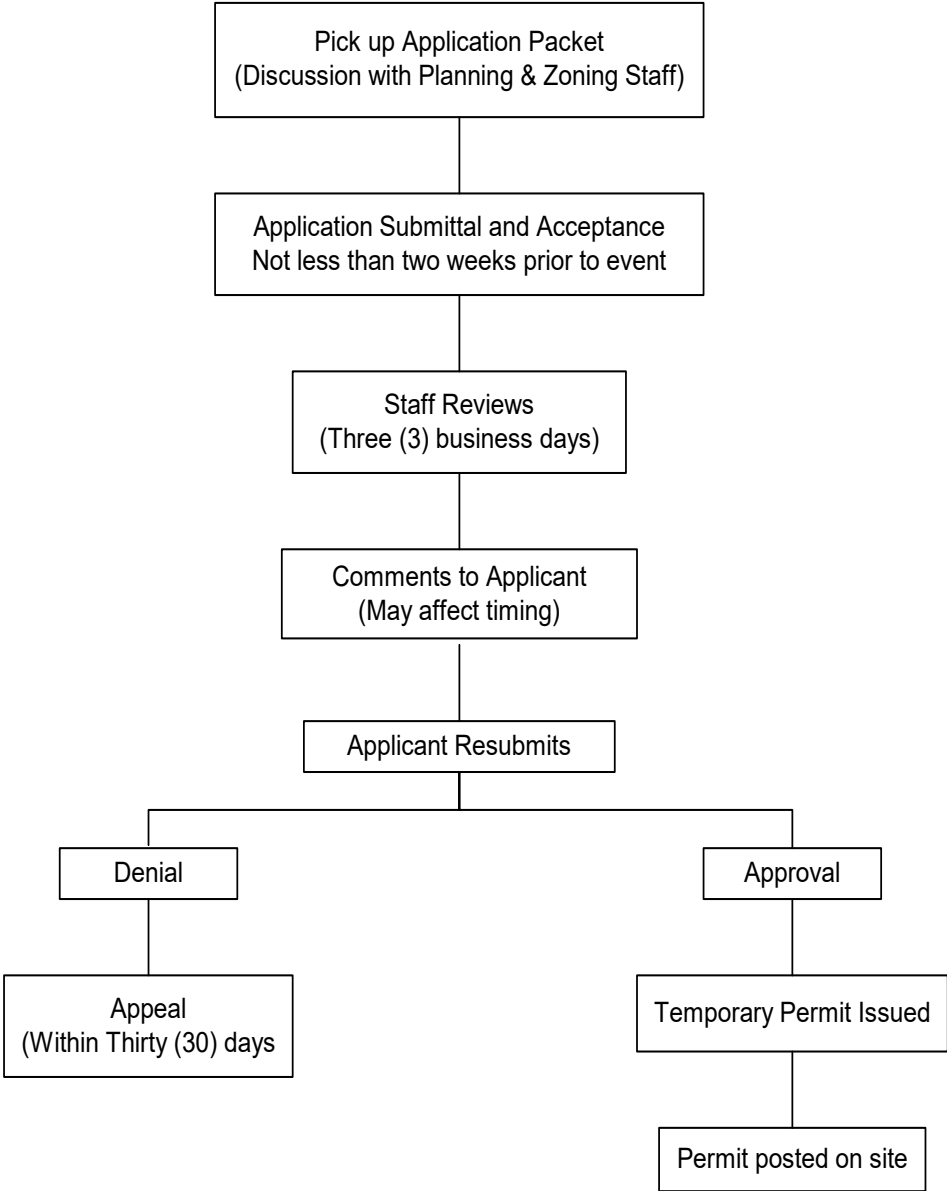
Temporary Use Permit-requiring Public Hearing

**Section 19.02 Application Process**

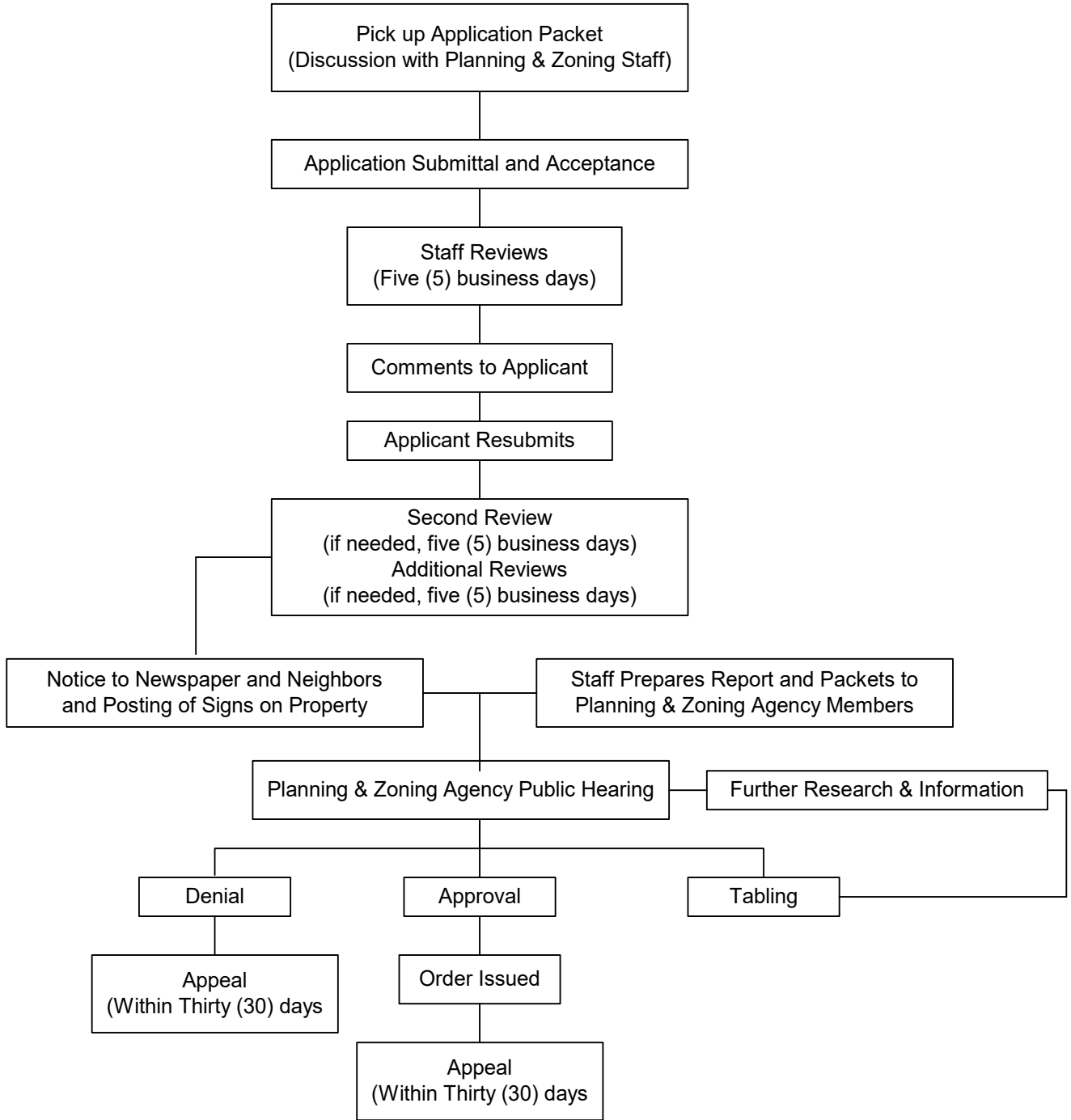
- A. Allowable in certain Non-Residential Districts/Not Requiring Public Hearing – Application Process
1. Complete application form for Administrative Temporary Use Permit.
  2. Submit to Planning & Zoning Division at least two weeks prior to commencement of use (2.02.05.A.3.a).
  3. Submit Special Event Sign request form if signs are proposed to be used in conjunction with the temporary use. Note: No sign will be placed on public property including rights-of-ways and medians.
  4. Submit filing fee.

5. The application shall include:
    - a. Site plan showing location on subject property which shall include all signs, tents, structures and area for parking.
    - b. Evidence of accessible restroom facilities including permission to use.
    - c. Letter from property owner of subject property authorizing use and awareness that the permit will become one of those available per year, per parcel. (See time limits of Section 2.02.05 (a) Land Development Regulations.)
    - d. Maintenance documentation if using Section 2.02.05.A.2 Outdoor Sales and Display.
  6. Approved permit shall be placed in a conspicuous site at the approved location for the duration of the event.
  7. A separate permit from the Fire Marshal may be required for tent placement in accordance with section 6.08.14 of the Land Development Code and the most current edition of NFAPA 1 as adopted by the Florida Fire Prevention Code.
- B. Allowable In All Zoning Districts/Exceeding Time Limits of Section 2.02.05 (A) of the Land Development Code or the uses permitted in Section 2.02.05(A) **Requiring Public Hearing** - Application Process.
1. Complete application form and package for Temporary Use Permit as cited above.
  2. Submit filing fee.
  3. Submit to Planning & Zoning Division for review, processing and public hearing. Application shall include all information described above and may include additional information as requested.
  4. Commencement of Use shall not occur without Final Order of the Planning and Zoning Agency and compliance with issuance of a Development Order contained in Part 9.01, Land Development Code.

**ST. JOHNS COUNTY PROCEDURES  
TEMPORARY USE - ADMINISTRATIVE**



**ST. JOHNS COUNTY PROCEDURES  
TEMPORARY USE PERMIT  
EXCEEDING ADMINISTRATIVE APPROVAL**





**St. Johns County Development Review  
APPLICATION FOR TEMPORARY USE PERMIT - ADMINISTRATIVE  
SECTION 2.02.05 LAND DEVELOPMENT CODE**

Date  Property Tax ID No

Property Owner(s)  Phone Number

Address  Fax Number

City  State  Zip Code  email

Are there any owners not listed?  No  Yes *If yes please provide information on separate sheet.*

Applicant  Phone Number

Address  Fax Number

City  State  Zip Code  email

Property Location

Event/Use

Beginning Date  Ending Date

Name of Business at that Location

**The following items must be submitted with this application:**

- 1) Site Plan, showing area to be used for outside display/sales**
- 2) Special Event Sign Registration form**
- 3) Letter from owner acknowledging acceptance of the Temporary Use as one of the allocated uses for this site.**

**Conditions**

A proposed Temporary Use shall be required to obtain approval at least one (2) weeks prior to commencement of the event.  
 There shall be adequate parking provided for the temporary use.  
 No more than 12 Temporary Use permits shall be issued for the same site within one (1) year period.  
 Only one Temporary Use Permit per parcel may be issued for the same time period.  
 All sites for the location of a Temporary Use shall provide accessible restroom facilities within a reasonable distance.  
 The use of Special Event Sign shall meet all requirements of Section 7.02.06 of the Land Development Code.  
 All merchandise, display, tents, etc. shall be placed in such manner as not to impede pedestrian or vehicular traffic and shall not impede a fire lane.

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)

Approved by: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





# 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)



# St. Johns County Development Review Special Event Signage Form

Date

Property Owner(s)  Phone Number   
 Address  Fax Number   
 City  State  Zip Code  email

Are there any owners not listed?  No  Yes If yes please provide information on separate sheet.

Applicant  Phone Number   
 Address  Fax Number   
 City  State  Zip Code  email

Location of Special Signage

Name of Business/Agency/Individual

Display Duration: Beginning Date  Ending Date

Banners: Number  Height  Width   
(3 max.) 120 sq. ft. Maximum, each

Flags: Number  Pole Height  Flag Size   
(3 max.) Maximum Varies 20% of Pole Height

**Note: Flags must be flown on a pole.**

Anchored Balloons: Number  Top Height of   
(3 max.) 30' Maximum

Anchored Balloon: A Balloon that may have various shapes, forms and sizes, that when inflated through any means, remains secured to and in contact with the ground at all times. A tethered Balloon is not an Anchored Balloon.

Reminder:

- (1) All Special Events Signage must be registered on the property parcel where the event will occur. **No Signage permitted on adjacent road right of way.**
- (2) All Special Events Signage must be registered with St. Johns County before the Start and must be removed at the end of the last Display day indicated above.

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)

Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Note: For Signage not associated with a Temporary Use this form shall be submitted directly to St. Johns County Code Enforcement, Fax number (904) 209-0608 or email to codenf@sjcfl.us.**

## SECTION 20.0 ZONING VARIANCES

### Section 20.01 Introduction

The Planning and Zoning Agency (PZA) or the Ponte Vedra Zoning and Adjustment Board (PVZAB) may grant zoning variances which are found not to be contrary to the public interest and owing to special conditions, a literal enforcement of the Land Development Code (LDC) or Ponte Vedra Zoning District Regulations (PVZDR) will result in unnecessary and undue hardship. The Agency may provide conditions and safeguards as may be appropriate and in harmony with the purpose and intent of the LDC or PVZDR as part of the Variance. A zoning variance shall be limited to those specific regulations relating to zoning, including but not limited to building or structure heights, setbacks, buffers, lot or yard requirements, lot coverage, required parking and any Special Use standard. A use variance is not allowed except as may be permitted by the Ponte Vedra Zoning District Regulations.

Zoning variance applications are submitted to and processed by the Planning and Zoning Division.

Address                      4040 Lewis Speedway  
                                    St. Augustine, Florida 32084

Phone:                      (904) 209-0675  
Fax:                         (904) 209-0576

E-mail:                      [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

### Fees

### Section 20.02 Application Process

The following documents/information must be provided to process your Application.

- A. Application
- B. Proof of Ownership
- C. Owners' Authorization for Agent
- D. Site plan of property showing all existing or proposed structures, easements, and any other features of the land that may affect the development of land, such as topography, natural landscape or geographical features.
- E. General summary of request, with specific reasons how the literal enforcement of the Code will result in unnecessary and undue hardship as defined in Part 12.01, Land Development Code.
- F. Legal Description of subject property

Note: Legal descriptions must be approved by the County before applications can be scheduled for hearings. Applicants who fail to respond to staff comments regarding

legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUDs and Major Modifications to PUDs and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for Staff to correctly analyze applications and develop staff recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

G. For setback variances along State Roads i.e. Coastal Highway, contact FL Department of Transportation at (904) 825-5036 regarding the proposed reduction.

H. [Filing Fee](#)

### **Section 20.03 Review Process**

- A. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 5 working days to review and provide comments to the Planning and Zoning Division.
- C. Reviewing departments comments are compiled and one of the following will occur:
  - 1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Division. Resubmittals are routed to the appropriate reviewing department for 5 working days.
  - 2. If application is determined to be complete, item will be scheduled for public hearing before the Agency.
- D. Above item "C" is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

Applications have six months from the most recent date of the review comment notification to substantially respond to comments. Failure to substantially respond during this period shall expire the application.

### **Section 20.04 Public Hearing Process**

- A. Upon notification by the County and prior to setting the application for public hearing, the applicant must provide a list of adjacent property owners within 300 feet of the subject

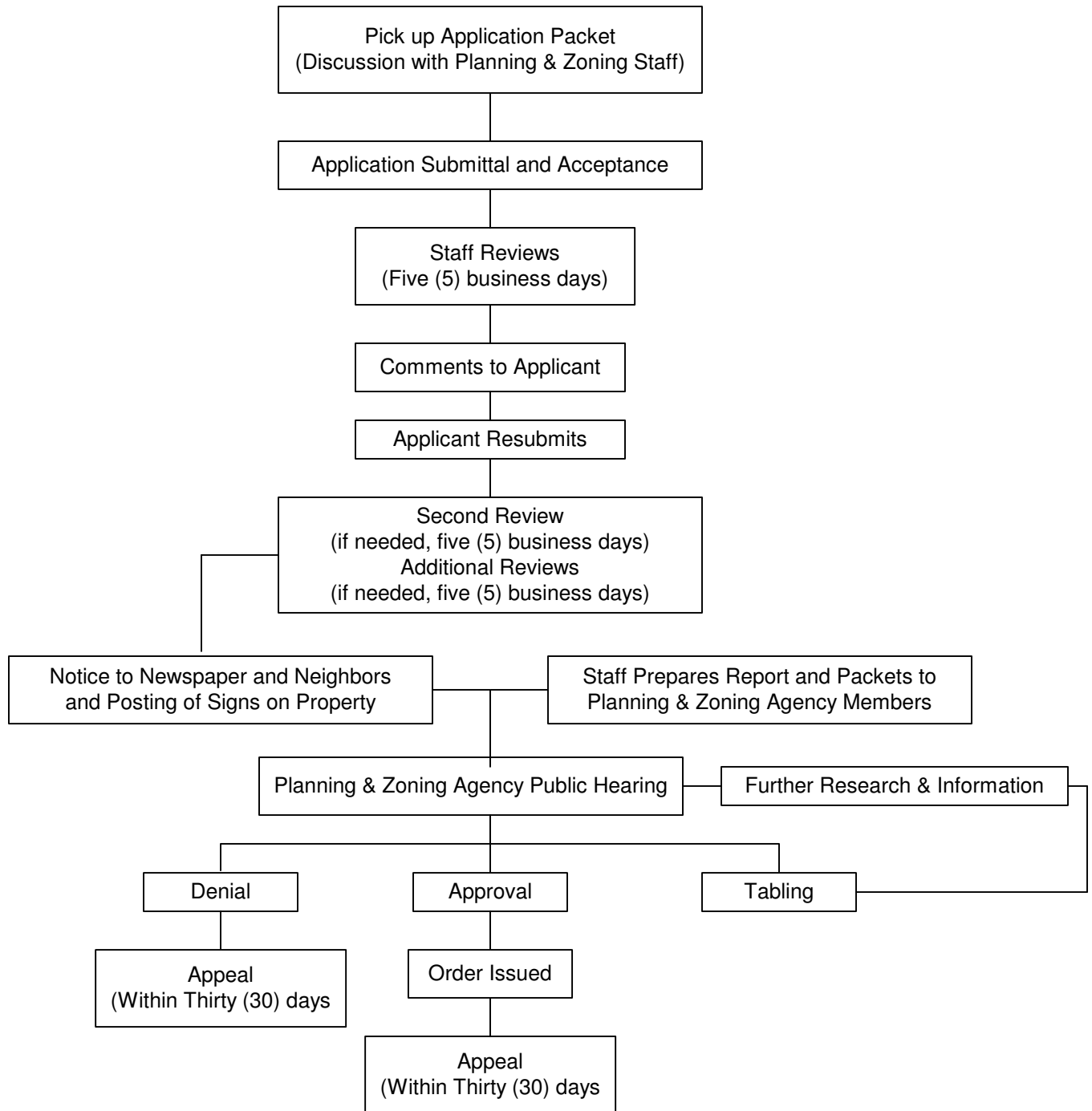
property. The list shall contain the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records.

The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at 904-209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide a legal size envelope, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

- B. Item is scheduled for a public hearing to be heard by the Agency. A notice is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. Notification is also sent to the applicant advising of the date.
- C. A Staff Report is drafted by the Planning and Zoning Division and is distributed to the Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
- D. The reviewing Agency will consider the request during the public hearing. If the item is approved, a Final Order is prepared and signed by the Agency's Chairperson. If the item is denied, an appeal may be filed within 30 days of the signed Order.  
The Board of County Commissioners shall take final action for Variances for increases in permitted height of structures. For such Variance requests, the Agency shall make a recommendation on the application.
- E. Variances shall be granted to the applicant only, and shall be commenced within one year of the effective date of the Final Order, except when the Agency or Board adopts a longer period of time or allows transferability as provided in Section 10.04.02 (A), Land Development Code.

# ST. JOHNS COUNTY PROCEDURES ZONING VARIANCE





# 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 \_\_\_\_\_ 20-6





# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

Address  (address that "Adjacent Property Owners List" will be mailed to) Phone Number

City  State  Zip Code

Application Type  Hearing Date   
*if applicable*

Application Number (if available)

(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
*(email address required for digital format delivery)*

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).

**For County Departmental Use Only:**

Date  File Name

Comments

**SECTION 21.0       NON-ZONING VARIANCES**  
**LAND DEVELOPMENT CODE SECTION 10.04.03**

**Section 21.01 Introduction**

A Non- Zoning Variance is a case-by-case deviation to the rules of the Land Development Code. It must be demonstrated that compliance with the Code would be a practical impossibility, and/or upon showing of good cause, an alternative to the Code is provided that conforms to the general intent and spirit of the Code. The Board of County Commissioners may require such conditions that will, in its judgment, substantially secure the same objectives of the standard or requirements so varied or modified.

Non-Zoning Variance applications are submitted to the Development Review Division of the Growth Management Department.

Address:       4040 Lewis Speedway, St. Augustine, FL 32084  
Phone:         (904) 209-0660  
Fax:            (904) 209-0743

Fees: plus cost of advertising

**Section 21.02 Application Process**

- A. One (1) copy of the following documents is required to process a Non-Zoning Variance request:
1. Complete Non-Zoning Variance application form.
  2. Statement of Facts for Requested Changes, this consists of a statement addressing each of the Required Findings as provided in the Land Development Code, Section 10.04.03.B. Please note that your application cannot proceed unless these statements are provided.
    - a. There are practical difficulties in carrying out the strict letter of the regulation.
    - b. The Variance request is not based exclusively upon a desire to reduce the cost of developing the site.
    - c. The proposed Variance will not substantially increase congestion on surrounding public streets, the danger of fire, or other hazard to the public.
    - d. The proposed Variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.
    - e. The effect of the proposed Variance is in harmony with the general intent of this Code and the specific intent of the relevant subject area(s) of the Code.

3. Proof of ownership (copy of deed, or purchase agreement, corporation documentation, title opinion or other acceptable proof of ownership as determined by the County).
4. Owner's Authorization must be provided for all persons listed on the deed, purchase agreement, corporation papers, title opinion, or other acceptable proof of ownership.
5. Legal description of property.

Note: Legal descriptions must be approved by the County before applications can be scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUDs and Major Modifications to PUDs and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for Staff to correctly analyze applications and develop staff recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

6. Site Plan if applicable.
7. [Application fee](#).

### **Section 21.03 Review Process**

- A. A Non-Zoning Variance application is routed to appropriate departments. Review time is five (5) working days.
- B. Upon completion of the review the Applicant will be provided any comments, or requests for additional information.
- C. If no additional information is necessary and all comments have been addressed to the extent possible the applicant will be contacted regarding scheduling the public hearing before the Board of County Commissioners.

- D. Applications have six months from the most recent date of the review comment notification to substantially respond to comments. Failure to substantially respond during this period shall expire the application.

#### **Section 21.04 Public Hearing Process**

- A. Upon notification by the County and prior to setting the application for public hearing, the applicant must provide a list of adjacent property owners which shall include all owners within 300 feet of the subject property. The list shall contain the name, and address of each parcel as it appears in the St. Johns County Property Appraiser's records.

The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide one legal size envelope, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

- B. Please note if the project is located within an Overlay District it must also be scheduled for the appropriate Design Review Board for recommendation prior to the Board of County Commissioner's hearing. A one-time notice is published in the local newspaper.
- C. Staff coordinates the Board of County Commissioners' public hearing date with the County Administration and the applicant. Upon setting the hearing date Staff completes the following:
  - 1. A one-time notice is published in the local newspaper, a minimum of fifteen (15) calendar days prior to the public hearing date. (Section 9.06.04 St. Johns County Land Development Code)
  - 2. A sign is placed on the property to notice the public hearing a minimum of fifteen (15) calendar days prior to public hearing date. (Section 9.06.04 St. Johns County Land Development Code)
  - 3. Notices are mailed to the adjacent property owners at a minimum of ten (10) calendar days prior to the public hearing date. (Section 9.06.04 St. Johns County Land Development Code).
- D. A report is drafted and presented to the Board of County Commissioners. Applicant or representative must be present to address any questions.

E. Imposition Of Conditions:

In granting a Development approval involving a Non-Zoning Variance, the BCC may impose such conditions and restrictions upon the premises benefited by a Non-Zoning Variance as may be necessary to allow a positive finding to be made on any of the foregoing factors, or to minimize the injurious effect of the Non-Zoning Variance. One (1) or more findings shall be made in support of each condition.

F. A final order of the Board of County Commissioners will be prepared by the County and signed by the Chair. The final order will be provided to the applicant. The applicant must provide a copy of the final order at the time any permits are sought.



# 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 \_\_\_\_\_



# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

Address  (address that "Adjacent Property Owners List" will be mailed to) Phone Number

City  State  Zip Code

Application Type  Hearing Date

*if applicable*

Application Number (if available)

*(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)*

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
*(email address required for digital format delivery)*

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

*NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).*

**For County Departmental Use Only:**

Date  File Name

Comments



## SECTION 22.0 SMALL ADJUSTMENT

### Section 22.01 Introduction

A small adjustment is a request to amend an approved FDP Resolution, PUD, PRD or PSD Ordinance in compliance with Section 5.03.05A of the Land Development Code. The review is based on consistency with the Comprehensive Plan, the Land Development Code, and the governing Ordinance. Applications for small adjustment are submitted to the Planning and Zoning Division of the Growth Management Department.

Physical Address: 4040 Lewis Speedway  
St. Augustine, FL 32084

### [FILING FEE](#)

### Section 22.02 Application Process

One (1) copy (unless otherwise noted) of the following items must be included with a small adjustment application:

- A. Application
- B. Proof of Ownership
- C. Legal Description of subject property
- D. Owner's Authorization for Agent (with original signatures)
- E. Revised Master Development Plan Text and/or Map as applicable.
  - 1. Please note, a minimum of 5 copies of a legible scale map must be provided with each submittal. Each map must have a date of the resubmittal.
  - 2. Resubmittals of MDP text must contain a strike through and underline version documenting changes from the previous submittal.
- F. [Filing Fee](#)

### Section 22.03 Review/Approval Process

- A. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 5 working days to review and provide comments to the Planning and Zoning Division.
- C. Reviewing department comments are compiled and one of the following will occur:

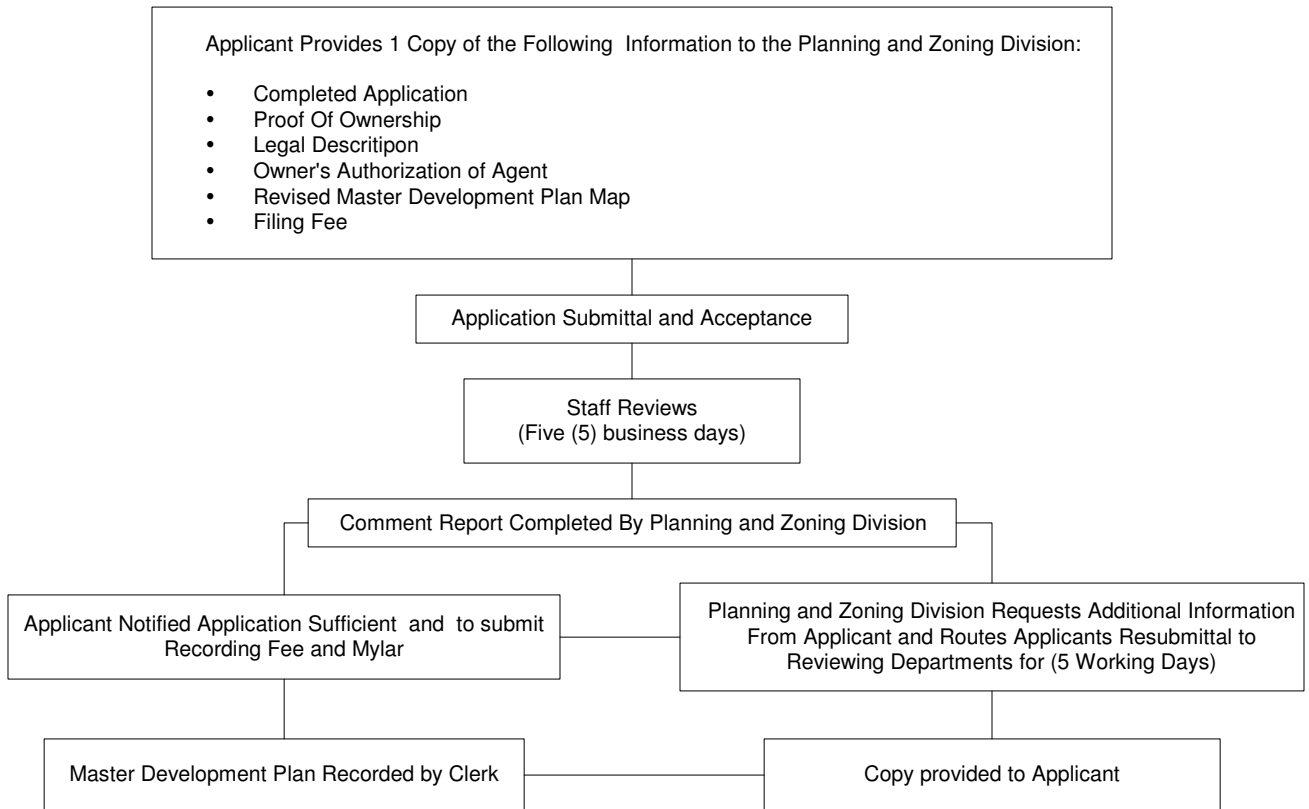
1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Division. Resubmittals from the applicant are routed to the appropriate reviewing departments for 5 working days.
  2. Applicant is notified the application is complete.
- D. Above Item "C" is repeated until the application is approved at which time the appropriate documents (Small Adjustment Letter and Master Development Plan) are recorded in the Clerk of Courts' Office. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted. The Mylar size must be 18 ½" X 25 ½" with ½" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. One copy should be generated from the Mylar, and the appropriate recording fees submitted to the Planning and Zoning Division. Checks should be made payable to St. Johns County Clerk of Courts for recording of letter, mylar and additional affected pages.

**Please note that the following "approval block" must be included on all Master Development Plans:**

<p>The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.</p> <p><b>APPROVED:</b> _____</p> <p><b>DATE:</b> _____</p> <p><b>ORDINANCE NUMBER:</b> _____</p> <p><b>FILE NUMBER:</b> _____</p>
---

# St. Johns County

## St. Johns County Procedures for Small Adjustment





# 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 \_\_\_\_\_

## SECTION 23.0 MINOR MODIFICATION

### Section 23.01 Introduction

A minor modification is a request to amend an approved FDP Resolution, PUD, PRD or PSD Ordinance in compliance with Section 5.03.05.B of the Land Development Code. This request is considered by the Planning & Zoning Agency (PZA) or the Ponte Vedra Zoning and Adjustment Board (PVZAB). The application is reviewed for consistency with the Comprehensive Plan, the Land Development Code, and/or the Ponte Vedra Zoning District Regulations, the governing Ordinance, and compatibility with the surrounding area. Applications for minor modifications are submitted to the Planning and Zoning Division of the Growth Management Department.

PHYSICAL ADDRESS: 4040 Lewis Speedway, St. Augustine, FL 32084

[Fee Calculator](#)

### Section 23.02 Application Submittal Process

One (1) copy (unless otherwise noted) of the following items must be included with a minor modification application:

- A. Application
- B. Proof of Ownership
- C. Legal Description of subject property

Note: Legal descriptions must be approved by the County before applications can be scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUD's and Major Modifications to PUD's and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for Staff to correctly analyze applications and develop staff recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres).

- D. Owner's Authorization for Agent (with original signatures)
- E. Revised Master Development Plan Text and/or Map as applicable
  - 1. Please note, a minimum of 5 copies of a legible scale map must be provided with each submittal. Each map must include a date of the resubmittal.
  - 2. Resubmittals of MDP text must contain a strike through and underline version documenting changes from the previous submittal. Please note when necessary Staff will request a redline copy of the MDP text that incorporates the original text and final text in redline strike through format.
- F. Filing Fee

### **Section 23.03 Review Process**

- A. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 5 working days to review and provide comments to the Planning and Zoning Division.
- C. Reviewing department comments are compiled and one of the following will occur:
  - 1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Division. Resubmittals from the applicant are routed to the appropriate reviewing department for 5 working days.
  - 2. If application is determined to be complete, item will be scheduled for public hearing before the Agency.
- D. Above Item "C" is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

Applications have six months from the most recent date of the review comment notification to substantially respond to comments. Failure to substantially respond during this period shall expire the application.

### **Section 23.04 Public Hearing Process**

- A. Item is scheduled for a public hearing to be heard by the Agency. At a minimum of fifteen days prior to the public hearing, a notice is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. A Notification is also sent to the applicant advising of the date.

1. Upon notification by the County, the applicant must provide a list of adjacent property owners within 300 feet of the subject property. The list shall contain the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records.

The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office. In addition to the above list, the applicant must also provide **one** legal size envelope, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

2. Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
- 
- B. A Staff Report is drafted by the Planning and Zoning Division and is distributed to the Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
  - C. The reviewing Agency will consider the request during the public hearing. If the item is approved, the Resolution is signed by the Agency's Chairperson. If the item is denied, an appeal may be filed within 30 days of the signed Order.
  - D. Recording fees for the Resolution and the PUD text and map are submitted to the Planning and Zoning Division. Fees are per the adopted Fee Schedule. Checks should be made payable to the St. Johns County Clerk of Courts.
  - E. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted to the Planning and Zoning Division. The Mylar size must be 18 1/2" X 25 1/2" with 1/2" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. The approval block as shown below should also be included on the Mylar. One copy should be generated from the Mylar, and the appropriate recording fees submitted to the Planning and Zoning. Checks should be made payable to St. Johns County Clerk of Courts.



The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

APPROVED: \_\_\_\_\_

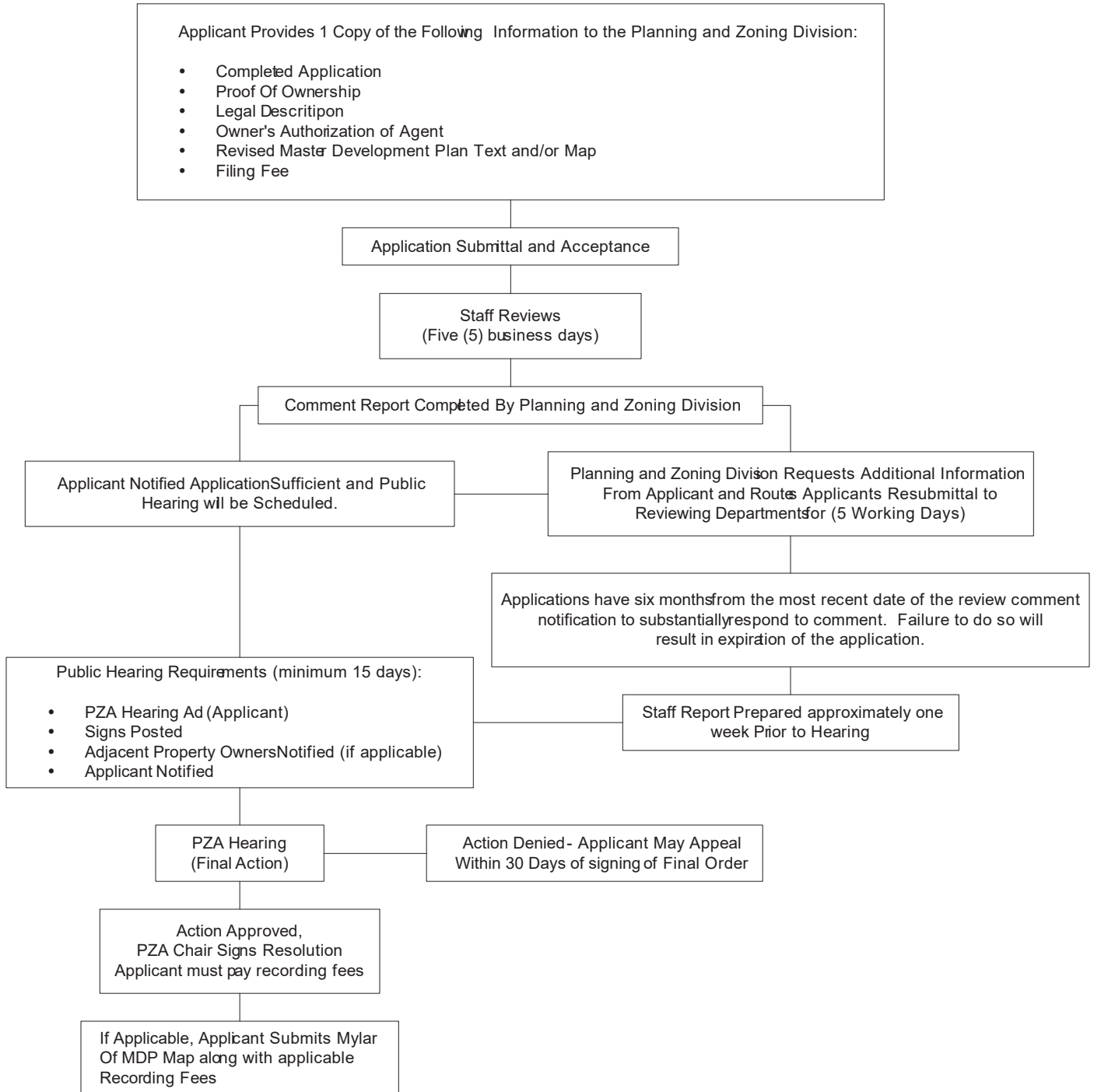
DATE: \_\_\_\_\_

ORDINANCE NUMBER: \_\_\_\_\_

FILE NUMBER: \_\_\_\_\_

# St. Johns County

## St. Johns County Procedures for a Minor Modification





# 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 \_\_\_\_\_



# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

(address that "Adjacent Property Owners List" will be mailed to)  
Address  Phone Number

City  State  Zip Code

Application Type  Hearing Date   
*if applicable*

Application Number (if available)

(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
(email address required for digital format delivery)

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).

**For County Departmental Use Only:**

Date  File Name

Comments

## Section 24.0 MAJOR MODIFICATIONS

### Section 24.01 Introduction

A Major Modification is a request to amend an approved PUD or PRD Ordinance in compliance with Section 5.03.05.C of the Land Development Code. The request is considered by the Planning & Zoning Agency (PZA), or the Ponte Vedra Zoning and Adjustment Board (PVZAB), and final action is taken by the Board of County Commissioners (BCC). The application is reviewed for consistency with the Comprehensive Plan, the Land Development Code and/or the Ponte Vedra Zoning District Regulations, the governing Ordinance, and compatibility with the surrounding area. Applications for major modification are submitted to the Planning and Zoning Division of the Growth Management Department.

ADDRESS: 4040 Lewis Speedway, St. Augustine, FL 32084

[Fee Calculator](#)

### Section 24.02 Application Submittal Process

One (1) copy (unless otherwise noted) of the following items must be included with a major modification application:

- A. Application
- B. Proof of Ownership
- C. Legal Description of subject property

Note: Legal descriptions must be approved by the County before applications can be scheduled for hearings. Applicants who fail to respond to staff comments regarding legal descriptions may have their projects delayed until the problem is corrected and staff signs off on these comments due to the following reasons:

Legal descriptions are required to be included with all adopted ordinances for land use amendments, rezonings, PUD's and Major Modifications to PUD's and with all approved concurrency certificates. Correct and accurate legal descriptions are critical for County staff to create accurate maps for public hearing ads and creation of all other project maps (location maps, road maps, aerials, Zoning maps and Future Land Use maps). Accurate legal descriptions are necessary for Staff to correctly analyze applications and develop staff recommendations. Correct and accurate legal descriptions are required for the County GIS Department to properly query all adjacent property owners within 300 feet of the parcel for notification of hearings. And finally, the Land Development Code and the Comprehensive Plan have different criteria for different sized parcels therefore accurate legal descriptions and identification of parcel size on applications is also critical (example: 5 acres, 10 acres, 17.5 acres, 39 acres, 40 acres, 50 acres, 100 acres.)

- D. Owner's Authorization for Agent (with original signatures)
- E. Revised Master Development Plan text and/or Map as applicable.
  - 1. Please note a minimum of 5 copies of a legible scale map must be provided with each submittal. Each map must have a date of the resubmittal.
  - 2. Resubmittals of MDP text must contain a strike through and underline version documenting changes from the previous submittal. Please note when necessary Staff will request a redline copy of the MDP text that incorporates the original text and final text in redline strike through format.
- F. Filing Fee

### **Section 24.03 Review Process**

- A. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; reviewing departments have 5 working days to review and provide comments to the Planning and Zoning Division.
- C. Reviewing department comments are compiled, and one of the following will occur:
  - 1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should be addressed in a resubmittal to the Planning and Zoning Division. Resubmittals from the applicant are routed to the appropriate reviewing departments for 5 working days.
  - 2. If application is determined to be complete item will be scheduled for public hearing before the Agency.
- D. Above Item "C" is repeated until the application is ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled.

Applications have six months from the most recent date of the review comment notification to substantially respond to comments. Failure to substantially respond during this period shall expire the application.

### **Section 24.04 Public Hearing Process**

- A. Item is scheduled for a public hearing to be heard by the Agency. At a minimum of fifteen days prior to the public hearing(s), a notice is placed in the St. Augustine Record newspaper, a sign is posted on the property, and a notice is mailed to all property owners within 300 feet of the property. Notification is sent to the applicant advising of the date.

1. Upon notification by the County, the applicant must provide a list of adjacent property owners within 300 feet of the subject property. The list shall contain the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records.

The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide **two** legal size envelopes, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

2. Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
  - B. A Staff Report is drafted by the Planning and Zoning Division and is distributed to the reviewing Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
  - C. The reviewing Agency will consider the request during the public hearing and provide a recommendation to the Board of County Commissioners.
  - D. The County Administrator provides the date of the Board hearing and the item is scheduled for public hearing. An Agenda package is prepared in accordance with Administrative guidelines. Notification is sent to the applicant advising of the date.
  - E. The BCC considers the major modification and takes final action. If the item is approved, the Ordinance is signed by the Board's Chairperson and sent to the State for acknowledgement and returned to the Clerk for recording. If the item is denied, an appeal may be filed within 30 days of the signed order.

*PLEASE NOTE THAT A RECORDING FEE FOR THE ORDINANCE WILL BE REQUIRED AND MUST BE PAID UPON NOTIFICATION OF AMOUNT DUE.*
  - F. If the modifying document includes a Master Development Plan Map, a Mylar should be submitted to the Planning and Zoning Division. The Mylar size must be 18 1/2" X 25 1/2" with 1/2" margin on the right, top and bottom and a 3" margin on the left side, prepared on a Mylar of 3-mil quality. The approval block as shown below should also be included on the Mylar. One copy should be generated from the Mylar, and the appropriate recording fees submitted to the Planning and



Zoning Division. Checks should be made payable to St. Johns County Clerk of Courts.

The Master Development Plan Map is a general representation of the approved plan of development. Final construction and engineering plans must demonstrate compliance with all requirements of the PUD/PRD and other applicable land development regulations.

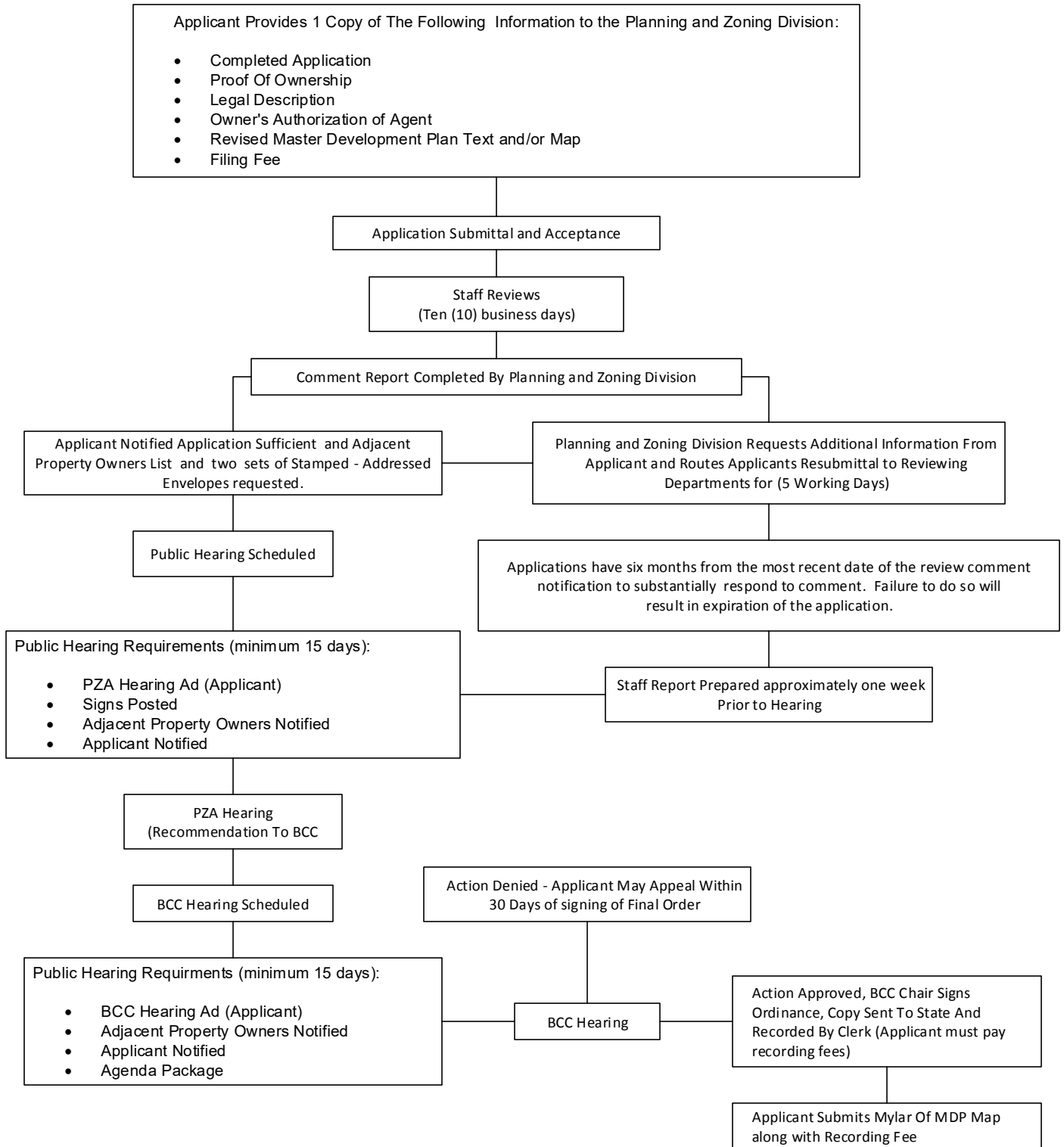
**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ORDINANCE NUMBER:** \_\_\_\_\_

**FILE NUMBER:** \_\_\_\_\_

## ST. JOHNS COUNTY PROCEDURES FOR A MAJOR MODIFICATION





# 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 \_\_\_\_\_  
Revised August 30, 2011 24-7



# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

(address that "Adjacent Property Owners List" will be mailed to)  
Address  Phone Number

City  State  Zip Code

Application Type  Hearing Date

*if applicable*

Application Number (if available)

(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
(email address required for digital format delivery)

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).

**For County Departmental Use Only:**

Date  File Name

Comments

## **SECTION 25.0 ADMINISTRATIVE REVIEW AND WAIVER LAND DEVELOPMENT CODE**

### **Section 25.01 Introduction**

The St. Johns County Land Development Code allows Administrative Waivers for certain code requirements where compliance is not feasible or practical. An applicant may submit for an Administrative Waiver using the forms contained in this Section.

### **Section 25.02 General Information**

A. Applications for Administrative Waivers should be submitted to:

Development Review  
4040 Lewis Speedway  
St. Augustine, FL 32084

For Additional Information:

Zoning Setback Waiver	Phone: (904) 209-0675
	E-mail: <a href="mailto:plandept@sjcfl.us">plandept@sjcfl.us</a>
Sidewalk Waiver	Phone: (904) 209-0675
	E-mail: <a href="mailto:gmdevelopment@sjcfl.us">gmdevelopment@sjcfl.us</a>

B. [Review Fee](#) for an Administrative Waiver

### **Section 25.03 Application Process**

A. Zoning Setback Waiver

If an error is discovered in the location of a Building or Structure relative to the minimum Yard requirements contained in Section 6.01.03 Lot Width Area and Yard Requirements in the Land Development Code a waiver may be granted conditional that the application shall meet with the following criteria:

1. Approval of waiver shall not allow the structure to exceed the required yard setback more than ten (10) percent.
2. The corresponding opposite yard must be larger than requested by the same distance as the waiver request (to insure that the waiver is not just an attempt to place a larger building on the lot) or the waiver request an intrusion of only a small corner of the building (such as a house too close to the front of a cul-de-sac lot such that it violates the side yard requirements at the front corner but nowhere else).
3. The following documents/information must be provided to process your Application.
  - a. Complete application form and filing fee.

- b. Submit evidence the waiver is requested pursuant to an error in location of a building or structure relative to minimum *yard* requirements.

**B. Sidewalk Waiver**

1. Whenever sidewalks are required by Section 6.02.06.B.1.b Sidewalks of the Land Development Code, an application for an Administrative Waiver may be submitted as required by Section 6.04.07.H of the Land Development Code. The Administrative Waiver request may be approved based upon one or more of the following criteria:
  - a. Installation of a sidewalk is technically infeasible due to site features or conditions (i.e. Includes exceptional topographical conditions, environmental or wetland impacts, or unique site conditions).
  - b. Installation of sidewalk is impractical due to a funded County Capital Improvement Program or other funded agency five year work program projects that would cause the sidewalk to be removed,
  - c. Installation of a sidewalk is included in the funded County Capital Improvement Program or other agency 5 year work program.
  - d. Extraordinary reasons reviewed on a case-by-case basis. Lack of connection to an existing sidewalk is not in of itself justification for a waiver. Extraordinary distances can be reviewed on a case by case basis.
2. The following documents/information must be provided to process your Application.
  - a. Complete application form and filing fee.
  - b. Submit evidence such as maps, charts and reports that adequately describe why the required sidewalk cannot be installed. Information must be based upon the determination of a Professional Engineer.
3. If the waiver request is approved payment into the sidewalk fund is required at the unit price established by the County Administrator. Relief from the payment can only be approved by the Board of County Commissioners

**Section 25.04 Review/Approval Process**

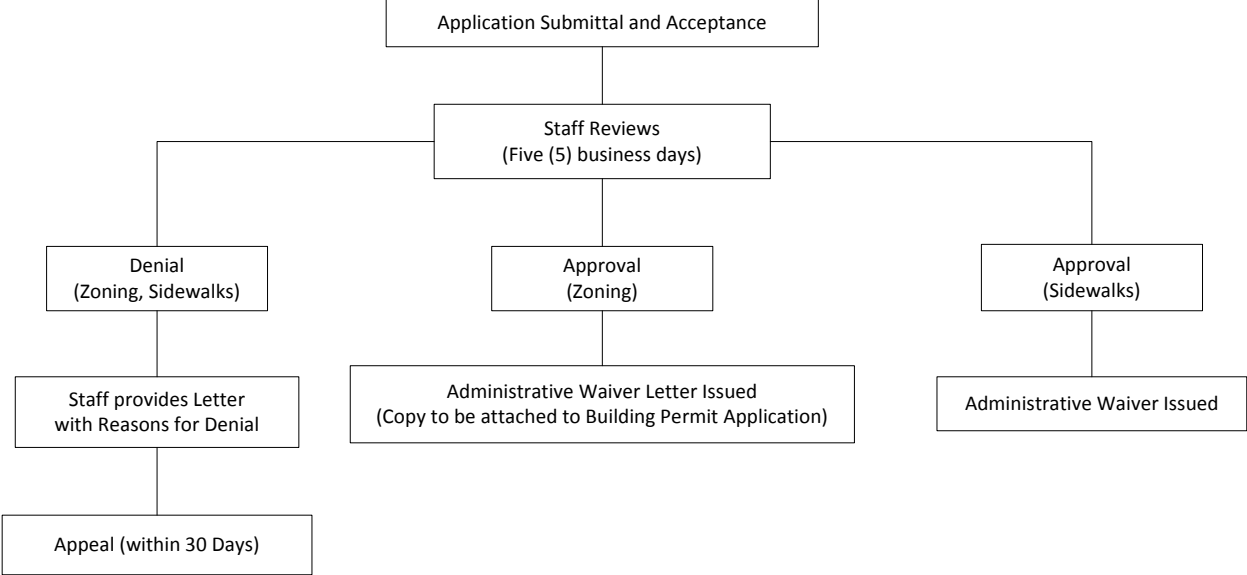
- A. Application package is submitted and reviewed for completeness and fee is processed.
- B. Application is routed to reviewing departments; departments have 5 working days to review and provide comments.
- C. Reviewing department comments are compiled and one of the following will occur:
  1. The comment report is provided to the applicant or his/her representative for additional information or specific comments to be addressed. Comments should

be addressed in a resubmittal. Resubmittals are routed to the appropriate reviewing departments for 5 working days.

2. Applicant is notified the application is complete and either an approval letter is issued or a letter with reasons for denial.



St. Johns County  
Procedures for Administrative Waiver





# St. Johns County Development Review Application for Administrative Waiver

Date:

Applicant

Phone Number

Address

Fax Number

City

State

Zip Code

e-mail

Legal Description of Property or  
Strap Number

Requested Waiver *(Please explain in detail)*

*Attach additional sheets as necessary.*

Applicant's Signature \_\_\_\_\_

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:



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 \_\_\_\_\_  
Revised August 30, 2011

## SECTION 26.0 APPEALS

### Section 26.01 Purpose

This Section sets out the procedures for Appeals to decisions of the Planning and Zoning Agency as allowed by Part 9.07.03 of the Land Development Code, Appeals to the Ponte Vedra Zoning Adjustment Board as allowed by Part XII(K) of the Ponte Vedra Zoning District Regulations. Appeals to decisions of an Architectural Review Committee or Design Review Board as allowed by Part 9.07.04 of the Land Development Code, and Appeals to decisions of the County Administrator in enforcing the Code as allowed by Part 9.07.02 of the Land Development Code and appeals to decisions of the Concurrence decisions as allowed by Part 11.06.00 of the Land Development Code.

### Section 26.02 Introduction

An applicant or an adversely affected party, as defined in Section 9.07.01 of the Land Development Code, may appeal any final decision of the Planning and Zoning Agency, Ponte Vedra Zoning Adjustment Board, Architectural Review Committee or Design Review Board, County Administrator or Concurrence Review Committee to the Board of County Commissioners. Appeals are made to the Board of County Commissioners by filing a notice of appeal with the County Administrator, through the Growth Management Department, within thirty (30) days of the date when the written final order is signed and dated. The decision of the Board of County Commissioners shall constitute final action for the county and may, thereafter be appealed to circuit court in accordance with Florida law.

Appeals are processed by the Division of the Growth Management Department responsible for the application or decision.

Address            4040 Lewis Speedway  
                         St. Augustine, FL 32084

Phone:            904-209-0675-GENERAL INFORMATION  
Fax:                904-209-0576

E-mail:            [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

**Filing Fee**       plus the cost of advertising

### Section 26.03 Application Process

- A. Appeals must be submitted by an adversely affected person or any applicant. The appeal must be filed within thirty (30) days of the signed final Order or decision.
- B. Complete Application Form.
- C. Filing Fee.

- D. Submit with application form the following additional documents/information.
1. Narrative of reasons for appeal citing the alleged adverse effect being suffered by the appellant and/or those who share the adverse effect. (Refer to Part 11.06 of the LDC for specific criteria for appeals of CRC decisions.)
  2. Specific error alleged as grounds of Appeal.
  3. List of adjacent property owners in any Planning and Zoning Agency, Ponte Vedra Zoning and Adjustment Board, Design Review Board or Architectural Review Committee application. Addressed and stamped envelopes as provided above (not required for other decisions).

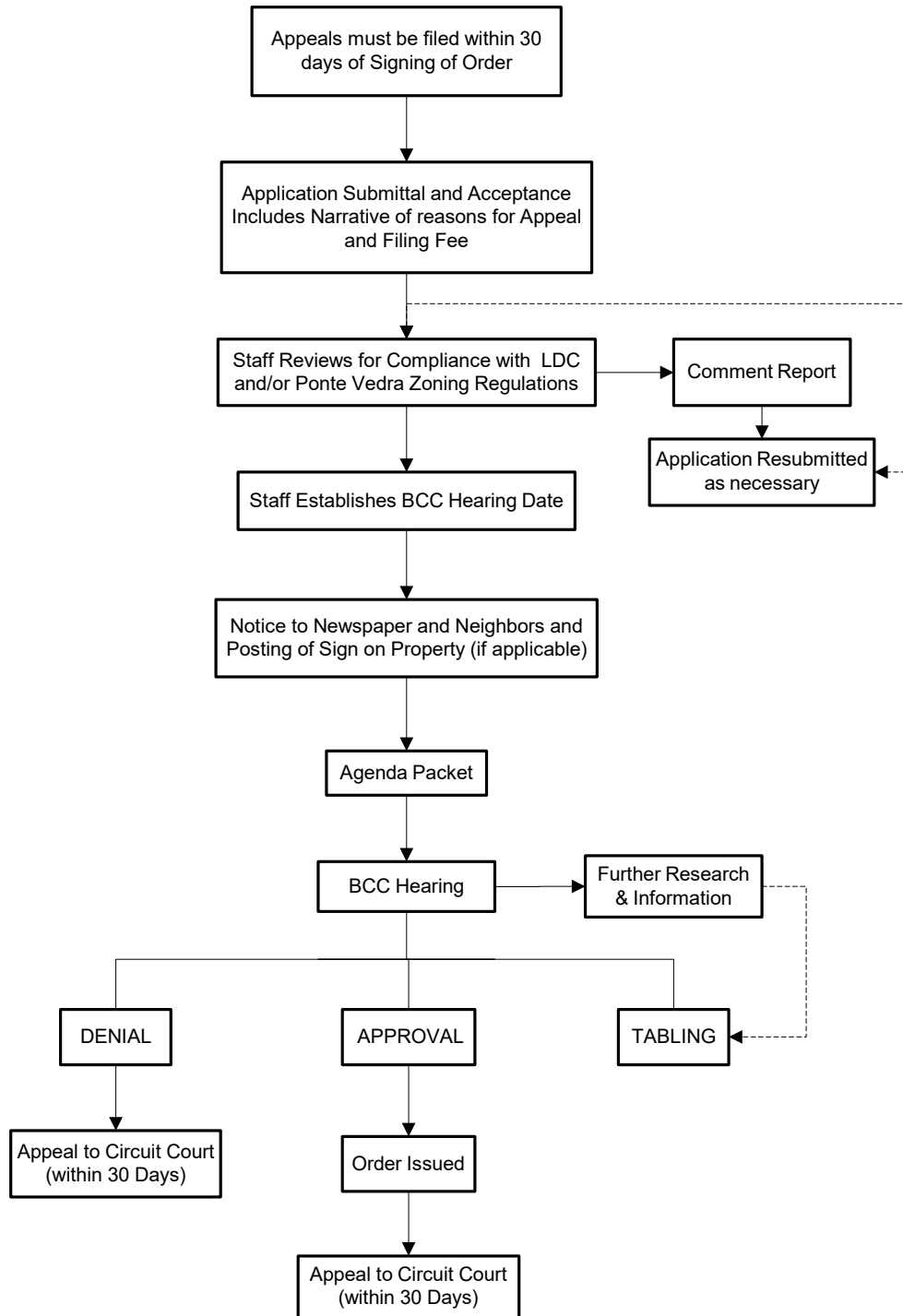
The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

4. Any additional information may be provided to support request.

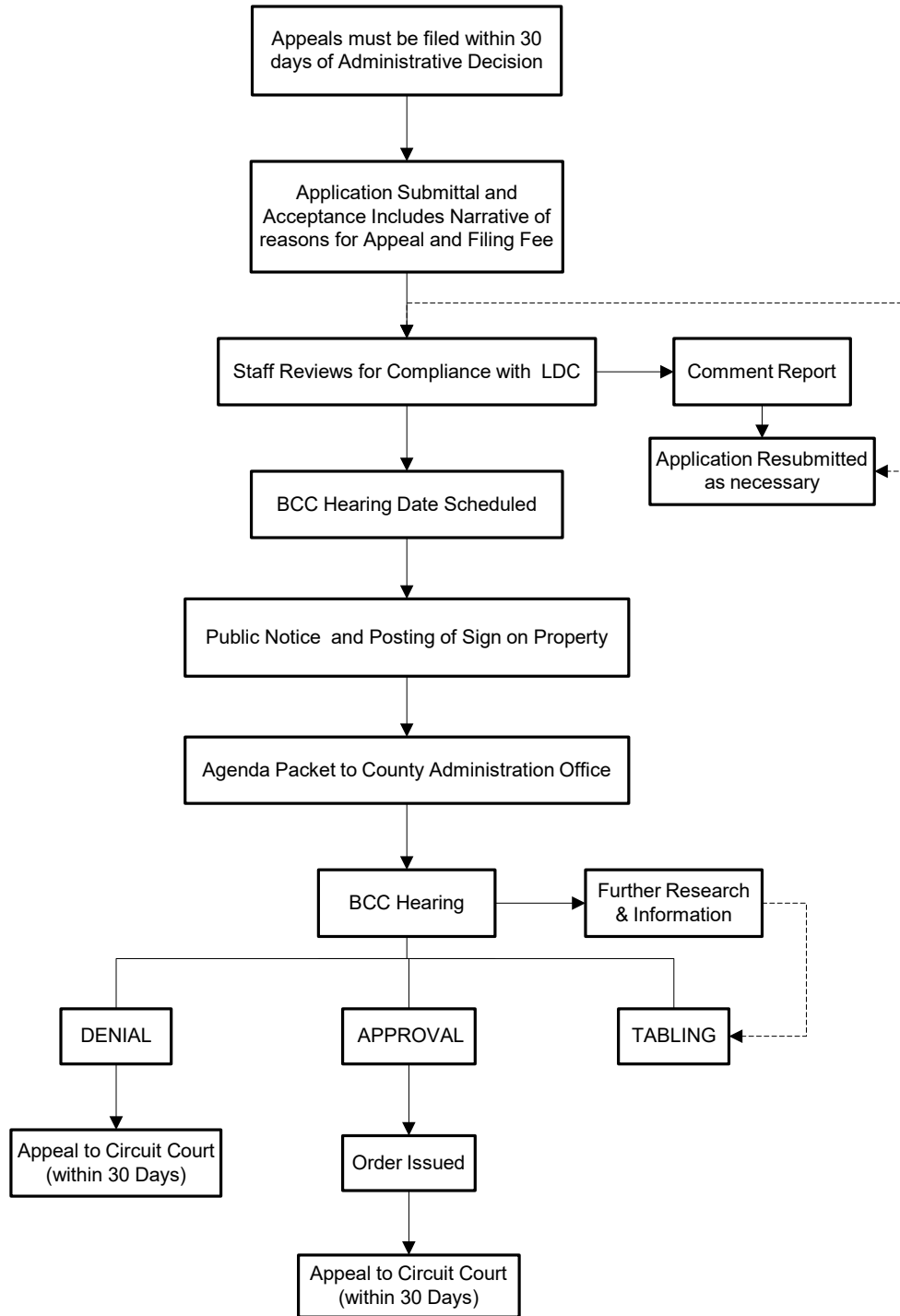
#### **Section 26.04 Public Hearing Process**

- A. After submission of a completed application and appropriate fees a public hearing before the Board of County Commissioners will be scheduled, on the next reasonably available meeting.
1. If applicable, a notice is mailed to property owners within 300 feet of the property. Notification is also sent to the applicant advising of the hearing date.
  2. Staff shall cause a notice to be published in the St. Augustine Record not less than fifteen (15) days in advance of the scheduled hearing.
- B. The public hearing by the Board of County Commissioners shall be conducted as a quasi-judicial hearing as set forth in Part 9.06, Land Development Code. The decision of the Board of County Commissioners shall constitute final action for the County, and may thereafter, be appealed to Circuit Court in accordance with Florida Law.

**St. Johns County  
 Procedures for Appeals from decisions of the  
 Planning & Zoning Agency, Ponte Vedra Zoning & Adjustment Board,  
 Architectural Review Committee, or Design Review Board**



## St. Johns County Procedures for Administrative Appeals





# St. Johns County Growth Management Department Application for Appeal

The Appeal must be submitted within thirty (30) days  
of the date when the written final order/decision is signed and dated.

Date  Appeal of a:

Project Name

### Appellant's Information

Name  Phone Number

Address  email \_\_\_\_\_

City  State  Zip Code

Location of property that is the subject  
of his Appeal.

Parcel ID Number

Administrative official whose decision is being appealed

*may attach narrative*

Specific error alleged as the grounds for the Appeal

*may attach narrative*

Describe what interest the person  
filing this Appeal has in the issue(s)  
being appealed.

**I hereby certify that all information is correct and request an appearance before the Board of County Commissioners for Public Hearing on the above mentioned Appeal.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Print Name

Information of person to receive all correspondence regarding this application:

Name  Phone Number

Address  email \_\_\_\_\_

City  State  Zip Code

When a person decides to appeal a decision made by any St. Johns County Board or Committee, with respect to any matter considered at a public meeting, he may need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.





# ADJACENT PROPERTY OWNERS LIST REQUEST FORM

(Complete this form and return it to the technician handling your application or email it directly to the attention of the GIS Division at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us))

Date Requested  Date Needed By (3 day minimum)

Project Name

Applicant Name

(address that "Adjacent Property Owners List" will be mailed to)  
Address  Phone Number

City  State  Zip Code

Application Type  Hearing Date   
*if applicable*

Application Number (if available)   
(Example: PUD2004000012; REZ2004000035, MINMOD2004000026)

Parcel Number(s)

Legal Description (may be an attachment)

Format (please check one)

Digital Format email   
(email address required for digital format delivery)

Hard Copy printout ready for copying onto standard mailing labels

For the purpose of notice requirements to adjoining Owners within three hundred (300) feet, the names and addresses may be provided by the St. Johns County Administrator to the Applicant, which list shall include said information obtained from the St. Johns County Property Appraiser records within ninety (90) days prior to the last date that such ten (10) day notice must be mailed.

NOTE: This information is provided to you by the St. Johns County Geographic Information Systems Division. This list complies with the St. Johns County Land Development Code Section 9.06.04 Notice of Hearings which sets forth adjoining owners within 300 feet of subject property be notified. If you have any questions, including the status of your request, please contact GIS Addressing by email at [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us).

**For County Departmental Use Only:**

Date  File Name

Comments

**SECTION 27.0 LAND DEVELOPMENT CODE APPROVAL FOR HOME OFFICE,  
RURAL HOME INDUSTRY OR ALL OTHER NON RESIDENTIAL USES  
(INCLUDES CHANGE OF USE AND DOGGY DINING)**

**Section 27.01 Introduction**

In order to ensure the location of a business within an appropriate zoning district Growth Management Department will review such locations prior to the issuance of a Business Tax Receipt by the County Tax Collectors Office.

- A. The Land Development Code provides a Home Office as an Accessory Use within residential zone districts subject to certain limitations and conditions defined in Section 2.02.04 of the Land Development Code. Home Office is defined as a Home Occupation consisting of a private office of a practitioner of a recognized profession, business or trade which does **not** involve office contact with clients or the public, and cannot engage anyone in the conduct of the home office unless such person resides on the premises and is the primary residence of each person engaged in the occupation.
- B. A Rural Home Industry is allowed as an Accessory Use within agricultural zoning districts per Section 2.02.04 of the Land Development Code and includes such activities as welding services, repair of farm equipment, furniture making, lawn maintenance services, tool sharpening and lawn maintenance equipment repair. The primary dwelling unit on the site of the Rural Home Industry shall be owner-occupied and employees onsite at the home industry shall be restricted to members of the immediate family or other residents of the property. There can be no sales of products on the property.
- C. Commercial uses or Non-Residential will be allowed as permitted within the zoning districts found in Section 2.02.00 of the Land Development Code for the property on which the business is to be located and includes Building Division review for change of use or change of occupancy. Growth Management shall review all applications to allow dogs in designated outdoor portions of public food service establishments or restaurant as an accessory use subject to Section 509.233, Florida Statutes, permit approval with or without conditions listed below in Section 27.03.

Location approvals for business addresses are submitted to and processed by the Growth Management Department.

Location: 4040 Lewis Speedway  
St. Augustine, Florida 32084

Phone: (904) 209-0675- General Information

E-mail: [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

**Fees**

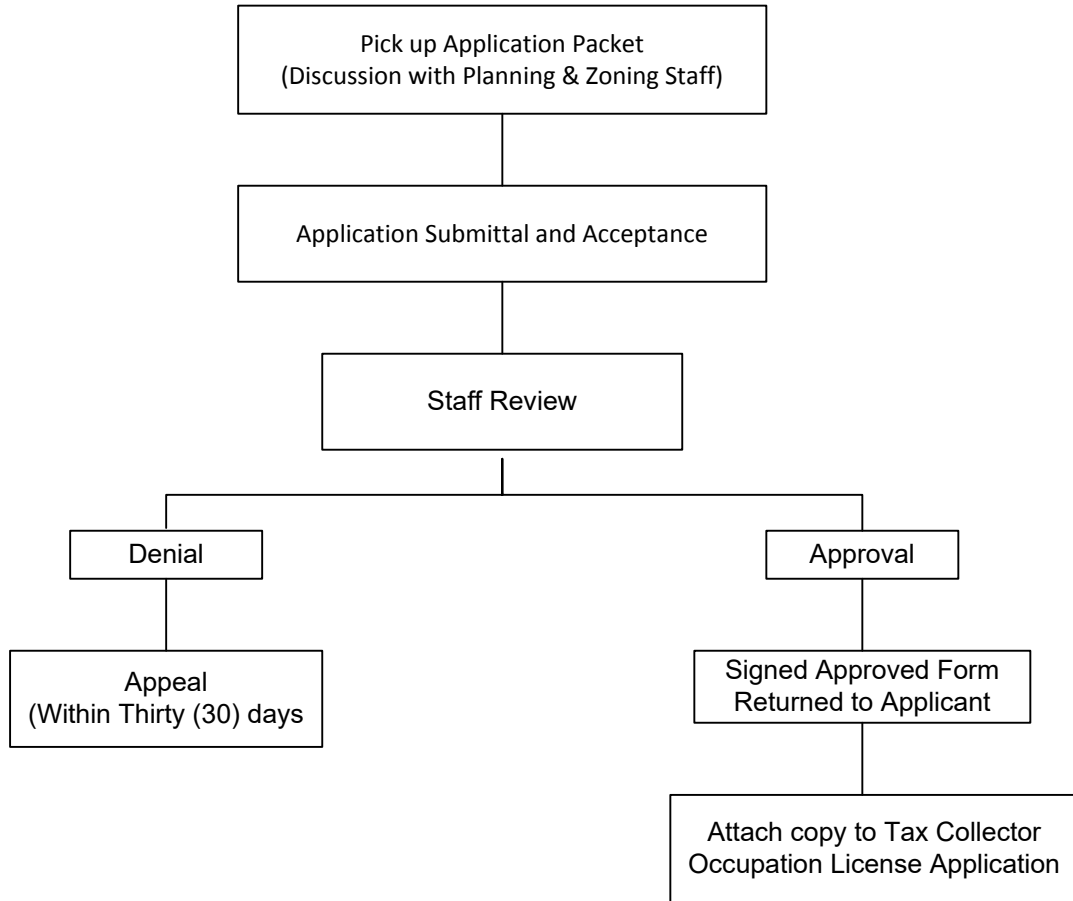
**Section 27.02 Application**

- A. The following items must be submitted in order to process your Application.
  - 1. Application form.

2. Physical address of business, owner's name, business name, and general description of type of business.
  3. If the Home Office applicant is not the property owner and is renting the home as a residence, a notarized letter of authorization from current owner or property management company must be submitted.
  4. If property is regulated by a duly authorized Homeowner's or Property Owner's Association and is zoned PUD (Planned Unit Development), PRD (Planned Rural Development), or PSD (Planned Special Development), submit written approval from the appropriate homeowner's association representative.
  5. Staff will review and determine the current zoning of the proposed location and whether the property is properly zoned to conduct the requested business.
  6. If the proposed business use is a change in a former Use (intensity) of the property or Structure or a Building Permit is required, then you may need to submit additional information and obtain a Development Order as defined in Part 9.01, Land Development Code. Situations that may result in this review include, but not limited to, a requirement for increased parking, necessity for building permit, a change in zoning classification, review by another county or state department, or approval through Development Review Process for a Development Permit.
  7. Home Office/Rural Home Industry applicants will be required to attest (by signature) to compliance with Section 2.02.04.B.9 Land Development Code, limitations and conditions for home office use in residential/rural zoning districts. Conditions are listed and signature of applicant is required confirming compliance on the Application.
- B. The following items must be submitted in order to process your Application for allowing dogs in public food service establishments or restaurants as an accessory use.
1. The State of Florida division-issued license number for the public food service establishment or restaurant.
  2. The name, location, and mailing address of the public food service establishment or restaurant.
  3. The name, mailing address, and telephone contact information of the permit applicant.
  4. A diagram and description of the outdoor area to be designated as available to patrons' dogs, including dimensions of the designated area; a depiction of the number and placement of tables, chairs, and restaurant equipment, if any; the entryways and exits to the designated outdoor area; the boundaries of the designated area and of other areas of outdoor dining not available for patrons' dogs; any fences or other barriers; surrounding property lines and public rights-of-way, including sidewalks and common pathways; and other requirements specified by the County. The diagram or plan shall be accurate and to scale but need not be prepared by a licensed design professional.

5. A description of the days of the week and hours of operation that patrons' dogs will be permitted in the designated outdoor area.

**ST. JOHNS COUNTY PROCEDURES  
HOME OFFICE, RURAL INDUSTRY OR BUSINESS OFFICE**





St. Johns County Florida  
Board of County Commissioners  
Application/Affidavit for Certificate for Home Office,  
Rural Home Industry or Business Office (includes Change of Use and Doggy Dining)

- Certificate for Home Office                       Rural Home Industry                       Business Office
- Doggy Dining

Your certificate is approved subject to completion of the data and certification below including perpetual compliance with all criteria set forth in the Land Development Code provided on the reverse side of this form.

Applicant's Name  Phone No.

e-mail

Names of People other than the Applicant engaged in Home Office/Rural Industry (i.e. family members)

Physical Address of Business Location

Please note that a notarized letter of authorization must be submitted if the business location is different from applicant's.

Type of profession, business or trade

Business Name

Business License Number (Restaurant Only)

In Filing this application, I understand that it becomes a part of Public Records of St. Johns County, and hereby certify that all information contained herein is accurate to the best of my knowledge.

Signed By \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY STAFF**

Legal Description

Special Conditions

Zoning:

Date:

Signed By \_\_\_\_\_ Title \_\_\_\_\_

**The following regulations shall apply to the approval for the location described:**

**A. Home Office Section 2.02.04(B)**

1. That no person shall be engaged in the conduct of the home office unless such person resides on the premises and that the premises shall be the primary residence for each of the persons engaged in the occupation.
2. That the use of the premises for the home office shall be clearly incidental and subordinate to its use for residential purposes by its occupants and shall, under no circumstances, change the residential character thereof;
3. That there shall be no change in the outside appearance of the building or premises or other visible evidence of the conduct of the home office;
4. That there shall call upon the premises in connection with the home office and no traffic shall be generated by the home office in a greater volume than the traffic typical in the subject residential neighborhood;
5. That there shall be no flammable or hazardous material stored on premises and no equipment or process shall used in the home occupation which creates noise, vibration, glare, flames; odors or electrical interference detectable to the normal sense off the lot;
6. That the activities of the home office shall occur entirely within the dwelling unit, excluding accessory structures such as garages, carports and sheds;
7. That the home office shall not occupy more than twenty-five percent (25%) of the gross floor area of the dwelling unit, exclusive of the area of an open porch or attached garage or similar space not suited or intended for the occupancy as living quarters;
8. Pick up or deliveries of any kind required by and made to the premises of the home office not exceed one business delivery per day;
9. That any supplies stored on the premises shall be for the purpose of maintaining and operating the home office.
10. That the address of the home office shall not be advertised and no signage of any kind be placed on the building or property identifying the home office use;
11. That the home offices not strictly conforming to all of the outlined criteria herein shall not be considered a home office and shall only be considered in accord with the Home Occupation exception provisions contained in Section 2.03.07 LDC;
12. That the home office shall be open to inspection by St. Johns County inspectors upon reasonable notice to occupant and at a reasonable times;

**B. Doggy Dining section 2.02.04(C)**

1. All public food service establishment employees shall wash their hands promptly after touching, petting, or otherwise handling dogs. Employees shall be prohibited from touching, petting, or otherwise handling dogs while serving food or beverages or handling tableware or before entering other parts of the public food service establishment.
2. Patrons in a designated outdoor area shall be advised that they should wash their hands before eating. Waterless hand sanitizer shall be provided at all tables in the designated outdoor area.
3. Employees and patrons shall be instructed that they shall not allow dogs to come into contact with serving dishes, utensils, tableware, linens, paper products, or any other items involved in food service operations.
4. Patrons shall keep their dogs on a leash at all times and shall keep their dogs under reasonable control.
5. Dogs shall not be allowed on chairs, tables, or other furnishings.
6. All table and chair surfaces shall be cleared and sanitized with an approved product between seating of patrons. Spilled food and drink shall be removed from the floor or ground between seating of patrons.
7. Accidents involving dog waste shall be cleaned immediately and the area sanitized with an approved product. A kit with the appropriate materials for this purpose shall be kept near the designated outdoor area.
8. A sign or signs reminding employees of the applicable rules shall be posted on the premises as designated in the approved site plan
9. A sign or signs reminding patrons of the applicable rules shall be posted on the premises as designated in the approved site plan.
10. A sign or signs placing the public on notice that the designated outdoor area is available for the use of patrons and patrons' dogs shall be posted on the premises as designated in the approved site plan.
11. Dogs shall not be permitted to travel through indoor or non-designated outdoor portions of the public food service establishment or restaurant, and ingress and egress to the designated outdoor portions of the public food service establishment must not require entrance into or passage through any indoor area of the food establishment.
12. A permit for dogs in outdoor portions of a restaurant issued pursuant to this section shall not be transferred to a subsequent owner upon the sale of a public food service establishment or restaurant but shall expire automatically upon the sale of the establishment. The subsequent owner shall be required to reapply for a permit pursuant to this section if the subsequent owner wishes to continue to accommodate patrons' dogs.

**C. Rural Home Industry section 2.02.04(E)**

1. A Rural Home Industry shall include, but not be limited to, such activities as welding services, repair of farm equipment, furniture making, lawn maintenance services, tool sharpening, and lawn maintenance equipment repair.
2. The primary dwelling unit on the site of a Rural Home Industry shall be owner-occupied. In the event that the primary dwelling unit ceases to be owner-occupied, the Rural Home Industry shall be terminated.
3. External impacts, such as noise, odor or vibrations, shall not exceed those normally associated with the principal Uses allowed in the zoning district within which the property is located.
4. The employees onsite at the home industry shall be restricted to members of the immediate family or the other residents of the property.
5. No commodity or good not produced on the premises shall be sold on the premises or displayed or warehoused on the premises for sale elsewhere. This does not preclude taking orders for sales or provisions of services offsite.
6. No traffic shall be generated by the Rural Home Industry that is in excess of that normally expected by the principal use.
7. The activities and materials associated with the rural Home Industry shall not occupy a Front Yard and shall, unless conducted within a completely enclosed building, be setback a minimum of fifty (50) feet from any side or rear property line. If said setback is not provided, screening shall be required as per section 6.06.04 B.5.
8. Signage shall be allowed as per Article VII of Land Development Code.

I certify I have received a copy, understand and will comply with the above provisions of the Land Development Code Home/Office Rural Home Industry.

\_\_\_\_\_  
Signed By

\_\_\_\_\_  
Date

\*Certification: I certify that the above information is correct and I have received a copy, understand and will comply with all set forth on this form. I further understand that this certificate/affidavit in no way affects deed restrictions. It is the applicant's responsibility to verify compliance with such restrictions.





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 \_\_\_\_\_  
Revised August 30, 2011

## SECTION 28.0 ROAD VACATIONS

### Section 28.01 Introduction

A road vacation is a process for the county to abandon, discontinue and close certain public roads and is considered by petition. This process is most generally used in older plats with substandard lots where unnecessary roads impose additional setback requirements or in connection with the relocation of a county road. Florida Statutes, 336.09, 336.10 and 336.12 govern the vacation of public roads and Florida Statute 336.125 provides for vacation and optional conveyance to a homeowner's association. This process is also used to vacate drainage easements, if it can be demonstrated that the easement was intended to accommodate drainage from a county road. A public hearing before the Board of County Commissioners is required.

Road vacation petitions are submitted to and processed by the Development Review Division.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084  
Phone: (904) 209-0660  
Fax: (904) 209-0743  
Email: [faxplandept@sjcfl.us](mailto:faxplandept@sjcfl.us)  
Fee

### Section 28.02 Application Process

The following items must be submitted in order to process a road vacation request:

- A. Original petition signed by the record owners of all property abutting the portion of the road involved or who will be directly affected by such vacation. *(Please note that this requirement can be met with separate Consent and Joiner Forms if necessary.)*
- B. Map depicting road(s) to be vacated.
- C. Provide a Schedule B listing all persons affected by the vacation. If all affected persons have not signed the petition, then their names and addresses must be included.
- D. Upon review by County staff, and upon the reasonable determination that there are or may be title issues, the application may require a recent title opinion or title certificate, prepared by an attorney licensed to practice in Florida, an abstract company or title insurance company may be required. The title opinion or certificate must include all easements of record within the right-of-way and copies must be provided. An updated title opinion may also be required with a search date within twenty days of the Board of County Commissioners' public hearing to consider the vacation.
- E. Upon review by County staff, and upon the reasonable determination that there may be traffic circulation issues, the application may require a professional engineer's statement may be required. It should include a description of the effect of the proposed vacations on traffic patterns and a conclusion therein that

no property or person will be unreasonably affected or inconvenienced by the vacation.

### **Section 28.03 Review Process**

- A. Petition package is routed to all applicable departments, the review time is ten (10) working days:
- B. After review, the petitioner will be notified via fax, email or mail of any deficiencies, comments, or need for additional information as determined by the reviewing departments.
- C. If necessary, the petitioner or representative shall respond in writing to specific comments or provide additional information. Any resubmittals, if necessary, are routed with a five (5) working day review time.
- D. If no additional information is necessary and all comments have been addressed to the extent possible the procedures for public hearing before the Board of County Commissioners will be initiated.

### **Section 28.04 Public Hearing Process**

- A. Staff coordinates the public hearing date with both the County Administration office and the applicant.
  - 1. Upon approval to proceed, staff prepares a resolution to set the public hearing that is placed on the Consent Agenda for the Board of County Commissioners. *(Please note that this process just establishes the actual public hearing and the applicant's attendance is not required.)*
  - 2. The Deputy Clerk forwards a copy of the resolution, which establishes the public hearing date, to the petitioner.
  - 3. The Deputy Clerk advertises the County Commission hearing.
- B. It is petitioner's responsibility to:
  - 1. Pay for advertising. Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
  - 2. Notify, by certified mail return receipt requested, the time, date and place of the public hearing, at least two weeks prior to the County Commission hearing date under the provisions of F.S.336.10 to each of the persons and entities at the addressees as described in Schedule B (Schedule B is the list of all persons affected by the vacation as provided by the petitioner). If all

persons from Schedule B have signed the petition or have signed a Consent and Joinder, no mailing is required.

3. The petitioner shall provide the Clerk with proof that the mailing requirement has been met five days before scheduled hearing date.
  4. If requested, an updated title opinion will be required with a search date within twenty days of the Board meeting date, but may be accepted with a search date within thirty days if it includes a sworn statement certifying that the property owner has not taken any action that materially affects the title opinion or title certificate submitted.
- C. Petitioner must be present at the County Commission hearing. If the County Commission approves, the resolution vacating the road is adopted.
  - D. The Deputy Clerk forwards items (proof of notice of hearing, resolution vacating, proof of notice of vacating) for recording and return to petitioner. It is the petitioner's responsibility to pay the recording fees.
  - E. The Deputy Clerk places the filing of proof of publication of notice of vacating on the next available Board of County Commission consent agenda.

**Sample Petition for Road Vacation**  
PETITION TO VACATE PORTIONS OF  
CERTAIN STREETS, ALLEYWAYS OR ROADS

TO: THE HONORABLE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

Comes now (*insert name of petitioner(s)*) and respectfully petitions this Honorable Board as follows:

1. To vacate, abandon, discontinue and close portions of those certain public streets, alleyways or roads situated in St. Johns County, Florida, hereinafter more particularly described; to renounce and disclaim any right of St. Johns County and the public in and to the lands constituting such portions of said streets, alleyways or roads; and to renounce and disclaim any right of St. Johns County and the public in and to any lands or interest therein acquired by purchase, gift, devise, dedication or prescription for such portions of said streets, alleyways or roads described as follows:

**Legal description as per attached SCHEDULE "A"**

2. To adopt a resolution declaring that at a definite time and place a public hearing will be held to consider the advisability of the above, and to publish notice as prescribed by Section 336.10, Florida Statutes, one time in a newspaper of general circulation advising of a public hearing in connection with the above matter, and thereafter adopting a resolution renouncing and disclaiming any right of the County and the public in and to the hereinbefore described portions of streets, alleyways or roads, and vacating, abandoning, discontinuing and closing same.
3. In support hereof, Petitioner shows that he is the owner of all the lands abutting said portions of streets, alleyways or roads sought to be vacated, and Petitioner is the only person who would be affected thereby; and said portions of streets, alleyways or roads are no longer necessary or desirable.

4. Petitioner further shows that said portions of streets, alleyways or roads sought to be vacated are neither state nor federal highways and are wholly without the limits of any municipality.

\_\_\_\_\_  
Signature of Petitioner

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 \_\_\_\_\_

**Proof of Notice Requirement**

In support hereof, Petitioner shows that he is the owner of certain lands bordering said portions of the streets, alleyways or roads sought to be vacated. The names and addresses of all other owners or persons having an interest in any lands bordering said portions of the streets, alleyways or roads sought to be vacated are as follows:

List as per attached SCHEDULE "B"

and those persons were served with a copy of this Petition by certified mail, return receipt requested, prior to \_\_\_\_\_, 20\_\_\_\_, and were advised to contact the Board of County Commissioners of St. Johns County, Florida, should they have any objection to the vacation of the said portions of the streets, alleyways or roads.

\_\_\_\_\_  
Signature of Petitioner

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 \_\_\_\_\_

**Consent and Joinder**

COME NOW, the undersigned as adjacent owners of the following County Road sought to be vacated, to-wit:

LEGAL DESCRIPTION AS PER ATTACHED SCHEDULE "A"

And do hereby join in the petition to vacate same now or hereafter to be filed before the County Commission of St. Johns County, Florida.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_



## **SECTION 29.0 PLAT VACATIONS**

### **Section 29.01 Introduction**

Florida Statutes 177.101 govern the vacating of plats subdividing land. In accordance with these guidelines, the following procedures have been established. Unrecorded plats may also be vacated following this procedure. All expenses in connection with the request to vacate must be paid by the petitioner.

### **Section 29.02 General Information**

The petition and accompanying documents are submitted to the Development Review Division.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: (904) 209-0660

Fax: (904) 209-0743

[Fee](#)

### **Section 29.03 Application Process**

- A. The following items must be submitted to process a request to vacate:
1. Original petition to vacate, signed by the record owners of the whole or part of the tract covered by the plat sought to be vacated.
  2. A title opinion or title search which includes all encumbrances of the subject property.
  3. A map/plat copy depicting the area to be vacated. In some cases, when a portion of the plat is being vacated, a survey may be required.
  4. Copy of the required notice, for review prior to publication. Upon approval, the Notice must be published in a newspaper of general circulation in the county in which the tract or parcel is located, in not less than two weekly issues of said paper.
  5. Certification from the Tax Collector of St. Johns County, that all taxes have been paid.
  6. A certified engineer's or traffic planner's statement and description of the effect of the proposed vacations on traffic patterns and a conclusion therein that no property or person will be unreasonably affected or inconvenienced by the vacation.
  7. Review fee.

#### **Section 29.04 Review Process**

- A. The Petition package is routed to all appropriate departments. The review time is ten (10) working days.
- B. After review is completed, the petitioner will be notified of any deficiencies, comments or need for additional information. Resubmittals are routed for five (5) working days.
- C. Once all comments have been addressed it will be scheduled for the next appropriate Planning and Zoning Agency meeting at which the petitioner must be present.
- D. Upon action by the Planning and Zoning Agency, the petition will be forwarded to the Board of County Commissioners for action. The petitioner must be present at that meeting. Prior to the meeting date, the following items are required:
  - 1. Proof of Notification in compliance with F.S. 177.101(4). This must be obtained from the publishing entity.
  - 2. Once the petition is scheduled before the Board, an updated title opinion will be required with a search date within twenty days of the Board meeting date, but may be accepted with a search date within thirty days if it includes a sworn statement certifying that the property owner has not taken any action that materially affects the title opinion or title certificate submitted.
- E. If the County Commission approves the vacation, the resolution vacating the plat is adopted. It is the petitioners responsibility to pay the recording fees. The plat is not vacated until recorded with the County Clerk.

**PLAT VACATION  
Sample Advertisement**

**PLEASE NOTE THAT MODIFICATIONS TO THIS SAMPLE MAY BE REQUIRED TO  
MEET THE REQUIREMENTS OF YOUR PARTICULAR REQUEST**

**NOTICE**

NOTICE IS HEREBY GIVEN THAT *(insert name and address)* intends to petition the Board of County Commissioners for St. Johns County, Florida to vacate (a portion of the) Plat known as *(insert name of subdivision)* as recorded in Map Book *(insert book number)* Page *(insert page number)*; inclusive of the public records of St. Johns County, Florida, more particularly described as follows.

**PLAT VACATION  
Sample Petition**

**PLEASE NOTE THAT MODIFICATIONS TO THIS SAMPLE MAY BE REQUIRED TO  
MEET THE REQUIRMENTS OF YOUR PARTICULAR REQUEST**

PETITION TO VACATE  
THE PLAT OF *(insert name of plat)*

THE HONORABLE BOARD OF COUNTY COMMISSIONERS  
OF ST. JOHNS COUNTY, FLORIDA

Petitioners, *(insert name)*, respectfully petition this Honorable Board as follows:

1. To vacate the (following described portion of the ) Plat of *(insert name of plat)*, recorded in Map Book *(insert number)*, Pages *(insert numbers)*, of the public records of St. Johns County, Florida, and all streets lying therein which have not become highways necessary for use by the traveling public. The portion of said *(insert name of plat)*, sought to be vacated is described as follows:

(SEE EXHIBIT "A", ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF.)

2. To adopt a resolution vacating and abandoning the aforesaid (portion of the) Plat of *(insert name of plat)*, and the streets lying therein none if which have become highways necessary for use by the traveling public.

3. In support hereof, Petitioners show that it is the fee simple owner of all lands lying within the (portion of the) Plat of *(insert name of plat)*, sought to be vacated and that all state and county taxes due on the aforesaid property have been paid in full as evidenced by Certificate from the Tax Collector for St. Johns County attached hereto as Exhibit "B".

4. Petitioner further shows that none of the streets platted within the subject property have become highways necessary for use by the general public, nor have any of said streets been opened or used by members of the public.

5. Petitioner further shows that a notice to the public of Petitioner's intent to apply for vacation of (a portion of) the Plat of (insert name of plat), pursuant to Florida Statute 177.101(4) was published in two weekly issues of a newspaper of general circulation as evidenced by the Proof of Publication from the St. Augustine Record attached hereto as Exhibit "C".

6. The vacation by the County of the portion of the Plat of (insert name of plat), sought to be vacated will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.)

CORPORATION TITLE IF APPLICABLE

By: \_\_\_\_\_  
(name of signee)  
(title if applicable)

\*NOTE THAT IF THIS IS SIGNED BY A VICE PRESIDENT, THEN THEY MUST ALSO AFFIX THE SEAL OF THE COMPANY TO SHOW THAT THEY HAVE THE AUTHORITY TO SIGN ON THE COMPANY'S BEHALF

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

(Insert name of Petitioner), Being by me, the undersigned officer, first duly sworn, says on oath that he is a Vice President of (insert name of corporation), a corporation authorized to do business in the State of Florida, the Petitioner named in the foregoing Petition to vacate (a portion of) the plat of (insert name of plat), that he has read and knows the contents thereof and the statements contained therein are true and correct.

\_\_\_\_\_  
(printed name)

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 \_\_\_\_\_

**PLEASE NOTE THAT THE ABOVE NOTARY FORMAT IS FOR A CORPORATION  
AND MUST BE REVISED FOR AN INDIVIDUAL'S USE.**

## SECTION 30.0 RIGHT OF WAY PERMITTING

### Section 30.01 Introduction

A right of way permit is required to regulate construction or installation of any utility or placement of any temporary or permanent structure within any right of way owned by St. Johns County.

Applicant is responsible to adhere to all the regulations related to right of way within Article 6 of the Land Development Code.

Right of way permits are submitted to and processed by the Engineering Division.

Location: St. Johns County Engineering Division  
2750 Industry Center Rd.  
St. Augustine, FL 32084

Phone Number: (904) 209-0110 General information  
Facsimile: (904) 209-0135

**Fees:** See attached Exhibit "A":

Total Fees are to be determined by the Right of Way Manager or designee.

### Section 30.02 Exemptions

The following situations do not require obtaining a right of way permit.

- A. Approved Building Permits include driveway/culvert connection and do not require a right of way permit.
- B. Utilities performing Emergency maintenance or Repair work do not require a right of way Permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD). Notification of emergency work is still required. Call Engineering Division at (904) 209-0119.
- C. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from permitting providing all utility work within the Right of Way is shown on the approved Engineering plans and constructed prior to final acceptance by St. Johns County.
- D. Mailboxes – meeting the standards set forth in Section 6.04.04D of the Land Development Code do not require submittal and approval of a right of way permit.
- E. St. Johns County Utility Department is exempt from obtaining a right of way permit for work performed by St. Johns County forces.

### Section 30.03 Application Process:

#### A. All right of way permits

1. Fill out applicant's name, mailing address, telephone, and contact name in line 1.
2. Mark the appropriate box to the proposed activity under line 2.

Mark Box A for driveway connections either permanent or temporary. Fill out the address of the proposed work and legal description, if available.

Mark Box B for Utilities such as: water, sewer, stormsewer, electric, gas, cable TV, telephone or fiber optic.

Mark Box C, Other for: landscaping, irrigation, house moving or other non-listed activity.

3. Read, sign and date the statement under line 3.

The Zone number and right of way permit number will be assigned by the permit processor upon approval.

The rest of the form is for Official use only.

#### B. Driveways and Culverts (use Right of Way Driveway/Culvert Permit Application)

The following procedures apply for residential driveway connections and culvert installations, excluding commercial driveways. For information and procedures on commercial driveways contact the Engineering Division for requirements.

##### 1. Residential Use Only

The following is a list of St. Johns County Road & Bridge Department and Engineering Division procedures with regards to applying for driveway and/or culvert permits. Please read this procedure over carefully and discuss any questions you may have with the person taking your application in the Engineering Division. If you have approved building plans from the Building Department, you do not need to apply for an additional driveway/culvert permit.

- a. When applying for your Right of Way permit for driveways and/or culverts at the Engineering Division, make sure to include a detailed map for locating your site, lot size, survey and legal description if available, and a drawing showing the proposed exact center location of your culvert and/or driveway. The end of your culvert cannot be less than five feet from the corner property line. The fee for each driveway and/or culvert permit is \$35.00 and must be submitted with your application. This fee is non-refundable and must be paid by check or money order. Please make



check payable to St. Johns County. Also, please make sure you sign and date the permit before submitting it.

- b. Upon receiving and/or completing your application paperwork you must get a wooden stake from the Engineering Division. Use this wooden stake to mark the center of where your proposed culvert and/or driveway will go. The Road and Bridge inspector will use this wooden stake to provide information you will need to install your culvert. See Note "C" for further information.
  
- c. Your approved or denied Right of Way permit application will be mailed back to you. If approved, your application will be issued with a permit number.

Depending on the current volume of permits being reviewed by the Engineering Division, your permit should be completed within 15 business days. Upon approval of your application, the Engineering Department will forward your application paperwork to the Road and Bridge Department and a copy of the approved permit will be issued to the area inspector. Upon receipt of the approved permit at the Road and Bridge Department, the inspector should complete the inspection within two (2) business days. **Please note that all information you will need will be written on the wooden stake including the required size of your culvert.**

- d. Once your culvert and/or driveway has been installed and you are ready for your "FINAL INSPECTION", please call the Road and Bridge Department at (904) 209-0246, stating that your culvert and/or driveway is ready for a final inspection. It is Imperative that you specify "Right of way Permit" and have the site address available when you call in for the final inspection.

SHOULD YOU HAVE ANY QUESTIONS ON THE INSTALLATION OF THE CULVERT AND/OR DRIVEWAY, PLEASE CALL THE ROAD AND BRIDGE DEPARTMENT AT (904) 209-0246.

C. Utility Permits (use Right of Way Permit Application):

- 1. Fill out application per Section B.
- 2. Submit at least 3 sets of Engineering Drawings depicting proposed activity. Designs must meet all St. Johns County standards outlined in the Land Development Code and the St. Johns County Utility Department for special requirements.
- 3. For gas line installations contact the St. Johns County Engineering Division for special requirements.

D. Other Permits: (Landscaping, Irrigation, House Moving, etc.)

1. Fill out application per section C (use Right of Way Permit Application).
2. Landscaping and irrigation permits require 3 sets of plans. The plans must clearly show all proposed activity within the right of way.
3. Sight distance triangles must be shown on all landscaping plans.
4. House moving requires Road & Bridge and Utility clearance. 3 maps showing the proposed route clearly marked must be submitted along with permit application. Date and time of moving must also be provided. Additional permits from the Department of Transportation and other agencies may also be required.

#### **Section 30.04 Review Process**

- A. Application and all supporting documents may be routed as required to one or more of the following County Departments:  

Development Services, Utilities, Traffic, Fire Services, Zoning, Engineering and Legal.
- B. Review and approval may take up to 15 business days.
- C. After review is completed the applicant will be notified by mail or phone if there are any outstanding comments.
- D. Applicant is responsible for responding to any outstanding comments and/or plan revisions. Additional information may be needed to complete the permit.
- E. Upon approval, the applicant will be notified by phone or mail. However, no work may be started until the permit is activated 48 hours in advance of any work being started.

**“EXHIBIT A”**  
**Fee Schedule for Right-of-Way Permitting**

**PERMIT NUMBER:** \_\_\_\_\_

A) DRIVEWAY CONNECTION PERMIT- \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 REVIEW AND INSPECTION PER DRIVEWAY

B) NEW POLE/STRUCTURE INSTALLATIONS \$28.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 INVOLVING NO MORE THAN THREE STRUCTURES  
 SUBJECT TO:  
 ♦ ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT.  
 ♦ INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF  
 EXISTING ALIGNMENT.  
 ♦ INSTALLATIONS ADJACENT TO RIGHT-OF-WAY IN UTILITY  
 EASEMENT WHERE ACCESS FOR INSTALLATION IS BY PUBLIC  
 RIGHT-OF-WAY.  
 ♦ NOT OTHERWISE EXEMPT FROM PERMIT OR OTHER USES.

C) CONDUIT SERVICE LATERAL INSTALLATIONS \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 WHICH DO NOT CROSS A ROADWAY AND ARE  
 PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE.

D) ALL OTHER USES, INCLUDING UTILITIES-REVIEW AND  
 INSPECTION:  
 ♦ BASE REVIEW FEE \$104.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 ♦ PER EACH JACK AND BORE LOCATION \$ 52.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 ♦ PER EACH ROADWAY CUT LOCATION \$260.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 ♦ PER 1,000 LINEAR FT OF OVERHEAD \$17.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALLATION ALONG OR ADJACENT TO  
 COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.  
 ♦ PER 1,000 LINEAR FT OF UNDERGROUND \$36.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALLATION ALONG OR ADJACENT TO  
 COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.

E) LANDSCAPING \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

F) IRRIGATION \$135.00 BASE + \$21.00/1000 LINEAR FEET x \_\_\_\_\_ =

G) HOUSE MOVING (COST/HOUSE) \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_  
**ADDITIONAL COST:** \_\_\_\_\_

H) RIGHT-OF-WAY PERMIT TIME EXTENSION  
 (MATCH PERMIT FEE UP TO \$56.00 MAXIMUM)

I) **PENALTY FOR WORK WITHOUT A PERMIT – DOUBLE THE APPLICABLE FEE + \$250.00**

**REVIEWED BY:** \_\_\_\_\_ **(SJC PERSONNEL)** **DATE:** \_\_\_\_\_



**ENGINEERING OPERATIONS**  
 Right-of-Way Driveway/Culvert Permit Application  
**RESIDENTIAL USE ONLY**

Zone \_\_\_\_\_  
 Activated \_\_\_\_\_

**R-O-W PERMIT NUMBER** \_\_\_\_\_

For construction within County road right-of-way requiring this permit in accordance with the provisions of the St. Johns County Land Development Code, Standards & Detail Manual, and the St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189, with revisions.

**- RESIDENTIAL USE ONLY -**

1. Applicant's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Contact Name (Print only) \_\_\_\_\_  
 Project Number (Utility Use Only) \_\_\_\_\_

2. Proposed construction (Check the appropriate box and provide the required information). Check One  
 A. Driveway **Permanent** \_\_\_\_\_ **Temporary** \_\_\_\_\_ **Paver Construction** \_\_\_\_\_

911 Address connecting to County Road: \_\_\_\_\_

Legal Description of property to be served \_\_\_\_\_

B. Other (Describe) \_\_\_\_\_  
 Location \_\_\_\_\_

I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE GENERAL CONDITIONS OF THE PERMIT, INCLUDING THE BELOW STATED CONDITIONS, REQUIREMENTS AND THE GENERAL CONDITIONS ATTACHED HERETO.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Applicant

**FOR OFFICIAL USE ONLY**

Permission for the above-described construction is granted subject to these additional requirements:

3. Culvert size required \_\_\_\_\_  
 4. **CALL 904-209-0246 for FINAL INSPECTION** after completion of all work. (Refer to Note 4 & 9)  
 (Refer to attached procedures sheet)

**EFFECTIVE DATE OF PERMIT:** \_\_\_\_\_ **EXPIRATION DATE OF PERMIT:** \_\_\_\_\_  
 Affix Stamp Here

**Permit FEE: \$** \_\_\_\_\_

Paid by Check# \_\_\_\_\_

**SPECIAL CONDITIONS**

1. Call Sunshine 48 hours before you dig at 1-800-432-4770 It's the Law in Florida
2. Requires review by area Supervisor from the Road and Bridge Department. Phone (904) 209-0246.
3. In some cases other permits may be required from other Agencies such as, DEP, D.O.T., SJRWMD, etc.
4. It is the responsibility of the applicant to obtain proper permits and comply with all requirements.
5. Existing concrete sidewalks CANNOT be removed and/or replaced with any type paves and/or paver systems. Also see the attached "DRIVEWAY AND CULVERT PERMITTING PROCEDURES FOR RESIDENTIAL USE ONLY", Note 5. See also Note 17 of the attached "General Conditions".

## GENERAL CONDITIONS

1. All authorized work shall be completed in accordance with this approved application, the provisions of the St. Johns County Land Development Code and St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189 with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project. In addition, all construction must meet standards as set fourth in the **Americans With Disabilities Act of 1990, Title II**.
2. Public safety shall be maintained during construction in accordance with the Provisions of Part IV, Work Zone Traffic control, of the Manual on Uniform Traffic Control Devices. **Maintenance of Traffic** plans are required with application submittal package prior to approval.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities, or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair.
5. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present approved permit upon demand may result in immediate shutdown of any and all construction activities as determined by the St. Johns County inspector.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.
7. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation the alteration or relocation of all, or any portion of said road or highway as determined by St. Johns County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road, highway and rights-of-ways for reset or relocation thereon as required by St. Johns County, and at the expense of the permittee unless reimbursement was preauthorized in writing.
9. All materials, equipment and workmanship shall be subject to inspection by St. Johns County Road & Bridge Department, Phone Number (904) 209-0246 for final inspection.
10. All St. Johns County rights-of-Ways shall be restored to its original or better condition, in keeping with St. Johns County specifications, and in a manner satisfactory to the Engineering Operations, Public Works Division and/or Development Services Division. See also General Conditions, Note #20 for other important requirements.
11. All installation shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached drawings covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Operations within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. A set of stamped drawings

signed and sealed by a Florida Registered Engineer may be required with the submittal drawings as determined by the Engineering Right-of Way Manager.

13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of St. Johns County's right, title and interest in the land to be entered upon and used by the holder, and the holder, will at all times, assume all risk and indemnify, defend and save harmless the County of St. Johns and all of its Departments from and against any and all loss, damage, cost or expense arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)
14. **In case of noncompliance with St. Johns County requirements, this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the County.**
15. St. Johns County reserves the right to withhold issue of current and future permits to the applicant for failing to comply with St. Johns County or Engineering Operations Division requests General Conditions, Ordinances permit request, Resolutions or ANY part of the St. Johns County Land Development Code.
16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgement, action, cost, or expense incurred, or brought against St. Johns County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.
17. Pavers are allowed within the St. Johns County rights-of-ways for use as driveways but NOT as sidewalks. If there is a new or existing sidewalk within any portion of the new or replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (Americans With Disabilities Act) standards must be strictly followed and those standards will be noted on your approved permit. Should any portion of the permitted DRIVEWAY be determined to be out of compliance with county standards and/or ADA standards, the applicant or the applicant's contractor will be required to remove this non-conforming section and replace it within 48 (forty-eight) hours of written notice by St. Johns County. This requirement will be enforced even if the existing sidewalk or modifications to the sidewalk are not shown on the drawings as submitted with this Driveway Permit. See also Note 14 of the GENERAL CONDITIONS. The above requirements will be enforced for both RESIDENTIAL and COMMERCIAL driveways.
18. **IMPORTANT WARRANTY INFORMATION:** All work performed within the St. Johns County rights-of-ways under an approved Engineering Division right-of-way permit will be warranted for a period not less than (12) twelve months from the expiration date as shown on the permit. However, in the event the project includes open road cuts, roadway cuts, roadway patches, directional drilling or any type of activities conducted under roadways as issued with the approved right-of-way permit, the warranty period shall be indefinite unless compaction test reports, asphalt test reports, reports showing depth of bores and as-builts are provided to the St. Johns County inspector prior to final inspection.
19. Jetting of utilities under roadways is **PROHIBITED** within any and all rights-of-ways of St. Johns County per Section 6.04.04.E.3, page VI-32 of the St. Johns County Land Development Code, Adopted July 29, 1999.
20. It is the sole responsibility of the applicant to video and / or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicant's interest in the event of disputes between residents, subcontractors, St. Johns County inspectors, etc. In the event of a dispute the applicant will provide St. Johns County a copy of the original video / digital photographs for review. All rights-of-ways must be restored to existing or better conditions as set forth and detailed within the St. Johns County Land Development Code Section 6.04.04.E.5, page VI-32.
21. Applicant must assure that any and all work as permitted is performed within the county owned rights-of-ways only and NOT encroaching in whole or in part onto private property by means of conducting a survey, survey staking, as-builts, etc. It is not the responsibility of the Right-of-Way Permitting Division to ensure

the exact location of any proposed work. In the event of a conflict, it will be the responsibility of the permittee to resolve the issue.

### **EXEMPTIONS**

1. Approved Building Department permits include driveway / culvert connections through the automated inspection system and do not require a separate right-of-way Driveway / Culvert permit.
2. Utilities performing Emergency Maintenance or Repair work do not require a Right of Way Permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD) and call (904) 209-0119 to inform the St. Johns County inspector of the unscheduled work and its location. **Scheduled work IS NOT considered an emergency.**
3. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from obtaining a separate right of way permit providing ALL on-site utility work within the rights of ways are shown on the approved engineering plans and constructed prior to final acceptance by St. Johns county.

# FEE SCHEDULE FOR RIGHT-OF-WAY PERMITTING

PERMIT NUMBER: \_\_\_\_\_

- A) DRIVEWAY CONNECTION PERMIT- REVIEW AND INSPECTION PER DRIVEWAY      \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- B) NEW POLE/STRUCTURE INSTALLATIONS INVOLVING NO MORE THAN THREE STRUCTURES SUBJECT TO:      \$28.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT.
  - INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT.
  - INSTALLATIONS ADJACENT TO RIGHT-OF-WAY IN UTILITY EASEMENT WHERE ACCESS FOR INSTALLATION IS BY PUBLIC RIGHT-OF-WAY.
  - NOT OTHERWISE EXEMPT FROM PERMIT OR OTHER USES.
- C) CONDUIT SERVICE LATERAL INSTALLATIONS WHICH DO NOT CROSS A ROADWAY AND ARE PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE.      \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- E) ALL OTHER USES, INCLUDING UTILITIES-REVIEW AND INSPECTION:
- BASE REVIEW FEE      \$104.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER EACH BORE LOCATION      \$ 52.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER EACH ROADWAY CUT LOCATION      \$260.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER 1,000 LINEAR FT OF OVERHEAD UTILITY INSTALLATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.      \$17.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_
  - PER 1,000 LINEAR FT OF UNDERGROUND UTILITY INSTALATION ALONG OR ADJACENT TO COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.      \$36.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_
- E) LANDSCAPING      \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- F) IRRIGATION      \$135.00 BASE + \$21.00/1000 LINEAR FEET x \_\_\_\_\_ = \$ \_\_\_\_\_
- G) HOUSE MOVING (COST/HOUSE)      \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- TOTAL COST:** \_\_\_\_\_  
**ADDITIONAL COST:** \_\_\_\_\_
- I) RIGHT-OF-WAY PERMIT TIME EXTENSION (MATCH PERMIT FEE UP TO \$56.00 MAXIMUM)
- I) **PENALTY FOR WORK WITHOUT A PERMIT- DOUBLE THE APPLICABLE FEE + \$250.00**

REVIEWED BY: \_\_\_\_\_ (SJC PERSONNEL) DATE: \_\_\_\_\_



# DRIVEWAY AND CULVERT PERMITTING PROCEDURES FOR RESIDENTIAL USE ONLY

The following is a list of St. Johns County Road & Bridge Department and Engineering Division procedures with regards to applying for driveway and/or culvert permits. Please read this procedure over carefully and discuss any questions you may have with the person taking your application in the Engineering Department. If you have approved building plans from the Building Department you do not need to apply for an additional driveway/culvert permit. If you are applying for a permit on a private road or gated community you will not need to obtain a permit from SJC, however you should contact the owner of the private road for information on drainage and minimum requirements for culverts and/or driveways.

1. When applying for your Right-Of-Way permit for driveways and/or culverts at the Engineering Division, make sure to include a detailed map for locating your site, lot size, survey and legal description, if available, and a drawing showing the proposed exact center location of your culvert and/or driveway. The end of your culvert cannot be less than five feet from the corner property line. **The fee for each driveway and/or culvert permit is \$36.00 and must be submitted with your application.** This fee is non-refundable and must be paid by check or money order. Please make check payable to St. Johns County. Also, please make sure you sign and date the permit before submitting it.
2. Upon receiving and/or completing your application paperwork you must get a wooden stake from the Engineering Division. Use this wooden stake to mark the center of where your proposed culvert and/or driveway will go. The Road and Bridge inspector will use this wooden stake to provide information you will need to install your culvert. See note number 3 for further information.
3. Your approved or denied Right-Of-Way permit application will be mailed back to you. If approved, your application will be issued with a permit number. Depending on the current volume of permits being reviewed by the Engineering Division, your permit should be completed within 15 business days. Upon approval of your application, the Engineering Department will forward your application paperwork to the Road and Bridge Department and a copy of the approved permit will be issued to the area inspector. Upon receipt of the approved permit at the Road and Bridge Department, the inspector should complete the inspection within two (2) business days. **Please note that all information you will need will be written on the wooden stake including the required size of your culvert.**
4. Once your culvert and/or driveway has been installed and you are ready for your "FINAL INSPECTION", please call the Road and Bridge Department at 904-209-0246, stating that your culvert and/or driveway is ready for a final inspection. It is imperative that you specify "Right-Of-Way" and have the site address available when you call in for the final inspection.
5. **IMPORTANT-PLEASE READ REGARDING DRIVEWAYS WITH PAVERS AND/OR PAVER SYSTEMS:**  
When replacing an existing concrete driveway or constructing a new driveway within the SJC rights-of-ways, at no time can an existing or new sidewalk be modified or replaced with pavers of any type. Pavers may be used from the property/right-of-way line to the sidewalk and from the sidewalk to the edge of the roadway only.

SHOULD YOU HAVE ANY QUESTIONS ON THE INSTALLATION OF THE CULVERT AND/OR DRIVEWAY PLEASE CALL THE ROAD AND BRIDGE DEPARTMENT AT (904) 209-0246.



Zone \_\_\_\_\_  
Activated \_\_\_\_\_

# ENGINEERING OPERATIONS

## Right-of-Way Permit Application

R-O-W PERMIT NUMBER \_\_\_\_\_

For construction within County road right-of-way requiring this permit in accordance with the provisions of the St. Johns County Land Development Code Ordinance, Standards & Detail Manual, and the St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189, with revisions.

1. Applicant's Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Contact Name (Print only) \_\_\_\_\_  
Project Number (Utility Use Only) \_\_\_\_\_

2. Proposed construction (Check the appropriate box and provide the required information). Check One

A. **Driveway** Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Paver Construction \_\_\_\_\_  
Address connecting to County Road: \_\_\_\_\_

Legal Description of property to be served \_\_\_\_\_

B. **Utilities** Type \_\_\_\_\_

Location \_\_\_\_\_

C. **Other** (Describe) \_\_\_\_\_  
Location \_\_\_\_\_

3. I HEREBY CERTIFY THAT I HAVE MADE APPLICATION FOR THE PERMIT DESCRIBED ABOVE, THAT I HAVE PROPER AUTHORITY TO APPLY FOR SUCH PERMIT AND WILL ABIDE WITH ALL OF THE GENERAL CONDITIONS OF THE PERMIT, INCLUDING THE BELOW STATED CONDITIONS, REQUIREMENTS AND THE GENERAL CONDITIONS ATTACHED HERETO.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

### FOR OFFICIAL USE ONLY

Permission for the above-described construction is granted subject to these additional requirements:

1. **CALL 904-209-0119 for FINAL INSPECTION** after completion of all work. (Refer to Note 9)

EFFECTIVE DATE OF PERMIT: \_\_\_\_\_ EXPIRATION DATE OF PERMIT: \_\_\_\_\_

Affix Stamp Here

**Final Inspection** \_\_\_\_\_

**Permit FEE: \$** \_\_\_\_\_

Paid by Check# \_\_\_\_\_

### SPECIAL CONDITIONS

1. Call Sunshine 48 hours before you dig at 1-800-432-4770 It's the Law in Florida.
2. Approval of this permit does not exclude the applicant from obtaining other approvals or exclude requirements based on PUD's, DRI's, Building Department, NPDES, etc. Note 14 of the attached "General Conditions" becomes an integral part of this permit when signed by the applicant.

## GENERAL CONDITIONS

1. All authorized work shall be completed in accordance with this approved application, the provisions of the St. Johns County Land Development Code and St. Johns County Water & Wastewater Design Standards & Specifications Resolution No. 92-189 with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project. **In addition, all construction must meet standards as set forth in the Americans With Disabilities Act of 1990, Title II.**
2. Public safety shall be maintained during construction in accordance with the Provisions of Part VI Work Zone Traffic control, of the Manual on Uniform Traffic Control Devices. **Maintenance of Traffic Plans** required with application submittal package prior to approval.
3. When excavation is included in this permit, all gas companies must be consulted for information as to existing gas pipelines and appurtenances, pursuant to the provision of Chapter 553.851 Florida Statutes. All other utilities likewise shall be consulted, for location on all existing underground construction.
4. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities, or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair.
5. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present approved permit upon demand will result in immediate shutdown of any and all construction activities as determined by the St. Johns County inspector.**
6. The construction and maintenance of such utility shall not interfere with the property and rights of a prior permittee.
7. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right to said holder.
8. Whenever necessary for the construction, repair, improvement, maintenance, safe and efficient operation the alteration or relocation of all, or any portion of said road or highway as determined by St. Johns County, any or all of said poles, wires, pipes, cables or other facilities and appurtenances authorized herein under shall be immediately removed from said road, highway and rights-of-ways for reset or relocation thereon as required by St. Johns County, and at the expense of the permittee unless reimbursement was pre-authorized in writing.
9. **All materials, equipment and workmanship shall be subject to inspection by the St. Johns County Engineering Department, phone (904) 209-0119 for all inspections.**
10. All St. Johns County rights- of- ways shall be restored to its original or better condition, in keeping with St. Johns County specifications, and in a manner satisfactory to the Engineering Operations, Public Works Division and /or Development Services Division. See also General Conditions, Note #20 for other important requirements.
11. All installation shall conform where applicable, to the Utility Accommodation Guide, FDOT, and latest edition.
12. Attached drawings covering details of this installation shall be made a part of this permit. Final sketches or drawings showing installation "as built" shall be filed with Engineering Operations within Thirty (30) days of completion. All changes made during construction shall be recorded on the "as built" drawings. Drawings shall give accurate dimensions of concealed and underground construction with vertical and horizontal locations of work from easily identified fixed reference points. **A set of stamped drawings signed and**

sealed by a Florida Registered Engineer may be required with the submittal drawings as determined by the Engineering Right-of-Way Division Manager.

13. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of St. Johns County's right, title and interest in the land to be entered upon and used by the holder, and the holder, will at all times, assume all risk and indemnify, defend and save harmless the County of St. Johns and all of its Departments from and against any and all loss, damage, cost or expensive arising in any manner on account of the exercises or attempted exercises by said holder of the aforesaid rights and privileges. (FS 125.42(1)c)
14. **In case of noncompliance with St. Johns County requirements this permit is void and the facility will have to be brought into compliance or removed from the right-of-way at no cost to the County.**
15. St. Johns County reserves the right to withhold issue of current and future permits to the applicant for failing to comply with St. Johns County or the Engineering Operations Division requests, General Conditions, Ordinances, permit request, Resolutions, or ANY part of the St. Johns County's Land Development Code.
16. Applicant/Licensee agrees to indemnify, hold harmless, defend from, and release the County, its Board of County Commissioners, and members thereof, from any loss, damage, suit, judgement, action, cost, or expense incurred, or brought against St. Johns County, its Board of County Commissioners, and members thereof, including personal injury, damage to vehicles, and damage to property, resulting from or arising out of the exercise of the rights and privileges granted by this permit.
17. Pavers are allowed within the St. Johns County rights-of-ways for use as driveways but NOT as sidewalks. If there is a new or existing sidewalk within any portion of the new or replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (Americans With Disabilities Act) standards must be strictly followed and those standards will be noted on your approved permit. Should any portion of the permitted DRIVEWAY be determined to be out of compliance with county standards and/or ADA standards, the applicant or the applicant's contractor will be required to remove this non-conforming section and replace it within 48 (forty-eight) hours of written notice by St. Johns County. This requirement will be enforced even if the existing sidewalk or modifications to the sidewalk are not shown on the drawings as submitted with this Driveway Permit. See also Note 14 of the GENERAL CONDITIONS. The above requirements will be enforced for both RESIDENTIAL and COMMERCIAL driveways.
18. IMPORTANT WARRANTY INFORMATION: All work performed within the St. Johns County rights-of-ways under an approved Engineering Division right-of-way permit will be warranted for a period not less than (12) twelve months from the expiration date as shown on the permit. However, in the event the project includes open road cuts, roadway cuts, roadway patches, directional drilling or any type of activities conducted under roadways as issued with the approved right-of-way permit, the warranty period shall be indefinite unless compaction test reports, asphalt test reports, reports showing depth of bores and as-builts are provided to the St. Johns County inspector prior to final inspection.
19. Jetting of utilities under roadways is PROHIBITED within any and all rights-of-ways of St. Johns County per Section 6.04.04.E.3, page VI-32 of the St. Johns County Land Development Code, Adopted July 29, 1999.
20. It is the sole responsibility of the applicant to video and / or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicant's interest in the event of disputes between residents, subcontractors, St. Johns County inspectors, etc. In the event of a dispute the applicant will provide St. Johns County a copy of the original video / digital photographs for review. All rights-of-ways must be restored to existing or better conditions as set forth and detailed within the St. Johns County Land Development Code Section 6.04.04.E.5, page VI-32.

21. Applicant must assure that any and all work as permitted is performed within the county owned rights-of-ways only and NOT encroaching in whole or in part onto private property by means of conducting a survey, survey staking, as-builts, etc. It is not the responsibility of the Right-of-Way Permitting Division to ensure the exact location of any proposed work. In the event of a conflict, it will be the responsibility of the permittee to resolve the issue.

### **EXEMPTIONS**

1. Approved Building Departments Permits include driveway / culvert connections through the automated inspection system and do not require a separate right of way Driveway / Culvert permit.
2. Utilities performing emergency maintenance or emergency repair work do not require a right of way permit. However, the Utility must set up a safe work zone in accordance with the latest edition of the Manual on Uniform Traffic Control Devices, (MUTCD) and call (904) 209-0119 to inform the St. Johns County inspector of the unscheduled work and its location. **Scheduled work IS NOT considered an emergency.**
3. Developments with approved Construction Plans by the Development Review Committee (DRC) are exempt from obtaining a separate right of way permit providing ALL on-site and off-site utility work within the rights of way are shown on the approved engineering plans and constructed prior to final acceptance by St. Johns County.

# FEE SCHEDULE FOR RIGHT-OF-WAY PERMITTING

PERMIT NUMBER: \_\_\_\_\_

A) DRIVEWAY CONNECTION PERMIT- \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 REVIEW AND INSPECTION PER DRIVEWAY

B) NEW POLE/STRUCTURE INSTALLATIONS \$28.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 INVOLVING NO MORE THAN THREE STRUCTURES  
 SUBJECT TO:

- ANY EXTENSION TO AN EXISTING OVERHEAD ALIGNMENT.
- INSTALLATIONS WITHIN RIGHT-OF-WAY WHICH ARE OUTSIDE OF EXISTING ALIGNMENT.  
 INSTALLATIONS ADJACENT TO RIGHT-OF-WAY IN UTILITY EASEMENT WHERE ACCESS FOR INSTALLATION IS BY PUBLIC RIGHT-OF-WAY.
- NOT OTHERWISE EXEMPT FROM PERMIT OR OTHER USES.

C) CONDUIT SERVICE LATERAL INSTALLATIONS \$36.00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
 WHICH DO NOT CROSS A ROADWAY AND ARE  
 PLACED PERPENDICULAR TO THE RIGHT-OF-WAY LINE.

F) ALL OTHER USES, INCLUDING UTILITIES-REVIEW AND INSPECTION:

- BASE REVIEW FEE \$104.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- PER EACH BORE LOCATION \$ 52.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- PER EACH ROADWAY CUT LOCATION \$260.00 x \_\_\_\_\_ = \$ \_\_\_\_\_
- PER 1,000 LINEAR FT OF OVERHEAD \$17.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALLATION ALONG OR ADJACENT TO  
 COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.
- PER 1,000 LINEAR FT OF UNDERGROUND \$36.00/1000'x \_\_\_\_\_ = \$ \_\_\_\_\_  
 UTILITY INSTALATION ALONG OR ADJACENT TO  
 COUNTY RIGHT-OF-WAY OR FRACTION THEREOF.

E) LANDSCAPING \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

F) IRRIGATION \$135.00 BASE + \$21.00/1000 LINEAR FEET x \_\_\_\_\_ = \$ \_\_\_\_\_

G) HOUSE MOVING (COST/HOUSE) \$112.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_  
**ADDITIONAL COST:** \_\_\_\_\_

J) RIGHT-OF-WAY PERMIT TIME EXTENSION  
 (MATCH PERMIT FEE UP TO \$56.00 MAXIMUM)

I) **PENALTY FOR WORK WITHOUT A PERMIT- DOUBLE THE APPLICABLE FEE + \$250.00**

REVIEWED BY: \_\_\_\_\_ (SJC PERSONNEL) DATE: \_\_\_\_\_

## SECTION 31.0 SIGN PERMITS

### Section 31.01 Introduction

In accordance with Article VII of the St. Johns County Land Development Code, sign permits are required for any new signs requiring a permit under the Florida Building Code.

Signs within Special Overlay Districts, as established by Article III of the Land Development Code, have additional submittal requirements, review and approval prior to issuance of a Building Permit. Please refer to Section 8.0 of the Development Review Manual for procedures and required forms.

A completed sign application may be submitted between the hours of 7:30 AM and 4:30 PM Monday – Friday, excluding holidays, to the following address:

Address: Planning & Zoning Division  
Growth Management Department  
4040 Lewis Speedway  
St. Augustine, FL 32084

Planning and Zoning Division: Phone: 904-209-0675  
Fax: 904-209-0576  
Email: [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

Building Services Division: Phone: 904-827-6800

Fees: [Building Permit Clearance Sheet](#) Due at Building Permit Approval

### Section 31.02 Application Process

The following is minimum information required for a sign permit application review for on-premises, special use, billboard, special event or development signs. Applications for review of Billboards must also include applicant's Swap-down nominations or sufficiently banked credits. Building Permits will only be issued to applicants that are licensed as sign contractors or property owners acting as their own contractor as provided by Florida law.

- A. The following items must be included with a sign permit application:
1. A completed Sign Permit Application
    - a. Proposed lighting when signs are illuminated. If internally illuminated, a National Recognized Testing Lab Number must be provided for each fixture.
    - b. Type of proposed signs (i.e. pole, monument, wall, awning, window identification, canopy, under canopy).
    - c. Signs involving Federally registered trademarks or service marks must provide copies of registration.
  2. Site Plan, two (2) copies showing the following:

- a. A legend showing all existing, modified, repaired, and/or proposed signs and coordinated to the drawing.
  - b. All setbacks indicating existing and proposed ground signs at approved locations outside of any right-of-way.
  - c. Depict any sight triangles, easements, and/or above-below ground utility line location.
  - d. Show linear store frontage for wall sign applications and length of road frontage for ground or monument signs.
  - e. Location of signs to existing building, streets, and other existing signage showing dimensions from all property lines, etc., and location of signs if within 500 feet or one-half (1/2) mile of the interstate system.
  - f. Square footage of all proposed signs and number/square footage of existing signs.
3. Documentation as to the method of design either through the American Society Civil Engineering Manual or Florida Building Code. Please be aware these plans may require signature and seal of a State of Florida Registered Design Professional. If needed, please contact Building Services Division for additional clarification.
    - a. All proposed electrical work including fixtures and disconnect switch.
    - b. All structural details including foundation cross-section and attachment details.
    - c. The height of all existing and proposed ground signs from grade to highest point of the sign.
    - d. Message that will appear on the sign (to determine if on or off premise).
    - e. Elevation of wall sign depicting the location of the sign in relation to any other store or office front.
  4. Two (2) copies of supporting structural calculations for all gravity and wind loads signed and sealed by a Florida Registered Design Professional.
  5. Clearance Sheet fee. Please be aware that Building Services Division fees will be paid separate and at a later date in the process.
  6. Billboard applications will be reviewed to determine sufficient Swap-down credits. Permits for new billboards may not be issued until sufficient credits are determined or until the Swap-down billboard is removed. Point rating shall be transmitted to the applicant by the County within three (3) days.
- B. Billboard Credits – the following information is required to nominate a Billboard Swap-down :
1. Type of Support, i.e. wood, steel, monopole
  2. Height to Top Edge of Billboard
  3. Size of Advertising Face



4. Location, i.e. Urban, Rural, Suburban
5. Location within a Scenic Vista or Scenic Highway
6. Roadway Classification
7. Zoning Classification
8. Lighting, if any
9. Proximity of Buildings
10. State Identification tag number

### **Section 31.03 Review Process**

As provided by the Land Development Code an application for sign permit shall be approved or denied in writing within 10 days of submittal of a fully **completed application**. In the case of signs located in the Overlay districts, the sign shall be approved or denied in writing within 30 days of submittal of a fully completed application.

#### **A. Completeness Review**

During Planning and Zoning Division and/or Building Services Division review, if the application is determined incomplete for the purposes of the Land Development Code or Florida Building Code, the applicant will be notified by the appropriate Division.

#### **B. Compliance Review**

1. If application is not in compliance with the Land Development Code, Overlay District regulations, and/or Planned Unit Development regulations the Planning and Zoning Division will notify the applicant.
2. If the application is not in compliance with the Florida Building Code, the Building Services Division will notify the applicant.

### **Section 31.04 Approval Process**

Upon a satisfactory review of the information provided by the applicant and payment of fees, a building permit to construct the approved signage will be issued by the Building Services Division.

- A. Before a Certification of Completion is obtained, a release from other departments may be necessary as noted on the project Clearance Sheet.
- B. Other specific requirements may be required by Florida Statutes including requirements of Chapter 479, Outdoor Advertising.



## Billboard Survey Form for Swapdown Credits

Date  Initials of Surveyor  Zoning

Location of Board

State Reg. #  Owners Name

<u>ITEM</u>	<u>POINTS</u>	<u>ASSESSMENT</u>	<u>COMMENT</u>
<u>Structural Support:</u>			
(a) Wooden Poles	1	_____	_____
(b) Metal Framework	2	_____	_____
(c) Monopoles	6	_____	_____
<u>Height to Top of Face:</u>			
(a) Up to 20 ft. high	1	_____	_____
(b) Over 20 ft. high	2	_____	_____
(c) Over 25 ft. high	3	_____	_____
(d) Over 30 ft. high	4	_____	_____
(e) Over 35 ft. high	5	_____	_____
<u>Advertising Display Area:</u>			
(a) Up to 200 sq. ft.	1	_____	_____
(b) Over 200 to 400 sq. ft.	2	_____	_____
(c) Over 400 sq. ft.	3	_____	_____
<u>Light for Night Visibility:</u>			
(a) Not lighted	0	_____	_____
(b) Lighted from top only	2	_____	_____
(c) Ground or Bottom lighted	3	_____	_____
<u>Placement of Billboard:</u>			
(a) Any part above a building	4	_____	_____
(b) Scenic Vista or Scenic Highway	8	_____	_____
<u>Site Location Proximity:</u>			
(a) In rural Area	1	_____	_____
(b) In Suburban Area	2	_____	_____
(c) In Urban Developed Area	3	_____	_____
Total Raw Points		_____	
<u>Adjustment Factors:</u>			
(a) Compliant Faces	1.0 x Raw Points =	_____	_____
(b) Exceeding 35' hgt. or 378 sq. ft. face	.75 x Raw Points =	_____	_____
(c) Non-compliant zoning	.62 x Raw Points =	_____	_____
Total Swapdown Points		_____	



# Application for Sign Permit

St. Johns County Permitting Center  
 4040 Lewis Speedway  
 St. Augustine, FL 32084

For Building: (904) 827-6800; Fax: (904) 827-6849; E-mail: bldcodes@sjcfl.us  
 For Planning: (904) 209-0675; Fax: (904) 209-0576; E-mail: plandept@sjcfl.us

**Note: A separate clearance sheet is required for each ground sign**

Date  Contractor's License Number  Overlay District

Please Print Valuation of Proposed Signage \$  (Labor and Materials) Property ID Number

Property Owner(s)  Phone

Address  Fax

City  State  Zip Code  Phone

Are there any owners not listed  No  Yes If yes please list on separate sheet to be included with your application

Applicant  Phone

Address  Fax

City  State  Zip Code  E-mail

Job Address

Name of Business

Please list below any applications currently under review or recently approved which may assist in the review of this application

Type of Proposed Signage (including existing and proposed)

Sign	Existing	New	Maintenance	Type	Height	Width	Sq. Ft.	Internally Illuminated	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/> Yes	<input type="checkbox"/> No

Size of Canopy Signs (if applicable) \_\_\_\_\_ Feet; \_\_\_\_\_ Inches; (Height) \_\_\_\_\_ Feet; \_\_\_\_\_ Inches; (Width)

Describe Type and Color of External Lighting

Provide National Recognized Testing Lab (NRTL) Number: \_\_\_\_\_

Owner's Affidavit: I certify that all forgone information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**Warning to Owner: Your failure to record a "Notice of Commencement" may result in you paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your "Notice of commencement".**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Company's Name

\_\_\_\_\_  
By Owner's Agent (if any) (including Contractor)

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Contractor's Signature License 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 \_\_\_\_\_

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 \_\_\_\_\_

**Official Use Only**

Once the application is signed off by the Planning & Zoning Division it will be forwarded to the Building Services Division

Planning & Zoning Division

	<u>Signed</u>	<u>Date</u>
Incomplete Application		
Complete Application		
Zoning & Comp. Plan		
Approved / Disapproved		

Building Services Division

	<u>Signed</u>	<u>Date</u>
Incomplete Plans and Drawings		
Complete Plans and Drawings		
Approved		

FINAL APPROVAL: \_\_\_\_\_  
Signature, Authorized County Official

**Notice: Should the provisions of St. Johns County Ordinance No. 99-51, as amended, relating to the regulations of signage or sign permitting be found unconstitutional by a court of competent jurisdiction, this St. Johns county Sign Permit Application shall immediately revert to and become a BUILDING PERMIT under the State Minimum Building Codes, Chapter 553, Florida Statutes, as amended, and as duly adopted by St. Johns County through Ordinance enactment.**



# St. Johns County Development Review Special Event Signage Form

*This Form is used for all Signage Registration*

Date

Property Owner(s)  Phone Number   
 Address  Fax Number   
 City  State  Zip Code  email

Are there any owners not listed?  No  Yes If yes please provide information on separate sheet.

Applicant  Phone Number   
 Address  Fax Number   
 City  State  Zip Code  email

Location of Special Signage

Name of Business/Agency/Individual or Type of Event

Display Duration: Beginning Date  Ending Date

Banners: Number  Height  Width   
(3 max.) 120 sq. ft. Maximum, each

Flags: Number  Pole Height  Flag Size   
(3 max.) Maximum Varies 20% of Pole Height

**Note: Flags must be flown on a pole.**

Anchored Balloons: Number  Top Height of   
(3 max.) 30' Maximum

On Premise

Anchored Balloon: A Balloon that may have various shapes, forms and sizes, that when inflated through any means, remains secured to and in contact with the ground at all times. A tethered Balloon is not an Anchored Balloon.

Reminder:

- (1) All Special Events Signage must be registered on the property parcel where the event will occur. **No Signage permitted on adjacent road right of way.**
- (2) All Special Events Signage must be registered with St. Johns County before the Start and must be removed at the end of the last Display day indicated above.

Sign Size(s)

Sign Location(s)

Agricultural Fair Signage, Community festival, public community events Signage and similar Signage, limited to thirty-two (32) square feet. The number and approximate location of such Signs shall be registered with the County, prior to Erection. Such Signage shall only be erected on private or County owned property, not to include Rights-of-Way, with the property Owners permission and shall be removed immediately after the event is over. When such Signs are registered with the County, the event's contact person name, address and telephone number shall be provided. Such Signs may be erected thirty (30) days prior to the event and shall be removed with fifteen (15) days thereafter.

- Reminder:
1. No Signage permitted to be placed within State or County Rights-of Way
  2. All applications require Letter from Property Owner if other than the applicant, authorizing the Placement of Sign(s)
  3. All Events Signage must be registered with St. Johns County before the start and such signs may be erected thirty (30) days prior to the event and shall be removed within fifteen (15) days thereafter

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)



Approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Note:** For On Premise or Signage not associated with a Temporary Use this form shall be submitted directly to St. Johns County Code Enforcement, Fax number (904) 209-0608 or E-mail to [codenf@sjcfl.us](mailto:codenf@sjcfl.us).

For Off Premise Signage this form shall be submitted to the Planning & Zoning Section, Fax number (904) 209-0576 or E-mail to [plandept@sjcfl.us](mailto:plandept@sjcfl.us).

**SECTION 32.0 ANTENNA (COMMUNICATION) TOWER**  
**PART 2.03, Section 2.03.26 AND PART 6.08.00, Section 6.08.12 LAND DEVELOPMENT**  
**CODE**

**Section 32.01 Introduction**

An Antenna Tower, as used within the Land Development Code, includes all antennas integrated and used as a single unit, constructed and designed for transmitting and/or receiving electromagnetic waves. Antenna towers include guyed tower, lattice tower, monopole, self-supporting tower and camouflaged structures. The term does not apply to towers used exclusively to support Ham/CB/TV antennas and antennas that are designed to receive direct broadcast satellite services.

Antenna Towers are permitted by right in CI, CHI, CW, IW, and HI zoning districts and may be permitted by right within specific Planned Development Zone Districts. A Special Use Permit is required in all other zoning districts or if a proposed Tower is within 250' feet of a residential Lot Line or Open Rural property. Section 6.08.12.B provides certain exemptions to the Special Use Permit hearing requirement: if the placement of an antenna is on an existing structure, if the tower is associated with aviation use on AD zoned property or if the Tower is built for St. Johns County Government use. Special Use Permits require review and approval by the Planning and Zoning Agency to determine impacts of the proposed use on the surrounding area.

No antenna tower, other than an unguyed monopole tower or alternative tower structure shall be located in any residential district.

St. Johns County maintains a Special Tower Zone Map that depicts areas of the County which have a demonstrated lack of RF coverage. [MAP MART](#).

**Section 32.02 General Information**

Antenna Tower applications are submitted to the Growth Management Department.

Address: 4040 Lewis Speedway  
St. Augustine, Florida 32084

Phone: (904) 209-0675  
Fax: (904) 209-0576

[Fees:](#)

Special Use Application (Public Hearing), which includes review by the Development Review Committee and third party consultant for compliance with Section 6.08.12 Land Development Code; or

Tower Application (allowed by right), which includes review by the Development Review Committee and third party consultant for compliance with Section 6.08.12

### Section 32.03 Application Process

- A. Application process for Antenna Towers Requiring a Special Use Permit hearing:
1. A completed application including a copy of proof of ownership, deed or certificate by lawyer, abstract company or Title Company that verifies the record owner.
  2. Owner's Authorization.
  3. Two (2) sets of drawings plus cd of all documents: parent parcel site plan with the Tower Site depicted. The site plan will show, at a minimum, all structures on property, use of structures, roads, signage, and easements, landscape features, fencing, screening, and any other items appropriate for the specific request. The site plan must identify development on adjacent properties; specifically identify residential structures and distances from all residences to the Antenna Tower.
  4. A summary statement of the desired request with information and documents that address compliance with each portion of Section 6.08.12 of the Land Development Code (i.e. minimum 8 view photo simulations, Tower Detail, Collocation, Collapse zone, etc.  
  
The response will include the information and a completed checklist for review by the County's third party consultant (RF Engineer); **See Submittal Checklist Section 32.06.**
  5. Prior to submittal, confirm location of proposed Tower to comply with [Section 6.08.12.W Additional Requirements for Tower Applications](#). This section provides for a neighborhood workshop to be held within 14 days of submittal for certain Tower locations.
  6. A copy of proposed Covenant and Restriction or other legal document acceptable to the County, granted by the fee owner(s) of all residential and OR property if the collapse zone exceeds the Tower Site, that prohibits the construction of residential dwellings, schools, and designated emergency shelters. This document will be required to be recorded prior to final approval for building permit.
  7. A surety bond, escrow account, insurance policy or letter of credit securing the obligations of the applicant to dismantle the tower as required by Section 6.08.12.N and S of the Land Development Code, payable to Board of County Commissioners, equal to the lesser of \$25,000.00 or 150% of the estimated cost of dismantling. Bond is filed with Growth Management prior to issuance of the Development Permit.
  8. A copy of valid easement, in favor of St. Johns County to adequately access the antenna Tower Site for removal of the tower not in compliance with the Land Development Code. Contact St. Johns County Real Estate Division at (904) 209-0796 for procedure on filing and acceptance of easement by the Board of County Commissioners.
  9. You may submit any additional information or material to support the request.



10. Filing Fee.

B. Application Process For Antenna Towers Permitted By Right

1. Submit two (2) sets of drawings plus cd of all documents: of parent parcel site plan, landscape sheet, and tower detail in compliance with Section 13 to the Growth Management Department. **NOTE:** Prior to submittal, confirm location of proposed Tower to comply with [Section 6.08.12.W Additional Requirements for Tower Applications](#). This section provides a neighborhood workshop to be held within 14 days of submittal for certain Tower locations.
2. A summary statement of the desired request with information and documents that address compliance with each portion of Section 6.08.12 of the Land Development Code (i.e. minimum 8 view photo simulations, Tower Structure Detail, Collocation, Collapse zone, etc).

The response will include the information and a completed checklist for review by the County's third party consultant (RF Engineer); **See Submittal Checklist Section 32.06.**

3. Provide copy of proposed Covenant and Restriction or other legal document acceptable to the County, granted by the fee owner(s) of all residential and OR property if the Collapse Zone exceeds the Tower Site construction of residential dwellings, schools, and designated emergency shelters. This document will be required to be recorded prior to final approval for building permit.
4. Submit either, a surety bond, escrow account, insurance policy or letter of credit securing the obligations of the applicant to dismantle the tower as required by Section 6.08.12.N and S of the Land Development Code, payable to Board of County Commissioners, equal to the lesser of \$25,000.00 or 150% of the estimated cost of dismantling. Bond is filed with Growth Management prior to issuance of the Development Permit.
5. Provide copy of valid easement, in favor of St. Johns County to adequately access the antenna tower site for removal of the tower not in compliance with the Land Development Code. Contact St. Johns County Real Estate Division at (904) 209-0796 for procedure on filing and acceptance of easement by the Board of County Commissioners.

6. Filing Fee.

**Section 32.04 Review Process**

A. Review process for Antenna Towers Requiring a Special Use Permit.

1. The Application and all supporting documents are routed by the Planning and Zoning Division to the Development Review Committee and third party consultant. The review period is 15 business days, excluding the day of submittal.
2. After the review is completed, the applicant will be notified in writing by mail, email, or fax if the application is Complete or not Complete within 20 business days of filing.

3. The applicant, or representative, shall respond in writing addressing the specific comments and shall submit all required items within 60 calendar days of receipt of the notification.
4. Upon resubmittal by the applicant, or representative, the application is rerouted for a minimum of 15 business days, excluding the day of submittal.
5. After the review is completed, the applicant will be notified in writing by mail, email, or fax if the application is Complete or not Complete. If not complete, the applicant will have 60 calendar days to respond in writing with the required information or may choose to withdraw the application.

If the application is determined to be Complete, the application will be set for public hearing. Refer to **Public Hearing Process** below.

B. Review process for new Antenna Towers Permitted by Right.

1. The Development Review Committee and third party consultant will review the documents for compliance with all provisions of Section 6.08.12 of the Land Development Code. This review will occur within 15 business days, excluding the day of submittal.
2. After review the applicant will be notified if the application is Complete or Not Complete within 20 business days of filing.
3. After submittal of the additional information within 60 calendar days of notification and upon final approval, of the resubmittal, the Development Permit and Clearance Sheet will be issued to the Applicant.

**Section 32.05 Public Hearing Process  
for tower applications requiring a Special Use Permit**

- A. A complete application is set for public hearing within 90 business days of determination before the Planning and Zoning Agency.
- B. Upon notification by the County, the applicant must provide a list of adjacent property owners, which shall include all owners within 300 feet of the subject property, and the list shall provide the name, address and legal description of each parcel as it appears on the current St. Johns County Property Appraiser's records.
- C. The list is available from St. Johns County by completing the Adjacent Property Owners List Request form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.
- D. In the addition to the above list, the applicant must provide **one** legal size envelope, addressed and stamped for each name on the of adjacent property owners. If the name appears more than once (owner of more than one parcel) only one envelope is required.

- E. Staff mails adjacent property owners a Notice (10 days prior to hearing), Notice of Public Hearing is published in the St. Augustine Record (15 days prior to the hearing) and a sign is posted on the property by County staff (15 days prior to the hearing).
- F. A staff report and recommendation is prepared for the Planning and Zoning Agency one week prior to the public hearing. A copy will be made available to the applicant, or representative.
- G. The Planning and Zoning Agency conducts the hearing as required and in the manner provided in Part 9.06, Land Development Code.
- H. A Final Order of the Planning and Zoning Agency will be prepared and signed by the chairperson of the agency within 30 days of the hearing at which the request was made and action was taken. The Final Order will be mailed to the applicant, or representative. (Note: Certain Waivers to section 6.08.12 require action by the Board of County Commissioners. Those actions will be noticed and processed in the same manner as above stated for the original hearing and will occur after action by the Planning and Zoning Agency on the Special Use Application.)

Special Use Permits shall be granted to the applicant only and shall be commenced within one year of the effective date of the Order, except when the Planning and Zoning Agency adopts a longer period of time or allows transferability as provided in the Land Development Code.

- I. The applicant or any aggrieved party may file an appeal (Section 26.0) to the decision of the Planning and Zoning Agency. An appeal must be properly filed with the zoning staff and application fee paid within 30 days of the date of the signing of the Final Order of the Planning and Zoning Agency for the action being appealed.



# Telecommunication Tower Checklist RF Engineer Data Requirement for Review

Development/Project Name \_\_\_\_\_ Date: \_\_\_\_\_

## I. Legal

Y N N/A

- A. A statement of actual license data including call sign, area and licensee as listed in the FCC records.
- B. The applicant's d/b/a names and locations.
- C. The FAA study number (if over 200', to be illuminated, or within five miles of a public airport).
- D. The FCC registration number if applicable.

## II. Location

- A. A topographic map with the location of the TOWER clearly marked.
- B. The geographic coordinates given including a statement how they were determined e.g. surveyor, from a USGS topographic map or by differential GPS. Note a standard GPS reading is normally not accurate enough without extensive time averaging.
- C. The datum for the coordinates. Normally it will be NAD 83 but can be NAD 27 especially when FCC data is used for the submittal.
- D. The street address of the site.
- E. A property survey.

## III. Structure

- A. Height
  - 1. The overall height above ground level (AGL) including lighting and lightning rods.
  - 2. The height of tower structure (excluding lighting and lightning rods).
  - 3. Location and description of any residential accessory structures.
- B. Sketch of Structure
  - 1. The applicant's location on the tower.
  - 2. Plan and elevation views, location of hardware such as antennas, feedlines, combiners and amplifiers.
  - 3. Sketches that are either to scale or labeled.
  - 4. The orientation to the North marked.
  - 5. Plans sealed by registered engineer
    - Construction Plans if applicable
    - Geotechnical Plans if applicable
    - Soil Boring Logs if applicable
- C. Type of Structure
  - 1. Monopole.
  - 2. Guyed lattice.

- 3. Self-supporting lattice.
- 4. Water tank.
- 5. Building.
- 6. Alternative tower structure.

D. Design-Plans

- 1. A complete set of drawings including calculations, names and versions of the engineering software used and a statement of all assumptions and methods used to drive the proposed design.
- 2. Technical System Design Parameters  
Provide the following information for the proposed communication site and the closet existing communications sites to the north, south, east and west of the proposed site:
  - a. Antenna make and model
  - b. Antenna centerline mounting height
  - c. Antenna azimuths
  - d. Licensed ERP
  - e. Licensed frequency(s) of operation
  - f. System technology
  - g. Required signal level(s) for system operation
  - h. Subscriber unit specifications

E. Certification by Professional Engineer

- 1. A statement that the engineer is in good standing and is licensed to practice Professional Engineering in-State.
- 2. A statement that the tower is designed for co-location indicating the number of potential co-locaters.
- 3. A statement of the specific standards used to qualify the structure i.e. ASCE -7-88, ASCE -7-95, TIA/EIA standard 222-F.
- 4. A statement that the structure is designed so that debris will fall only on the site.
- 5. A narrative of the method(s) used to confine the debris, e.g. 100% setback, guying schemes.
- 6. The name, date, title and registration number of the engineer.
- 7. The signature of the engineer.
- 8. A map marked with the height(s), orientation(s) and gain(s) of each antenna.
- 9. Maps depicting the contours of adjacent sites along with proposed.
- 10. The model type e.g. Wizard, Planet, date and outcome of validation for the area.
- 11. In cases where a controversy is likely to arise over the tower, narrative statement stating the factors for various demographics such as the assumed C/I for rural, suburban and dense urban.

F. Drive Test data

*[May be submitted in lieu of Propagation Plots]*

- 1. Scaling (if presented in map format).
  - a. A scale of distance.
  - b. A scale of measured parameters, e.g. dBuV/m, dBm.

- 2. The number of passes, period of time e.g. 30 days, daypart e.g. five to six p.m., mid-morning.
- 3. The degree of agreement (in percentage) between drive test data and predicted values.
- 4. A list of any non-functioning or abnormally transmitters during the tests.

G. System Standards

- 1. State which standard is used e.g. AMPS (analog), CDMA, GSM, TDA, etc.
- 2. Give the Authorized Band, e.g. 800 MHz, 1900 MHz.
- 3. State the class of service e.g. ESMR, Cellular, PCS.

IV. Microwave Links *(if used to justify tower height or location)*

- A. The link budget for each path, power inventory, fade margin and path analysis.
- B. The proposed heights of dishes or horns, operating band and modulation type.
- C. The path analysis for elevations ten, twenty, and forty percent below proposed height.
- D. The assumed Fresnal clearance.
- E. The alternative pathways analyzed depicted on a 7.5" USGS Quad.
- F. The maps showing path analysis for the proposed and alternate sites.

V. Broadcast Service

- A. An area-to-locate map showing the proposed site.
- B. The latest engineering filing (application) with the FCC.
- C. The latest authorization issued by the FCC.
- D. The environmental Impact Statement required by the FCC.

VI. RF Radiation

*(This section is to be completed when the structure is less than fifty feet above ground, supports or is a broadcast antenna, or is mounted on an occupied building.)*

- A. The orientation, ERP and beam width of antenna(s).
- B. A statement of when and by which method the applicant predicted the amount of non-ionizing radiation. If the method was by actual measurement provide details concerning coordination to insure that all transmitters were operating at the same time. Provide make, model and serial number of equipment used. Describe method calibration and obtaining data. If the method was by calculation, give the relevant equations and their source(s) i.e. FCC OET 65.
- C. The percentage that the maximum radiation for the site is at the closest public access point to the maximum allowable limit set forth in OET Bulletin 65 August of 1997 or latest revision for the general population.

VII. Certification by RF Engineer

- A. The name, date and title of the RF Engineer
- B. A statement that the facts in the application have been reviewed by the engineer personally and are correct to the best of their knowledge.
- C. The RF engineer's signature.



# 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 \_\_\_\_



## **Section 33.0 NORTHWEST SECTOR COMMUNITY PLANNING PUBLIC PARTICIPATION MEETING NOTICE PROCEDURES**

Comprehensive Plan Policy A.2.1.7 requires community planning public participation meetings for all proposed Comprehensive Plan Amendments, planned development applications and Development of Regional Impact (DRI) applications. The County shall also require community planning public participation meetings for rezoning applications, major modification applications to existing planned developments and communication tower applications. The County may request a community planning public participation meeting for other application types as those applications are reviewed. The Northwest Sector is bounded by the Duval County line to the north, I-95 to the east, CR 208/SR 16 to the south and the St. Johns River to the west.

- A. Notice procedures for community planning public participation meetings.
1. The meeting shall be held at least 15 days prior to the Planning and Zoning Agency public hearing. Meetings should be held no earlier than 6:00 PM.
  2. The meeting shall be held within the general area of the subject property proposed for hearing. The location should be agreed upon with the Growth Management staff at least 30 days prior to the community planning public participation meeting.
    - a. Acceptable meeting locations include the Bartram Trail Library, Northwest Service Center, Trout Creek Park Community Center and privately owned community centers available to the general public and not located within a gated community. The St. Johns County Agricultural Center and Wind Storm Mitigation Building may also be used as acceptable locations when projects are in close proximity of these buildings. These locations should be in compliance with the Americans with Disabilities Act (ADA) and arrangements for hearing disabled persons should be made beforehand, if possible.
  3. A minimum of 15 days prior to the scheduled community planning public participation meeting, the applicant shall place a notice in a newspaper that circulates within the general area of the subject property.
    - a. Such notice shall state the date, time, location of the community planning public participation meeting, location of the proposed project with a general location map and a brief statement about the proposed project.
    - b. The Northwest area is served by several newspapers that include but are not limited to, the *Florida Times Union*, *St. Augustine Record* and *St. Johns Sun*. The applicant shall coordinate the appropriate newspaper with the Growth Management staff.
  4. A minimum of 15 days prior to the scheduled community planning public participation meeting, the applicant shall send individual notice to property owners within 300 feet of the subject property stating the County application number, date, time, location of the community planning public participation meeting, location of the proposed project with a general location map and a brief statement about the proposed project.

5. A minimum of 15 days prior to the scheduled community planning public participation meeting, the applicant shall post the subject property with a public information sign stating a community planning public participation meeting is planned to discuss a proposed project for the subject property. The public information sign shall state the date, time, location of the community planning public participation meeting and be no less than four (4) square feet in size. The public information sign shall be placed on the property in a location to ensure visibility to the public.
  6. The day of the community planning public participation meeting, the applicant shall post public information signs at the location of the community planning public participation meeting alerting the public of a meeting at this location. The public information signs shall be placed in a location to ensure visibility to the public.
  7. The applicant may post flyers in various locations within the Northwest alerting the general public of the community planning public participation meeting as permitted by St. Johns County land development code regulations and with the permission of the owners of those locations.
  8. The County shall send notice of the community planning public participation meeting through its Neighborhood Bill of Rights (NBR) procedures to all registered NBR groups in the Northwest Sector and place a notice of the meeting on the Growth Management calendar located on the St. Johns County website.
- B. In addition to the community planning public participation meeting, as required by Comprehensive Plan Policy A.2.1.7, the applicant may have additional meetings with the community as desired by the applicant. Such additional meetings are at the discretion of the applicant and are not subject to the above noticing requirements. In addition, the Board of County Commissioners and Planning and Zoning Agency may request additional community meetings to be noticed by the applicant.



St. Johns County Growth Management Department  
 Planning & Zoning Division  
 4040 Lewis Speedway  
 St. Augustine, Florida 32084  
 Phone: 904 209-0675 Fax: 904 209-0576  
 E-mail: [plandept@sjcfl.us](mailto:plandept@sjcfl.us)

**COMMUNITY MEETING NOTICING AFFIDAVIT**

Date: \_\_\_\_\_

I hereby certify that the Community Planning Public Participation Meeting noticing procedures outlined in Development Review Manual Section 33, and as required by Comprehensive Plan Policy A.2.1.7, have been properly completed for application number \_\_\_\_\_ for a Community Meeting held on \_\_\_\_\_. I understand that the Community Meeting must be held at least 15 days prior to the Planning and Zoning Agency hearing, and that this affidavit must be completed and returned within three business days of the community meeting with a summary of the discussion or the item may be continued to the next available hearing date.

<b>Notice Requirement</b>	<b>Date and Initials</b>
<input type="checkbox"/> <b>Adjacent Property Owner Notice sent 15 days prior to scheduled meeting</b>	
<input type="checkbox"/> <b>Sign(s) Posted 15 days prior to scheduled meeting</b>	
<input type="checkbox"/> <b>Published Notice with copy to Planning and Zoning 15 days prior to scheduled meeting</b>	
<input type="checkbox"/> <b>Signs posted at location meeting</b>	
<input type="checkbox"/> <b>Flyers posted within Northwest sector (optional)</b>	

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

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 \_\_\_\_\_

## **SECTION 34.0 FAMILY FARM LOT PROVISION**

### **Section 34.01 Introduction**

A Family Farm and Lot Determination is required for placement or construction of additional single-family units on a parcel meeting the minimum lot size in Rural Silviculture (R/S) and, Agricultural-Intensive (AI) or an Exempt parcel of land, as defined by Policy A.1.6.3 of the Goals, Objectives and Policies of the Comprehensive Plan, for the one time use per immediate family member, as defined in Policy A.1.6.4(b), Goals, Objectives and Policies of the Comprehensive Plan, on properties designated Agricultural Intensive (AI) or Rural/Silviculture (RS) on the Future Land Use Map. The request is considered by the Planning & Zoning Division of the Growth Management Department and is based on consistency with the Comprehensive Plan, and the Land Development Code. Applications for Family Farm Lot Determination are submitted to the Current Planning & Zoning Division of the Growth Management Department.

Address: 4040 Lewis Speedway  
St. Augustine, FL 32084

Filing Fee: No Fee

### **Section 34.02 Application Process**

One (1) copy of the following items must be included with a Family Farm Lot Determination application. If necessary, Applicant may be required to submit proof of Exempt parcel and family member status.

- A. Application
- B. Property Owner's Affidavit for each owner of record (must be notarized)
- C. Family Member's Affidavit (must be notarized)
- D. Proof of Ownership
- E. Copy of deed or other acceptable documentation demonstrating parcel to be exempt (parcel existing prior to September 14, 1990)
- F. 11" x 17" Site Plan showing all existing and proposed structures , divisions, and access points

### **Section 34.03 Review/Approval Process**

- A. Complete application package is submitted to the Planning & Zoning Division.
- B. Application is routed to the appropriate reviewing departments; departments have 5 working days to review and provide comments.
- C. Comments should be addressed in a resubmittal to the Planning & Zoning Division. Resubmittals from the applicant are routed to the appropriate reviewing departments for 5 working days.
- D. When all comments, if any, have been addressed the approval block on the affidavits is completed, copies are made for the file and the original affidavits are returned to the applicant.



St. Johns County Growth Management Department  
 Planning and Zoning Division  
 4040 Lewis Speedway  
 St. Augustine, Florida 32084  
 Phone: (904) 209-0575 Fax: (904) 209-0576 E-mail: plandept@sjcfl.us

Application for Family Farm Provision

Date:  File No:  Parcel ID No.

Name:  Zoning Class

Address:  Future Land Use Designation

City  State  Zip Code  Size of Parent Parcel:

email

If Parent Parcel is being divided provide the following:

Size of New Parcel:  Size of Remaining Parcel:

One (1) copy of the following items must be included with a Family Farm Lot Determination application. If necessary, Applicant may be required to submit proof of Exempt parcel and family member status.

- A. Application
- B. Property Owner's Affidavit (must be notarized)
- C. Family Member's Affidavit (must be notarized)
- D. Proof of Ownership
- E. Copy of deed demonstrating parcel to be exempt
- F. Site Plan showing proposed division **consistent with Section 5.01.00,** or additional unit and proposed access

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED WITH THIS APPLICATION IS CORRECT **and acknowledge division of property may require a replat.**

Printed or typed name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Address and contact information of person to receive all correspondence regarding this application (if different than the applicant)

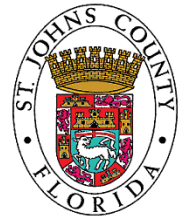
Name

Address

City  State  Zip Code

email

Planning and Zoning Division
Approval Date: _____
Parcel/Strap# _____
Approved by: _____



## Property Owner's Affidavit

I, \_\_\_\_\_

certify that I am one of the owners of the following property located in St. Johns County, Florida:

I further certify that the owners are also qualifying immediate family members, in that we are all (a) parents, step-parents, adopted parents; (b) spouse; (c) brothers or sisters; (d) children, step-children, adopted children, or grandchildren; and/or (e) the parents, step-parents, adopted parent, siblings, and children, step-children, adopted children, or grandchildren of the Owner's spouse. I further certify that the owners will occupy the above property or legal portion thereof as their primary residence as shown on the attached site plan.

I understand that the allowance of these additional units within the \_\_\_\_\_ Future Land Use Designation is an exemption pursuant to Objective A.1.6 Agriculture and Silviculture Areas of St. Johns County 2025 Comprehensive Plan, Family Farm and Lot Provision, and is based on certain requirements and limitations (1) occupancy limited to the primary residence of the qualifying family member, (2) must meet all land development regulations for permitting, (3) exemption is limited to one time use by the above listed family member and, (4) no permit may be issued on the parcel in the future except to a qualifying immediate family member of the owner of the subject property and the master parcel. **It is the responsibility of the owner to disclose the above stated limitations to any future owners of the property.**

\_\_\_\_\_  
 Signature of property owner(s)  
 (If not signed in the Planning and Zoning Division, this form must be notarized.)

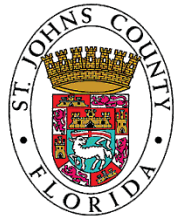
STATE OF FLORIDA  
 COUNTY OF \_\_\_\_\_

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 \_\_\_\_\_

Planning and Zoning Division  
Approval Date: \_\_\_\_\_  
Parcel/Strap# \_\_\_\_\_  
Approved by: \_\_\_\_\_



## Family Member Affidavit

I, \_\_\_\_\_

certify that I am the \_\_\_\_\_ of \_\_\_\_\_

who is the owner of the following property located in St. Johns County, Florida:

\_\_\_\_\_

I further certify that the proposed location is to become my primary residence and that I understand the allowance of this additional unit within the \_\_\_\_\_ Future Land Use Designation is an exemption pursuant to Objective A.1.6 Agriculture and

Silviculture Areas of St. Johns County 2025 Comprehensive Plan, Family Farm and Lot Provision, and is based on certain requirements and limitations (1) occupancy limited to the primary residence of the qualifying family member, (2) must meet all land development regulations for permitting, (3) exemption is limited to one time use by the above listed family member and, (4) no permit may be issued on the parcel in the future except to a qualifying immediate family member of the owner of the subject property and the master parcel. **It is the responsibility of the owner to disclose the above stated limitations to any future owners of the property.**

\_\_\_\_\_  
Signature of qualifying immediate family member  
(If not signed in the Planning and Zoning Division, this form must be notarized.)

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 \_\_\_\_\_

Note: For purposes of this provision, "immediate family members" shall mean the Owner's (a) parents, step-parents, adopted parents; (b) spouse; (c) brothers or sisters; (d) children, step-children, adopted children, or grandchildren; and/or (e) the parents, step-parents, adopted parent, siblings, and children, step-children, adopted children, or grandchildren of the Owner's spouse. I further certify that the owners will occupy the above property or legal portion thereof as their primary residence as shown on the attached site plan.

## SECTION 35.0 PRIVATE ROAD TRANSFER TO COUNTY OWNERSHIP

### Section 35.01 Introduction

St Johns County will consider accepting transfer of ownership and maintenance responsibility for existing private roads that either already conform to County Standards or whose residents are willing to bring such roads up to County Standards at their own expense prior to County acceptance.

The transfer process outlined below assumes that there is an active Homeowners Association (HOA). Where no active HOA or equivalent legally responsible entity exists, a process for establishing the legal authority needed to formalize a request for County acceptance and transfer of title to County ownership will need to occur first.

- A. The first step will be submittal of a formal Private Road Transfer Application to the Development Services Division from the HOA. This must include documentation that the HOA has formally and according to that Association's governing documents, acted to approve the transfer request. It is intended that this request be made using the same process and by the same entity that has legal authority to convey title of the roads to the County should that be the final decision.

The application should contain the following items:

1. A legal description of the rights-of-way occupied by the roadways and associated improvements that are proposed for transfer to County ownership. Associated improvements may include sidewalks, drainage facilities, and other improvements within the road rights-of-way. Landscaping within the right-of-way should be identified and an agreement for its continued maintenance by the HOA will be required. Community signage and/or monuments within the rights-of-way should be identified and, if upon being reviewed by County staff they are deemed to pose do detriment to the safety or maintenance of the right-of-way and do not need to be removed, agreements for its continued maintenance, responsibility for the cost of any necessary future removal of by the HOA and a hold harmless agreement will be required. Street lighting and other lighting in the rights-of-way should be identified and an agreement for its continued maintenance and operation by the HOA will be required. Drainage and pedestrian facilities outside the road rights-of-way should not be included; however easements, maintenance agreements and hold harmless agreements from the HOA will be required.
2. Interpretation of Development / Subdivision / HOA by-laws by an attorney or title Company confirming that the applicant has authority to convey title.
3. Documentation of clear title and a non-binding letter of intent to transfer title to the County.
4. Comprehensive site plan of the development including wetland delineation wherever there are wetlands located on, within or adjacent to the rights-of-way proposed for transfer.



5. Phase 1 Environmental Survey Assessment. This is a standard due diligence requirement to document that there are no existing environmental issues of concern within the rights-of-way proposed for transfer.
  6. Underground drainage facilities that are to come under County maintenance must be remotely inspected to assess and document their condition. A copy of the video record and inspector's report shall be included.
  7. A report signed and sealed by a registered Professional Engineer providing details of the repair and maintenance tasks necessary to bring the subject facilities into compliance with current County standards. The report shall contain an Engineer's Estimate of Probable Cost for the recommended repair and maintenance tasks.
- B. A review of the Private Road Transfer Application will be made by the appropriate County Staff. Requests for additional information will be submitted to the applicant within 30 days following receipt of the initial Application. When all requests for additional information have been satisfied, a staff recommendation regarding the proposed transfer will be provided to the HOA.
- C. If the applicant wishes to pursue the transfer, a written agreement will be prepared for formal adoption and signature by the HOA. This agreement will be prepared by St. Johns County staff and will include the following:
1. A legal description of the property proposed for transfer to County ownership.
  2. Establishment of an escrow account into which the HOA will pay the estimated amount needed for the repairs and maintenance.
  3. Authorization for the County to utilize these escrow funds for the accomplishment of the recommended repair and maintenance tasks by a private contractor under County supervision.
  4. A statement that cost increases resulting from unidentified or under estimated repair and maintenance tasks will be the responsibility of the Homeowner's Association.
  5. Commitment on the part of the HOA to transfer ownership of the described rights-of-way and improvements to the County.
  6. Commitment on the part of the County to accept ownership of and maintenance responsibility for the described facilities upon completion of the agreed repairs and maintenance tasks.
  7. Agreement by the HOA that acknowledges the continuing ownership, liability and maintenance responsibility by the HOA of those specific structures, facilities and fixtures left within the rights-of-way for which the County will not accept ownership or responsibility, acknowledges the continued ownership, liability and maintenance responsibility for the HOA for those drainage

features outside of the right-of-way that are appurtenant to the functioning of the right-of-way, and grants the County the right to access and drain stormwater collected in the dedicated streets and roads over, under, across and through any and all existing drainage and access easements.

8. Any other commitments, agreements or assurances deemed by County staff to be necessary for the County to efficiently and conveniently own and maintain the described facilities.
- D. Upon receiving an agreement duly adopted and signed by the HOA, County staff will schedule the agreement for adoption by the Board of County Commissioners of St. Johns County.

## Private Road Subdivision Road Transfer Request

Date Submitted: \_\_\_\_\_

Name of Development: \_\_\_\_\_

Name of Applicant/Owner: \_\_\_\_\_

Applicant/Owner Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's daytime telephone number: \_\_\_\_\_

Contact Person's email address: \_\_\_\_\_

Water/Sewer Provider: \_\_\_\_\_

Electric Utility (circle one):    JEA            FPL

Check List of Documents that must accompany the final application (Initial requests may be submitted using this form without complete documentation.):

- \_\_\_\_\_ Legal Description of rights-of-way to be transferred to the County.
- \_\_\_\_\_ Landscape, Community Signage/Monument, Lighting, and Off-Site Drainage Maintenance Agreements (if applicable).
- \_\_\_\_\_ Community Signage/Monument, Lighting, and Off-Site Drainage Hold Harmless Agreements (if applicable).
- \_\_\_\_\_ Easement(s) for Off-Site Drainage (if applicable).
- \_\_\_\_\_ Interpretation of Subdivision by-laws by Title Company or Attorney confirming authority to convey title.
- \_\_\_\_\_ Documentation of Clear title and non-binding letter of intent to transfer to the County.
- \_\_\_\_\_ Overall development site plan, including wetland delineation.
- \_\_\_\_\_ Phase 1 Environmental Survey Assessment Report
- \_\_\_\_\_ Underground drainage facilities inspection report and video
- \_\_\_\_\_ Signed and Sealed engineering report specifying recommended repair and maintenance tasks with Engineer's Estimate of Probable Cost.

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT

Signature of owner or person authorized to represent this application:

Signature: \_\_\_\_\_

Printed or typed name(s): \_\_\_\_\_

## SECTION 36.0 VESTING DETERMINATION

### Section 36.01 Purpose

A Vested Development is a Development Project that is exempt from some or all of the provisions of the Land Development Code. This Section sets out the procedures for applying for a Vesting Determination as allowed by Part 10.02.00. Each application is considered based on the factual evidence provided on a case-by-case basis. The applicant has the burden of proof to demonstrate vested rights pursuant to the requirements of Florida law.

### Section 36.02 Introduction

Applications for Vesting Determinations are processed by the Long Range Planning Division of the Growth Management Department.

Location: 4040 Lewis Speedway  
St. Augustine, Florida 32084

Phone: (904) 209-0675-GENERAL INFORMATION  
Fax: (904) 209-0676

E-mail: [faxplandept@sjcfl.us](mailto:faxplandept@sjcfl.us)

### Fees

These fees may be adjusted, and shall be applied as provided in the most current Board of County Commissioners' [Fee Resolution](#).

### Section 36.03 Application Process

The following information must be included with each request:

- A. Complete Application Form.
- B. Appropriate Fee. A one hour minimum fee is required to process your request. If additional fees are required the applicant will be notified.
- C. Owners Authorization for Agent. All persons listed on the deed, purchase agreement, title opinion or other acceptable proof of ownership must complete an Owners Authorization.
- D. A legal description, deed, and survey of the property in questions.
- E. The name and address of each owner(s) of the property.
- F. A site or Development Plan or plat for the property.

- G. A memorandum of law specifically citing all applicable law supporting vesting and a description of how each element requirement is met.
- H. Substantial competent evidence of each fact alleged to support this vesting claim.

Additional information deemed relevant may be requested.

#### **Section 36.04 Process**

- A. After submission of a complete application and appropriate fees the vesting determination request will be reviewed within twenty (20) working days to determine if the request is technically complete.
- B. If it is determined that the application is not technically complete the Applicant will receive written notification of the deficient items.
- C. The Applicant has twenty (20) working days to submit the deficient items. If the deficient items are not submitted during the time period provided the application will become void (LDC Sec. 10.02.02.A).

An extension of time may be granted for a period of thirty (30) days. No further extensions are allowed.

- D. A vested rights determination shall be made by the County within thirty (30) working days of finding that the application is technically complete.
- E. Vested Rights Determinations are generally valid for a period of five (5) years, unless otherwise stated, and may be extended by the Planning and Zoning Agency or Ponte Vedra Zoning and Adjustment Board, as applicable, pursuant to Section 10.02.03.A.2 of the Land Development Code.



**Application for Vesting Determination**  
**St. Johns County Growth Management Services Department**  
**4040 Lewis Speedway**  
**St. Augustine, Florida 32084**

Phone (904) 209-0675; Fax (904) 209-0676

This application, together with ALL REQUIRED EXHIBITS and application fee, should be completed and filed with the Planning and Zoning Division.

Date \_\_\_\_\_

Property Owner(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Are there any owners not listed  No  Yes If yes please list on separate sheet to be included with your application

Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Property Appraiser's Parcel Identification No. \_\_\_\_\_ Size of parcel: \_\_\_\_\_

Future Land Use Map Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Utility Provider: \_\_\_\_\_

I HEREBY CERTIFY THAT ALL INFORMATION IS CORRECT:

Signature of owner(s) or authorized person if Owner's Authorization Form is attached:

Printed or typed name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

NAME AND ADDRESS OF PERSON TO RECEIVE ALL CORRESPONDENCE REGARDING THIS APPLICATION:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **SECTION 37.0 IMPACT FEES**

### **Section 37.01 Introduction**

An impact fee is a one-time charge applied to new construction. The purpose of the fee is to fund capital projects such as roads, parks, schools, jails, fire stations, and other infrastructure that are needed because of the new development. The funds collected cannot be used for operation, maintenance, or repair of capital facilities.

The following procedures are intended to provide guidance in the administration of the Impact Fees Ordinance.

### **Section 37.02 Imposition of Impact Fees**

Impact fees are based on seven Land-Use Types Residential, Industrial, Office, Commercial, Recreational, Institutional and Medical. These are then broken into sub-categories as shown on the current Impact Fee Schedule. A list of the Land-Use Types, sub-categories and examples can be found in Sub-Section 37.09.

A. The County Administrator's designee shall fill out the total calculated impact fees on the Clearance Sheet. The fee shall be based upon one of the three following criteria:

1. The current Impact Fee Schedule; or
  - a. Clearance Sheets in non-residential plans (limited to Commercial, Minor Commercial, and Non-DRC plans) that receive approval or are determined to have received Determination of Substantial Approval prior to July 2, 2018 shall be assessed in accordance with the Impact Fee Schedule, Resolution 2017-361, or the Impact Fee Schedule in Exhibit "A-1" to Impact Fee Ordinance 2018-16, whichever is more beneficial to the applicant; or
  - b. Clearance Sheets in non-residential plans that receive approval or Determination of Substantial Approval beginning July 2, 2018 shall be assessed in accordance with the current Impact Fee; or

2. Administrative Determination of Fees

Whenever possible, impact fees shall be assessed in accordance with the land use types in the fee schedules adopted in the Impact Fee Ordinances. If it is determined there is no comparable type of land use in the fee schedule, then the County Administrator or his designee shall administratively determine the fee as described in each of the Ordinances. If the fee payer disagrees with the impact fee determined administratively (or based on the fee schedules in the ordinances), the fee payer may prepare an independent fee calculation study in accordance with each of the Ordinances.

3. Independent Fee Calculation

If the feepayer disagrees with the impact fee determined administratively (or based on the fee schedules in the ordinances), the feepayer may prepare an independent fee calculation study prior to the issuance of a building permit or manufactured home permit for review and consideration by the County Administrator or his designee.

B. Payment Due

1. New Construction

Payment less any applicable credits, deferrals, or exemptions is required prior to electrical energizing.

2. Additions and Remodeling

When an addition to or remodeling of an existing structure requires assessment of additional impact fees payment less any applicable credits or exemptions payment is required prior to the issuance of a building permit.

C. Fee Verification

The Building Division verifies that the total impact fees that have been calculated on the clearance sheet are consistent with the permit application before a building permit or manufactured home permit is issued.

**Section 37.03 Determination of Fee**

Residential impact fees are based on heated and air-conditioned square footage.

Non-residential development is based on gross floor area, not leasable floor area. Gross floor area refers to the total area of all floors of a building as measured to the outside surfaces of exterior walls and includes halls, stairways, elevator shafts, attached garages, porches and balconies.

A. Mixed Use Development

If a development includes residential and non-residential land uses or a combination of non-residential land uses, the impact fees are assessed for each use based on the fee schedules. However, the feepayer has the option of completing an Independent Fee Calculation Study in accordance with the Impact Fee Ordinances and as allowed in the "Impact Fee Methodology" and in this Manual.

B. Mixed Use Structures

In many instances, a particular structure may include auxiliary uses associated with the primary land use. For example, in addition to the actual production of goods, manufacturing facilities usually also have office, warehouse, research and other associated functions. The impact fee generally should be assessed based on the primary land use. If the feepayer can document that a secondary land use accounts for over 2 percent of the gross floor area of the structure, then the impact fee may be assessed



based on the square footage of each use in the structure. For example, the impact fee for a large furniture store may be assessed in the following manner:

1. Determine the impact fee for the retail activity based on the gross square footage of the showroom;
2. Determine the impact fee for the warehouse activity based on the gross square footage devoted to storage; and
3. The total impact fee would equal the sum of each of the fees.

This procedure should be followed only when the feepayer can clearly document, to the satisfaction of the County Administrator or his designee, the square footage accounted for by the primary and secondary land uses (see special instructions for shopping centers).

C. Shell Permit

Developers may apply for a building permit to construct the "shell" of a building. Interior completion permits would be necessary to finish construction of the interior of the structure. An impact fee shall be paid prior to the issuance of the Certificate of Occupancy or County approval for Electrical Energizing for construction of the shell and/or the individual occupancies whichever comes first. The amount of the fee should be based on the intended land use (as described by the developer). If the intended land use is not known, the impact fees shall be assessed based on that land use which generates the least impact and is allowed under the existing zoning for the lot or parcel. If it is found during review of the building permit application for renovation that the actual land use differs from the intended land use (as described by the developer), a determination shall be made as to whether or not an additional impact fee is due based on the procedures for Change of Use.

D. Change of Use

In the case of a change of use, redevelopment, or modification of an existing use which requires the issuance of a building permit or manufactured home permit, the impact fee shall be based upon the net increase in the impact fee for the new use as compared to the previous use. The amount of the impact fee that is due as a result of the change in land use shall be determined at the same time that the feepayer applies for the building permit or manufactured home permit. The impact fee shall be paid prior to the Electrical Energizing for construction or remodeling. If the change of land use does not require the issuance of a building permit or manufactured home permit, then there shall be no requirement to pay an impact fee. The County Administrator or his designee shall calculate the impact fee due as a result of a change in use. In the event the building was constructed prior to the effective date of this ordinance, the fee schedule used for calculation of the existing use may be the current impact fee schedule or the FY 2018 schedule whichever is more beneficial to the applicant. Under no circumstances will a refund of the impact fee be granted for change of use.

E. Auxiliary Uses

No fee shall be assessed for auxiliary land uses, such as a clubhouse or tennis court in an apartment complex, unless it is established by the County that the land use serves as an individual attraction. If the clubhouse or recreational facilities are open or available to the general public, then those facilities are not auxiliary and serve as an individual attraction. Structures that meet the definition of a "dwelling" are not eligible for exemption as auxiliary uses.

F. Shopping Centers

Shopping Centers shall be assessed in the same manner as shell permits.

G. Model Homes

Model homes on single family lots should be finished (completed). However, the final inspection will not be done until the impact fee for a detached residential dwelling is paid. Model homes on commercial lots shall pay at the same rate as the general commercial land use category on the fee schedule. Single-family model homes placed on multi-family lots shall pay the residential fee.

Model Homes with sales or a temporary sales unit will be assessed impact fees under the Residential Land Use Type.

H. Churches

Churches fit two distinct categories:

1. Churches with active weekday school or daycare programs; and
2. Churches without such programs.

Churches which submit a letter for the file documenting that their activities take place at limited times, during off-peak situations (i.e. Sundays) may be assessed an impact fee of zero (0) dollars. Churches with schools are treated as Mixed Use Development (See paragraph B).

I. Fraternal Organizations/Civic Clubs

Civic Clubs are requested to submit a letter documenting that their activities take place at limited times, during off-peak situations. The letter must be provided prior to the issuance of permits. They can obtain a conditional impact fee assessment, meaning that if the fraternal organization does not adhere to the off-peak scheduling, they may be subject to the payment of impact fees.

J. Replacement and Expansion of Pre-Existing Residential Unit

A replacement residential unit will be allowed without payment of an impact fee if an existing residential unit is considered to have been replaced by a new unit within the same square footage category or a smaller category. Any square footage beyond the documented pre-existing square footage of the replaced/remodeled/renovated/expanded

residential unit will be assessed the difference in impact fees due between the pre-existing square footage category and the new square footage category.

K. Airport Authority

Impact Fees collected from property owned and operated by the St. Augustine – St. Johns County Airport Authority within the Airport future land use district will be accounted for. Due to limitations on Federal Aviation Authority grants, expenditures of these impact fees will comply with the expenditure provisions of the Consolidated Impact Fee Ordinances and will also have a reasonable connection, or a rational nexus, between the expenditures of the funds and the benefits accruing to the Airport Authority property. As set forth in the Consolidated Impact Fee Ordinances, the allocation of Impact Fees does not result in a disproportionate cost to the Airport Authority compared to the Impact Fees charged to other persons or entities.

**Section 37.04 Exemptions**

A. Must be claimed by Feepayer

An exemption must be claimed by the feepayer at the time of the submitting of a clearance sheet for a building permit or manufactured home permit. Any exemption not so claimed shall be deemed waived by the feepayer.

Requests for Exemptions from a specific Impact Fee must supply appropriate documents confirming a sufficiently binding covenant, running with title to the land for at least thirty (30) years, such that the impacts are not charged or collected.

B. Total Exemptions

The following shall be exempted from payment of all Impact Fees:

1. Alteration or expansion of an existing residential building where the additional square footage will not place the building in a higher square footage category and where the use is not changed.
2. The replacement of a residential land use unit with a new unit of the same square footage or within the same square footage category.
3. The replacement of a non-residential building or structure with a new building or structure of the same size and use.
4. The construction of residential accessory buildings or structures. Auxiliary structures such as clubhouses or other recreational facilities available to a residential development shall only be exempt if they are only available for use by residents of the development. If Auxiliary structures serve as an individual attraction, such that they are open and available to the general public, then they are not exempt from the payment of Impact Fees.
5. Temporary installation of a residential manufactured home or the construction of a temporary residential unit under such circumstances that the County is assured that

the manufactured home or residential unit will be permanently removed within two years of the date of the issuance of the County permit. This exemption shall not apply to manufactured home parks or other sites or uses where it is contemplated or likely that a different manufactured home or residential unit will replace the temporary manufactured home or the temporary residential unit after it is removed.

C. Partial Exemptions

The following categories of development (land use types) are not charged the impact fees listed below according to the fee schedules in the ordinances:

LAND USE TYPE CATEGORY	SCHOOLS	PARKS
1. Hotel/Motel	X	NOT EXEMPT
2. Industrial	X	X
3. Office	X	X
4. Commercial	X	X
5. Recreational	X	X
6. Institutional	X	X
7. Medical	X	X

**Section 37.05 Credits Against Impact Fees**

Any claim for credit under an approved Impact Fee Agreement, Developer’s Agreement or pre-payment of impact fees must be made no later than the time of application for a building permit or permit for manufactured home installation. Any claim not so made shall be deemed waived.

**Section 37.06 Refunds – Expiration of Building Permits**

A. Refunds

If a building permit or manufactured home permit expires and no construction has commenced, then the feepayer shall be entitled to a refund.

1. A request for refund must be submitted to Growth Management within thirty (30) days of the expiration of the permit. The County shall retain six percent (6%) of the fee to offset a portion of the costs of collection and refund.
2. If such a refund has been received by the feepayer, the feepayer must pay the appropriate impact fee if he reapplies for the permit.

B. Building Permit Expiration

If a building permit or manufactured home permit expires and no refund has been issued, a feepayer is not required to pay the fee again if the feepayer reapplies for a permit for an equivalent use on the same lot, parcel or tract, and that there has not been any increase in Impact Fees.

1. If there has been an increase in Impact Fees the applicant is responsible for payment of the difference in increase.
  2. The credit must be requested by the feepayer at the time of issuance. Any credit not requested at the time of reapplication shall be deemed waived by the feepayer.
- C. A refund of the impact fee shall not be granted if the building permit or manufactured home permit expires, but construction has commenced, (i.e. the foundation for the structure has been poured). In this case, the feepayer would not have to pay an impact fee if the feepayer reapplies for a building permit for an equivalent use.

### **Section 37.07 Impact Fee Deferred Payment Plans**

- A. Single family Workforce Housing (**Reserved**)
- B. Economic Development

Any Applicant who is required to pay Impact Fees in the amount of \$50,000 or greater may apply to pay in installments:

- May not to exceed a five (5) year period of time.
- The rate of interest shall be based upon the Annual Average Construction Cost Index.
- The Applicant agrees to provide a Letter of Credit in a form acceptable to the County Administrator.
- The Applicant acknowledges that the unpaid amount of the Impact Fees shall constitute a lien against the property and all improvements located thereon.

#### 1. Procedures

- a. Applicant submits an executed "Agreement for Deferral of Impact Fees" to the Growth Management Department Attention:

Growth Management Department Director  
4040 Lewis Speedway  
St. Augustine, FL 32084

904-209-0660 phone  
[GMDevelopment@sjcfl.us](mailto:GMDevelopment@sjcfl.us)

- b. Upon determination of completion (five (5) working days) the Agreement will be placed on the next available Board of County Commissioners' agenda for consideration.

#### 2. Upon Approval by the Board of County Commissioners:

- a. The Applicant is required to provide a Letter of Credit in a form acceptable to the County Administrator or his designee for the amount of the Impact Fee deferred, such letter may be drawn down annually as the amount deferred is paid.

- b. The Applicant must submit first installment payment (no interest rate calculated).
- c. Upon execution of the Agreement by the County Administrator the applicant is required to record the Agreement in the public records of the County and provide a recorded copy to the Growth Management Department.

### 3. Exemptions

- a. The payment of School Impact Fees is not eligible for the impact fee deferred payment plan.
- b. Projects subject to an approved Impact Fee Agreement or Development Agreement are not eligible for the impact fee deferred payment plan.

## C. Affordable Housing Deferral

Pursuant to the requirements established in this section, the County may defer the payment of impact fees for qualifying affordable housing developments.

### 1. Impact Fee Deferral Criteria

- a. The new development shall be multi-family dwellings, under central ownership and management, with 100% of units offered for rent to households earning 60% or less of the Area Median Income (AMI) as determined by the Secretary of the U.S. Department of Housing and Urban Development.
- b. The Property Owner shall provide deed restrictions, approved by the County Administrator or designee and recorded with the Clerk of Court, which will encumber the property with a restriction that limits the rental amount in accordance with subsection C.1.a. above, for a minimum of 30 years.
- c. The Property Owner or successor in interest shall be either a non-profit entity recognized by the federal Internal Revenue Service as tax exempt under section 501(C)(3) of the Internal Revenue Code or an Owner with a General Partner, Managing Member, or Non-investor Member that is non-profit entity as defined in Section 42(h)(5)(c) subsection 501(c)(3) of the Internal Revenue.

### 2. Ceiling of Deferrals

- a. The total annual amount of impact fee deferrals granted pursuant to this subsection shall be limited to three percent (3%) of the previous year's residential impact fee collection (excluding school impact fees).
- b. Impact fee deferrals granted shall be limited, in total, to one hundred (100) units per fiscal year with no rollover.
- c. The Growth Management Department shall maintain a tracking system to ensure that the aggregate amount of impact fee deferrals do not exceed the deferral ceilings established.

- d. Deferrals shall be available on a first-come, first-served basis. If the requests for deferrals exceed the amount or unit number of deferrals available as described, the request may be heard by the Board of County Commissioners for additional allocation.

### 3. Deferral Agreements

- a. The deferred impact fees shall be due and payable no later than sixteen (16) years after the execution of the Deferral Agreement with the County, unless otherwise extended by the Board of County Commissioners.
- b. An interest rate will be applied to the total amount of the deferred impact fees based on the Annual Average Construction Cost Index published by the Engineering News-Record, at the time of the payment, capped at four percent (4%) of the deferral amount.
- c. School Impact Fees are not eligible for impact fee deferral, unless specifically authorized by the St. Johns County School Board, and payment is required prior to electrical energizing pursuant to Section 37.02.B.
- d. The impact fees deferred amount shall be secured with a mortgage lien on the property until all requirements in the agreement have been satisfied.
- e. The impact fees shall automatically be due and payable prior to that time period if there is any breach of the Deferral Agreement.
- f. Neither the deferred impact fees nor the agreement providing for the deferral shall be transferred, assigned, credited or otherwise conveyed from the dwelling units and shall run with the land.
- g. Upon satisfactory completion of the agreement's requirements, the County shall record any necessary documentation evidencing same, including but not limited to a release of the mortgage lien.

### 4. Procedure

- a. The applicant may submit a deferral request to the Growth Management Department documenting compliance with the criteria for review and reservation of deferred impact fees.
- b. The applicant shall be required to submit an executed Impact Fee Deferral Agreement, in the format provided by the County, to the Growth Management Department prior to approval of construction plans.
- c. The County Administrator is authorized to execute Deferral Agreements in accordance with this subsection. Upon execution, the applicant is required to record the Agreement in the public records of the County and provide a recorded copy to the Growth Management Department.

### **Section 37.08 Appeals**

Any decision made by the County Administrator in the course of administering the provisions of the consolidated impact fee ordinance may be appealed to the Board of County Commissioners.

- A. A petition of appeal must be filed with the County Administrator within thirty (30) calendar days of the date of the rendition of the decision.
- B. The Board of County Commissioners shall review the petition at a public meeting within thirty (30) calendar days from the date of appeal of said decision.
- C. The petitioner shall be provided reasonable notice of the time, date, and place of the public meeting by certified mail, return receipt requested, and invited to attend. Testimony at the public meeting shall be limited to ten (10) minutes per side, unless an extension of time is granted by the Board. The Board's decision shall be final for the purpose of administrative appeals.
- D. The Board of County Commissioners shall revoke the decision of the County Administrator only if there is competent, substantial evidence in the record that the decision fails to comply with the consolidated impact fee ordinance.

### **Section 37.09 Land Use Categories**

- A. Residential
  - 1. Single Family, Detached
    - a. Single Family Detached
    - b. Manufactured Homes
    - c. Patio Homes
  - 2. Single Family, Attached
    - a. Townhouse
    - b. Villas
- B. Multi-Family
  - 1. Duplexes
  - 2. Apartments
  - 3. Condominiums
  - 4. Triplexes
  - 5. Fourplexes
  - 6. Retirement Communities (congregate living quarters, dormitories, rooming house)
  - 7. Labor camps
  - 8. Jails
- C. Manufactured Home in manufactured home parks, subdivisions, etc.



- D. Hotel/Motel
  - 1. Hotel
  - 2. Resort hotel
  - 3. Motel
  
- E. Industrial
  - 1. Industrial
    - a. Light Industrial
    - b. Manufacturing
    - c. Mining
    - d. Assembly Plants
    - e. Industrial Park
    - f. Heavy Industrial
  
  - 2. Warehouse
    - a. Warehouse
    - b. Wholesale
    - c. Distribution Centers
    - d. Wholesale Plant Nursery
    - e. Aircraft Hangars
  
  - 3. Storage
    - a. Mini-warehouses
    - b. Storage yards
  
- F. Office
  - 1. General Office buildings
  - 2. Attorneys
  - 3. Accountants
  - 4. Real Estate
  - 5. Insurance
  - 6. Engineering
  - 7. Government Offices
  - 8. Corporate Offices
  - 9. Office Park
  - 10. Research Center
  - 11. Radio/TV Broadcasting Offices
  - 12. Day Care Center, Private School, Child Care Nursery (exempt from Public Buildings)
  - 13. Psychics, etc.
  - 14. Library
  
- G. Commercial

1. Retail
  - a. Convenience food stores
  - b. Gas Station/Service Station
  - c. Neighborhood Shopping Centers (25,000 – 100,000 SF)
  - d. Specialty retail centers
  - e. Freestanding retail
  - f. Supermarkets
  - g. Drug stores
  - h. Department stores
  - i. Discount stores
  - j. Hardware/Paint stores
  - k. Furniture store
  - l. Clothing/Apparel/Fabric stores
  - m. Jewelry/Watch stores
  - n. Barber shops
  - o. Beauty salons
  - p. Shoe repair shops
  - q. Dry Cleaners
  - r. New/Used Car sales
  - s. Community Shopping Centers (100,000 – 300,000 SF)
  - t. Shopping Center
  - u. Funeral homes
  - v. Laundry-dry cleaning
  - w. Theater/Museum/etc.
  - x. Retail Plant Nursery
  - y. Fish Camp, Marina
  - z. Auto/truck repair
  - aa. Dog/horse/auto/etc. racetracks
  - bb. Service establishments

2. Financial

- a. Financial institutions
- b. Bank Walk-in
- c. Bank Drive-in
- d. Savings and loan Walk-in
- e. Savings and loan Drive-in

3. Restaurant

- a. Fast food restaurants (with drive-through windows)
- b. High-turnover sit down restaurants
- c. Quality restaurants
- d. Bars/Night clubs

- H. Recreational

1. General Recreation (per acre)

2. Campground (per acre)
  3. RV/Boat Storage (per acre)
  4. Marina (per Berth)
  5. Health/Fitness Club
  6. Commercial Boarding Stables
  7. Outdoor Recreation (outdoor tracks, go-carts, dirt tracks, paintball, and similar activities)
  8. Tennis Clubhouse
  9. Racquetball Facilities and similar activities
  10. Animal Boarding
- I. Institutional
1. Elementary School
  2. Middle School
  3. High School
  4. College
- J. Medical
1. Hospital
  2. Nursing Home
  3. Medical Offices
  4. Dental Offices
  5. Ophthalmologists
  6. Optometrists
  7. Opticians
  8. Chiropractors
  9. Veterinarian offices (except large animal, agricultural services)
  10. Clinics

## SECTION 38.0 ACCESSORY FAMILY UNIT (AFU)

### Section 38.01 Purpose

Accessory Family Units are considered allowable accessory uses in all County Residential and Open Rural (OR) zoned districts and Ponte Vedra Residential zoned districts. Accessory Family Units are subject to specific locational, occupancy and size requirements pursuant to LDC 2.02.04.B.16 and PZVA Section VIII.L.

### Section 38.02 Introduction

Administrative Review of Accessory Family Units is completed by the Planning and Zoning Division.

Location: 4040 Lewis Speedway  
St. Augustine, Florida 32084

Phone: (904) 209-0675-GENERAL INFORMATION  
Fax: (904) 209-0676

E-mail: [plandept@sicfl.us](mailto:plandept@sicfl.us)

Fees: \$58/hour with a one hour minimum (applicant will be notified if additional fees are required)

### Section 38.03 Application Process

The following information must be included with each request. After submission of a complete application and appropriate fees, the request will be reviewed within five (5) days.

- A. Complete Application Form, including square footage and eave height of both main use structure and AFU under Project Description.
- B. Appropriate [Fee](#).
- C. Property Owner's Affidavit. An Accessory Family Unit is limited to Family members of the owner(s) of the main use Structure.
- D. Proof property is declared as homestead by the Property Appraiser.
- E. A legal description, deed, and survey of the property in question.
- F. A site plan depicting elements of the Residential Site Plan Application Checklist / Requirements.
- G. Additional information deemed relevant may be requested.

### **Section 38.04 Approval Process**

Once approved, the applicant will be provided a stamped Approved site plan which must accompany any request for Clearance Sheet.



# 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)



# Property Owner's Affidavit

I, \_\_\_\_\_

certify that I am one of the owners of the following property located in St. Johns County, Florida:

I further certify that the owners are currently and continuously approved by the Property Appraisers office for homestead exemption, that I (we) are the occupants of the main use structure and are also qualifying immediate family members, in that we are all (a) parents, step-parents, adopted parents; (b) spouse; (c) brothers or sisters; (d) children, step-children, adopted children, or grandchildren; and/or (e) the parents, step-parents, adopted parent, siblings, and children, step-children, adopted children, or grandchildren of the Owner's spouse. I further certify that the owners will occupy the above property or legal portion thereof as their primary residence as shown on the attached site plan and that the occupancy of the Accessory Family Unit will continue to be in compliance with the Land Development Code Section 2.02.04.B(16). I understand that the allowance of the Accessory Family Unit is based on certain requirements and limitations (1) occupancy limited to the primary residence of the qualifying family member, (2) the main use structure which has been declared and continues to be declared as homestead by the Property Appraiser, (3) that the accessory family unit shall be non rental and shall not be sold separately from the main use structure, (4) the accessory family unit must meet all land development regulations for permitting. **It is the responsibility of the owner to disclose the above stated limitations to any future owners of the property.**

\_\_\_\_\_  
Signature of property owner(s)

State of Florida County of St. Johns

Signed and sworn before me by means of physical presence  or online notarization  , this

day of \_\_\_\_\_ 20 \_\_\_\_\_

By \_\_\_\_\_

Identification verified: \_\_\_\_\_

Oath sworn: Yes \_\_\_\_\_ No \_\_\_\_\_

Notary Signature \_\_\_\_\_

My Commission expires: \_\_\_\_\_

## **SECTION 39.0 DRI DEVELOPMENT ORDER AMENDMENT**

### **Section 39.01 Introduction**

A request to amend an approved DRI Development Order may be considered under either of two methods, Optional Determination or Notice of Proposed Change. Applications are reviewed for consistency with FS 380.06(19), St. Johns County Comprehensive Plan and Land Development Code, the governing Development Order Resolutions and Ordinances, and compatibility with the surrounding area. Applications are submitted to the Planning and Zoning Division of the Growth Management Department.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084

[Fee Calculator](#)

### **Section 39.02 Determination of Notice of Proposed Change under Florida Statute (Optional)**

If an applicant wishes to claim that the proposed Development Order Amendment does not require the filing of a NOPC they may file a written request for such determination under Florida Statute 380.06 (19) (e) (2) accompanied by a fee of \$58/hour with an estimate of hours provided by staff. Such initial fee shall be deemed a deposit and may be subject to additional payments or refunds based on the actual time spent as called out in the County fee schedule regarding the verification of the status of a project and development analysis.

### **Section 39.03 Application Submittal Process**

One (1) copy (unless otherwise noted) of the following items must be included with an application for DRI Development Order Amendment.:

- A. Application
- B. State of Florida NOPC application (Form DEO-BCP-PROPCHANGE-1)
- C. Proof of Ownership
- D. Owners Authorization for Agent (with original signatures)
- E. Appropriate Filing Fee

### **Section 39.04 Review Process**

- A. Determination of Notice of Proposed Change (Optional)
  - 1. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and appropriate fees are processed. Additional materials may be requested to determine if a project meets the provisions of Florida Statute.



2. Application is routed to reviewing departments for determination that the request is minor as described in FS 380.06(19)(e)(2)(a)-(k).
  3. Upon completion of staff review the request along with staff's initial analysis is submitted to the Northeast Florida Regional Council (NEFRC) and Florida State Department of Economic Opportunity (DEO) for their review and comments.
  4. If DEO, the NEFRC and St. Johns County staff concur that the proposed amendment does not require a Notice of Proposed Change under FS 380.06, and upon payment of the required County fee for local DRI Development Order Amendment review, the application will proceed through final review and Public Hearings as outlined in Section 39.05 with no further referrals to DEO or the NEFRC.
  5. If DEO and/or the NEFRC determine that the changes to the project and Development Order do not meet the criteria for exemption the application will proceed as a State reviewed NOPC under FS 380.06 upon submittal of the applicable County fee for local DRI Development Order Amendment review.
- B. Local DRI Development Order Amendment Process, including State Reviewed Notices of Proposed Change
1. Complete application package is submitted to the Planning and Zoning Division, reviewed for completeness and appropriate fees are processed.
  2. Application is routed to reviewing departments.
  3. Review follows procedures established in FS 380.06(19) for State Reviewed NOPC applications, and the Public Hearing Process as outline in Section 39.05 below.
  4. For Local DRI Amendments not subject to FS 380.06 as an NOPC, the application shall follow the Public Hearing Process outlined in Section 39.05 below, once the application is complete.

### **Section 39.05 Public Hearing Process**

- A. Item is scheduled for a public hearing to be heard by the Planning & Zoning Agency. Notice shall be given in the same manner as for a rezoning provided in Land Development Code 9.06.04. Notification is sent to the applicant advising of the date.
1. Upon notification by the County, the applicant must provide a list of adjacent property owners within 300 feet of the subject property. The list shall contain the name and address of each parcel as it appears in the St. Johns County Property Appraiser's records.

The list is available from St. Johns County by completing the Adjacent Property Owners List Request Form, included in this Section. Complete and return the form to the County office handling your application, or fax it directly to the attention of the GIS Division at (904) 209-0761. You are not required to use St. Johns County as a source; the list may also be obtained through private sources such as an abstract company, title company, or legal office.

In addition to the above list, the applicant must also provide two legal size envelopes, addressed and stamped for each name on the list of adjacent property owners. If the name appears more than once (owner of more than one parcel), only one envelope is required.

2. Advertisement within the St. Augustine Record newspaper will be completed by staff, however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
- 
- B. A Staff Report is drafted and is distributed to the reviewing Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
  - C. The reviewing Agency will consider the request during the public hearing and provide a recommendation to the Board of County Commissioners.
  - D. The County Administrator provides the date of the Board hearing and the item is scheduled for public hearing. An Agenda package is prepared in accordance with Administrative guidelines. Notification is sent to the applicant advising of the date.
  - E. The BCC considers the proposed amendment and takes final action. If the item is approved, the Resolution is signed by the Board's Chairperson and a copy is provided to the DEO and NEFRC.

*PLEASE NOTE THAT A RECORDING FEE FOR THE RESOLUTION WILL BE REQUIRED AND MUST BE PAID UPON NOTIFICATION OF AMOUNT DUE.*

## **SECTION 40.0 OCEANFRONT RIGHT-OF-WAY BULKHEAD PERMITS**

### **Section 40.01 Introduction**

Oceanfront right-of-way bulkhead construction requires a Clearance Sheet and Building Permit. The purpose of this section is to regulate construction or installation of bulkheads within any oceanfront right of way owned by St. Johns County. Due to high tides and beach erosion, and in order to assist oceanfront property owners in protecting their property, the County will allow construction of bulkheads across County rights of way when certain criteria's are met. This section only applies to right of way adjacent to ocean front property and does not apply to any other right-of-way in St. Johns County. Provisions in this section are based on the proprietary right and superintendence of right-of-way. Improvements in the right-of-way are under a license for permissive use only and does not operate to create or vest any property rights into the right of way. Nothing herein shall be interpreted as acceptance or ownership of any improvement or bulkhead placed in the County right-of-way. Bulkhead improvements in the right-of-way must be affirmatively accepted at the sole discretion of Board of County Commissioners.

### **Section 40.02 General Information**

- A. Applications for bulkheads within rights of way owned by St. Johns County are submitted to the Growth Management Department for processing.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084  
Phone: (904) 209-0660  
Email: [faxplandept@sjcfl.us](mailto:faxplandept@sjcfl.us)

### **Section 40.03 Application Process**

Following is a list of the items required.

Preliminary Submittal requires Items A. and B. only to review for compliance with Section 40.04 B. This submittal will be routed to St. Johns County Construction Services Division for review prior to the County issuing the Owner's Authorization needed for your FDEP Permit Application.

Upon receipt of your FDEP Permit, a complete application package (Items A through E), including any updates to the Construction Plan Set based on the FDEP review and permitting, must be submitted to begin the formal review process with the St. Johns County Building Services Division.

- A. Completed Clearance Sheet Application
- B. Construction plan set, signed and sealed by a Florida Registered Professional Engineer, containing the following items:

1. Current topographic survey of the site.
  2. A detailed site plan, showing the relation of the proposed improvement to the site and to adjoining land or areas.
  3. Arrangement and structural details in the plan, section and elevation views sufficiently expanded to serve as construction drawings.
  4. 2 copies of construction plan set (**both of which need to be signed and sealed**).
- C. Florida Department of Environmental Protection Permit.
- D. Owner's Authorization from the adjacent property owner(s) and the County. The County's owner authorization is provided by the Land Management Systems Department.

Address: 500 San Sebastian Vw, St. Augustine, FL 32084  
Phone: (904) 209-0760  
Email: [lford@sjcfl.us](mailto:lford@sjcfl.us)

- E. Executed Ocean Bulkhead Release Form addressing maintenance responsibilities and hold harmless (1 copy). Any questions related to this form should be directed to the Land Management Systems Department. See D. above for contact information.

#### **Section 40.04 Review Process**

- A. The above items are routed to the appropriate Departments and Divisions who review the plans and supporting information for compliance within 7 working days.
- B. Review criteria includes, but is not limited to the following:
1. Bulkheads shall be designed by a Florida Registered Professional Engineer.
  2. Bulkheads shall be designed per the current Florida Building Code.
  3. Bulkheads shall be permitted per St. Johns County Building Services Division
  4. No such permit shall be issued for any improvements or repair to any existing improvement which is deemed substandard by the Building Official.
  5. Bulkhead wall sheeting/cribbing shall, at a minimum be vinyl. Wood plank cribbing shall not be permitted.
  6. Any bulkhead constructed across County ROW connecting to adjacent bulkheads or being constructed jointly as part thereof shall be constructed of the more stringent of the two adjacent designs.
  7. Bulkheads shall have a concrete cap, per engineered drawings.

8. Bulkheads shall have tie backs, per engineering drawings.
9. Bulkheads crossing County right of way shall be of uniform construction and shall be continuous.
10. Bulkheads shall provide access stairs at access points where walkover or footpaths previously existed, in compliance with the Florida Building Code for access to and from the beach.

#### **Section 40.05 Completion of Construction**

- A. Upon completion of improvements constructed across County rights of way the applicant may request acceptance by the Board of County Commissioners of said improvements. In order for the Board of County Commissioners to consider acceptance the applicant will be required to provide the following:
  1. Bill of Sale for the bulkhead improvements, including a schedule of values.
  2. Final Release of Lien from the Contractor for labor, services or materials.
  3. Execute Covenants and Restrictions setting forth the conditions associated with the acceptance.
- B. Acceptance of the improvements is at the sole discretion of the Board of County Commissioners.
- C. Contact the Land Management Systems Department to initiate the acceptance request.

Address: 500 San Sebastian Vw, St. Augustine, FL 32084  
Phone: (904) 209-0760  
Email: [lford@sjcfl.us](mailto:lford@sjcfl.us)



## St. Johns County Board of County Commissioners

Land Management Systems | Real Estate Division

### OWNER'S AUTHORIZATION

Because of beach erosion, and in order to assist beachfront property owners, I hereby permit the following entities:

(Contractor and address)

and its authorized agents to file for a permit to construct a bulkhead and stairs (if required) with the Florida Department of Environmental Protection on the following described County property:

St. Johns County Property – A 60 foot right-of-way known as \_\_\_\_\_ North Beach Subdivision, as recorded in Map Book 3, page 28, of the public records of St. Johns County, Florida, lying east of Coastal Highway.

Contingent upon approval of required plans by the Florida Department of Environmental Protection, this authorization also allows for the filing of construction and building permits to construct a bulkhead to be placed across this property. Contingent upon approval of all required County permits by applicable County Departments, this authorization allows for the construction of the approved bulkhead to be placed across this property.

This authorization does not guarantee or grant approval of any permit, request, petition or other application that would be approved by the St. Johns County Board of County Commissioners, its appointed boards, or St. Johns County administrative staff with authority to render final decisions. Bulkhead improvements in the right-of-way are under a license for permissive use only and does not operate to create or vest any property rights into the right of way. Nothing herein shall be interpreted as acceptance or ownership of any improvement or bulkhead placed in the County right-of-way. Bulkhead improvements in the right-of-way must be affirmatively accepted at the sole discretion of the Board of County Commissioners.

\_\_\_\_\_  
Land Management Systems Director

State of Florida  
County of St. Johns

Signed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_ who is personally known to me has executed this document.

---

**OCEAN BULKHEAD RELEASE**

Due to high tides and beach erosion Requestor has requested to be allowed to construct a bulkhead on County Property described as follows:

St. Johns County Property – a \_\_\_\_ foot right-of-way known as \_\_\_\_\_, as recorded in \_\_\_\_\_ of the public records of St. Johns County, Florida.

As a condition of the County’s Authorization for Requestor to construct a bulkhead (and stairs, if required) on County Property, Requestor has agreed to execute a Release indemnifying the County. Such Authorization shall be made a part of and shall be read together with this Release.

In consideration for the County’s authorization for Requestor to construct and maintain a bulkhead on County Property, Requestor, Requestor’s successors, assigns, and contractors agree to protect, defend, indemnify, and hold St. Johns County and its tenants, elected officials, officers, employees, and agents, free and unharmed from and against any, and all, third party (including employees of owner and its contractors, and subcontractors) claims, liability, losses, and/or cause of action, which may arise from any negligent act or omission of Requestor’s staff, employees, or agents (including court costs and reasonable attorneys’ fees) associated with, or connected with, the bulkhead by Requestor, and its contractors, including ingress and egress thereto. Requestor will also reimburse the County for damages sustained as a result of negligence of Requestor’s employees, or the employees of Requestor’s contractors, or other subcontractors assisting requestor.

Requestor acknowledges that bulkhead Improvements in the right-of-way are under a license for permissive use only and does not operate to create or vest any property rights into the right of way. Nothing herein shall be interpreted as acceptance or ownership of any improvement or bulkhead placed in the County right-of-way. Bulkhead improvements in the right-of-way must be affirmatively accepted at the sole discretion of the Board of County Commissioners.

Requestor acknowledges that pursuant to Comprehensive Plan Objective E.1.1 and Section 2 of the St. Johns County Beach Code, Ordinance No. 2007-19, as amended, public access to the beach shall not be obstructed. The County retains the right to remove any structures on the property obstructing access and may provide an access walkway when funds are available.

Agreed to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed, sealed and delivered in our presence:



Witnesses:

Requestor:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_

State of Florida

County of \_\_\_\_\_

Signed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by  
\_\_\_\_\_, who is/are personally known to me or  
has/have produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

This instrument prepared by:  
St. Johns County Real Estate Division  
500 San Sebastian View  
St. Augustine, Florida 32084

**DECLARATION OF RESTRICTIVE COVENANTS**

This **DECLARATION OF RESTRICTIVE COVENANTS (Declaration)**, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ between \_\_\_\_\_, (“Name”) whose mailing address is (Address, City, State & Zip), first party, and **ST. JOHNS COUNTY, FLORIDA**, a political subdivision of the State of Florida, (“County”) whose address is 500 San Sebastian View, St. Augustine, Florida, 32084, second party:

- A. “Name” at their expense, constructed and installed a bulkhead along their east property line including the County right-of-way together with stairs for public access to the beach at the east end of \_\_\_\_\_ Street.
- B. The bulkhead was constructed for the purpose of assisting oceanfront property owners against high tides, beach erosion, and to assist in protecting oceanfront property.
- C. “Name” is requesting acceptance of the bulkhead and stairs by the “County”.
- D. Pursuant to the Board of County Commissions acceptance of the Bill of Sale, Schedule of Values, and Release of Lien for said bulkhead and stairs “Name” and the “County” wish to enter into this Declaration, to be recorded in the public records of St. Johns County, Florida (“Public Records”) for the purpose of providing record notice that the lands described in EXHIBIT “A” (“Lands”) are subject to certain conditions for the acceptance of said bulkhead and stairs.

**NOW THEREFORE**, in consideration of the foregoing recitals and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- 1. “Name” acknowledges the “County” is not required to replace the bulkhead and stairs should they be destroyed or damaged beyond repair for any reason or by any cause whatsoever.
- 2. Nothing herein shall be construed to obligate the County to perform maintenance, repair, or replacement of any portion of the bulkhead and stairs.
- 3. The “County” reserves the right to remove all or any portion of the bulkhead and stairs from the County right-of-way at any time whatsoever.
- 4. The “County” is not responsible for any property damage to the “Lands” resulting from the failure of the bulkhead and stairs, or any portion thereof.

5. Covenant running with the "Lands"; Successors and Assigns; the parties acknowledge and agree that the terms of this Declaration specifically touch and concern the use and maintenance of said bulkhead, stairs, and "Lands", and, therefore, the provisions of this Declaration shall constitute covenants running with the land, burdening the "Lands" and binding on any future owner with respect to the "Lands" or portion thereof.
6. No Third Part Beneficiaries. Notwithstanding anything to the contrary set forth in this Declaration, this Declaration is for the benefit of "County", and any Designated Successor only, and may not be relied upon, or enforced by any person or entity other than the "County" or its Designated Successor(s).
7. Amendment Waiver. This Declaration may not be modified or amended without the written consent of "County" or the Designated Successor, on the one hand, and "Name" or any Future Owner, on the other hand. Any such amendment shall be recorded in the Public Records. The failure by "County" or the Designated Successor to enforce any covenant, condition or restriction set forth herein shall in no event be deemed a waiver of the right to enforce the same or any other breach of violation thereof, and no waiver of any right or obligation hereunder shall be effective unless in writing signed by the party to be charged with such waiver.
8. Effect of Declaration. This Declaration is intended to memorialize the agreement between "County" and "Name" under the Agreement with respect to the matters set forth herein. Nothing in this Declaration is intended to limit "County's" rights under the Agreement, whether or not full set forth herein as to any other matter, including other provisions of the Agreement, which survive any Closing and termination of the Agreement.
9. Termination of Declaration. Notwithstanding anything to the contrary contained herein, this Declaration shall terminate automatically in thirty (30) years. "County" agrees that after this Declaration has automatically terminated, within ten (10) days after written request from "Name" or any third party purchaser of the "Lands", deliver to the requesting party a document in recordable form acknowledging such termination. Requests for such documentation acknowledging termination of this Declaration must be sent to "County" at the address first set forth above, or such other address as "County" may designate by recorded amendment to this Declaration, from time to time.
10. Notices. Any notice to be given or to be served upon any party hereto in connection with this Declaration must be in writing, and may be given by certified mail, hand delivery or overnight receipt delivery service, and shall be deemed to have been given and received; (a) if given by certified mail, three (3) days after the letter, properly addressed, with postage prepaid, is deposited in the United States mail; or (b) if given by overnight delivery or courier service, when received by the party to whom it is addressed or such party's agent or representative. Such notices shall be given to the parties at the addresses set forth in the preamble of this Declaration.
11. Enforcement. In the event of the breach of any of the provisions set forth in this Declaration, "County" or Designated Successor, shall be entitled to all rights and remedies available at law (except for the recovery of special, consequential or punitive damages which are hereby waived) or in equity, including, without limitation, injunctive relief for the immediate and irreparable harm that would be caused by any act or omission by "Name" or any Future Owner to comply with the terms of this Declaration, In the event of any action for enforcement of this Declaration by "County" or its Designated Successors, such enforcing

party shall be entitled, in addition to all other relief granted by the court, to a judgement for reasonable attorneys' and legal assistants' fees and costs incurred by reason of such action, and all costs of mediation, arbitration or suit at both the trial and appellate levels.

12. Governing Law and Venue. This Declaration shall be construed by and controlled under the laws of the State of Florida. Venue and jurisdiction for any dispute arising under this Declaration shall be exclusively in the courts located in the County, or the United States District Court for the Middle District of Florida.

13. Jury Trial Waiver. The parties each knowingly, voluntarily and intentionally waive any right which either of them may have to a trial by jury with respect to any litigation or legal proceeding based upon or arising directly, indirectly or otherwise in connection with, out of, related to or from this Declaration including, by way of example but not limitations, any course of conduct, course of dealings, verbal or written statements or acts or omissions of either party which in any way relate to this Declaration. The parties have specifically discussed and negotiated for this waiver and understand the legal consequences of it.

14. Severability. In case any one (1) or more of the provisions contained in this Declaration is found to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Declaration shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein unless such unenforceable provision results in a frustration of the purpose of this Declaration or the failure of consideration.

15. Construction. The parties hereto acknowledge that they have had the benefit of independent counsel with regard to this Declaration and that this Declaration has been prepared as a result of the joint efforts of all parties and their respective counsel. Accordingly, all parties agree that the provisions of this Declaration shall not be construed or interpreted for or against any party hereto based upon authorship.

**IN WITNESS WHEREOF**, the parties have executed this Declaration as of the date and year set forth above.

\_\_\_\_\_  
Witness (Print Name): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Witness (Print Name): \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_. He/She/They are personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Witness (Print Name): \_\_\_\_\_

\_\_\_\_\_  
(Name), Chair

\_\_\_\_\_  
Witness (Print Name): \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_,  
by \_\_\_\_\_. He/She/They are personally known to me or has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

My commission expires: \_\_\_\_\_

## SECTION 41.0 Coastal Lighting Requirements for New Construction

### Section 41.01 Introduction

This section addresses coastal lighting requirements for the protection of marine turtles and their hatchlings. St. Johns County Land Development Code (LDC) Section 4.01.09 has established regulations for new and existing exterior and interior lighting to minimize adverse effects on marine turtles.

This section of the Development Review Manual (DRM) provides limited information and examples for compliance with LDC 4.01.09 for new construction. To ensure compliance for your project please review Section 4.01.09, LDC, at <https://www.sjcfi.us/wp-content/uploads/2024/01/Article-IV.pdf>.

### Section 41.02 General Information

- A. For additional information, examples or to discuss requirements for a specific project please contact:

Environmental Division's Habitat Conservation Section  
Address: 901 Pope Road, St. Augustine, FL 32080  
Phone: (904) 209-0323

- B. Any project on or adjacent to the beach is required to adhere to the requirements of LDC 4.01.09. A *project* can be defined as any type of new construction, or any additions or replacements to any sort of existing structure. If the project is not located directly adjacent to the beach, but the lighting for the project is or has the potential of being visible from the beach surface, the project is required to adhere to LDC 4.01.09.

### Section 41.03 Application Process for Review and Approval

- A. Prior to any construction, either an application for a Clearance Sheet (individual single-family construction) or a Construction plan application (subdivision or commercial construction) shall be submitted to the County for approval.
- B. A pre-consultation hold will be added to the Clearance Sheet or Construction Plan requiring the applicant to contact the coastal lighting officer to discuss the lighting plans for the project.
- C. The applicant shall submit with these applications a lighting plan that identifies the locations of all exterior lighting fixtures. The applicant shall also provide product specific information sheets including the type of bulb with color and wattage and type of fixture.
- D. The coastal lighting officer shall review the proposed lighting plan and product specific information sheets to determine compliance with the LDC. Additional comments may be provided by the lighting officer and changes to the proposed lighting may be required.

- E. If for any reason the lighting plans need to be revised during the construction process, the lighting officer shall be contacted to discuss and approve of any change of fixtures or bulbs, addition of fixtures or changed locations of fixtures prior to installation.
- F. Site plans shall include a note on the plan that reads "Lighting at the site will shall comply with the provisions of the St. Johns County Land Development Code Section 4.01.09 for the protection of marine turtles."
- G. After lighting installation is complete, the applicant shall contact the lighting officer to schedule a nighttime lighting inspection. All exterior lighting must comply with Section 4.01.09 of the LDC in order for the coastal lighting officer to sign off on the inspection.
- H. If the lighting fails the inspection, the lighting officer shall provide details regarding which fixtures resulted in the failed inspection. The lighting officer shall assist the applicant with potential options that will bring the project into compliance. The applicant will then contact the lighting officer once uncompliant lights are fixed for a re-inspection.
- I. Once a final nighttime lighting inspection is completed and the lighting follows the LDC, the hold for the coastal lighting will be released to allow a Certificate of Occupancy to be issued by the County.

#### **Section 41.04 Requirements for Exterior Lighting**

All exterior light fixtures shall meet the following standards:

- A. The bulbs used for all exterior fixtures visible from the beach surface must be red, amber or orange LED's. Any other color is not permitted. Phosphorous converted bulbs, such as PC amber bulbs or bulbs with film or paint applied to appear to be the correct color are not permitted.
- B. All exterior bulbs must be 25 watts or less.
- C. Underwater lamps in coastal swimming pools shall have the capability to be red, amber or orange during the nighttime hours from May 1 – October 31.
- D. All exterior fixtures that have a visible point source, create a reflective surface or cumulative glow that is visible from the beach surface, must be fully shielded and downward directed. Having the bulb or lens recessed or louvered may also be compliant. The bulb or lens must not be visible from any surface of the beach. Shielding that is transparent or translucent is not permitted – all shielding must be opaque enough to prevent any light transmittance through the fixture.
- E. Low-profile light fixtures shall be low mounted through the use of bollards, ground level light fixtures, or low wall mounts, none of which shall be greater than forty-eight (48) inches from the ground or walkway surface

- F. Light fixtures for purely decorative accent purposes such as landscape lights, upward facing palm tree lights or pergola lights shall not be used on the seaward, north and south side of a beach property.
- G. During construction, temporary security lighting during the marine turtle nesting season is strongly discouraged. Such security lights shall be shielded and limited to the minimum number and configuration necessary to achieve functional role(s) using low-profile light fixtures. Low wattage (25 watts or less) red, amber or orange LED lamps shall be utilized for this purpose. Under no circumstances shall these lights directly, indirectly or cumulatively illuminate any area of the surface of the beach.

#### **Section 41.05 Requirements for Interior Lighting**

One or more of the following measures shall be used as necessary to reduce direct, indirect or cumulative beach illumination resulting from the interior light emanating from doors or windows visible from the beach surface:

- A. Consider installing turtle glass windows and doors or applying window tint or film each with an inside to outside light transmittance value of 45% or less.
- B. Install operable coverings on any windows or doors that are visible from the beach surface.
- C. Position lamps and other moveable light fixtures away from windows.

#### **Section 41.06 Requirements for Roadway and Parking Area Lighting**

- A. High intensity light fixtures, which may cast light on the beach, such as that proposed for roadways, parking areas and similar applications shall utilize shielded or full cut-off red, amber or orange LED lamps. The number of light fixtures shall be the minimum for human safety and shall be positioned and mounted in a manner such that the point source of light or any reflective surface of the light fixture is not visible from any point on the beach.
- B. Parking areas and roadways, including any paved or unpaved area upon which motorized vehicles will operate, shall be designed and positioned such that vehicular headlights do not directly illuminate the beach or cast light toward or onto the surface of the beach. Hedges, native dune vegetation, and/or other ground-level barriers may be utilized to meet this objective.



## Section 41.07 Compliant Colors and Example Fixtures

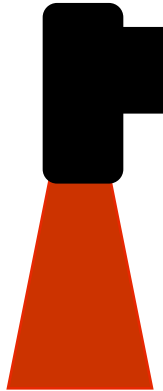
### A. Color Scheme

The below color scheme demonstrates the compliant colors required for exterior lighting.

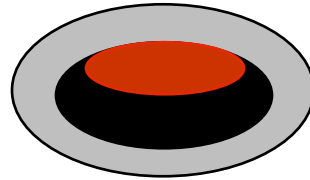


### B. Fixture Examples

Fully cut off, downward facing cylinder



Recessed, downward facing ceiling canister



C. For other potential options and additional information, please visit the County lighting management website at: <https://www.sjcf.us/light-management/>