

COUNTY STAFF DATA ONLY

DATE RECEIVED: _____ ADO #: _____

GADSDEN COUNTY PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

1-B East Jefferson Street, Post Office Box 1799, Quincy, FL 32353-1799

Phone: (850) 875-8663

Fax: (850) 875-7280

E-mail: planning@gadsdencountyfl.gov

Web site: www.gadsdengov.net

**ACCESSORY STRUCTURE DEVELOPMENT ORDER APPLICATION
(WITH RESTROOM PLUMBING)**

SUBMITTAL OF AN APPLICATION DOES NOT GUARANTEE APPROVAL. DO NOT BUY OR ENTER INTO A CONTRACT BEFORE OBTAINING APPROVAL OF AN ACCESSORY DEVELOPMENT ORDER. ACCESSORY STRUCTURES WITH KITCHENS AND/OR TO BE UTILIZED AS HABITABLE SPACE ARE CONSIDERED RESIDENTIAL STRUCTURES. PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.

PROPERTY OWNER INFORMATION

Property Owner as indicated on deed: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ E-Mail: _____

AUTHORIZED AGENT/APPLICANT INFORMATION

Applicant /Agent Name (if different from Property Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ E-Mail: _____

PROPERTY INFORMATION

Parcel Identification #: _____ Parcel Size: _____ acres or sq. ft.

Total Square footage: _____ Square footage of restroom facilities: _____

For Entire Parcel Referenced by Deed: _____ # of Existing Residential Units _____

Is site located in a Subdivision or Mobile Home Park? Yes No Do Not Know

If Yes, the name: _____

Access provided on: Public Road Private Road Private Easement

Name of Access Road: _____

Existing Driveway Connection New Driveway Connection – County FDOT

Private Well Talquin Water Municipal Water Private Septic Tank Sewer Treatment Plant

Public Sewer System - Name of Provider: _____

Are there environmentally sensitive areas on the site (e.g. river, stream, creek, pond, lake or wetland)?

Yes No

REQUIRED INFORMATION

- _____ A copy of the RECORDED DEED (Source: County Clerk’s Office, (850)875-8601)
- _____ A Site Plan (See attached checklist).
- _____ Copies of any required easements (access, utility, etc.).
- _____ Documentation that the structure being replaced was located on the site within the past 2 years (including but not limited to aerials, electric bills, tax documents, move or demolition permit, etc.).
- _____ A notarized ‘Letter of Authorization’ to represent if an agent is designated (See attached form).
- _____ A Driveway Permit Application (If applicable; See attached form).
- _____ A Tree Removal Permit Application (If applicable).

THE GRANTING OF AN ACCESSORY STRUCTURE DEVELOPMENT ORDER DOES NOT SUPERCEDE ANY DEED RESTRICTIONS OR COVENANTS, NEIGHBORHOOD BYLAWS, RULES OR REGULATIONS. BEFORE CONTINUING WITH ANY DEVELOPMENT IT IS YOUR RESPONSIBILITY TO OBTAIN THIS INFORMATION.

_____ I AM THE OWNER,

_____ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Affidavit of Ownership) of the property described which is the subject matter of this application.

Under penalties of perjury, I declare that I have read said application and all sketches and data and matter attached to and made a part of said application are honest and true to the best of my knowledge and belief. I understand that by signing this document, I am giving the County or agent thereof the authority to duplicate, disseminate, and reproduce any and all items submitted as part of this request, whether copyrighted or not.

SIGNATURE OF APPLICANT

DATE

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ day of _____ ,

20 _____ By _____
(Applicant)

who is personally known to me or produced _____
I.D. and did take an oath.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____

SITE PLAN CHECKLIST

Please provide a site plan with the following items identified and check each item off as they are completed. If an item does not apply to you, please write NA.

- _____ North arrow
- _____ Show property boundary lines and label dimensions.
- _____ Label the parcel/lot front, rear and sides and dimensions.
- _____ Indicate if the lot is a corner or interior lot.
- _____ Show the location & dimension of driveways, driveways within 100' of proposed driveway, streets, right-of-way, utility and/or access easements, as applicable.
- _____ Show the location and dimensions of all existing and proposed structures and distances (setbacks) from property lines, right-of-way, wells, and septic systems (tanks & drain fields).
- _____ Show the location drinking water source (e.g. well or connection to public water supply).
- _____ Location of protected trees (20" or greater in diameter at breast height) and trees proposed to be removed.
- _____ Location of any fill activity
- _____ Location of any clearing or grading activity.
- _____ Location of any onsite or nearby environmental features including but not limited to wetlands, natural or constructed water conveyance or environmental features such as a lake, pond, ravine, swale, ditch, culvert, springs, seepage slopes, creek, swamp, marshes, etc.
- _____ Show the required 50' natural buffer and 100' septic tank setbacks from perennial rivers, streams, creeks, lakes, wetlands and steep-heads (Policy 5.2.11).
- _____ Show the direction of storm water flow and any slopes on the site.
- _____ Location of any special development restrictions (if any) such as easements, natural areas or required open space.
- _____ The location of an original residence being replaced, if applicable.

Letter of Authorization for an Accessory Development Order

This letter serves as notice that on this date, _____

I, _____
Property Owner(s)

Hereby give authorization to,

Representative (Name & Company) – (If entity include name of entity and individuals)

Phone #: _____ (Required) E-mail: _____

To obtain all necessary permits to obtain a building permit as my representative in Gadsden County at the property described below:

Parcel Identification Number

Property Address

Property Owner Signature Date: _____

Sworn and subscribed this _____ Day of _____, 20 _____

State of _____

In the County of _____

Personally Known Produced Identification
Driver's License issued by State of _____

Driver's License Number/other _____

Telephone Number: _____

Notary Signature Date

Notary Signature Printed Notary Seal

**DRIVEWAY CONNECTION PERMIT APPLICATION
CLASS I**

PROPERTY INFORMATION

Parcel Tax I.D. # _____ Subdivision Name: _____

Location Address: _____

Number of Connections to Road: _____

OWNERSHIP INFORMATION:

Property Owner's Name: _____ Phone #: _____

Owner's Agent: _____ Phone #: _____

The applicant shall submit a completed copy of this application along with a site plan drawing showing the location & dimensions of proposed and all existing driveways. The proposed location shall be marked by flags. The applicant/owner for self, heirs, assigns and successors in interest, binds and obligates self to save and hold Gadsden County harmless from any and all damages, claims or injuries caused in whole or in part by applicant that may occur by reason of this construction, said facility design, maintenance or continuing existence of connection. The applicant/owner binds and obligates by way of the approved permit to construct the driveway connection in accordance with the approved permit. Failure to do so shall result in a code enforcement action.

Minimum Driveway Width: 18'

Minimum Culvert Length: 24'

Minimum Culvert Diameter (Public Roads): 24" (Section 4.64, GCSWPPM)

Minimum Culvert Diameter (Private Roads): 18"

DRIVEWAY CULVERTS ARE REQUIRED TO BE CONSTRUCTED WITH MITERED ENDS INCLUDING POURED CONCRETE COLLARS OR HEADWALLS (Subsection 6102.D of the Land Development Code.)

I, the owner/agent listed above, understand the requirements of the Gadsden County Code for construction of a driveway and culvert.

Signature: _____ Date: _____

COUNTY DETERMINATION

_____ **PERMIT APPROVED** _____ **PERMIT #** _____ **PERMIT DENIED**

Signature County Staff: _____ Date: _____

Planning & Community Development (850)875-8663
Public Works Department (850)875-8672