Minor (Class I) Site Plan
Administrative Review

1. APPLICANT/OWNER
   NAME (Print): ________________________________________________________________
   CONTACT PERSON (If Corporation): ____________________________________________
   ADDRESS: ________________________________________________________________
   CITY: ___________________ STATE: _______________ ZIP: ____________________
   TELEPHONE: ( _______ ) ___________________ E-MAIL: _________________________

2. AUTHORIZED REPRESENTATIVE NAME: __________________________________________
   ADDRESS: ________________________________________________________________
   CITY: ___________________ STATE: _______________ ZIP: ____________________
   TELEPHONE: ( _______ ) ___________________ E-MAIL: _________________________

3. Parcel Identification Number ___________________________________________________

4. Land Use Category: ____________________ Existing Use: _________________________

5. Project Description: ___________________________________________________________
   Total Parcel Area: ____________________ Total Development Area: __________________
   Number of Buildings: ________ Gross Floor Area: ____________________ Floor Area Ratio: ________
   Number of Stories: ________ Height: ________ Area in Wetlands: __________________
   Area of Stormwater Facilities: ____________________ Impervious Surface Area: __________________
   Number of Seats for Restaurants or other places of Assembly: _________________________
   Parking & Driveway Area Paved: _______________ Unpaved Parking Area: _______________
   Number of Parking Spaces: ___________ Number of Handicapped Spaces: _______________

6. NFIP# 12039C-_________________ Flood Zone: ______________________ (Show on plans)

7. The following items are needed to complete this application for review (Plans shall address
   requirements of County Land Development Code (LDC) Chapter 5, Subsections 5206 and 5207
   and Chapter 7, Section 7102 (Level I) or Subsection 7103 (Level II)):
   a. ______ Two copies of this application with fee ($400) plus concurrency, if applicable.
   b. ______ Six (6) Folded Preliminary Site Plan 24” x 36” prints, 2 signed and sealed (copies must include the signature and seal), and a .pdf copy (electronic copy) drawn to a minimum scale of one “ = 100 ft.
   c. ______ An up-to-date survey and title opinion (or qualifying deed) with legal descriptions (See Sub. 7103.C of the LDC).
Minor Site Plan Application

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d. _____ Indication of FEMA Flood Zones/special flood hazard areas and environmental resources (wetlands, streams, creeks, etc.) to be protected on plans, as applicable.

e. _____ Authorization to Represent, if applicable.

f. _____ Two (2) copies of an Environmental Impact Assessment per County Land Development Code Section 5400, if applicable.

g. _____ Two (2) copies of a Certified Tree Survey as required per Subsection 5404.B.3 for protected trees, as applicable. Protected trees (greater than 20” diameter) must be shown on site plans. Also show Corridor Road setbacks and plantings (Subsection 5405), if applicable.

h. _____ The completed Concurrency Review Application and traffic analysis, if applicable.

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I hereby certify that the information contained in this application is correct and accurate and that I am either the sole property owner of the subject property, or am the authorized representative of the property owner(s) in all regards pertaining to this application pursuant to proof and/or attached authorization.

_______ I AM THE OWNER.

_______ I AM THE LEGAL REPRESENTATIVE OF THE OWNER (Attach Authorization to Represent) of the property described which is the subject matter of this application.

______________________________________________
Signature of Owner or Authorized Representative

The foregoing instrument was acknowledged before me this ___ day of __________ 20__, by __________ who is personally known to me, or has produced ___________________ as identification and who did (did not) take an oath.

By ______________________________
Print (Owner or Authorized Representative)

SEAL:

Notary Signature

_____________________________________________
Notary Printed Name

Commission Number: __________________________
Signature Block (Place on Cover Sheet)

GADSDEN COUNTY
CONCEPTUAL/PRELIMINARY SITE PLAN APPROVAL

Title: _____________________________   SITE PLAN FILE NO.   ______________
TAX ID #: ________________________________________________________________

_______________________________________________        __________________
Building Official or designee                                      Date
ATTENTION ALL ADDRESSING AUTHORITIES,

The following Zip Code(S) or Post Offices service your county: 32324-Chattahoochee, 32330-Greensboro, 32332-Grenta, 32333-Havana, QUINCY and 39819-Bainbridge

Please provide the email below to ALL Developers and Builders of new subdivision and new phases of excessing subdivisions.

This email is provided to inform all addressing authorities within the Gulf Atlantic District of the United States Postal Service.

On April 5, 2012, the United States Postal Service (USPS) revised Postal Operations Manual (POM) subchapter 63, providing the Postal Service with autonomy in determining the modes of delivery when adding new deliveries, thereby enabling the Postal Service to provide services adequate and necessary to meeting its basic function in the most efficient manner.

The Local Postal Service representatives are still required to meet with builders and developers early in the process to ensure the best choices are made. The USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service.

In order for the USPS to make contact with the builder early in the process, their contact information would be very helpful if provided. Delivery will begin in the newly developed area ONLY upon approval from the USPS representative and only to locations and equipment provided by the USPS. Street delivery will be held until such time as an approved site locations is agreed upon.

Please ensure to add my email address to your contact notification list for the USPS and local Post Office.

Thank you,
Phillip A. Fretwell, Growth Management Coordinator
Gulf Atlantic District
P: 904-783-7253 F:904-783-7158
AUTHORIZATION TO REPRESENT

If the applicant is not the property owner an ‘Authorization to Represent’ is required.

This letter serves as notice that on this date: ______________________, 20________

I/We, ______________________

(Print name of property owner(s) and/or entity & authorized representative)

Hereby give authorization to,

______________________________
(Print name of authorized representative or entity. Print the name of all individuals representing the entity)

Telephone number ______________________ E-mail Address ______________________

To apply for an application(s) and all necessary permits as part of the Gadsden County, Florida review process from the Gadsden County Building & Planning & Department for the property described below:

______________________________
(Parcel identification number) (E911 address)

(Signature of property owner or entity & representative) (Print name of property owner and/or entity)

State of Florida
County of Gadsden

The foregoing instrument was acknowledged before me this __ day of_______, 20____

by ______________________, who is personally known to me/or has produced

______________________________ as identification and did not take an oath.

______________________________
Notary Signature

______________________________
Notary Name Printed
APPLICATION FOR CONCURRENCY REVIEW

Parcel Identification Number: ____________________________________________________________________
Location/Address: _____________________________________________________________________________

Property Owner (Print): _________________________________________________________________________
Address: ____________________________________  City: _______________  State: ______  Zip: ______________
Phone: _______________________________________  E-Mail: _________________________________________

Authorized Representative (Print): _______________________________________________________________
Address: ____________________________________  City: _______________  State: ______  Zip: ______________
Phone: _______________________________________  E-Mail: ________________________________________

Preliminary Development Orders may be issued without a concurrency evaluation. At the applicant's option, concurrency evaluation may be deferred until a site development construction plan development order is applied for. No building permit will be issued until concurrency review is approved.

Submittal Requirements:

_______ Fee ($110.00). Checks to be made out to the Gadsden County Board of County Commissioners

_______ Completed Application

_______ Transportation and/or turn lane analysis (as required by County Engineer and/or FDOT)

Size of the project parcel: __________________  # of Phases: ________________________

Specific Uses or uses proposed to be expanded: __________________________________________________

Type and # of Residential Units (single family, duplex, multi-family, etc.): __________________________

Type and Square footage of non-residential uses (e.g. club house, restaurant, office, manufacturing, etc.): ________
_________________________________________________________________________________________

Gross Floor Area (GFA), Square footage and number of units for each phase:

Existing GFA, # of units and/or square footage: _________________________________________________

Proposed GFA, # of units and/or square footage: _________________________________________________

Total GFA, # of units and/or square footage: _____________________________________________________

Stormwater:

_________ On site  ___________ Master stormwater system
Water:

________ Central Water System ________ Well(s), on-site

Sewer:

______ Central Sewer ______ Central, Package Plant _______ Septic System _______ Septic, Advanced
treatment,

Transportation Impacts:

ITE Code and Existing Level of Service (Attach additional tables & data if necessary.) Include Trips
generated by the proposed project using the latest ITE Trip-Generation Handbook.

<table>
<thead>
<tr>
<th>ITE Code</th>
<th>Land Use</th>
<th># Units</th>
<th>Daily Trips</th>
<th>Peak Hour Trips</th>
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<td>Totals</td>
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Include the following information for State & County roads impacted by the proposed development.

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<tr>
<th>Road</th>
<th>Segment</th>
<th>Maximum Service Volume</th>
<th>LOS</th>
<th>Existing Peak Hour Volume</th>
<th>PM Peak Hour Trips Added</th>
<th>New Peak Hour Volume</th>
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LOS standards do not apply to local roads. LOS information required may be obtained from the FDOT District 3 Level

Public School Capacity:

Planning will calculate impact to LOS based on # of Residential units proposed.

Parks:

Planning will calculate impact to LOS based on # of Residential units proposed.

I hereby certify that the information contained in this application is true and accurate and that I am either
the owner or the subject property, or am the authorized representative of the property owner in regards to
this matter.

___________  I AM THE OWNER

___________  I AM THE LEGAL AUTHORIZED REPRESENTATIVE OF THE OWNER (Reference
attached Authorization to Represent submitted with the development application.)

_________________________  Signature of Owner or Authorized Representative
___________  Date