



Major Development Checklist

Project Name: _____

Fee Paid: _____

Date Submitted: _____

Detailed Description:

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| | Complete and accurate description of the proposed project. |
| | Include square footage and number of stories of proposed building(s) - (if applicable) |
| | Include the proposed use(s) |
| | Reference proposed road improvements |
| | Accessory Structure(s) |
| | Fences/walls |
| | Surface water management |
| | Required Landscaping |
| | Additional anticipated site improvements - (if applicable) |
| | Is this a Mining Development Order? (Options: Yes or No) |
| | Current Use of Property: Description(s) |
| | Intended User of Property: Description (s) |
| | Area Type: Select measurement. (Options: Acres or Square feet) |
| | Area Size: Include the acreage for the entire parcel, not just the proposed development area. |
| | Phase: Phase of development |
| | Zoning Approvals: List the case number or resolution number of any variance, rezoning, or other zoning actions that have been granted or requested on the property. (if applicable) |
| | Applicant Acknowledgement: A checkbox here denotes- an acknowledgement of the requirement for a completed application, and supporting documentation, to be submitted with application. Failure to comply shall result in the rejection of your online application. "By clicking the checkbox, you are acknowledging the requirement for a completed application, and the supporting documentation, to be submitted with this application." |

Affidavit of Authorization:

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| | Affidavit of Authorization: The signatory represents that they are either the owner or the authorized representative of the owner(s) of the property and that they have full authority to secure the approval(s) requested and to impose covenants and restrictions on the referenced property as a result of any action approved by the County in accordance with the application and the Land Development Code. The Affidavit must be notarized. |
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Legal description and sealed sketch of legal description or copy of plat:

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| | A description of a specified area along with a sketch or map of the area described prepared by a Florida Professional Surveyor and Mapper. |
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Title Certification or Title Opinion:

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| | This certifies information related to the title of a described area of land including but not limited to the owner of record of a property, easements and encumbrances on said property and any mortgages secured by said property. This item must be consistent with the Sketch and Description and the Boundary Survey or Plat. |
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Boundary Survey or Existing Plat:

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| | Submit a map and/or report prepared by a Florida Professional Surveyor and Mapper, to establish or confirm property corners, boundaries and areas of land. Boundary Surveys may also show the location of any improvements within or near the boundary. Both the Boundary Survey and/or Existing Plat must be consistent with the Title Certification. |
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Existing Conditions Drawings:

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| | Prepare a detailed existing conditions drawing, typically used for projects proposing development, to show the location and dimensions and conditions of existing structures on a given lot. |
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Area Location Map:

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| | Prepare a location map of the geographical area of the proposed project improvements and its larger and presumably more familiar area. |
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Site Plan:

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| | Include a site plan which is a detailed drawing of proposed improvements to a given lot that typically includes: building footprints, travel ways, parking, and any site related information for the proposed changes. Such a plan of a site is a graphic representation of the proposed arrangement of site improvements and any other structures that are part of a development project. Wetland and Flood Prone Areas noted on Plat. |
| | Ensure Cross Sections accurately illustrate easements, buffers, and property lines |
| | Show drainage and hydrology components (if applicable) |
| | Best practices for dumpster enclosure design from Solid Waste (if applicable) |
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Traffic Impact Statement:

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| | Prepare a traffic impact statement based on the proposed use of the site with trip generation based on existing and proposed conditions. A methodology meeting with Staff is recommended for projects of certain sizes and impacts |
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CONDITIONAL REQUIRED DOCUMENTS**Proposed Plat:**

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| | If the proposed development will be subdividing land, submit the proposed plat. Subdivision Fee Paid: (YES or NO) |
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Utility Plans:

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| | If the proposed development includes water and sewer, include a Utility Plan in the Site Plan that is a graphic representation of both the proposed and existing utility service system including structures such as water and sewer lines that are part of the project |
| | Note: Don't landscape in the Utilities easement |
| | Note: Provide profiles for main extensions and road crossings |
| | Note: Show existing infrastructure |

Drainage Plans:

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| | If the proposed development requires changes or improvements to drainage, include a Drainage Plan in the Site Plan that is a graphic representation of both the proposed and existing drainage system that identifies structures such as inlets, berms, swales, culverts, retention ponds, and pipe lines and that maps the flow of storm water with the use of flow arrows and proposed or existing elevations. |
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| | Stormwater management plan prepared in compliance with the stormwater management requirements in this Code attached to site plan application. |
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Landscaping Plans:

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| | If the proposed development requires landscaping, include a Landscape Plan as a graphic representation of the arrangement of proposed and existing landscape that identifies the required trees and shrubs, irrigation, landscape calculation, and installation details. Landscape plans designed per Calhoun County LDR |
| | Note: Show easements; no landscaping in the easements |

Fire Protection Plan:

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| | If the proposed development includes a structure, the fire district jurisdiction may require a fire protection plan prior to issuing the DO. |
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Emergency Preparedness Plan:

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| | If the proposed development is a hospital, nursing home, assisted living facility, housing for the developmentally disabled or any residential development of 50 or more units, then an Emergency Preparedness Plan is required prior to final approval. Note: Don't forget to include hurricane mitigation |
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Cost Opinion:

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| | If the proposed development includes off-site improvements within public and/or private right-of-way or for subdivisions with any on-site common infrastructure improvements, then an Opinion of Probable Construction Costs will be included. This is the Engineer of Record's Construction Cost estimate that is required for bonding. |
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Agreement for Shared Access, Utilities or Drainage:

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| | If other parties will be granted specific types of access through an easement or shared use of utilities or drainage, then a Shared Access Agreement easement is generally recorded with the Calhoun County Clerk of Courts. The documented easement will show up when a title search is conducted unless all parties agree to remove it. This easement should also describe and depict the area of the easement. This easement can be granted for public access for ingress and egress. This easement may also grant designated parties the right to construct within the easement area. This easement may also designate the parties responsible for maintenance within the easement area |
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Architectural Elevation Plan:

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| | If the site is a commercial property, include an Architectural Elevation Plan in the Site Plan as a graphic representation of the proposed building(s) elevation. |
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Wireless Communications Facility Shared Use Plan Agreement:

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| | If the proposed development includes a cell tower, then submit a Wireless Communications Facility Shared Use Plan Agreement. |
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Special Requirements for Solar Electrical Generation Facilities per ORD 2020-01 LDR 6.02.15:

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| | Shall provide an upland buffer, with a minimum width of 15 ft and an average width of 25 ft, where upland activities abut wetlands and shall be allowed to impact the upland buffer and wetlands so long as any adverse impacts are offset by mitigation consistent with state, regional and federal standards as determined by the appropriate state, regional and federal agencies. |
| | Shall be allowed in floodplains so long as it is authorized in an Environmental Resource Permit from the Florida Department of Environmental Protection or Northwest Florida Water Management District. |
| | Shall protect identified state or federally listed plant and animal species pursuant to the requirements and recommendations of the Florida Fish and Wildlife Conservation Commission or the United States Fish and Wildlife Service. |
| | Except for security fencing, project signs, and access paths, no solar electrical generating facility structure, equipment or building shall be located within 50 feet of the property line when abutting nonagricultural uses and 25 feet of the property line when abutting agricultural uses. Buffers shall not be required between abutting solar facilities. |
| | Except for required landscaping abutting residential uses, solar electrical generation facilities shall be exempt from all other landscape requirements. |
| | Within the first 25 feet of the 50-foot setback residential uses, native shrubs and grasses shall be retained to provide a minimum 6-foot high, 50% opaque screen of vegetation. If existing native vegetation is not sufficient to meet this requirement, then supplemental native shrubs may be utilized to meet this requirement with vegetation. Plantings shall be of a size and type which will insure the meeting of the fifty (50) percent opacity requirement within no longer than thirty (30) months of the date of first planting. This requirement can be waived or reduced by consent of the abutting landowner or at the discretion of the Land Development Code Administrator. |
| | Retention of existing vegetation and/or temporary fencing and screening may be required where appropriate to minimize impacts during construction. |
| | The following maximum height provisions shall apply: a) Security fencing: 8 feet b) Project signs: 9 feet c) Solar panels or modules: 15 feet |

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| | d) Buildings: 25 feet e) There are no maximum height provisions for transmission lines, substations, and collector yards. |
| | The area of the solar panels and the transmission lines shall be considered open space for purposes of calculating FAR and ISR |
| | The minimum parcel size for a solar electrical generating facility shall be 20 acres. |
| | The minimum 16-foot wide, clear access way with a 12-foot wide, stabilized access path shall be permitted for access, maintenance, and operation of solar electrical generation facilities and transmission lines. |
| | The minimum 20-foot wide, stabilized access path shall be permitted for access, maintenance, and operation of administration buildings, accessory buildings, substations and collector yards. |
| | Site plan approval in accordance with Section 3.13.00 is required prior to construction of a solar electrical generation facility. Building permits are not required for structures or facilities of electric utilities which are directly involved in the generation, transmission, or distribution of electricity pursuant to Section 553.73, Florida Statutes |

State / Federal Permit Applications:

Copies of applicable completed applications for permits issued by:

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| | FDEP National Pollutant Discharge Elimination System Permit |
| | FDEP Wastewater Collection/Transmission System Permit |
| | FDEP Underground Fuel Storage Tanks Installation |
| | FDOT Right of Way Permit |
| | FDOT Driveway Permit |
| | FDOT Drainage Permit |
| | FDOH Limited Use or Multifamily Water System Construction Permit |
| | FDOH Limited Use Public Water Systems (LUPWS) Operating Permit |
| | FDOH Potable Water Service Connection Permit |
| | FDOH Subsurface Sewage Disposal Permit |
| | USACE Standard Permit for Construction and Dredging in Navigable Waters |
| | FWC Permits |

NOTE: After payment is requested and received, the application will be assigned for review. The review will check for compliance with the Calhoun County Comp Plan, Calhoun County Land Development Regulations and Calhoun County Ordinances.

The final reviewer will consolidate all comments and an email notice will be generated to the applicant. **Notice of Application Sufficiency or Insufficiency:**

Email notices inform the applicant if their application was sufficient or insufficient.

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| | Insufficiency Letter: An application may be returned to the applicant with a notice of insufficiencies to be addressed for resubmittal; or an insufficient application that does not meet state and local codes may not be resubmitted if there are no options to correct noncompliance. |
| | Resubmitting an Application: Applicants have 30 days to address insufficiencies and resubmit [Florida Statute 125.022]. To ensure correct versioning in eConnect, attachments that are resubmitted should have the same file name as the original. Request for Development Order resubmittal extension allowed to extend response time. |
| | Sufficiency Letter: Once staff has found the project sufficient, concurrency and impact fee requirements will be assessed as applicable, and the Development Order will be issued. Once approved, applicants will receive notice from Calhoun County Board of County Commissioners and the Notice of Approval is filed with the Calhoun County Clerk of Court. |

Prior to beginning any site work:

Once the Development Order has been issued and all stipulations of the development approval letter have been met, site work can begin. The expiration details will be listed in the approval letter. If applicable, complete the following prior to starting any site work:

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| | State and Federal permit(s) |
| | Surety (Bonds) |
| | Right-of-Way Permits |
| | Utilities Permits |

Once the Development Order is issued and all criteria has been met, an applicant may begin the site work. Expiration details will be listed in the approval letter.

The issuance of a Certificate of Compliance is a multifunctional process requiring site inspections by Development Services, Environmental Sciences, Road Department, and the Florida Department of Transportation (FDOT) if work was performed within their respective right-of-way. The Certificate of Compliance process is set in motion through the submission of Letters of Substantial Compliance from the project engineer of record for site work and Registered Landscape Architect for required buffers and other landscaping and environmental matters.

Once all inspections have passed, the Certificate of Compliance is issued.