

**BAY COUNTY PLANNING AND ZONING DIVISION  
DEVELOPMENT ORDER SUBMITTAL REQUIREMENTS CHECKLIST**

Application and site plan information must be submitted in sufficient adequacy and detail so as to allow staff determination of compliance with development standards found in the Bay County Land Development Regulations. All applications for development approval must include the following information.

1. General Information. All applications for development approval must include the following.
  - a. Name, address, telephone, email address and FAX of the applicant.
  - b. Type of proposed development.
  - c. Address and legal description of the property for which the application is being submitted (Note: Properties submitted for a development order must have an address).
  - d. Deed, lease, or other legal authorization to use the subject property.
  - e. Exact directions to the property and a location map.
  - f. Land use designation of the subject property as shown on the Future Land Use Map and zone as shown on the Official Zoning Map.
  - g. Proposed use of the subject property.
  - h. Boundary Survey including property size in square feet or acres (may be part of site plan). Must be signed and sealed by a Florida licensed and certified surveyor.
  - i. Size (square footage) and dimensions of all proposed structures.
  - j. Source of water supply, sewage disposal, and stormwater control. If applicable, concurrency/sufficiency letters from other jurisdictions providing services to the development will be required.
  - k. Any other information as required in Chapter 20 to perform concurrency determinations.
  - l. Any applicable county permits required for the project (e.g. drainage connection, driveway permits, etc.).
  
2. Site Development Information. Site development details may be provided on separate sheets and must be drawn at a scale suitable for development review. Drawings must be submitted on no larger than a 24" x 36" sheet. At a minimum, all site plans must show the following information. **ALL SITE PLAN SHEETS MUST BE SIGNED AND SEALED BY A DESIGN PROFESSIONAL IN ACCORDANCE WITH STATE LAW.**
  - a. General Information.
    - i. Owner's name, address, email address and telephone number;

- ii. Name, address, and telephone number of architect or engineer of record;
- iii. Address and legal description of the site;
- iv. Location or vicinity map relative to the surrounding area;
- v. Scale of drawing and north directional indicator;
- vi. Zone designation of the site and all adjacent property as shown on the Official Zoning Map;
- vii. Proposed use of the site;
- viii. Boundary lines and dimensions of the site;
- ix. Names or highway number of all adjacent streets;
- x. Locations of all alleys, easements, or other public ways, and locations of any FDOT or Bay County funded road widening projects;
- xi. Locations of permanent structures within fifty (50) feet of the subject parcel boundary;
- xii. Statement of compatibility based upon height, physical function, and neighborhood land use.

b. Environmental Information.

- i. Location and base flood elevation of flood zones if applicable;
- ii. Geo-technical information appropriate to the site and type of development involved;
- iii. Wetland areas, if applicable;
- iv. Location and type of any in-water construction (docks, seawalls, etc);
- v. Location of shoreline using mean high water or ordinary high water, as applicable;
- vi. Location and size of all protected trees;
- vii. Location of the Coastal Construction Control Line, if applicable;
- viii. Location of Conservation Zones or Ecosystem Management Areas described in the Comprehensive Plan.

c. Site/Building Information.

- i. Total site or lot area and/or lot areas, including lot dimensions, for subdivided lots;
- ii. Proposed residential density (units per acre);
- iii. Dimensions of all property lines;
- iv. Front, side, and rear yard setbacks relative to property line and buildings;
- v. Height from grade of all buildings, decks and other structures to be built on the site;
- vi. Percentage of lot coverage (impervious surface ratio);
- vii. Location of principle building and all accessory buildings or structures;
- viii. Exterior and interior dimensions and shapes of all buildings and structures;
- ix. Size (square feet) of all buildings and structures.
- x. Show location of any above ground fuel or gas container complete with setback distances from surrounding structures, right-of-ways and property lines;
- xi. Show finished floor elevation for all proposed structures. For subdivided lots, show the finished floor elevation of each individual lot;
- xii. Show delineation of flood zone areas relative to the location of any proposed structures per the most recent FEMA Flood Insurance Rate Map (FIRM);
- xiii. Exterior finished materials and colors of all proposed buildings when applicable (Tourists Corridors);
- xiv. Provide data table on site plan that includes, but is not limited to, impervious surface ratio, floor area ratio, building setbacks, building height, number of parking spaces, and ITE land use code with proposed trips;
- xv. For residential subdivisions seeking to use model homes, the location of the model homes must be identified on the site plan.

d. Parking and Vehicular Access Information.

- i. Location and names or highway numbers of all adjacent streets and highways;
- ii. Location of right-of-way (ROW) line and ROW distance to centerline of adjacent streets or highways;

- iii. Location, dimensions, and geometry of vehicular connections onto adjacent streets or highways;
- iv. Location, dimensions, and configuration of parking areas including parking spaces, aisles, and turn-arounds;
- v. Location, dimensions, and configuration of required landscaping areas;
- vi. Location, configuration, and dimensions of acceleration or deceleration lanes, when applicable;
- vii. Location, configuration, and dimensions of loading zones, when applicable;
- viii. Type and product designation of parking area construction materials.
- ix. Show site distance triangle, per FDOT Index 546, at all roadway/driveway intersections (also include in landscape plan);
- x. Does the project involve outdoor storage of equipment and/or materials? If so, will the storage area be properly screened in compliance with LDR Section 3503?

e. Stormwater/Drainage Control Information.

- i. Topographic elevations at sufficient intervals to accurately depict pre and post-development stormwater flow;
- ii. Dimensions, configurations, locations, and types of retention and/or detention structures;
- iii. Method of stormwater treatment;
- iv. Location, dimensions, and configurations of receiving drainage structures;
- v. Design storm frequency/intensity calculations;
- vi. Detailed stormwater flow and retention or detention calculations;
- vii. Erosion and sediment control measures for both during and after construction;
- viii. Grading Plan.

f. Utilities Information.

- i. Source of potable water supply;
- ii. Location and size of water system including distribution lines and tap-ons;

- iii. Location and size of existing or proposed water wells, if applicable;
  - iv. Source and type of sewage disposal;
  - v. Location and size of sewer system, including collection lines and tap-ons;
  - vi. Location and design specifications of on-site sewage disposal systems, if applicable;
  - vii. Location and description of proposed gas, telephone, electric and cable lines;
  - viii. Location, dimensions, configuration, and source of dedication for all existing and proposed utility easements.
- g. Landscaping Plan. The landscaping plan shall be as specified in Section 2803 of this Code (See Chapter 28). General information on the plan should include:
- i. Location and width of all required right-of-way landscaping and landscape buffers;
  - ii. Location of all building frontage and parking area landscaping;
  - iii. Identify species and provide legend key for species type;
  - iv. Identify irrigation method (irrigation system, hand-water, etc);
  - v. Show site distance triangle, per FDOT Index 546, at all roadway/driveway intersections (also include on site plan);
- h. Photometric/Lighting Plan. The lighting plan shall be as specified in Section 1805 of the land development regulations and should include:
- i. The location and number of all exterior light fixtures attached to structures or free standing;
  - ii. Detail on the height of each light fixture showing compliance with the following standards;
    - a. Commercial and industrial properties and uses: Maximum 24'
    - b. Commercial, institutional and industrial uses when adjacent to residential use: Maximum 18'
    - c. Institutional, educational, and residential properties and uses: Maximum 12'
    - d. Outdoor recreation facilities do not have a maximum height for light fixtures. They still must however utilize full cutoff light fixtures and minimize light trespass.
  - iii. Detailed information on the type of each light fixture and its design to minimize light trespass. Light fixtures must be oriented downward and fully shielded or of full cutoff design.

- i. Required number of copies. The numbers of copies required for individual items submitted are as follows:
- i. Site Plan – At least four (4) copies signed and sealed by a Florida certified Professional Engineer (P.E.);
  - ii. Landscape Plan – At least two (2) copies prepared by a landscape professional per LDR Section 2803;
  - iii. Floor Plan/Elevation Views – At least three (3) copies of basic floor plan and elevation views of proposed structure(s);
  - iv. Boundary/Topographical Survey – At least one (1) copy signed and sealed by Florida certified surveyor;
  - v. At least one (1) copy of all other required documentation;

**BAY COUNTY PLANNING AND ZONING DIVISION  
LANDSCAPING PLAN SUBMITTAL REQUIREMENTS**

Applications for development approval shall be accompanied by a landscaping plan including drawings of landscaped areas as required by LDR Chapter 28. Any such drawings shall be of sufficient size and detail so as to allow for adequate review and shall be prepared by a landscape architect or other person authorized pursuant to Chapter 481, Part II, F.S., as amended. Landscaping plans shall expire at the time of the development order. Once expired, the plans must be resubmitted in full. Landscaping plans and drawings shall include the following information.

1. Date, scale, north arrow, title, project name, owner's name, and the preparer's name.
2. Site boundaries and dimensions, location and names of adjacent streets, location of driveways, and location of underground utilities.
3. Location of visibility triangles (if applicable).
4. Natural features such as ponds, streams, shorelines, wetlands, etc.
5. The natural topography of the land to consider natural drainage features.
6. The location of all proposed buildings, stormwater retention ponds, parking areas, islands, and medians.
7. A landscape materials schedule showing the location, species, height and spacing of landscaping materials to be planted or installed, or natural vegetation to be preserved, and indication of whether native to Northwest Florida. The correlation of the location of plants shall directly relate to the water requirement each zone will have so that mixed groupings will not have differing water requirements.
8. Location and description of irrigation systems pursuant to § 373.62, F.S.
9. A tree survey noting the location and description of each protected tree on the site.

**BAY COUNTY PLANNING AND ZONING DIVISION  
LIGHTING PLAN SUBMITTAL REQUIREMENTS**

Applications for development approval shall be accompanied by a lighting plan as required by LDR Chapter 18. Any such drawings shall be of sufficient size and detail so as to allow for adequate review and shall be prepared by a licensed landscape architect or civil engineer. Lighting plans shall expire at the time of the development order. Once expired, the plans must be resubmitted in full. Lighting plans and drawings shall include the following information.

1. Date, scale, north arrow, title, project name, owner's name, and the preparer's name.
2. Site boundaries and dimensions, common lot lines with adjacent parcels, location and names of adjacent streets and location of driveways.
3. The location of all proposed buildings, stormwater retention ponds, parking areas, islands, and medians.
4. Location and number of all exterior lights.
5. The intensity of illumination shall be distributed across the site in a grid like fashion. Light intensity in measurement of foot candles shall be shown on the plan. No light shall trespass onto an adjacent parcel with residential use of more than 0.5 foot candles.
6. Detail on the height of each light fixture showing compliance with the following standards;
  - Commercial and industrial properties and uses: Maximum 24'
  - Commercial, institutional and industrial uses when adjacent to residential use: Maximum 18'
  - Institutional, educational, and residential properties and uses: Maximum 12'
  - Outdoor recreation facilities do not have a maximum height for light fixtures. They still must however utilize full cutoff light fixtures and minimize light trespass. Natural features such as ponds, streams, shorelines, wetlands, etc.
7. Detailed information on the type of each light fixture and its design to minimize light trespass. Light fixtures must be oriented downward and fully shielded or of full cutoff design.



File No.: \_\_\_\_\_

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

## BAY COUNTY PLANNING & ZONING DIVISION DEVELOPMENT ORDER APPLICATION

### **A. APPLICANT INFORMATION** (Please print or type clearly.)

1. Name of applicant: \_\_\_\_\_
2. The applicant is the: a) Property owner \_\_\_\_\_ or b) Authorized agent \_\_\_\_\_  
(If the applicant is an agent, attach a signed statement from the property owner granting permission for the agent to act on the owner's behalf.)
3. Applicant address: \_\_\_\_\_  
E-mail address: \_\_\_\_\_
4. Applicant telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_
5. Name of project contact: \_\_\_\_\_  
\_\_\_\_\_
6. Project contact address: \_\_\_\_\_  
Email address: \_\_\_\_\_
7. Contact telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_
8. Name of person or firm the Development Order is to be issued to (If not same as the applicant): \_\_\_\_\_  
Address of recipient: \_\_\_\_\_  
E-Mail address: \_\_\_\_\_
9. Review Fee Amount (Please attach check made payable to "Bay County Planning and Zoning Division".)
  - Standard Development Order      \$800.00
  - Subdivisions                              \$900.00
  - Substantial Deviation                  \$550.00(For a Substantial Deviation, please attach a narrative citing the approved Development Order number along with a detailed description of all proposed changes from the approved Development Order.)
  - Proportionate Share Mitigation Review    \$575.00

### **B. PROJECT INFORMATION**

1. Project name: \_\_\_\_\_
2. Proposed use of site \_\_\_\_\_  
\_\_\_\_\_
3. Number of units (or lots, if subdivision): \_\_\_\_\_
4. Proposed density in units per acre: \_\_\_\_\_
5. Are proposed roads and easements to be private or dedicated to the County?  
\_\_\_\_ dedicated to County \_\_\_\_ private \_\_\_\_ combination (attach explanation)
6. Is this project part of an existing multi-phased development? \_\_\_\_ No  
\_\_\_\_ Yes; this project is part of \_\_\_\_\_
7. Is this project the start of a new multi-phase project? \_\_\_\_ No \_\_\_\_ Yes; this is a multi-phase project anticipated to be developed in \_\_\_\_\_ phases. This application is for phase(s) \_\_\_\_\_.

8. Has Bay County previously issued any development orders for the subject parcel?  
\_\_\_\_ No \_\_\_\_ Yes If yes, what is status of current Development Order? \_\_\_\_\_

9. Total square footage of building(s): \_\_\_\_\_

10. Height of tallest building above grade: \_\_\_\_\_

11. If any structure is over 100 feet tall, attach an FAA Determination of No Hazard to Air Navigation letter.

12. Is this waterfront property: \_\_\_\_ No \_\_\_\_ Yes If yes, to which waterbody is this property adjacent and what is its classification?

Class I \_\_\_\_ Class II \_\_\_\_  
Class III \_\_\_\_ Outstanding Florida Water \_\_\_\_ Other \_\_\_\_\_

### **C. DEVELOPMENT SITE INFORMATION**

1. Current use of site: \_\_\_\_\_

2. Address of site: \_\_\_\_\_

3. Property Appraiser's parcel ID #(s) \_\_\_\_\_

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

**Note: A copy of the deed with legal description must be included.**

4. Size of property: \_\_\_\_\_ (square feet); \_\_\_\_\_ (acres)

5. Name(s) of adjacent street(s):

North- \_\_\_\_\_ South- \_\_\_\_\_

East - \_\_\_\_\_ West- \_\_\_\_\_

### **D. SITE LAND USE DESIGNATIONS**

1. Future Land Use Map designation: \_\_\_\_\_

2. Future Land Use Map designations of adjacent parcels:

North- \_\_\_\_\_ South- \_\_\_\_\_

East- \_\_\_\_\_ West- \_\_\_\_\_

3. Future Land Use Map Overlay(s) (check all that apply):

\_\_\_\_ Coastal Planning Area \_\_\_\_ Beaches Area \_\_\_\_ Rural Community

\_\_\_\_ Deer Point Reservoir Protection Zone \_\_\_\_ Bay Point DRI

\_\_\_\_ Airfield Installation Compatibility Special Use Zone

\_\_\_\_ Southport Neighborhood Planning Area

\_\_\_\_ Ecosystem Management Area (specify which) \_\_\_\_\_

4. Subject property's zoning district(s): \_\_\_\_\_

5. Zoning districts of adjacent parcels:

North- \_\_\_\_\_ South- \_\_\_\_\_

East- \_\_\_\_\_ West- \_\_\_\_\_

### **E. SITE UTILITIES** (check all applicable services)

1. Water system:

Provider: \_\_\_\_\_

Available capacity: \_\_\_\_\_

- Demand created by proposed development: \_\_\_\_\_
2. Sewer system:  
 Provider: \_\_\_\_\_  
 Available capacity: \_\_\_\_\_  
 Demand created by proposed development: \_\_\_\_\_
3. \_\_\_\_\_ Septic tank
4. \_\_\_\_\_ Private well

**F. TRAFFIC IMPACTS**

**1. ITE Code & Existing Level of Service** *(This section is to be filled out for all projects to determine whether the proposed development meets or exceeds any of the thresholds listed in Section F.3. of this application necessitating a traffic study. NOTE: If the project is part of a phase of an overall master development that meets or exceeds the requirements of Section F.3., a Traffic Impact Analysis will be required)*

- a. Include trips generated by proposed project using ITE Trip Generation 8<sup>th</sup> Edition or most current edition.

ITE Code	Land Use	Total Number of Units and/or Sq. Ft. Size of Building		Daily Trips	PM Peak Hour Trips*
		# of Units	Total Sq. Ft.		
<b>Total</b>					

*\* If Peak Hour Travel occurs at a different time, please provide documentation*

- b. If applicable, list credited trips *(removed units must be located on same parcel)*:

ITE Code	Land Use	Total Number of Units Removed and/or Sq. Ft. Size of Building Removed		Daily Trips	PM Peak Hour Trips
		# of Units	Sq. Ft.		
<b>Total trips credited</b>					
<b>New trips added from replacement</b>				<b>Minus</b>	
<b>Total trips</b>				<b>Equals</b>	

- c. Include the following information for road(s) impacted by the proposed development.

I	II	III	IV	V	VI	VII	VIII	IX
Road	Road Segment ID	LOS (STD) Max Peak Service Volume	Current LOS	AADT	Peak Hour Volume	PM Peak Trips Added <i>(from table F.1.a)</i>	New PM Peak Volume <i>(= VI + VII)</i>	New LOS

*(Note: Information required above may be obtained from the Bay County Concurrency Management System spreadsheet located on the Planning and Zoning website. The correct columns may be identified by matching Roman numerals)*

**2. 211 / 279 Turn Lane Analysis**

- a. 211 Left turn lane analysis required: Yes (Attached) \_\_\_\_\_ No \_\_\_\_\_  
 b. 279 Right turn lane analysis required: Yes (Attached) \_\_\_\_\_ No \_\_\_\_\_

**3. Traffic Impact Analysis**

- a. A Transportation Study is required if the proposed development meets any of the following criteria:
- Impacts any facility that is at or within 10% of its adopted level-of-service volume.
  - The proposed development is expected to generate 100 or more peak-hour trips.
  - The proposed development meets any of the thresholds listed as 100 peak-hour trips as provided in Table 1 of the Site Impact Handbook promulgated by the Department of Transportation.
- b. Transportation Studies must adhere to requirements of Sections 2008.6 and 7 of the Land Development Regulations.

**4. Proportionate Share Mitigation** (To be completed if required after initial review of Concurrency Application and pre-application meeting)

- a. Attach document stating the proposed mitigation strategy including the following:
1. Road segment affected (*FDOT concurrence required on SIS facilities pursuant to LDR Section 3306-5.*);
  2. Project description, including type, intensity, and amount of development;
  3. Phasing schedule (if applicable);

4. Description of requested proportionate fair-share mitigation methods(s), and
5. Estimated value of the proposed fair-share mitigation pursuant to Chapter 33 of the Land Development Regulations.

**5. Hurricane Evacuation** The subject property occurs in the following hurricane evacuation zone(s) (check all that apply);

\_\_\_\_\_ Tropical Storm \_\_\_\_\_ Category 1 Hurricane \_\_\_\_\_ Category 2 Hurricane  
 \_\_\_\_\_ Category 3 Hurricane \_\_\_\_\_ Category 4-5 Hurricane \_\_\_\_\_ N/A

**G. SITE ENVIRONMENTAL INFORMATION** (check all that apply)

1. \_\_\_\_\_ Flood Zone Type: \_\_\_VE, \_\_\_A, or \_\_\_\_\_AE; and Elevation\_\_\_\_\_
2. \_\_\_\_\_ Protected trees (indicate type and size on site plan)
3. \_\_\_\_\_ Wetlands: \_\_\_\_\_ FDEP \_\_\_\_\_ ACOE
4. \_\_\_\_\_ Shoreline
5. \_\_\_\_\_ Coastal Area
6. \_\_\_\_\_ Aquifer Recharge
7. \_\_\_\_\_ Wildlife Habitat

An environmental assessment should be included with the application. This assessment should be prepared by a licensed environmental firm and at a minimum should address the following:

- a) Hazardous materials inspection.
- b) Wetland delineation including all wetland buffers. Any recommended mitigation should be detailed.
- c) Characterization of the shoreline habitat and aquatic resources (shellfish, sea grass beds, etc.)
- d) Characterization of the uplands ecosystems and soils
- e) Ecosystem characterization threatened and endangered species report, including recommended mitigation if necessary.
- f) Survey of the Florida Master Site File (administered by the Bureau of Historic Preservation, Division of Historical Resources) to determine the presence of items of historical, cultural or archaeological significance.
- g) Base Flood Elevations (BFE's) must be on each lot on the site plan.

**H. OTHER REQUIRED PERMITS** (check all that apply)

1. \_\_\_\_\_ Dredge and fill (\_\_\_\_\_DEP \_\_\_\_\_COE)
2. \_\_\_\_\_ FDOT (\_\_\_\_\_ Driveway access \_\_\_\_\_ Drainage \_\_\_\_\_ Utility)
3. \_\_\_\_\_ Right-of-way use (\_\_\_\_\_ Bay County; \_\_\_\_\_ City of \_\_\_\_\_)
4. \_\_\_\_\_ Driveway (\_\_\_\_\_ Bay County; \_\_\_\_\_ City of \_\_\_\_\_)
5. \_\_\_\_\_ Water well (\_\_\_\_\_ NFWFMD \_\_\_\_\_ Health Dept)
6. \_\_\_\_\_ FDEP water distribution
7. \_\_\_\_\_ FDEP wastewater collection and transmission
8. \_\_\_\_\_ FDEP stormwater

9. \_\_\_\_\_ NFWFMD stormwater
10. \_\_\_\_\_ Drainage connection (Bay County)
11. \_\_\_\_\_ Septic tank (Health Dept)
12. \_\_\_\_\_ Mobile home or R/V park license (Health Dept)
13. \_\_\_\_\_ Other (specify): \_\_\_\_\_

**I. CERTIFICATION AND AUTHORIZATION**

I certify that the information contained herein is true and correct and that I am either the owner of the subject property or am authorized to act on behalf of the owner(s) in all regards on this matter, pursuant to authorization submitted with this development application. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of the form initiates a process and does not imply approval by Bay County.

I certify that I understand that issuance of a Certificate of Concurrency will require successful completion of Development Review and no final development order will be issued except upon successful completion of this Concurrency Review.

I certify my understanding that a thirty (30) foot buffer is required between DEP jurisdictional wetlands, including water bodies, and any upland development. I understand that all vegetation must be preserved within the 30 foot buffer with no land clearing to occur except that a single ten (10) foot wide path may be cleared to provide access to the water. I further understand that erosion control measures (e.g. hay bales, silt fence) must be installed at the landward edge of the wetland buffer and along any ditch or other stormwater control structure prior to any clearing on the site and maintained throughout construction including final grading. I understand that a County Development Order does not authorize any land clearing in jurisdictional wetlands and that permits must be obtained from the Department of Environmental Protection and/or the U.S. Army Corps of Engineers for development activities in wetlands.

By signing this application, the owner authorizes Planning and Zoning Division staff to access the subject property to verify information contained in this application and accompanying submittal documents. Further, the person named as the Project Contact is authorized on my behalf (if applicable).

\_\_\_\_\_  
Owner's or Authorized Agent's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Please Print or Type Name)