



CALHOUN COUNTY SUBDIVISION PLAT APPROVAL PROCESS

Effective March 2023

APPLICATION PROCESS FEES OF:

\$2,000 for 3 to 24 lots OR \$5,000.00 for 25 lots or more

AND

\$500.00 for Plat Corrections

IN ADDITION: THE OWNER WILL BE SOLELY RESPONSIBLE FOR ANY THIRD-PARTY ENTITY FEES THAT ARE INCURRED BY THE COUNTY FOR TECHNICAL ASSISTANCE PER FLORIDA STATUE 177.081 (1)

Fee Covers: CHECKS MADE PAYABLE TO: CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS

1. Preliminary Plat Phase I Approval Review
2. Construction Development Order (DO) Phase II
 - Applicant has 180 days from the Development Order approval date by the Calhoun County Board of County Commissioners to receive final plat approval.
3. Final Plat Phase 111
 - All phases are subject to compliance with Ordinance (#84-03) and the Calhoun County Comprehensive Plan and the Calhoun County Land Development Regulations.

* *Important (or all Applicants)

ALL STEPS MUST BE COMPLETED TO MEET COMPLETENESS REVIEW AND
SUBMITTAL MADE IN ITS ENTIRETY.

SEVEN COPIES OF ALL DOCUMENTS **MUST** BE SUBMITTED WITH APPLICATION

***APPLICATION SUBMITTED BY THE 1ST TUESDAY OF EACH MONTH WILL BE HEARD AT THE FOLLOWING MONTHS REGULARLY SCHEDULED PLANNING AND DEVELOPMENT REVIEW BOARD (PDRB) and the CALHOUN COUNTY BOARD OF COUNTY COMMISSIONERS

PLANNING AND DEVELOPMENT REVIEW BOARD MEETS THE 3RD TUESDAY OF EACH MONTH AT 4:30PM CST AT THE CALHOUN COUNTY EXTENSION OFFICE (20816 Central Ave East, Blountstown, FL 32424)

You may contact this office at (850) 451-5873 if you have any questions about the application.

CALHOUN COUNTY, FLORIDA
PHASE 1 PRELIMINARY PLAT APPLICATION

Application Fee:

\$2,000 for 3-24 lots and Map Corrections **or** \$5,000.00 for 25 lots or more

and

\$500.00 for Plat Corrections

A. Applicant Information

1) Name of Applicant _____

2) Address of Applicant _____

3) Applicant's Telephone Number _____

4) Applicant's Email _____

B. Authorized Agent (MUST submit notarized letter from landowner giving permission for individual to act as agent (if applicable))

1) Name of Authorized Agent _____

2) Address of Authorized Agent _____

3) Authorized Agent's Telephone Number _____

4) Authorized Agent's Email _____

C. Property Information

1) Legal description of original parcel (**Include as Attachment 1**)

2) County Property Tax Reference Number of Original Parcel(s).

3) Size of existing parcel (sq. ft. or acres) _____

4) Amount of total property to be developed _____

5) Public Water Available? Y () N () 6) Public Sewer Available? Y () N ()

7) Does public road abut property? Y () N ()

8) Current Zoning and Density for Parcel: _____

PRE-APPLICATION REVIEW: Prior to preparation of the preliminary plat, the owner or authorized agent may seek the advice of the Planning Department in order to become familiar with the applicable requirements. It is intended that this procedure will assist the developer(s) in preparing a preliminary plat which will meet the requirements of Calhoun County's Subdivision Ordinance and Land Development Regulations (LDR's). This procedure will not require a formal application or fee and shall not constitute action by Calhoun County.

D. Preliminary Plat Information

Complete Preliminary Plat Phase I Submittal Form

Submission of seven (7) copies of all documents required for preliminary plat review and seven (7) copies of proposed plat (size: 24"X 36") + one (1) digital copy.

Application for preliminary plat review shall be accompanied with appropriate non-refundable application fee. An additional fee of 50% of the original application fee (which must be paid prior to the additional review) will be required as a result of disapproval by the PDRB and the CCBOCC.

Upon approval of the preliminary plat by the Board of County Commissioners, applicant must submit complete information necessary for final plat review in 180 days or the review shall be null and void.

E. Additional Contact Information

1) Engineers Information:

Engineering Firm Name: _____

Phone Number: _____

Address: _____

Email Contact: _____

2) Surveyors Information:

Surveyors Firm Name: _____

Phone Number: _____

Address: _____

Email Contact: _____

3) Contractors/Builder Information:

Contractor/Builder Name: _____

Phone Number: _____

Address: _____

Email Contact: _____

Calhoun County, Florida

Preliminary Plat Phase I

Submittal Form

Form 1 Rev. 03/01/23

<p>Preliminary Plat Phase I Application requires the following documentation be submitted and approved before a Development Order (DO) to begin construction can be issued. No construction can begin until a DO is issued. The proposed preliminary plat must document and clearly indicate:</p>	
<p>Development Name:</p>	
	<p>Proposed number of lots:</p>
	<p>Proposed interior streets:</p>
	<p>Proposed street names:</p>
	<p>Proposed dedication of roads: Private or Public</p>
	<p>All gated communities must allow unhindered emergency vehicle access and support essential service access such as utilities, waste removal, etc.</p>
	<p>Proposed access point:</p>
	<p>Proposed development layout at a scale not less than 100 feet to the inch:</p>
	<p>Sealed boundary survey or plat indicating uplands, wetlands, total acreage of each, and boundary lines and must be sealed by a Florida licensed surveyor.</p>
	<p>County location map:</p>
	<p>Submission of seven (7) copies of all documents required for preliminary plat review and seven (7) copies of proposed plat (size: 24"X 36") + one (1) digital copy has been submitted:</p>
	<p>The correct fee has been paid:</p>
	<p>That the documentation is a reasonably accurate representation of the Development project:</p>
<p>Upon submittal of this form to the Planning Department, the developer is certifying that the documentation for Phase I Preliminary Plat Application has met the requirements of County Ordinance (#84-03).</p>	

CALHOUN COUNTY, FLORIDA
CONSTRUCTION DEVELOPMENT ORDER (DO) PHASE II
REQUIREMENTS

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Form 2 Rev. 03/23

A written (DO) will be issued as Phase I is approved.

Summary of Form 2 Requirements:

Engineering: Engineering firm or professional engineer licensed to practice in the State of Florida must:

- (a) Provide sufficient survey data to positively describe the bounds of every lot, block, street easement and all other areas shown on the plat.
- (b) Design and delineate road construction indicating clearing, grading stabilization, base surface and drainage facilities.
- (c) Design and delineate the utility systems; water, sewer and storm drainage.
- (d) Compliance with the Calhoun County Floodplain Ordinance and other FEMA required regulations. **NFIP requires all developments with unnumbered A Flood Zones to perform the necessary engineering to establish a flood elevation.**
- (e) Provide a topographical survey of the entire site denoting elevation changes in two one-foot increments. Cut and fill areas to be delineated. During Phase I review, this item may be waived if the documentation submitted by the developer is sufficient to justify a waiver by the PDRB and CCBOCC.
- (f) Clearly outline the project's goals and the process that will be used to complete the project.

Each application shall include information relating to and drawing(s) depicting proposed landscaping and grading for the development site, which shall indicate:

- (a) Location and dimensions of proposed buffer zones and landscape areas, including buffer zones adjoining waterlines;
- (b) Description of plant materials existing and to be planted in buffer zones and landscape areas;
- (c) Grading plans, specifically including perimeter grading;
- (d) The percentage of land surface that is covered by native vegetation and the percentage of native vegetation that will be removed by the proposed development.

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Submit approved agency permits as applicable such as but not limited to:

- (a) Florida Department of Environmental Protection (DEP) for:
 - 1. Portable water (if applicable)
 - 2. Sanitary Sewer (if applicable)
 - 3. Storm water permit
- (b) Florida Department of Transportation (FDOT) or Calhoun County for driveway access
- (c) US Army Corps of Engineers and/or DEP for wetland issues dredge and fill permits
- (d) Calhoun County Environmental Health for Septic Systems (if applicable)

A certified statement from a Florida licensed engineer that constructed designs meet Calhoun County regulations required for roads, stormwater drainage, & utility system designs.

Documentation that payment has been satisfied by developer to the respective engineer and surveyor representing the County during compliance review.

911 Office approvals of road name and addressing Form 3.

Approval of dedication of roads and/or infrastructure as public or private Form 4.

The development project shall have six months to complete the requirements of the (DO).

Review of the above information will be made by the Planning Department and the PDRB with the determination made to recommend or not recommend the Phase II Preliminary Plat for approval to the CCBOCC.

CALHOUN COUNTY, FLORIDA
FINAL PLAT APPLICATION Phase III

A. Applicant Information

1) Name of Applicant (Landowner) _____

2) Address of Applicant _____

3) Telephone Number of Applicant _____

4) Applicant 's Email _____

B. Authorized Agent (Must submit notarized letter from landowner giving permission for individual to act as agent).

1) Name of Authorized Agent _____

2) Address of Authorized Agent _____

3) Telephone Number of Authorized Agent _____

4) Authorized Agent's Email _____

C. Property Information

1) Parcel Tax ID Number(s) _____

2) Copy of preliminary plat approval granted by the CCBOCC (Attach letter from county or copy of CCBOCC minutes stating approval).

Calhoun County, Florida

Submittal Form For 911 Office Approval

Form 3 Rev. 03/01/2023

This form MUST be approved by the 911 Office before drafting the recording plat to avoid expensive plat corrections and delays to recording the final plat. Building permits are contingent upon approved 911 addresses.

Submit proposed road names in the numbered blocks. Any 911 Office corrections will appear in the 911 corrected name block. 911 Mapping Office contact number is 850-674-5049

Development Name:

Contact phone number:

1

Proposed
Name

911
Corrected
Name

2

Proposed
Name

911
Corrected
Name

3

Proposed
Name

911
Corrected
Name

4

Proposed
Name

911
Corrected
Name

5

Proposed
Name

911
Corrected
Name

911 Office Approval by:

Calhoun County, Florida

Submittal Form For Infrastructure Improvements

Form 4 Rev. 03/01/2023

This form MUST be completed with or before the Final Plat Application submittal.

Development Name:

Roads are Dedicated Private		Roads are Dedicated Public			
Road Name	Traffic and Road Signs <u>Must be County Approved</u>	Length	ROW Width	Stormwater Design Type	Cost

Total Cost of Construction	
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Infrastructure Improvements <small>Water, Sewer and other Utilities with applicable Permits</small>	Line Size	Length or Number	Type	Cost
Water Lines				
Fire Hydrants				
Wastewater Sewer Lines				

Total Cost of Construction	
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Signature of Engineer of Record certifying that the above is the correct amount for bonding and accounting.

Calhoun County, Florida

Submittal Form For Final Plat Documentation

Form 5 Rev. 03/01/2023

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This form MUST be Completed before the Final Plat can be Recorded.

Development Name:

Maintenace Bond:

Amount of Bond:

Sunset Date:

Performance Bond:

Amount of Bond:

Sunset Date:

Date:

Bond documents submitted to Planning Department if applicable.

Plat reviewed and sealed by Secondary Surveyor or at developers cost.

A digital boundary file compatible with ArcView must accompany the final plat before final plat approval.

Legal descriptions of each lot or parcel provided. A minimum of one of the three acceptable legal description formats to include: lot and block, metes and bounds, or fractional descriptions.

Statement by the Calhoun County Environmental Health Department (HRS) that each lot or parcel is capable of supporting an approved septic system and potable water well (if applicable).

Copy of plat with all wetlands delineated as defined by the US Army Corps of Engineers (COE) and the Florida Department of Environmental Protection (DEP). **Will need documentation from both the COE and DEP that they accept platted wetland delineation.** (If indicated on wetland map)

[Development is responsible to depict wetlands in the event that they exist and not noted by the wetland map.]

Or

	Notation stating "Approximate wetland line indicated to establish legal boundaries only. Wetland Line to be verified by regulatory agency prior to development. "
	Copies of proposed deed restrictions or covenants, if any.
	Letter from the Calhoun County Legal Department that the "Owners Association Agreement" is in proper form. (The agreement must be submitted to the Calhoun County Legal Department prior to package submittal).
	Recent aerial photography encompassing the project area and identifying the project area. (Scale shall be smaller than one (1) inch equals 800 feet.)
	Soils map of the site (existing US Soil Conservation Maps are acceptable). Subdivision must be delineated and initialed by plat designer. Plat should have a cautionary statement in plat NOTES for soils that are unfavorable for building.
	Development phase lines if applicable.
	Letter from potable water provider (if applicable) that reserve capacity is capable of providing the level of service as required by the Comprehensive Plan.
	If subdivision is expected to eventually create 500 or more trips per day, a traffic study which includes at a minimum the area of impact, the projected demand (based on trip general, latest edition, Institute of Transportation Engineers) and the distribution of trips onto the impacted roadway <u>must</u> be submitted.
	Letter from sewer provider (if applicable) that reserve capacity is capable of providing the level of service as required by the Comprehensive Plan.

