



## CALHOUN COUNTY

### GENERAL DEVELOPMENT ORDER APPLICATION

#### PROPERTY OWNER INFORMATION

Owner's Name as Written on Deed: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### APPLICANT INFORMATION

Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### CORPORATE OR BUSINESS INFORMATION

Business Name/Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### ENGINEER INFORMATION

Engineering Firm Name/Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Copies of the County Comprehensive Plan can be accessed at: <https://calhouncountygov.com/calhoun-county-comprehensive-plan/>

<b>ATTACHMENTS REQUIRED</b> <b>(5 paper COPIES + 1 DIGITAL)</b> <b>The following attachments are required with application submittal</b>	<b>Checklist</b>
Proof of Ownership (Deed)/Lease	
Letter of Authorization (if other than owner is making application)	
Traffic Impact Analysis* by Florida Professional Engineer (P.E.) *if required, as determined by the County	
Stormwater design by Florida P.E. or DEP Exemption Letter	
Site Plans, as indicated on page 3	
Right-Of-Way Connection Application (D.O.T. or County)	
Landscape Plan	
Development Review Fee (See Fee Schedule)	

DESCRIPTION OF BUSINESS *(If applicable)
Project Address: _____ City: _____ Briefly describe what type of activities will be conducted at this business: _____ _____ _____ Total Number of Existing Employees: ____ Total number of New or Projected Employees: ____ Will Hazardous Material be Stored or Accumulated On- Site: Yes ____ No ____

GENERAL INFORMATION
New Construction ____ Expansion ____ Existing Building ____ Existing Shopping Center ____ Will Project Be Built in Phases? YES ____ NO ____ If yes, How Many Phases? _____ Projected Build Out Date: _____ (Attach Projected Development Schedule) Total Acres Involved in this Project: _____ Square footage of Impervious Surface: _____ Total Square Footage of All Buildings (At Build Out): _____ Building Height: _____ If in shopping Center: Store Front footage of rental space: _____ Tenant space #: _____ Parcel Tax ID#: _____ Utility Providers: Electricity _____ Natural Gas _____ Sewer System: Private ____ Public ____ If Public, Indicate Provider _____ Water System: Private ____ Public ____ If Pubic, Indicate Provider _____

ROAD INFORMATION					
Name of all Roads Abutting Property	Dirt	Paved	County	State	Private
Will a New Road(s) be Created: Yes ___ No ___ If yes will they be: Public ___ Private ___					
Estimate the Number of Vehicles that will be Visiting this Location: _____					
Distance to Nearest Intersection: _____ Intersection/Road Name: _____					

GENERAL SITE PLAN REQUIREMENTS
<i>Indicate the following on Site Plan Drawing:</i>
<ol style="list-style-type: none"> <li>1. Surrounding developments, including residential, within 1,320 feet of property</li> <li>2. All road Names</li> <li>3. All rivers, lakes, ponds, wetlands and ditches within 1,320 feet</li> <li>4. Easements within 75 feet of property (water, sewer, electric, etc.)</li> </ol>

SPECIFIC SITE PLAN REQUIREMENTS
<i>Indicate the following on Site Plan:</i>
<ol style="list-style-type: none"> <li>1. All property lines with dimensions, to include all easements</li> <li>2. All existing structures with dimensions</li> <li>3. All proposed structures/expansions with dimensions</li> <li>4. All driveways/access points with dimensions</li> <li>5. All rivers, lakes, ponds, wetlands and ditches on property</li> <li>6. All proposed paved areas, to include parking with dimensions (indicate ADA spaces)</li> <li>7. All proposed signs with dimensions</li> <li>8. All proposed landscaping, to include perimeter buffering (trees, shrubbery, grass, etc.)</li> <li>9. If in a shopping center include: Site Plan of whole shopping center, all tenants, and which space you will be placing business with dimensions of your rental space only.</li> </ol>

OFFICIAL USE ONLY
FEE PAID: Y__ N __ INITIAL: _____ RECEIPT# _____ DATE: _____

# CALHOUN COUNTY

## GENERAL DEVELOPMENT ORDER APPLICATION PROCESS

Submit Application

Application Sufficiency Review

Planning Department Recommendation to Planning Commission

Planning Commission Recommendation to County Commission

- Approval of Project
- Table/Postpone
- Denial of Project

*Board of County Commissioners' Hearing*

- Approval of Project—Site work may begin now. However, no construction may take place until building permits are complete.
- Denial of Project

Submit Construction Plans

Building Permits Issued

- Physical Construction MAY begin at this point

Various Building Inspections

Submission of the As Built Plans for Review

Final Joint Inspection by the Planning Dept. & Building Dept.

- Issue Certificate of Occupancy
- Deny Certificate of Occupancy
- Correct Problems

**Note:** 1. Applications must be presented to the Planning Commission within 14 days (about 2 and a half weeks) of receipt of a sufficient application

2. The Board of County Commissioners will act with receipt of written recommendations from staff and the Planning Commission. No time limit is specified in Calhoun County LDR Regulations.

3. Average length of time from submission to Development Order issuance is 8-12 weeks (about 3 months). No time limit is specified in Calhoun County LDR Regulations.

# Agent Authorization Form

For projects located in Calhoun County, Florida

Application Request (Check one)	
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Residential Development Order
<input type="checkbox"/> General Development Order	<input type="checkbox"/> Sign Permit
<input type="checkbox"/> Home Based Occupation	<input type="checkbox"/> Road Abandonment
<input type="checkbox"/> Junkyard Permit	<input type="checkbox"/> Subdivision Platting
<input type="checkbox"/> Mobile Home Park	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Other: _____	

Property Legal Description (If Applicable)
Parcel Number: _____
Location Address: _____
City: _____ Subdivision: _____

Authorization
<p><b>Note: If the Property is owned by a corporation or multiple owners, documentation certifying the signing individual authority is required. Multiple signatures may be required if deemed necessary on the application. Additional signature form (s) provided upon request.</b></p> <p><b>_____ See attached page (s) for more signatures. Number of pages excluding authorization form: _____</b></p>
<p>I /We _____ (Owner's Name written as on the Deed)</p> <p>owner (s) of the above described property do hereby authorize to act as my/our agent</p> <p>_____ for the purpose of making application for (Print Agent's Name)</p> <p>the proposed request and to act as our agent in matters pertaining to the application.</p> <p>_____ (Owner's Signature) _____ (Printed Name)</p> <p>_____ (Owner's Signature) _____ (Printed Name)</p> <p>State of _____ County of _____</p> <p>The forgoing instrument was acknowledged before me by means of _____ physical presence</p>

Or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
**Notary Public, State of Florida**

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

# Agent Authorization Form

For projects located in Calhoun County, Florida

Attached Signature Page # _____
Owner Name as written on the deed: _____ _____
Authorized Agent: _____

Property Location
Location Address: _____ _____
City: _____ Subdivision: _____

Authorization Signatures (Continued)	
_____ (Owner's Signature)	_____ (Printed Name)
_____ (Owner's Signature)	_____ (Printed Name)
_____ (Owner's Signature)	_____ (Printed Name)
_____ (Owner's Signature)	_____ (Printed Name)
_____ (Owner's Signature)	_____ (Printed Name)
_____ (Owner's Signature)	_____ (Printed Name)
State of _____ County of _____	
The forgoing instrument was acknowledged before me by means of _____ physical presence Or _____ online notarization, this _____ day of _____, 20____.	
By _____.	
(Notary Seal)	_____ <b>Notary Public, State of Florida</b>
Personally Known _____ or Produced Identification _____ Type of Identification Produced _____	