



Development Planning Review

Conditional Use Permit Application Checklist

Medium Size Development as defined per Calhoun County LDR 3.11.00

Applicant: _____

Parcel: _____

Development Type: _____

Development shall conform to all applicable local, state, and federal regulations. Application for development approval shall consist of the following: (Calhoun County LDR 3.13.00):

	1. Application form received on:
	Legal description (Deed Provided with Legal Description)
	2. Location Map
	3. Legal survey prepared, signed, and sealed by a Florida registered land surveyor, indicating legal description and area to the nearest one tenth of an acre.
	4. Topographic map with one foot contour intervals. The topographic map may be combined with the survey.
	5. Site plan, drawn to appropriate scale, showing the location, dimensions, and intended use of all existing and proposed development in details sufficient to allow an evaluation of compliance with applicable land development regulations. The site plan shall show: A) wetlands and flood prone areas; B) all structures, their setbacks and height; C) parking; streets; D) means of ingress and egress; E) potable water and wastewater disposal facilities; other utilities; F) fences and walls; signs sidewalks; G) number of dwelling units for residential 45 development; H) square footage of commercial office and development; I) number of rooms for motel/hotels, J) number of employees, students, or seats for other development as appropriate; K) other information as may be required by the County.
	6. Stormwater management plan prepared in compliance with the stormwater management requirements of Calhoun County LDR Section 5.02.04 and meet requirements of Florida Statutes and Florida Administrative Code.

	7. Water/wastewater system approval
	8. When applicable, permits from state and federal agencies including DEP and Army Corps of Engineers for dredge and fill, and the Water Management District.
	9. Statement, with supporting documentation as appropriate, that the proposed development satisfactorily addresses the review criteria contained in Section 3.15.00 below.

Calhoun County LDR 3.15.00 FINDINGS OF COMPLIANCE FOR ALL DEVELOPMENT PROPOSALS

All development proposals, whether approved through the Staff Review, Planning Review or Full Review process shall be approved only after a finding of fact that the proposed development addresses in a satisfactory manner, the following:

	1. The location of the proposed development as depicted on the of Calhoun County Land Use Map complies with the land use regulations, the Comprehensive Plan and the Future Land Use Map.
	2. Sufficiency of statements on ownership and control of the development, common open space, common facilities, or common lands to ensure that such common facilities will not become a future liability for the County.
	3. Density (in units per acre, floor area ratio) and purpose of the proposed development with particular attention to its relationship to adjacent and nearby properties and effect thereon and relationship to the County’s Comprehensive Plan. Impervious Surface Ratios required for non-residential development (See Article IV).
	4. Ingress and egress to the development and its proposed structures, with particular reference to: 1) automotive and pedestrian safety, 2) free movement of traffic on adjacent streets, 3) separation of automotive traffic, pedestrian, bicycle, and other traffic, 4) Provision of services, 5) servicing of utilities 6) refuse collection, and 7) access in case of fire, catastrophe, or emergency.
	5. Location and relationship of off street parking and off street loading facilities to thoroughfares and internal traffic patterns within the proposed development, with particular reference to: 1) automotive and pedestrian safety, 2) traffic flow and control, 3) access in case of fire or catastrophe, and 4) screening and landscape.
	6. Sufficiency of proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the proposed development.
	7. Manner of stormwater management on the property, with particular reference to the effect of provisions for stormwater management on adjacent and nearby properties and the consequences of such stormwater management on overall public stormwater management capacities.
	8. Adequacy of provision for sanitary sewers, with particular relationship to overall sanitary sewer availability and capacities.

	9. Adequacy of provision for water supply and fire protection, with particular relationship to overall system capacity and availability.
	10. Utilities with reference to hook-in locations, and to availability and capacity for the uses projected.
	11. Recreation facilities and open spaces, with attention to: a) adequacy, with respect to size of development; b) effect on privacy of adjacent and nearby properties and uses within the proposed development; and c) relationship to other existing and proposed community open spaces and recreational facilities.
	2. General amenities and convenience, with particular reference to assuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not conflict with other development in the area as to cause substantial depreciation of property values.
	13. Concurrency requirements as described in Section V of Calhoun County LDR Code.
	14. Such other standards as may be imposed by these land development regulations on the particular use or activity involved.

Other County Departments Review (LDR 3.13.00(C)):

May request the assistance of other County Staff, the Building Inspector, the Calhoun County Public Health Official, or other local and state officials in conducting the review

	Building Inspector: ensure that technical building standards are met.
	Public Health Official
	Road Department
	Fire Department
	Other local and state officials (as needed)

CELL TOWER – Note: Calhoun County Ordinance 99-06 (height restriction):

	Surrounding Land Use: (North, South, East and West Adjacent Parcels)
	Location Subzone A: (The area surrounding the Calhoun County Airport extending outward 20,000 feet from the ends and each side of all active runways.) If height of tower is above: 1 foot vertical to 100 feet horizontal outward to 20,000 feet located in subzone Zone A then a Federal Aviation Administration review (FAA) must be forwarded to insure conformance with the Obstructions Standards detailed in Title 14, Code of Federal Regulations, Part 77 Subpart C (14 CFR Part77)
	Location Subzone B: (The area in unincorporated Calhoun County not within Subzone A) If height of tower is above: 200 feet above the ground level for Subzone B then a Federal Aviation Administration review (FAA) must be forwarded to insure conformance with the Obstructions Standards detailed in Title 14, Code of Federal Regulations, Part 77 Subpart C (14 CFR Part77)

	Natural vegetation buffer of 10' for adjacent residential parcels
	Site Development Plans
	RP Propagation Mapping and Justification
	Land Lease Agreement/ Owner letter of Authorization
	Structural Analysis Report
	Planning Department Internal Documents Provided:
	1. Public Notice listing/sign
	2. Conditional Use Permit typed after review by Planning Commission

Report Findings:

NEXT STEPS: Planning Commission motion to approve, approve with conditions, or disapprove the application for development approval.