



Major Development Checklist

Project Name: _____

Fee Paid: _____

Detailed Description:

	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:

	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:

	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:

	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:

	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:

	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:

	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:

	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.
	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)

Traffic Impact Statement:

	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:

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

	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:

	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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Landscaping Plans:

	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:

	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:

	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:

	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:

	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:

	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:

	If the proposed development includes a cell tower, then submit a Wireless Communications Facility Shared Use Plan Agreement.
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State / Federal Permit Applications:

Copies of applicable completed applications for permits issued by:

	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

COMPLETENESS CHECK:

	When the application package is first received, it is reviewed for completeness to determine that the general application is complete and that all required documents, signatures, and seals are attached. If the package is incomplete, the applicant must provide missing information before the application package can be forwarded for review .
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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.

	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:

	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.