



**Major Commercial Development Order Application**  
**Fee must be remitted prior to the scheduling of public hearing**

v.9/24

**To be Completed by Staff:**

Project Name: _____	Date Received: _____
Fee: Cash <input type="checkbox"/> Check <input type="checkbox"/> Check No. _____ Credit <input type="checkbox"/>	Pre-Application File Number: _____

**A) Applicant and Authorized Agent (if applicable) Information**

**Owner's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Authorized Agent (if applicable and including Agent Authorization):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

*An agent affidavit for authorization signed by the property owner is required as part of this application if the agent will act on behalf of the property owner. If the property owner is an entity, proof that the signatory is an authorized agent of the entity is required.*

**B) Site Information**

**Address/Location of Proposed Project:** \_\_\_\_\_

**Property ID Number(s):** \_\_\_\_\_

**Property Size (Acres/Square Feet):** \_\_\_\_\_

**Future Land Use Map Designation:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Current Property Use:** \_\_\_\_\_

**Proposed Development:** \_\_\_\_\_

**C) Required Documentation**

1. Completed development order application
2. Project Narrative describing the nature of the proposed development and proposed improvements to the site.
3. Construction timeline, including any phasing of improvements.
4. Proof of Ownership: This is a copy of the recorded warranty deed or title certificate, to include a complete legal description. (A sales contract cannot be accepted).
5. Boundary Survey

6. Site development constructions plans must be prepared and signed/sealed by a registered professional engineer. Plans shall include any offsite improvements required as a requirement of approval or agreed to by the applicant. Plans shall include detailed engineering plans for the following, as applicable, in accordance with Section 7.02.04:
  - a. Existing Conditions
    1. The location of existing property or right-of-way lines both for private and public property, streets, railroads, buildings, transmission lines, sewers, bridges, culverts, drainpipes, water mains, fire hydrants, and any public or private easements.
    2. All water courses, water bodies, floodplains, wetlands, important natural features, and vegetative cover.
    3. The topography of the site.
    4. The approximate location of Protected Environmentally Sensitive Zones as established in Article V of the Code.
    5. Existing land uses and existing zoning of the parcel and abutting parcels.
    6. A depiction of the abutting property within four hundred (400) feet of the proposal showing:
      - a. Densities of surrounding residential uses, if applicable,
      - b. And Traffic circulation systems.
    7. The intensity or density of the proposed development, as indicated in the notes or a table inserted within the plans set.
  
2. Proposed Development Activities and Design
  - a. Generally
    1. Area and percentage of total site area to be covered by impervious surface.
    2. Grading plans specifically including perimeter grading. (Engineering and Floodplain)
    3. Construction phase lines.
    4. A compatibility description of how the plan mitigates or avoids potential conflicts between land uses.
  - b. Buildings and Other Structures
    1. Building plan showing the location, dimensions, gross floor area, and proposed use of buildings.
    2. Building setback distances from property lines, abutting right-of-way center lines, and all adjacent buildings and structures.
    3. Minimum floor elevations of buildings within any 100-year floodplain. (Floodplain)
    4. The location, dimensions, type, composition, and intended use of all other structures.
  - c. Potable Water and Wastewater Systems (Engineering)
    1. Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.
    2. The boundaries of proposed utility easements.
    3. Location of the nearest available public water supply and the proposed tie-in points.
    4. Exact locations of onsite and nearby existing and proposed fire hydrants.
    5. A permit is required from the Bay County Public Health Department for approval of on-site wastewater systems.
  - d. Streets, Parking, and Loading
    1. Points of ingress to and egress from the site including existing or planned public or private road rights-of-way.
    2. The layout of all streets and driveways with paving and drainage plans.
    3. A parking plan showing the total number and dimensions of proposed parking spaces, spaces reserved for handicapped parking, and projected on-site traffic flow. (Planning)
    4. The location of any proposed garbage dumpsters. (Planning)
    5. Specifications of all proposed pavement.
  - e. Tree Removal and Protection

1. All protected trees to be removed and a statement of why they are to be removed.
2. Proposed changes in the natural grade and any other development activities directly affecting trees to be retained.
3. A statement of the measures to be taken to protect the trees to be retained.
4. A statement of tree relocations and replacements proposed.
5. A site plan identifying tree protection area, structure footprint, and tree protection zones.
- f. Landscaping (Planning) – submitted by a certified landscape architect; signed and sealed.
  1. Location and dimensions of required buffer zones and landscaped areas.
  2. Description of plant materials existing and to be planted in buffer zones and landscaped areas.
- g. Stormwater Management
  1. An erosion and sedimentation control plan that describes the type and location of control measures, the stage of development at which they will be put into place or used, and maintenance provisions.
  2. Minimum floor elevations of buildings within any 100-year floodplain.
  3. A stormwater permit issued by the Northwest Florida Water Management District for developments other than a residential dwelling.
  4. Direction of water flow and areas of the site to be used for detention of the first one-half (½) inch of runoff for single-family developments.
- h. Environmentally Sensitive Lands and Other Protected Natural Resources
  1. The exact sites and specifications for all proposed drainage, filling, grading, dredging, and vegetation removal activities proposed within areas containing environmentally sensitive lands or other protected natural resources.
  2. Detailed statement or other materials showing the following:
    - a. The percentage of the land surface of the site that is covered with natural vegetation and the percentage of natural vegetation that will be removed by development.
    - b. The distances between development activities and the boundaries of the environmentally sensitive lands.
    - c. The coastal construction control line must be surveyed and clearly identified onsite of the property proposed for development.
  3. The manner in which habitats of endangered and threatened species are protected.
- i. Land Use and Dedications
  1. Location of all land to be dedicated or reserved for all public and private uses including rights-of-way, easements, special reservations, and the purposes for which the land will be held.
  2. The location and amount of area devoted to all existing and proposed land uses, including residential, commercial, accessory buildings, and open space as well as the types of activities proposed for all land uses.
  3. The total number and type of all structures including square footage and gross size. Residential units shall be categorized according to the total number of residential units per acre (gross density).
- j. Wellfield Protection
  1. Location of on-site wells, and wells within one thousand (1,000) feet of any property line.
- k. Historic and Archaeological Sites (Planning)

***This is not an all-encompassing list. It is the responsibility of the applicant to ensure the submission includes all required Land Development Code requirements.***

## Signature

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_