



Town of Penney Farms, Florida

4100 Clark Avenue – P.O. Box 1041
Penney Farms, Florida 32079
TEL: (904) 529-9078 FAX: (904) 284-4405
WEBSITE: www.penneyfarmsfl.org

FOR OFFICE USE ONLY

Project Name: _____
Applicant Fee: _____
Filing Date: _____

Development Plan Application

PROJECT

1. Project Name: _____
2. Address of Subject Property: _____
3. Parcel ID Number(s): _____
4. Existing Use of Property: _____
5. Future Land Use Map Designation: _____
6. Acreage: _____

APPLICANT

1. Applicant's Status: Owner (Title Holder) Agent
2. Name of Applicant(s) or Contact Person(s): _____
Company (If Applicable): _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ FAX: _____ E-Mail: _____
3. If the Applicant is Agent for the Property Owner*:
Name of Owner (Title Holder): _____
Company (If Applicable): _____
Mailing Address: _____
City: _____ State: _____ ZIP: _____
Telephone: _____ FAX: _____ E-Mail: _____

*Must provide executed Property Owner Affidavit authorizing the Agent to act on behalf of the Property Owner.

ATTACHMENTS (One copy reduced to no greater than 11 x 17, plus one copy in PDF format)

- 1. Site Plan and Survey including but not limited to:**
 - A.** Name, location, owner, and designer of the proposed development.
 - B.** Vicinity Map – Indicating the general location of the site and all abutting streets and properties.
 - C.** Complete legal description.
 - D.** Statement of Proposed Uses.
 - E.** Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
 - F.** Location of nearest fire hydrant, adjacent pedestrian sidewalks, and bicycle paths.
 - G.** Date, North Arrow, and graphic scale (Not to exceed one (1) inch equal to fifty (50) feet).
 - H.** Area and dimensions of site.
 - I.** Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - J.** Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - K.** Location and dimensions of all existing and proposed parking areas, loading areas, curb cuts.
 - L.** Location and size of any lakes, ponds, canals, or other waters and waterways.
 - M.** Structures and major features – Fully dimensioned – Including setbacks, distances between structures, floor area, width of driveways, parking spaces, proposed surface materials of driveways and parking areas, property or lot lines, and floor area ratio.
 - N.** Required buffers.
 - O.** Location of existing trees, identifying any trees to be removed.
 - P.** Landscaping plan depicting type, size, and design of landscaped areas, buffers, and tree mitigation calculations.
 - Q.** Percent of previous surface.
 - R.** Lighting Plan.
 - S.** Location, design, height, and orientation of signs.
 - T.** Location of dumpsters and details of dumpster enclosure.
 - U.** For development consisting of Residential units:
 - I.** Tabulation of gross acreage.
 - II.** Tabulation of density.
 - III.** Number of dwelling units proposed.
 - IV.** Location and percentage of total open space and recreation areas.
 - V.** Floor area of dwelling units.
 - VI.** Number of proposed parking spaces.
 - VII.** Street layout.
- 2. Stormwater Management Plan – Including the Following:**
 - A.** Existing contours at one (1) foot intervals.
 - B.** Proposed finished floor elevation of each building site.
 - C.** Existing and proposed stormwater management facilities with size and grades.
 - D.** Proposed orderly disposal of surface water runoff.
 - E.** Centerline elevations along adjacent streets.

3. Legal Description with Tax Parcel number.
4. Warranty Deed or other proof of Ownership.
5. Permit or Letter of Exemption for the St, Johns River Water Management District.
6. Fee.
 - A. Fees based on size of site:
 - I. For Sites < 10,000 Sq. Ft. - \$500.00
 - II. For Sites > 10,000 Sq. Ft. - \$1,000.00 Plus \$20.00 per Acre
 - B. All applicants must pay the cost of any outside Professional Consultants' fees.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 6 attachments are required for a complete application. A completeness review of the application will be conducted within thirty (30) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We Certify and Acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Signature of Co-Applicant

Typed or printed name and title of Applicant

Typed or printed name of Co-Applicant

Date

Date

State of _____ County of _____.

The foregoing application is acknowledged before me this _____ day of _____, 20____, by _____, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

Signature of Notary Public, State of _____