



**Gilchrist County Community Development
Planning & Zoning**
209 SE 1st Street Trenton, FL 32693
Phone: (352) 463-3173 Fax: (352) 354-9113

Site Plan Application

Application must include:

- Site Plan
- TIF or JPG image of Site Plan
- Water Management District Permit
- Letter stating proposed development activities
- Deed to property

Owner Information		
Owner Name:		
Mailing Address:		
City:	State:	Zip:
Contact phone number:		
E-mail:		
Applicant (if other than owner)		
Name:		<input type="checkbox"/> Agent for Owner <input type="checkbox"/> Contract Purchaser
Mailing Address:		
City:	State:	Zip:
Contact phone number:		
E-mail:		
Property Information		
<input type="checkbox"/> More than 1 parcel - Additional parcel request must submit additional parcel form		
Parcel Number:	Number of Acres:	
Project Address:		
Current Use of Property:		
Please indicate number of existing structures on property		
Mobile Homes:	Shed/Barns:	Single Family Homes:
		Other:

I _____ depose and say that I am the applicant in the foregoing application and the same is true as I verily believe.

Property Owner's/Agent Signature

Date

STATE OF FLORIDA COUNTY OF Gilchrist County – The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20_____.
By: _____ (Printed Name of Individual Acknowledging)
Individual identified by: Personal Knowledge Satisfactory Evidence: Type: _____

Signature of Notary Public - State of Florida

Stamp:

Printed Name of Notary Public or Stamp



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1. All plans shall be drawn to a scale a scale of 1 inch equals 100 feet, unless the Planning Commission or Planning Director determines that a different scale is sufficient or necessary for proper review of the proposal.
2. The sheet size shall be 24 inches by thirty-six 36 inches. A 3/4-inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.
3. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
4. The front cover sheet of each plan shall include:
 - a) A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in the section(s), township and range, together with the principal roads, city limits, and/or other pertinent orientation information.
 - b) A complete legal description of the property.
 - c) The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the president and secretary of the entity shall be shown.
 - d) Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
 - e) Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
 - f) The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or subdivision name and lot number(s).
 - g) The area of the property shown in square feet and acres.
5. Eight copies of the submittals shall be required.
6. Unless a format is specifically called for below, the information required may be presented textually, graphically, or on a map, plan, aerial photograph, or by other means, whichever most clearly conveys the required information. It is the responsibility of the applicant to submit the information in a form that allows ready determination of whether the requirements of this Code have been met.



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Concept Plan shall show:

Existing Conditions

- a) The location of existing property or right-of-way lines both for private and public property, streets, railroads, buildings, transmission lines, sewers, bridges, culverts, drain pipes, water mains, fire hydrants, and any public or private easements.
- b) Any land rendered unusable for development purposes by deed restrictions or other legally enforceable limitations.
- c) Topography of the site with contour lines at two-foot intervals and showing all water courses, water bodies, floodplains, wetlands, important natural features and wildlife areas, soil types, vegetative cover and any known historic or archaeological resources.
- d) The parcel's existing land use and zoning designations.
- e) A depiction of the abutting property within 400 feet of the proposal, not including public right of way in the measurement, showing land uses, locations of principal structures and major landscape features, densities of residential use, and traffic circulation systems.

2. Proposed Development Activities and Design

- a) The approximate location and intensity or density of the proposed development.
- b) A general parking and circulation plan, showing points of ingress to and egress from the site, pedestrian ways, and bicycle paths.
- c) Proposed drainage systems.
- d) Proposed location and sizing of potable water and waste water facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.
- e) Proposed open space areas and types of activities proposed to be permitted on them.
- f) Lands to be dedicated or transferred to a public or private entity and the purposes for which the lands will be held and used.
- g) A description of how the plan mitigates or avoids potential conflicts between land uses.

Preliminary Site Plan shall include the following information, where applicable, if any of the following items are inapplicable to a proposed development such item may be omitted, provided the applicant identifies in writing any missing item and includes a brief explanation of why it is inapplicable. The Planning Director may determine that the missing information is required and find the plan to be incomplete until provided.

1. A legal description of the property under review for site plan approval.
2. Site conditions information, including:



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- a) A topographic map of the site of a scale a scale of 1 inch equaling no more than 100, showing at least five-foot contours in residential zones and two-foot contours in the 100 year flood prone areas.
 - b) Generalized soil types in the project area and in the surrounding area, if significantly different from the project area.
 - c) A scaled plan indicating the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings as described in Article XV. Aerial and on-site photographs may be used to show vegetation.
 - d) A preliminary sedimentation control plan shall be submitted indicating the manner by which on-site generated sediment will be retained. The plan shall assure that sediment volume from the development leaving the property shall not be increased above the level existent prior to the beginning of construction activity.
3. A site condition map including:
- a) A general location map showing the relationship of the site to such external facilities as streets, residential areas, commercial facilities and recreation/open space areas.
 - b) The location of all existing public streets, rights-of-way, easements and other reservations of the land in the area of the property in question, means of ingress and egress to all such properties, off-street parking, loading and service areas, if any, for or on such properties and any screening or buffers on such properties and the nature and type thereof.
 - c) The location, size and capacity of all existing utilities, including existing fire hydrant locations.
 - d) The location of all water holding or carrying facilities, natural or man-made, including creeks, ponds, sinkholes, ditches, culverts, storm sewers, and the direction of surface flow.
4. A dimensional site development plan of professional quality drawn at a suitable scale, but not smaller than one inch equals 60 feet. A smaller scale for very large land area (over 40 acres in size) may be accepted upon approval of the Planning Commission showing:
- a) The name of the person or firm who prepared the plans, the name of the applicant, the name of the proposed project or development, a north arrow and date.
 - b) The location of all proposed streets, driveways or other facilities designed to accommodate vehicular movement in the development and points of ingress and egress, parking areas including the exact number of spaces and loading and service areas (location of dumpsters and any utility buildings) and a traffic impact analysis of projected trip generation, including methods of circulation for the development.
 - c) The location and dimensions of all proposed buildings and structures to be included in the development:
 1. For all development, indicating the gross area of all buildings.
 2. For residential development, indicating the exact number of dwelling units classified by numbers of bedrooms (number of one-bedroom units, number of two-bedroom units, etc.).
 - d) Dimensions of all yard setbacks and open spaces.



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- e) Location of all open space and recreation areas, planned with attention to their adequacy in terms of size and placement, their effect on privacy of adjacent living areas and their relationship to community-wide open spaces and recreation facilities.
- f) The manner of drainage of the property, showing the manner of drainage of all impervious surfaces (including roofs of buildings) and all green areas, including all control devices such as storm sewers and retention or detention facilities.
- g) The percentage of the site that will be covered by buildings and structures and the percentage that will be covered by streets, drives, parking and loading areas.
- h) A grading plan including all finished elevations and contours.
- i) The exact location of all public use easements
- j) The exact location of all utility services, including connection points to the main systems and fire hydrant locations.
- k) A landscape plan.
- l) A drainage plan including depth dimensions, capacities, cross-section dimensions and statement of ratio or percentage of side slope angle of retention or detention facilities. Slope angle to depth of facility must meet Suwannee River Water Management District specifications.
- m) The size, location and type of all signage.
- n) The size, location, orientation, photometrics and intensity of all exterior lighting fixtures and devices.
- o) Architectural elevations of all buildings and structures.
- p) A development timetable, if project is to be constructed in phases.
- q) A sedimentation plan indicating the manner by which anticipated sediment and debris, generated within the confines of the development, will be retained on site (examples: hay bales, sediment traps, berms, etc., as appropriate to the situation).
- r) Information about the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings and all individual trees with a trunk diameter of 12 inches or more at a point 4½ feet above ground level. Aerial and on-site photographs may be used to show vegetation.

A Final Site Plan shall include the information required in a Preliminary Site Plan, and shall show compliance with any required modifications or conditions as set forth in the Preliminary Development Order.