



NASSAU COUNTY
**DEPARTMENT OF PLANNING
AND ECONOMIC OPPORTUNITY**
FLORIDA

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Director
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APPLICATION AND INSTRUCTIONS FOR PRELIMINARY BINDING SITE PLANS

Preliminary Binding Site Plans are site plans which contain the requirement minimum criteria for development. These criteria are important for ensuring a development will meet the minimum requirements per the Nassau County Code of Ordinances. Prior to any Preliminary Binding Site Plan application, a pre-application meeting shall be held with the Development Review Committee. Reference section 5.07 LDC for full requirements for preliminary binding site plans.

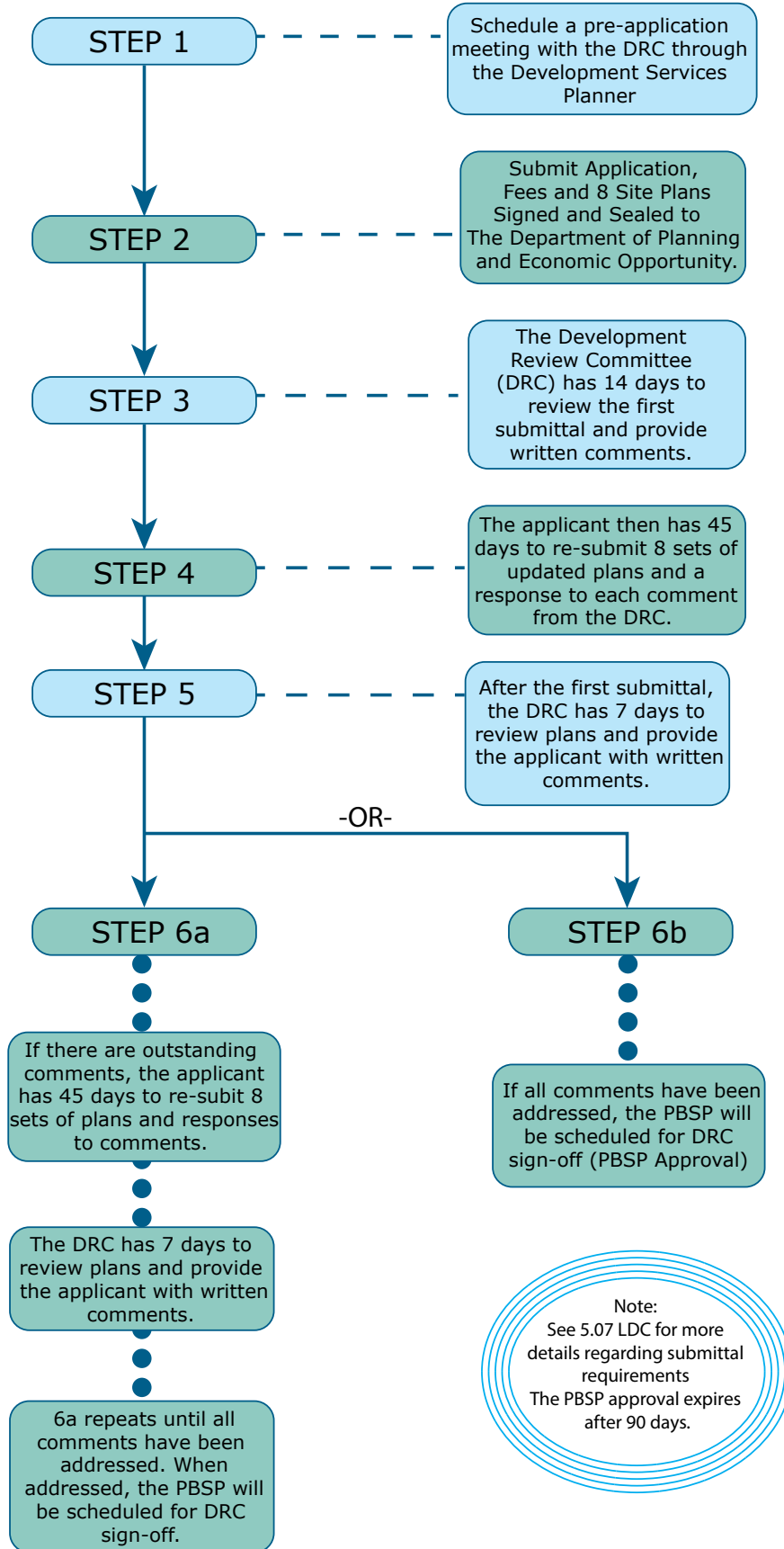
General Process:

1. A pre-application meeting shall be held with the Development Review Committee prior to the submittal of any preliminary binding site plan application. The Development Review Committee meets every Tuesday morning at 9:00 AM. In order to be on the agenda, a pre-application form must be submitted to the Department of Planning and Economic Opportunity no later than Thursday, noon (12:00 PM) prior to the meeting which you wish you attend.
2. After the pre-application meeting, an applicant has 120 days to submit the Preliminary Binding Site Plan application, fees and site plan to the Department of Planning and Economic Opportunity. If the application is complete, it will be distributed to the Development Review Committee. The Department of Planning and Economic Opportunity will furnish the applicant with comments. After receipt of the comments, the applicant shall submit a revised version of the plans for review along with a transmittal letter containing the Development Review Committee comments re-iterated and their responses. This process will continue until the Preliminary Binding Site Plan is ready for Development Review Committee approval. *The flow chart, Preliminary Binding Site Plan Process on Page 2 describes the Preliminary Binding Site Plan process.*
3. Once approved by the Development Review Committee, the applicant has up to 90 days to submit their Site Engineering Plans, application and fees. See the Site Plan Application for more information.

If any inconsistencies exist between this application and the codified regulations, the codified regulations shall be followed.

Preliminary Binding Site Plan (PBSP) Process

A Preliminary Binding Site Plan is a site plan for a proposed development which includes the minimum requirements described in Section 5.07 of the Land Development Code.



Property Location

Parcel Identification Number: _____

Location or Address: _____

Project Name: _____

Project Class: _____

Property Owner

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Agent

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

(Owner Authorization Required, Separate Sheet)

Design Profession (If different than agent)

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Brief Description of the Proposed Project

Number of Acres: _____

Number of Structures: Existing: _____ Proposed: _____

Building Height: _____ Feet Building Square Footage: _____

Number of Parking Spaces: Existing: _____ Proposed: _____

Current Zoning: _____ Future Land Use (FLUM): _____

Nassau County Preliminary Binding Site Plan Application

1. **Attachments (this is a general list, other documents may be required, reference Chapter 29 Sections 4 and 5 and Section 5.07 LDC):**

- a. Application
- b. Fees
- c. Site Plans - 8 copies
- d. Electronic Submittal of all Documents
- e. Boundary Survey

2. **Applicant must address review criteria beginning on page 5. Responses attached/depicted.**

Signature of Owner: _____

Signature of Applicant: _____

Signature of Agent: _____

Address:

Telephone: _____

Email: _____

NOTE: If prepared or signed by an agent, a notarized Agent Authorization Form must be provided.

Nassau County Preliminary Binding Site Plan Application

Ordinance 2010-08, Land Development Code, Section 5.07, Submission Requirements, sets forth the procedure for Development plan review. **Eight (8) copies in 11" x 17" or 24" x 36" format of plans are required with the completed application, appropriate fees and required substantiating documents as listed in the Checklist.**

Checklist

Class II, III & IV Included N/A

Signed application accompanied by Owner's Authorization and applicable fee.
Boundary Survey meeting the minimum technical standards set forth by the Florida Board of Professional Surveyors and Mappers in Rule 61G17-F.A.C.

Tabulations

Gross site acreage
Total building area
Total parking area and parking ratio
Total surface area of stormwater retention facilities at top of bank
Jurisdictional wetlands and wetland buffer width
Submerged areas (MLW or DWE)
Total Landscape areas and buffers
Floor area ratio
Impervious surface ratio and landscape open spaces

Proposed uses(s)

Residential dwelling units by unit type for residential uses and lot sizes
Gross floor area of all non-residential uses and identification of the use

On-Site

Property dimensions and existing and proposed easements and rights-of-way
Exterior dimensions of all principal structures (except single family detached), their height, finished floor elevation and number of stories.
Setbacks
Distances between structures
Fire hydrants or dry wells
Stormwater ponds, easements and major stormwater conveyance systems
Wetlands preserved, impacted and mitigated
Floodways, flood plains and flood hazard areas
Driveway location and dimensions including and return radii and pavement material drive aisle width
Number and dimension of parking spaces
Cross-access locations and dimensions
Off-street loading areas for passengers or freight
Drive-through locations including stacking and escape lanes
Landscape area dimensions pursuant to 37.06 and 37.06 LDC
Sidewalks
Bicycle lanes and racks

Off-site

Width and length of turn lanes and tapers
Conceptual water supply and sewage disposal facilities including points of connection
Main extensions and laterals
Lift stations
Fire hydrants
Proposed traffic signalization phasing and sequencing

Ancillary items (As Applicable)

- Phase lines
- Accessory uses and structures including exterior sales, service or storage areas
- Exterior lighting including height of poles and notes on shielding of luminaires
- Fences and walls
- Dumpsters and enclosures
- Sign location(s) and dimensions (L,W,H)
- Rights-of-way and all other lands or improvements proposed for dedication to the public
- Environmental Assessment (>10 acres)
- Tree inventory and retention plan (Amelia Island Only)

Checklist Acknowledgment

Explanation for items not included:

Signature (owner or agent)

Date

(Verified by DPEO Employee)

Date

AGENT AUTHORIZATION (FOR COMPANY OR LLC)

_____ is hereby authorized as the Agent TO ACT ON BEHALF OF

_____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application pursuant to a:

- | | |
|--|--|
| <input type="checkbox"/> Rezoning/Modification | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Preliminary Binding Site Plan |
| <input type="checkbox"/> Plat | <input type="checkbox"/> Other _____ |

BY:

Signature of Agent _____

Print Name of Agent

Agent Address

Agent Email

Agent Telephone Number

Signature of President, Chairman of the Board or managing partner of _____
(Circle one)

Print Name

Address

Telephone Number Email

I, _____, hereby affirm or swear that I have the authority on behalf of
(name of agent)

_____, to file the _____ application
with Nassau County.

Initials

Initials

Certificate

I _____, (signer's name), _____ (title) of

_____ (company or LLC) an entity lawfully organized and existing
under the laws of _____ (name of State) do hereby affirm or swear that I am empowered and
authorized, on behalf of the entity, to execute this Agent Authorization form, and all documents required by Nassau
County regarding this application, and further expressly warrants that _____ has been given
and has received and accepted authority to sign and execute the documents on behalf of
_____.

Signature Title

State of Florida
County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, ____ by
_____ as _____ for _____.

Personally Known _____ OR Produced _____ as identification.

Notary Signature

My Commission expires: _____

A cop of the by-laws are attached hereto.

Initials

Initials