



NASSAU COUNTY
DEPARTMENT OF PLANNING
AND ECONOMIC OPPORTUNITY
FLORIDA

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APPLICATION AND INSTRUCTIONS FOR SITE ENGINEERING PLANS

Site Engineering Plans: Engineering plans are detailed plans for the horizontal design of a development. Site engineering plans may be submitted to the Department of Planning and Economic Opportunity either a) after an approved Preliminary Binding Site Plan, concurrently with a Preliminary Plat, or after the approval of a Planned Unit Development's Final Development Plan. No building permits will be issued prior to Development Review Committee approval of Site Engineering Plans. Reference section 5.07 LDC for full requirements for Site Engineering Plans.

General Process:

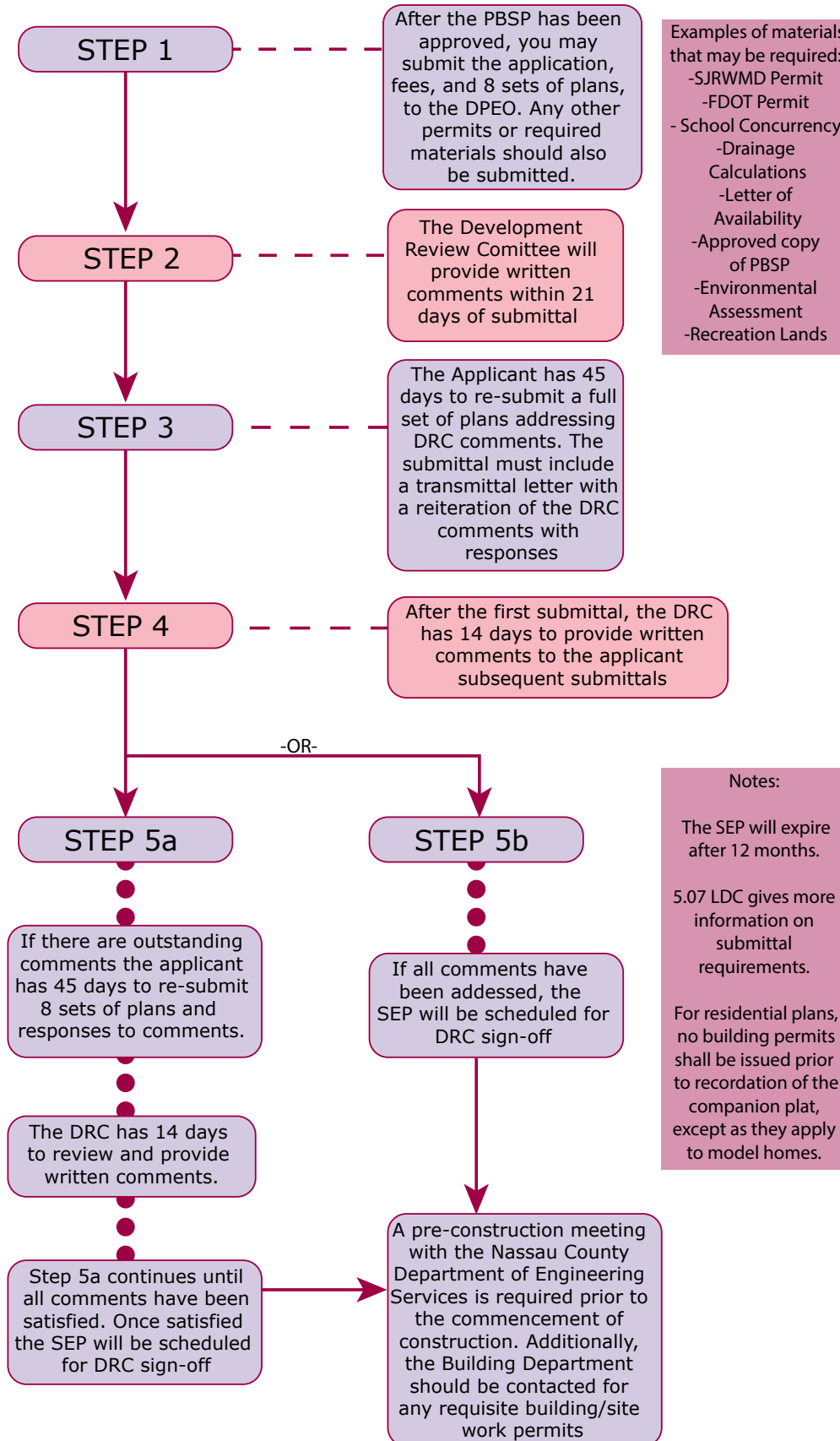
1. A complete package including the application, fees and required materials shall be filed with the Department of Planning and Economic Opportunity. **Site Engineering Plans shall be filed concurrent with the Preliminary Plat, as applicable.** For Planned Unit Developments, the Site Engineering Plan can be reviewed and approved independently from the Preliminary Plat. Fees were updated on June 24, 2019 and can be found here: <http://www.nassaucountyfl.com/971/Fee-Schedule>
2. **The Site Engineering Plans shall be distributed with the Preliminary Plat, the package will be deemed "incomplete" without Preliminary Plat, as applicable.** This does not apply to Planned Unit Developments. If the application is complete, the Department of Planning and Economic Opportunity will distribute the application to the Development Review Committee for review and comments. The Department of Planning and Economic Opportunity will furnish the applicant with comments. After receipt of comments, the applicant must submit the revised plans for review. This process will continue until the Site Engineering Plans are approved. **The Site Engineering Plans will not be approved until its companion preliminary plat is also ready for approval, as applicable.** *The flow chart, Site Engineering Plan (SEP) Process, on Page 2 describes the Development Review process.*
3. Once approved by the Development Review Committee, a pre-construction meeting with the Public Works Director and Nassau County Engineering Services shall be scheduled, and the appropriate bond or letter of credit established as applicable based on development type. Contact Engineering Services at (904) 530-6225 for details.
4. For non-residential developments, building permits may be applied for subsequent to the Development Review Committee approval, and as applicable a pre-construction meeting with Engineering Services shall be established.
5. For residential projects, once roadway construction is complete, it will be inspected by Engineering Services and a certified engineer to insure they are built to standards set forth by Ordinance 99-17, as amended. No building permits shall be issued prior to the final recordation of the plat, except as it applies to model homes.

Note: If any inaccuracies exist between this application and the codified regulations, the codified regulations shall be followed.

July 17, 2019

Site Engineering Plan (SEP) Process

Site Engineering Plans are the technical review phase of the Development Review Process. This step comes after a Preliminary Binding Site Plan (PBSP) has been approved.



Property Location

Parcel Identification Number - _____

Project Name - _____

Location or Address - _____

Property Owner

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Agent

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

(Owner Authorization Required, Separate Sheet)

Design Professional (If different from Agent)

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Brief Description of the Proposed Project

Number of Acres: _____

Number of Parking Spaces Provided: _____

Number of Structures: Existing: _____

Proposed: _____

Building Height: _____ Feet

Building Square Footage: _____

Nassau County Site Engineering 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 - with either 3 - 24"x36" and 5 - 11"x17", or 8 - 24"x36.
- d. Digital submittal of all documents
- e. Preliminary Plat submitted at the same time with its associated application, fees and documents

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.

Development Plan Checklist

Ordinance 2010-08, Land Development Code, Section 5.07, Submission Requirements, sets forth the procedure for Site Engineering Plan review. **(8) Eight sets with minimum of 3 (Three) sets in 24" x 36" format of plans signed and sealed by Engineer of Record are required with the completed application, appropriate fees and required substantiating documents as listed in the Checklist.**

All items on this application and checklist must be addressed. Any items not addressed will cause the submittal package to be deemed incomplete. The County reserves the right to reject incomplete submittals. A determination of a complete submittal is not a reflection of compliance with applicable standards for review.

Class II, III & IV (for descriptions of Class, please see Sec. 5.07(A)2, LDC or inquire of DP&EO Staff)

Included Not Included

PBSP approved in accordance with 5.07(C), included all necessary changes or corrections to comply with any conditions of approval. If another agency having jurisdiction over the development specifically requires, as a condition precedent for that agency's approval, modifications to the County-approved PBSP, they shall be so noted and evidence of the agency's specific direction provided. Such changes shall be considered in accordance with subsection B(5).

Engineer or engineering company identified on each sheet of the site engineering plans together with executed certificate of completeness (signed and sealed statement by the engineer of record that the design complies with the requirements of the Nassau County Code). Improvements shall be designed in accordance with requirements of the utility company and approved by the county engineer or his/her designee.

Paving and grading plans showing plan views, profiles and detail sheets in accordance with Ordinance 99-17, as amended, and Section 29.13 of the Code of Ordinances as amended and the engineering services' technical review checklist. **Rural subdivisions are exempt, but only if no new roads are constructed. The roadway must meet the conditions set forth in Section 11.2.4 Roadway and Drainage Standards.**

Drainage and geotechnical reports meeting the criteria of Ordinance 99-17 and Section 29.13 of the Code of Ordinances as amended and engineering services' technical review checklist. **Rural subdivisions are exempt, but only if no new roads are constructed and no additional improvements are required in accordance with Sections 5.2 and 5.3.**

Sediment and erosion control measures.

Lighting plan conforming to Ordinance 2005-53, as same may be amended from time to time. **Lighting plans are optional for Rural Subdivisions.**

Water and wastewater plans and profiles as applicable to the franchised utility provider and FDEP.

Copies of SJRWMD permit or compliance letter; FDOT permit or notice of intent letter, and any other state and federal permits. An applicant may elect to defer all permits to the preconstruction meeting at the applicant's own risk. Should any permit(s) require any changes to the approved plans, the applicant shall have to get the plans re-approved through the site engineering plan approval process. No construction shall be allowed to commence until all permits have been obtained, and no preconstruction meeting shall occur prior to all necessary permits being obtained.

Complete landscape plan and materials list pursuant to article 37, LDC, as same may be amended from time to time.

Required legal documents (where applicable):

- (a) *Deed restrictions:* Any deed restrictions proposed by the developer of the PUD to preserve the character of the development’s common open space and to establish compatible architectural and landscape design of structures.
- (b) *Property owner’s association or nonprofit corporation:* If the developer elects this method of administering common open space, the proposed bylaws of the property owners association or the certificate of incorporate and the corporate bylaws of the nonprofit corporation shall be submitted for approval by the board of county commissioners.

School Impact Analysis (Residential Only)

For all projects over 10 Acres in size, and environmental assessment is required. The assessment may employ aerial photographs; land use and cover classifications per Florida Land Use Classification Codes (FNAI.org/gisdata.cfm); wetlands identified by the National Wetlands Inventory, SJRWMD (SJRWMD.com/gisdevelopment) or ground truthing; wildlife corridors and strategic habitat conservation areas identified by the Florida Fish and Wildlife Conservation Commission’s Florida Natural Areas Inventory and Florida Department of Environmental Protection supplemented, as appropriate, by field surveys. Planning for proposed development should consider natural systems and developers are encouraged to use conservation design techniques such as clustering, density transfers, stem wall foundations, tree wells, and other techniques to produce marketable projects while protecting natural and historic resources. Site development plans impacting areas identified as potential habitat for endangered, threatened or species of special concern, as listed in Rule 68A-27, F.A.C., shall provide evidence of submittal to the Florida Fish and Wildlife Conservation Commission (FWCC) prior to receiving conceptual approval. Archaeological and historic resources shall be identified by reference to the Florida Master Site File.

Checklist Acknowledgement

Explanation for items not included:

Signature (owner or agent)

Date

(Verified by DPEO Employee)

Date

OWNERS AUTHORIZATION FOR AGENT

_____ is hereby authorized 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 related to Development Permit or other action pursuant to a:

Rezoning/Modification
Variance
Appeal
Concurrency
Minor Development

Conditional Use
Preliminary Binding Site Plan
Final Engineering Plan
Plat
Rural Subdivision

BY: _____

Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of _____

Signed and sworn before me on this _____ day of _____, 20_____.

By _____

Identification verified: _____

Oath sworn: _____ Yes _____ No

Notary Signature

My Commission expires: _____

**DEVELOPMENT REVIEW
ENGINEERS CERTIFICATION OF COMPLETENESS & COMPLIANCE**

Project Name: _____

Development Permit Number: _____

I hereby certify that I am a licensed Professional Engineer in the State of Florida and that the plans presented for the aforementioned project have been prepared by me, or under my direct supervision in accordance with Florida Statutes. This document shall serve as my professional certification that the construction plans and drainage facilities therein (and required submittals) for the above referenced project have been completed and comply with or exceed all of the requirements as set forth in the Nassau County Land Development Code Section 5.07, and the Roadway and Drainage Standards, Ordinance 99-17, as amended, and any and all Federal, State and other standards applicable to the project. I also assert that this certification is being made in conformance with Rule 61G15-18.011(4), F.A.C.

Name (Please Print)

Signature

Company Name

Florida Registration Number

Certificate of Authorization Number

Engineer of Record's License Number

Company Address

City, State, Zip Code

Telephone Number

Certified by signature, date and seal.

Email Address