



**APPLICATION FOR DEVELOPMENT ORDER**  
**(RESIDENTIAL AND COMMERCIAL DEVELOPMENTS)**  
**825 Ohio Avenue, Lynn Haven, Florida 32444**  
**Telephone: 850-248-0506**

**The following must be submitted with this application:**

**Site Plans, Storm Water Calculations, Preliminary Plat, Survey, Landscape & Irrigation Plans:**

**Hard Copy Submittals:** Six (6) set of Site Plans, three (3) Storm Water Calculations, four (4) Preliminary Plats, three (3) Surveys, and one (1) set of Landscape & Irrigation plans, along with one (1) CD or USB of all materials.

**Electronic Submittals** will be accepted in lieu of hard copies. Please email to [develop\\_plan@cityoflynnhaven.com](mailto:develop_plan@cityoflynnhaven.com)

**ALL REQUIREMENTS LISTED IN ULDC TABLE 10.01.02 AND TABLE 10.01.03 MUST BE MET.**

DATE: \_\_\_\_\_ DO FEES \_\_\_\_\_ (Office use only - DO NUMBER \_\_\_\_\_)

OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

DEVELOPER'S NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE# \_\_\_\_\_ CELL# \_\_\_\_\_ FLA LIC# \_\_\_\_\_

LOCATION OF DEVELOPMENT: \_\_\_\_\_

PARCEL ID# \_\_\_\_\_

SIZE OF PARCEL (ACRES): \_\_\_\_\_

IF APPLICATION IS FOR A COMMERCIAL PROJECT, LIST THE NAME OF THE

DEVELOPMENT: \_\_\_\_\_

ARCHITECT'S/ENGINEER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY'S CURRENT LAND USE: \_\_\_\_\_

LAND USE CHANGES REQUIRED, IF ANY: \_\_\_\_\_

CITY'S CURRENT FLUM DESIGNATION: \_\_\_\_\_

FUTURE LAND USE DESIGNATION CHANGES REQUIRED, IF ANY \_\_\_\_\_

TYPE OF DEVELOPMENT:

- Single Family Dwelling(s) or Duplex(es)
- Multi-Family Dwelling(s)
- Subdivision or PUD (circle one)
- Commercial
- Development of Regional Impact

PERMITS SUBMITTED:	RECEIVED
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- |                |                          |
|----------------|--------------------------|
| COE            | <input type="checkbox"/> |
| DEP:           |                          |
| STORMWATER     | <input type="checkbox"/> |
| WASTEWATER     | <input type="checkbox"/> |
| DOMESTIC WATER | <input type="checkbox"/> |
| DREDGE & FILL  | <input type="checkbox"/> |

- |            |                          |
|------------|--------------------------|
| FDOT:      |                          |
| STORMWATER | <input type="checkbox"/> |
| DRIVEWAY   | <input type="checkbox"/> |

- |            |                          |
|------------|--------------------------|
| COUNTY:    |                          |
| STORMWATER | <input type="checkbox"/> |
| DRIVEWAY   | <input type="checkbox"/> |

- |                           |                          |
|---------------------------|--------------------------|
| FEES COLLECTED:           | RECEIVED                 |
| STORMWATER                | <input type="checkbox"/> |
| COMMERCIAL DEVELOP.       | <input type="checkbox"/> |
| SUBDIVISION               | <input type="checkbox"/> |
| PRE-APPLICATION           | <input type="checkbox"/> |
| PRELIMINARY PLAT REVIEW   | <input type="checkbox"/> |
| FINAL PLAT REVIEW         | <input type="checkbox"/> |
| CONS. VERIF. & PLAT CERT. | <input type="checkbox"/> |
| VARIANCE APP.             | <input type="checkbox"/> |

MATERIALS **REQUIRED** TO BE PROVIDED PER THE ULDC:

RECEIVED

BOUNDARY SURVEY WITH ( )  
LEGAL DESCRIPTION (**Signed and Sealed**)

SITE PLANS (if part of a master  
**plan must show overall plan** ( )  
**on site plans**)

TREE SURVEY (Sec. 4.06.00) ( )

LANDSCAPE PLANS ( )  
(**Signed & sealed**)

IRRIGATION PLAN ( )

(ULDC Section 4.02.06 (11)\*)

**\*AUTOMATIC IRRIGATION SYSTEMS  
SHALL BE INSTALLED PRIOR TO THE  
INSTALLATION OF PLANTS.**

**Application for Reclaimed Water** ( )

**Service w/Irrigation Area Worksheet**

The Application for Reclaimed Water Service is available from the Lynn Haven Utility Dept. The  
"Commercial Irrigation Area Worksheet" is available online at [www.cityoflynnhaven.com](http://www.cityoflynnhaven.com),  
Departments, Development and Planning, Forms and Applications.

Application for Water & Sewer ( )

Availability Request The Water & Sewer Availability Request form is available online at  
[www.cityoflynnhaven.com](http://www.cityoflynnhaven.com), Departments, Public Utilities, Reclaimed/Reuse Water, Forms.

WETLAND DELINEATION ( )

EROSION CONTROL ( )

For new construction, include drawings to scale or dimensions shown for the following plans,  
including specifications:

FLOOR PLAN ( )

FRONT, SIDE & REAR ( )

ELEVATION PLANS\* ( )

\*Non-Residential Developments must submit color architectural renderings to demonstrate  
compliance with ULDC Section 4.01.04 Appearance Standards for Non-Residential Primary  
Structures (Ord. #1139 and Storefront Design Criteria). Refer to the City website –  
Development & Planning, Forms & Applications

UTILITY PLAN ( )

WATER & SEWER ( )

CAPACITY ANALYSIS

LIGHTING PLAN ( )

PHOTOMETRIC PLAN ( )

L.O.S. CALCS. (Sec. 6.01.02)

EDUCATION ( )

SOLID WASTE ( )

RESTRICTIVE COVENANTS ( )

FLOOD ZONE DATA ( )

(**including flood zones**)

STREETS NAMED ( )

EASEMENTS & ROWS IDENTIF. ( )

REC/OPEN SPACE ALLOWED ( )  
 TRANSPORTATION IMPACT ( )  
 ANALYSIS TRIP GENERATION ( )  
 FOR (3) SEGMENTS - SEE ATTACHED

IMPROVEMENTS

Indicate whether each of the following improvements will be privately owned and maintained or will be granted to the City (publicly owned) for maintenance.

IMPROVEMENT	OWNED AND MAINTAINED	
	Privately	Publicly
Water system	( )	( )
Sanitary sewer system	( )	( )
Stormwater drainage system	( )	( )
Streets	( )	( )
Sidewalks	( )	( )
Street lights	( )	( )
Curbs and gutters	( )	( )
Parks/Open space	( )	( )
Landscapes	( )	( )
Buffer/Fences	( )	( )

TRC REVIEW DATE: \_\_\_\_\_ APPROVED ( ) YES ( ) NO

PLANNING COMM. REV. DATE: \_\_\_\_\_ APPROVED ( ) YES ( ) NO

CITY COMM. REV. DATE: \_\_\_\_\_ APPROVED ( ) YES ( ) NO

Certification and Authorization:

- (1) By my signature hereto, I do hereby certify that the information contained in this Application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this Application and or revocation of any approval based on this Application.
- (2) I do hereby authorize City staff to enter upon my property at any reasonable time for the purpose of site inspection.
- (3) I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by City staff.
- (4) I \_\_\_\_\_ (print name) as the property owner or authorized property owner representative have read and understand the attached information concerning Application for Development Order.

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Signature of Developer

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Title and Company (if applicable)

\_\_\_\_\_  
Title and Company (if applicable)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Notary as to Owner or Agent

\_\_\_\_\_  
Notary as to Developer

My commission expires:  
\_\_\_\_\_

My commission expires:  
\_\_\_\_\_

Application approved by: \_\_\_\_\_ City Planner.

## Development Order Fee Schedule

### Subdivision Pre-Application Review (Optional)

3 to 10 lots.....	500.00
11 to 50 lots.....	500.00
51 to 100 lots.....	1,000.00
101 to 250 lots.....	1,000.00
Greater than 250 lots.....	1,500.00

**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

### Subdivision Development Order Engineered Site Plans (Two Reviews)

3 to 10 lots.....	1000.00
11 to 50 lots.....	1000.00
51 to 100 lots.....	1500.00
101 to 250 lots.....	2,000.00
Greater than 250 lots.....	Negotiated
Additional Reviews.....	Hourly

**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

### Commercial/Industrial Site Plan Review (Two Reviews)

Site plan review, less than 5,000 sq ft and less than 2 acres.....	950.00
Site plan review, 5,000 to 100,000 sq ft and less than 2 acres.....	1,000.00
Site plan review, 5,000 to 100,000 sq ft and 2 to 10 acres.....	2,000.00
Site plan review, more than 100,000 sq ft, or more than 10 acres....	Negotiated
Amendments to Local Development Orders (Same as stated for Commercial/Industrial Site Plan Review above)	
Time Extension.....	300.00
Request for Substantial Deviation.....	550.00
Development Agreement.....	2,200.00

**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

### Multi-family Development Site Plan (Two Reviews)

3 to 10 units.....	1,000.00
10 to 24 units.....	1,500.00
25 to 150 units.....	2,000.00
More than 150 units.....	3,000.00
Excessive review (each occurrence) .....	Hourly

Note: If a project is constructed in phases, the review fees are charged per each Development Order submittal.

**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

### Engineered Site Plan (Two Reviews)

3 to 10 lots.....	1000.00
11 to 50 lots.....	1000.00
51 to 100 lots.....	1500.00
101 to 250 lots.....	2000.00

Greater than 250 lots.....Negotiated  
Additional Reviews (each occurrence) .....Hourly  
**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

**Plat Review (Preliminary and Final) construction verification and plat certifications (Two Reviews)**

3 to 10 lots.....1000.00  
11 to 50 lots.....1500.00  
51 to 100 lots.....2000.00  
101 to 250 lots.....2,500.00  
Greater than 250 lots.....Negotiated  
Excessive Review (each occurrence).....Hourly  
**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

**REQUIREMENTS FOR TRANSPORTATION IMPACT  
ANALYSIS**

**CITY OF LYNN HAVEN**



## INTRODUCTION AND PURPOSE

The purpose of this document is to provide guidance related to transportation impact analysis (TIA) and the transportation requirements for land and access permitting in the City of Lynn Haven. This document reflects the minimum requirements for the City of Lynn Haven.

All land development applications with 50 or more Peak-Hour trips during the adjacent roadway's PM peak-hour or the development's peak-hour (i.e. School, Church and Malls), as determined by the City of Lynn Haven, will be required to submit a Transportation Impact Analysis (TIA) that will consider the capacity of throughfare facilities, study area intersections, safety, operations, and an inventory of the existing multi-modal infrastructure adjacent to the proposed project. The general framework of Transportation Impact Analysis shall be as established by the Florida Department of Transportation (FDOT) Traffic Analysis Handbook subject to input provided by the City of Lynn Haven via a pre-application/methodology meeting. The City reserves the right to increase the traffic analysis requirements within the TIA based on project type, intensity, and location. All segment analysis that is included within the TIA is for information purposes only related to capacity constraints in the City only and are intended for the City to be able to better plan for needed improvements related to roadway segments.

All land development applications with less than 50 Peak-Hour trips during the adjacent roadway's PM peak-hour or the development's peak-hour (i.e. School, Church and Malls), as determined by the City, will be required to submit a Driveway Analysis Memorandum that will consider the operations at the projects driveway and address any necessary improvements related to operations and safety. Any additional requirements will be determined during the pre-application/methodology meeting.

## PRE-APPLICATION MEETING/METHODOLOGY MEETING

Prior to the preparation of the TIA, a methodology meeting will be held with the City of Lynn Haven staff. At this meeting, a review of the requirements associated with the analysis will be discussed. The applicant should prepare and provide a site plan identifying the project location, proposed access points, general site layout, land use, and intensity. These meetings may be held virtually or in person.

Coordination related to other permitting agencies (i.e. FDOT or Bay County) should occur separately. The applicant should provide the City with meeting summaries and attendees related to the other agency coordination and detail the requirements set forth by those agencies. This will allow for better agency coordination. The City of Lynn Haven will attend pre-application/methodology meetings with other required review agencies at the request of the applicant.

## GENERAL TIA REQUIREMENTS

The following information is required as part of the TIA:

1. Project Location
2. Proposed Development and Access Connections
3. Multi-modal Facilities & Transit within the Study Area
4. Trip Generation
5. Collected Traffic Counts
6. Trip Distribution
7. Study Area of Impact
8. Trip Assignment
9. Existing Traffic Conditions
10. Background (non-project) Traffic
11. Future Traffic Conditions (Background + Project Trips)
12. Intersection Analysis
13. Turn Lane Warrant Analysis
14. Internal Roadway Projections

## **1. Location**

The analysis shall provide a property address, parcel identification numbers within the development and a map of the project location (including a north arrow) that also shows surrounding properties as well as a current aerial image of the site.

## **2. Proposed Development and Access Connections**

The analysis shall provide an overview of the proposed development, including applicable square footages and/or other project variables including but not limited to the number and type of residential units or rooms for hotels. A proposed development plan shall also be provided. The location of all driveways and access connections shall be identified and their proximity to existing intersections and adjacent accesses shall be documented. Access connections on the opposite side of the roadway shall be depicted as well.

## **3. Multimodal Facilities and Transit**

The analysis shall include an inventory of all existing and proposed multi-modal facilities along the boundary of the development, including transit stops. The analysis shall identify if bicycle racks will be proposed by the development and where the bicycle racks are proposed to be located. The analysis shall provide an inventory of the routes providing transit service and the frequency of transit service based upon the most recently published information. The analysis shall also identify all existing and proposed sidewalks, trails, paths and bicycle lanes along thoroughfare roadways within a ¼-mile of the development boundary. The analysis shall also identify all adjacent public parks, schools, shopping centers and employment uses directly adjacent to the boundaries of the development or across the street from project access connections.

## **4. Trip Generation**

Daily and AM and/or PM peak-hour trip generation and directional split for project traffic shall be estimated using the rates and equations contained in the latest edition of the Institute of Transportation Engineers' Trip Generation. Specific time of day will be determined during the methodology meeting.

City staff may allow internal/community capture, mode share and pass-by trips based upon proposed land uses and supporting documentation. Specific capture rates, mode share, pass-by and their application shall be established during development of the detailed methodology and documentation and/or technical analysis provided supporting the use of capture rates, mode share and pass-by trips.

Alternative trip generation methodologies may be recommended by the applicant and provided for City staff review and approval. It is recommended that these alternative methodologies or supporting data sets be provided to the City prior to the pre-application methodology meeting in order to expedite the review and approval process of the overall analysis.

## **5. Collecting Traffic Counts**

Collected daily traffic counts and turning movement counts shall be documented and referenced. The need for collecting traffic counts shall be determined during the methodology meeting. An Applicant may request to utilize traffic data that is less than two years old, and no significant development has occurred since the counts were collected. Segment counts shall generally be collected over a 24-hour period on a Tuesday, Wednesday, or Thursday, excluding holidays and special events unless approved by the City. Turning movement counts will generally be collected for the 4-hour peak windows during the AM and PM periods. Specific count times and locations shall be established and confirmed during the methodology meetings.

## **6. Trip Distribution**

Trip Distribution may be based on existing or collected traffic counts, the latest FDOT Travel Demand Model or other methods of distributing project traffic may be used as approved by the City during the pre-submittal/methodology meeting. For projects with 500 or more peak-hour trips, the latest FDOT Travel Demand Model may be required. Depending on the project, updates to the model may be required as directed by the City. Socio-economic data may require modification prior to being found acceptable for a specific project for projects with 500 or more peak-hour trips. The applicant shall submit to the City for review any proposed or required modifications to modeling data. The applicant shall not proceed to portions of the analysis that rely on the trip distribution prior to receiving City's approval of the modeling data and the project trip distribution

## **7. Study Area of Impact**

If a segment capacity analysis is required by the City to complete for the project, then the study area shall be defined as follows. The study area shall be based upon 5% of the adopted Level of Service maximum service volume of impacted thoroughfare facilities and shall also include significant local, collector and arterial roads to which the project has direct access or that the project accesses via a private or local road network. The Study Area shall include the thoroughfare facility, and thoroughfare segment intersection endpoints as defined by the City. The adopted Level of Service should be consistent with the City of Lynn Haven Comprehensive Plan. Capacity of the corridors shall be provided by the City or determined using FDOT most recently published Generalized Service Volume Tables.

## **8. Trip Assignment**

Trips shall be assigned to the surrounding roadway network and project access connections per the approved traffic distribution. Assignment shall address Daily, AM and PM Peak-hours unless otherwise agreed upon at the methodology meeting. Pass-by trips shall be accounted for at project access connections.

## **9. Existing Traffic Conditions**

An analysis of an existing year peak-hour, peak-season traffic conditions scenario for all thoroughfare roadway segments and all intersections within the study area (as defined in the pre-submittal/methodology meeting) shall be provided. The analysis time period to evaluate (the Peak-Hour) will be determined by City staff at the time of the methodology meeting. This evaluation shall include any traffic counts conducted and any seasonal adjustments to these counts. Peak-season adjustment factors shall be based on Florida Department of Transportation (FDOT) Florida Traffic Online data, or other data agreed upon at the methodology meeting.

If traffic counts are not collected along roadway segments, data provided from the City or FDOT sources may be used to develop "existing" conditions. However, growth rates may need to be developed to reflect current year conditions if traffic counts are older than 12 months old.

The analysis for roadway segments may be a multi-tier approach where the most recent and published generalized service volumes, as developed by FDOT, should initially be used. If necessary, the secondary tier approach can be used by the Applicant which could include the most recent and approved version of FDOT's ART-PLAN or HIGH-PLAN programs or the Highway Capacity Software (HCS) programs, or any similar software as approved by the City. For intersections, the use of the HCS programs, Synchro, or any

similar software as approved by the City, will be appropriate. Information regarding traffic signal phasing/timing for use in the analysis shall be obtained from the Maintaining Agency.

#### **10. Background (non-project) Traffic**

Future background (non-project) traffic will be determined by the application of a calculated growth rate to the existing traffic volumes. Growth Rates may be determined with the use of 5-year traffic count data that is readily available (i.e. FDOT Florida Traffic Online), University of Florida's Bureau of Economic and Business Research (BEBR) population data, or travel demand model growth rates. The specific approach will be determined at the time of the methodology meeting and should be documented within the traffic study.

#### **11. Future Traffic Conditions (Background + Project Trips)**

An analysis of a future year (build-out year) peak-hour, peak-season traffic conditions scenario for all roadways and intersections within the defined study area at project buildout shall be provided. The specific peak-hour evaluated should be the same as the existing conditions analysis peak-hour scenario, as established in the methodology meeting, unless City staff deems other peak-hours are more appropriate for analysis in this scenario. This evaluation shall include both project traffic and background traffic estimates as stated previously discussed. The future year analysis scenario may include any scheduled and fully funded transportation improvements programmed for construction within three years of the project build year.

This analysis will also identify and provide a list of transportation-related improvements at roadway segments and intersections (both on-site/site-related at project driveways and off-site locations). If off-site improvements are necessary, the applicant shall provide a project trip threshold to determine when, in terms of number of trips, an improvement will be required.

If the Applicant can demonstrate that any operational deficiencies required for a specific project will be triggered by existing traffic or future background traffic, then the developer may not be responsible for the construction of said improvement. If included in the TIA document, this scenario shall be coordinated with, and approved by, City staff.

#### **12. Intersection Analysis**

All access connections to external roadways shall be evaluated for the AM and/or PM peak hours or the peak-hour of the proposed development for developments without typical peak-hour impacts such as places of worship. Peak hour analysis will be established during the methodology meeting. For developments that do not have direct access to an existing thoroughfare roadway, the intersection of the roadway connecting the development and an existing thoroughfare shall be considered an access connection. Projects that generate 50 or more Peak-Hour trips shall be required to establish a study area during the methodology meeting.

The City shall not allow or approve an access connection that it finds will cause an operational or safety issue either at the access connection or at an existing adjacent intersection. The City may limit access connections to a right-in or right-out only, where necessary site related improvements or adequate improvements to the adjacent intersection cannot be made. An acceptable software simulation (approved at the time of formal methodology meeting) will be used to evaluate each intersection based upon the type of intersection (i.e. roundabout, signalized, two-way stop control, etc.).

The City may require a signal or roundabout warrant analysis at access points to the proposed development. If warranted and approved by the City then the project developer shall design and construct the traffic signal or roundabout per the timing established by the City.

### **13. Turn Lane Warrant Analysis**

Project related turn lane warrant analysis requirements will be established at the methodology meeting. Generally, turn lane warrant analysis should utilize the National Cooperative Highway Research Program (NCHRP) turn lane warrant analysis spreadsheets, unless an alternative methodology is agreed to during the methodology meeting.

### **14. Internal Roadway Projections**

The analysis will describe all internal roadways proposed in conjunction with the proposed development if internal roadways are proposed. Depending on the size of the development, the City may require an internal intersection and segment analysis. This will be determined at the methodology meeting.

## **TECHNICAL REPORT**

The analysis shall be documented in a Technical Report, signed and sealed by a licensed Florida Professional Engineer with expertise in conducting transportation analyses. The final section of the report shall provide clear and concise description of study findings, including whether the impacted roadway facilities will operate at or above the adopted LOS standards and whether all intersection lane groups will operate below volume to capacity (V/C) ratio of 1.0 when reviewed under total traffic conditions. This section will summarize the improvements for all users including pedestrians, bicyclists, transit riders and motorists identified by type.