



Development Order Application and Fee Schedule

Planning and Development Department | Lynn Haven, Florida
817 Ohio Ave., Lynn Haven FL, 32444 | planning@cityoflynnhaven.com | 850-248-0506

APPLICATION FOR DEVELOPMENT ORDER (RESIDENTIAL AND COMMERCIAL DEVELOPMENTS)

The following must be submitted with this application:

Site Plans, Storm Water Calculations, Preliminary Plat, Survey, Landscape & Irrigation Plans:
Electronic Submittals will be accepted in lieu of hard copies.
Please email to planning@cityoflynnhaven.com

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.

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

DATE: _____ DO APPLICATION FEES\$ _____ DO NUMBER _____

OWNER'S NAME: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

EMAIL: _____

TELEPHONE # _____ CELL # _____

APPLICANT'S NAME*: _____

*IF THE APPLICANT IS NOT THE OWNER, PLEASE PROVIDE A NOTARIZED LETTER OF AUTORIZATION FROM THE PROPERTY OWNER.

EMAIL: _____

TELEPHONE# _____ CELL# _____ FLA

LIC# _____

DEVELOPMENT ADDRESS: _____

PARCEL ID# _____, _____, _____

SIZE OF PARCEL (ACRES): _____

IF APPLICATION IS FOR A COMMERCIAL PROJECT, LIST THE DEVELOPMENT NAME: _____

ENGINEER'S NAME: _____

EMAIL ADDRESS: _____

CITY'S CURRENT FLUM DESIGNATION: _____

ANY FUTURE LAND USE MAP CHANGES REQUESTED [] Yes [] No

If yes, please indicate requested FLUM designation _____

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	RECIEVED
COE		

DEP.

	SUBMITTED	RECIEVED
STORMWATER		
WASTEWATER		
DOMESTIC WATER		
DREDGE & FILL		

FDOT

	SUBMITTED	RECIEVED
STORMWATER		
DRIVEWAY		

COUNTY

	SUBMITTED	RECIEVED
STORMWATER		
DRIVEWAY		

FEES COLLECTED

	SUBMITTED	RECIEVED
STORMWATER		
COMMERCIAL DEVELOPMENT		
SUBDIVISION		
PRE-APPLICATION		

	SUBMITTED	RECIEVED
PRELIMINARY PLAT REVIEW		
FINAL PLAT REVIEW		
CONS. VERIF. & PLAT CERTIFICATION		
VARIANCE APP.		

MATERIALS REQUIRED TO BE PROVIDED PER THE ULDC:

	SUBMITTED	RECIEVED
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 and Sealed)		
IRRIGATION PLAN (ULDC Section 4.02.06 (11) * *AUTOMATIC IRRIGATION SYSTEMS SHALL BE INSTALLED PRIOR TO THE INSTALLATION OF PLANTS.		
APPLICTION FOR RECLAIMED WATER W/ IRRIGATION WORKSHEET The Reclaimed Water Service application is available from the Lynn Haven Utility Dept. The "Commercial Irrigation Area Worksheet" is available online at www.cityoflynnhaven.com , Departments, Development & Planning, Forms and Applications.		
APPLICTION FOR WATER AND SEWER AVAILABLIY REQUEST The Water & Sewer Availability Request form is available online at www.cityoflynnhaven.com , Departments, Development & Planning, Forms and Applications.		
WETLAND DELINEATION		
EROSION CONTROL		

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

	SUBMITTED	RECIEVED
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)		

	SUBMITTED	RECIEVED
LIGHTING PLAN		
PHOTOMETIC PLAN		
L.O.S. CALCS. (Sec. 6.01.02)		
EDUCATION		
SOLID WASTE		
RESTRICTIVE COVENANTS		
FLOOD ZONE DATA (including flood zones)		
STREETS NAMES		
EASEMENTS & ROWS IDENTIFIED		
REC/OPEN SPACE ALLOWED		
TRANSPORTATION IMPACT		
ANALYSIS TRIP GENERATION		

FOR (3) SEGMENTS*

* Refer to the city website – Development & Planning, Forms & Applications.

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.

	PRIVATELY	PUBLICLY
Water System		
Sanitary Sewer System		
Stormwater Drainage System		
Streets		
Sidewalks		
Streetlights		
Curbs and Gutters		
Parks/Open Spaces		
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 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.

Owner or Agent Signature Date Applicant's Signature Date

Print name

Print name

Title and Company (if applicable)

Title and Company (if applicable)

Notary as to Owner or Agent

Notary as to Applicant

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.....	750.00
51 to 100 lots.....	1,000.00
101 to 250 lots.....	1,200.00
Greater than 250 lots.....	1,500.00*

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

Engineered Site Plan Review (Two Reviews)

3 to 10 lots.....	1,000.00
11 to 50 lots.....	1,500.00
51 to 100 lots.....	2,000.00
101 to 250 lots.....	2,500.00
Greater than 250 lots.....	Negotiated
Additional Reviews.....	Hourly*

Amendments to Local Development Orders - same fees as stated above

***(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.....	1,000.00
Site plan review, 5,000 to 100,000 sq ft and less than 2 acres.....	1,500.00
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 fees as stated 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*

Amendments to Local Development Orders - same fees as stated above

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)**

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

3 to 10 lots.....	1,000.00
11 to 50 lots.....	1,500.00
51 to 100 lots.....	2,000.00
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)**