



**CITY OF
CHIPLEY
DEVELOPMENT GUIDE**

AS OF OCTOBER 18, 2002

INTRODUCTION

This packet of materials is being provided for your convenience to assist developers in complying with the City of Chipley Land Development Codes. An attempt was made to include all information necessary, however, due to the varying nature of development, some applicable parts may not have been included. Please note also that developers must comply with all county, state, and federal regulations. Some references have been made to that effect inside City codes, but only City codes have been included herein.

Development Order

The Washington County Building Department issues “Building Permits” and “Certificates of Occupancy”. They can be contacted at 1331 South Blvd., Suite 214, Chipley, Florida 32428, (850) 638-6195. A prerequisite to issuance of any permits is approval by the City. Therefore, data concerning proposed construction, usually in the form of a Site Plan, must be submitted to the City.

Concurrency

Prior to allowing development, the developer must submit data concerning the new development’s impact on the City’s services including:

1. Water
2. Sewer
3. Sanitation
4. School Concurrency (from school board)
5. Traffic
6. Storm Water
7. Recreation

Letter of Intent

Must be submitted with the Site Plan. This should be a written statement indicating the nature and extent of proposed development.

Site Plan

Site Plans submitted to the City for approval must address applicable provisions per the attached Site Plan Requirement Checklist.

Historic Preservation

In an effort to preserve Chipley’s historic architectural character, some development must be approved by the Chipley City Council. If the development is located inside the City of Chipley Historic District, a “Certificate of Appropriateness” must be issued by the Chipley City Council.

Subdivisions and/or Utility Extensions

As per Section 17-46 (8) - Installation of utilities. After grading is completed and before any base is applied, all the underground utilities such as water mains, sewer lines and storm sewer lines shall be installed by the subdivider at his own expense. All potable water, natural gas, reclaimed water and sanitary sewer utility (Utility) infrastructure, including facility upgrades and system improvements, new facilities and system extensions shall fully comply with all applicable City design standards and shall be designed and constructed in accordance with the City’s most recently adopted Construction Criteria Manual where applicable or as approved by the Public Works Director and or the Water Utilities Director.

Requests for Utility extensions and/or connections shall be submitted to the City. Applications for Utility extensions shall be accompanied by engineering design plans, sealed by a licensed Professional Engineer. All proposed potable water and sanitary sewer extensions or facility upgrades shall be permitted by the appropriate state and/or county regulatory agencies and then by the City prior to construction.

**CITY OF CHIPLEY
LAND DEVELOPMENT CODE**

FORMS

- A. Development Order**
- B. Site Plan Review Checklist**
- C. Land Use Compliance Certificate**
- D. Application for Certificate of Appropriateness**
- E. Application for Concurrency Review**
- F. Sign Permit Application (*if applicable*)**
- G. Land Use Change/Variance Request Application**

City of Chipley Development Order

File No. _____

Fees Paid \$ _____

Name of Owner: _____

Phone #: _____

Address: _____

Name of Developer/Contractor: _____

Address: _____

Phone #: _____

Type of Development: _____

Parcel Size: _____

Location of Development: _____

Land Use Designation: _____

Sq. Ft. of Building _____

Site Plan Required? Yes _____ No _____

Stormwater Permit Required? Yes _____ No _____

City Utilities Needed? Potable Water _____ Waste Water _____ Natural Gas _____ Garbage _____

Attachments to Order: 1. _____ 2. _____

3. _____ 4. _____

Date of Planning & Zoning Commission Approval: _____

Date of City Council Approval: _____

Contingencies/Conditions of Approval: _____

The City Council hereby authorizes the development of land within the City of Chipley, Florida, as specified herein. Any development undertaken pursuant to this order shall be in strict conformance with the application for development approval and site plan(s) as approved by the City.

_____/_____
Signature – City Administrator Date

_____/_____
Attest Date

SEAL

Owner/Developer/Contractor: _____

SITE PLAN REVIEW REQUIREMENT CHECKLIST

Petition Number: _____

Fee Paid: _____

Date Received: _____

Receipt #: _____

Submit eight (8) copies of each of the following items to the City Clerk's Office.

Site plans submitted for Preliminary approval must have the following information:

- | | | | |
|-----|----|-----|--|
| Yes | No | 1. | Legal description of subject parcel. |
| Yes | No | 2. | Site location map. |
| Yes | No | 3. | Topography map. |
| Yes | No | 4. | Generalized soil types and map, if available. |
| Yes | No | 5. | Type & location of existing vegetation & tree grouping. |
| Yes | No | 6. | Location, names, widths of existing & proposed streets, driveways and dumpsters. |
| Yes | No | 7. | Dimensions/location of all buildings/structures. |
| Yes | No | 8. | Gross floor area of all buildings. |
| Yes | No | 9. | Exact number of dwelling units by number of bedrooms. |
| Yes | No | 10. | Total number of residential units by acre. |
| Yes | No | 11. | Dimensions of all yard setbacks and open spaces. |
| Yes | No | 12. | Location of recreation areas, if any. |
| Yes | No | 13. | Drainage concept. |
| Yes | No | 14. | Site percentage & square footage covered by building structures. |
| Yes | No | 15. | Site percentage & square footage covered by paving. |
| Yes | No | 16. | Site percentage & square footage covered by open space. |
| Yes | No | 17. | Sediment control measures. |
| Yes | No | 18. | Fire flow calculations. |
| Yes | No | 19. | Preliminary site plan submittals must contain the following stormwater management information: |
| Yes | No | A. | Graphic definition of the drainage areas with each area's: |
| | | 1. | approximate surface area indicated |
| | | 2. | approximate coefficient of imperviousness |
| | | 3. | approximate points of water collection |
| Yes | No | B. | Definition of the type of stormwater management system proposed, along with the location and approximate dimensions and/or size of the facilities. |
| Yes | No | C. | Approximate stormwater management design calculations. |

Site plans submitted for Final approval must have the following information:

- | | | | |
|-----|----|-----|--|
| Yes | No | 20. | A grading & drainage plan; stormwater management analysis/design
Calculations must be signed & sealed by a registered Florida engineer. |
| Yes | No | 21. | A landscape plan. |
| Yes | No | 22. | Exact location of all public easements. |
| Yes | No | 23. | Utility services & connection points; fire hydrant locations. |
| Yes | No | 24. | Architectural elevations of all buildings and structures. |
| Yes | No | 25. | Size, type and location of street graphics. |
| Yes | No | 26. | Size, location and intensity of exterior lighting devices and a statement
that lighting will meet City of Chipley codes. |
| Yes | No | 27. | If phasing is planned, a development timetable is required. |
| Yes | No | 28. | A sedimentation plan. |

NOTE: THE CITY COUNCIL WILL NOT REVIEW A SITE PLAN THAT IS DEFICIENT IN ANY OF THE INFORMATION LISTED ABOVE.

In submitting this petition, I/We understand that all required information as listed above including eight (8) copies of each of the 28 required items must be submitted to the City Clerk's Office before review by the Chipley City Council. **(11x17" ONLY!)**

Owner/Agent/Petitioner's Signature

Date

FOR OFFICE USE ONLY

Petition Number _____

Fee Paid _____

Section, Township, Range _____

Receipt Number _____

Tax Parcel Number _____

City Council Review Date _____

Approved by City Council _____

Denied by City Council _____



City of Chipley

Land Use Compliance Certificate



Fee Amount \$ _____

Verification provided for (Owner's Name): _____

Project Site Address: _____

Phone Number: _____

Contractor Name/Address _____

Contractor Phone #: _____ Parcel I.D. Number: _____

City of Chipley Future Land Use Designation

Low Density Residential		Neighborhood Commercial	
Medium Density Residential		Historic Commercial	
High Density Residential		Industrial	
Historic		Recreational	
Commercial		Public/Semi Public/Educational	

Flood Zone: ____ Yes ____ No Zone Type _____

Scope of work (Please provide details of all work): _____

A site inspection has been performed on the above development site within the City of Chipley, Florida. It is hereby verified that all site development standards meet the City's land use, zoning and comprehensive planning requirements.

Applicant

Date

City Official Verifying Compliance

Date

Notice to Applicant: This certificate must be presented to the Washington County Building Official and is requisite to issuance of a "Certificate of Occupancy" for your construction project.

City of Chipley

Sign Application & Permit

Date: _____ Permit #: _____

Applicant's Name: _____

Business Name: _____ Phone #: _____

Address of Sign: _____

Name & Address of Sign Contractor: _____

Permit Fee: _____

Please provide the following information:

1. **Type of Sign(s):** _____ Ground Sign _____ Building Sign _____ Outdoor Advertising
(Billboard)

2. **Scale drawing and dimensions of sign.**

a. **Ground Signs & Outdoor Advertising Signs:** provide site plan showing location of sign, distances from existing buildings, intersections, driveway connections and property lines. (Outdoor advertising signs require D.O.T. permit application).

b. **Building Signs:** provide drawing of building showing elevation and location of sign.

3. **Type of Illumination:** _____

4. **Land Use Designation:** _____

5. **Number of Existing Signs on Property:** _____

The City of Chipley hereby authorizes placement of the above referenced signage. Any deviation to construction or location which are not reflected in this document will result in revocation of permit.

_____/_____
Signature: City Administrator or Code Enforcement Officer Date

_____/_____
Signature: Owner/Contractor Date

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Name: _____

Address: _____

Phone #: _____

Address of property to be improved: _____

List of improvements including materials to be used, paint colors, and other details which will alter the current appearance of the structure or property.

Note: Include a site plan showing location of proposed construction if the improvement is not on the existing structure.

I (name of applicant) _____ certify that the information submitted truly reflects all improvements which will be made on the property. Should any changes be desired, I will notify the City of Chipley. I acknowledge that penalties can be the result of varying from the plans or description submitted and approved.

Signed: _____ Date: _____

Action: Approved _____ Not Approved _____

Comments: _____

Signature/Title/Authority

ZONING CHANGE OR VARIANCE REQUEST

FEE: _____

Any applicant requesting a particular service specified herein shall make formal application to the City and shall pay the appropriate fee. No portion of the appropriate fee shall be refunded whether the request is withdrawn by the applicant or denied or granted by the City of Chipley.

Date _____ Applicant's Name _____

Phone _____ Address _____

Signature of Applicant Date

ADDRESS OR DESCRIPTION OF PROPERTY TO BE CONSIDERED: _____

TYPE OF REQUEST: Zoning Change () Variance ()

REASON FOR REQUEST: _____

SUPPORTING DOCUMENT(S): _____

ZONING BOARD USE ONLY

DECISION OF ZONING BOARD: _____

Signature of Board Chairman Date

PERSON TO BE NOTIFIED OF BOARD DECISION: _____

Address: _____ Phone # _____

CITY OF CHIPLEY
APPLICATION FOR CONCURRENCY REVIEW

Applicant: _____ Date: _____

Address: _____ Phone: _____

Project Name: _____ Address: _____

Contact Person: _____ Phone: _____

(Use additional sheets if necessary)

1. Provide estimated water usage in gallons per person per day plus total usage per day, month, and annually.
2. Provide estimated sanitary sewer usage in gallons per person per day plus total usage per day, month, and year.
3. Provide estimated solid waste generation in pounds. Provide list of types of waste generated by establishment.
4. Provide storm water management plan.
 - a. Include all permits from applicable state and federal agencies.
5. Provide estimated traffic volume at peak hours.
 - a. Include a written statement indicating the nature and extent of proposed development.

*****NOTE: Certain types of development are exempt from some portions of the concurrency review; however, some may have greater requirements than those requested above. Call the planning department at city hall if you have any questions concerning your requirements.**

Approved by: _____
(City Official)

Date: _____

Certificate of Concurrency” valid for only one year following submission of information.