

File No. _____

Date Received: _____



CITY OF CALLAWAY PLANNING DEPARTMENT
(Residential Subdivision or Multifamily)

DEVELOPMENT ORDER APPLICATION

Planning Department
6603 E. Hwy 22, Callaway, FL 32404
Phone (850) 871-4672 Fax (850) 871-2404

A. APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

1. Name of applicant: _____

2. The applicant is the: A) Property Owner _____ or; B) Authorized Agent _____
(If the applicant is an agent, attach a signed statement from the property owner granting permission for the agent to obtain any necessary permits.)

3. Applicant address: _____

4. Applicant telephone: (____) _____ Fax: (____) _____

5. Name of project contact: _____

6. Project contact address: _____

7. Contact telephone: (____) _____ Fax: (____) _____

8. Name of person or firm the Development Order is to be issued to (If not same as the applicant): _____

Address of recipient: _____

9. Review fee amount (Please attach check made payable to "City of Callaway".)

- Development Order Review \$500.00 * \$ _____
- Residential Subdivision Submittal \$500.00 * \$ _____
- Deviation from Site Plan \$500.00 * \$ _____

* Plus Engineering and Attorney review fees reimbursed as billed.

(For a deviation from site plan, please attach a narrative citing approved development order detailing all proposed changes from approved development order.)

B. PROJECT INFORMATION

1. Project Name: _____
2. Proposed use of site (in acres): _____
3. Number of buildings / sq. ft.: _____
4. Proposed intensity in impervious surface ratio: _____
5. Are proposed roads, easements, stormwater facilities, and/or on-site utilities to be private or dedicated to the City? _____ dedicated to the City _____ private _____ combination (attach explanation)
6. Is this project part of an **existing** multi-phase development? ___ No ___ Yes; this project is part of _____
7. Is this project the start of a **new** multi-phase project? ___ No ___ Yes; this is a multi-phase project anticipated to be developed in _____ phases. This application is for phase(s) _____.
8. Has the City previously issued any development order for the subject parcel? ___ No ___ Yes If yes, what is status of current development order? _____
9. Height of tallest building above grade: _____
10. Is this waterfront property: ___ No ___ Yes If yes, to which waterbody is this property adjacent? _____

C. DEVELOPMENT SITE INFORMATION

1. Current use of site (in acres) : _____
2. Address of site: _____
3. Property appraiser's parcel ID#(s) _____

NOTE: Copy of deed with legal description MUST be included.

4. Size of property: _____ (square feet); _____ (acres)
5. Name(s) of Adjacent Street(s):
North- _____ South- _____
East- _____ West- _____

D. SITE LAND USE DESIGNATIONS

1. Future Land Use Map Designation: _____
2. Future Land Use Map Designation of Adjacent Parcels:

North- _____ South- _____
East- _____ West- _____

3. Is subject property in an overlay(s): ___ Yes ___ No If yes, please specify _____

4. Subject property's zoning district(s): _____

5. Zoning districts of adjacent parcels:

North- _____ South- _____
East- _____ West- _____

5. Zoning districts of adjacent parcels:

North- _____ South- _____
East- _____ West- _____

E. SITE UTILITIES (Check all applicable services)

1. Water system:
available capacity: _____
Demand created by proposed development: _____
2. Sewer system:
available capacity: _____
Demand created by proposed development: _____

F. TRAFFIC IMPACTS

Please see Appendix A for Traffic Impact Analysis Guidelines for Development Order (Site Plan Submittal) Applications and Proportionate Fair-Share Transportation Mitigation information (Section 15.940 of LDR). Appendix B contains information on Transportation Impact Fees.

1. HURRICANE EVACUATION The subject property occurs in the following hurricane evacuation zone(s). Check all that apply:

____ Tropical Storm ____ Category 1 Hurricane ____ Category 2 Hurricane
____ Category 3 Hurricane ____ Category 4-5 Hurricane ____ N/A

G. SITE ENVIRONMENTAL INFORMATION (Check all that apply)

1. ____ Flood Zone Type: ____; Elevation _____
2. ____ Protected Trees (indicate type and size on site plan)
3. ____ Wetlands: ____ FDEP ____ COE
4. ____ Shoreline
5. ____ Coastal Area
6. ____ Aquifer Recharge
7. ____ Wildlife Habitat

An environmental assessment should be included with the application. This assessment should be prepared by a licensed environmental firm, and at a minimum should address the following:

- a) hazardous materials inspection
- b) wetland delineation including all wetland buffers. Any recommended mitigation should be detailed
- c) Characterization of the shoreline habitat and aquatic resources (shellfish, seagrass beds, etc.)
- d) characterization of the uplands ecosystems and soils
- e) ecosystem characterization, threatened and endangered species report, including recommended mitigation, if necessary

- f) survey of the Florida Master Site File (administered by the Bureau of Historic Preservation, Division of Historical Resources) to determine the presence of items of historical, cultural or archeological significance

H. REQUIRED PERMITS (Check all that apply)

1. Dredge and Fill (DEP COE)
2. FDOT (Driveway Access Drainage Utility)
3. Right-of-Way Use (Bay County; City of Callaway)
4. Driveway (Bay County; City of Callaway)
5. Water Well (NFWFMD Health Dept)
6. FDEP Water Distribution
7. FDEP Wastewater Collection and Transmission
8. FDEP Stormwater
9. Others (specify): _____

I. CERTIFICATION OF RIGHT TO APPLY FOR DEVELOPMENT ORDER AND UNDERSTANDING OF TRANSPORTATION CONCURRENCY AND WETLANDS REQUIREMENTS

I hereby certify that the information contained herein is true and correct and that I am either the true and sole owner of the subject property, or am authorized to act on behalf of the true owner(s) in all regards in this matter, pursuant to proof and authorization submitted with the corresponding development application or attached hereto. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of the form initiates a process and does not imply approval by the City of Callaway.

I further certify that I understand that issuance of a Certificate of Concurrence will require successful completion of Development Review, and that likewise no final development order will be issued except upon successful completion of this Concurrence Review. I further understand that "Inquiry Only" Review will result in no Certificate of Concurrence being issued, and therefore no binding assurance of future capacity, and that a Concurrence Review application will be required in conjunction with the first final development order applied for on this property.

I do hereby certify my understanding that a thirty (30) foot buffer is required between DEP jurisdictional wetlands, and a fifty (50) foot buffer is required between the mean high water line of East Bay and its tributaries. I understand that all vegetation must be preserved within the 30 foot buffer with no land clearing to occur. I further understand that erosion control measures (e.g., hay bales, silt fence) must be installed at the **landward** edge of the wetland buffer and along any ditch or other stormwater control structure prior to any clearing on the site and maintained throughout construction including final grading. I understand that a City of Callaway Development Order does not authorize any land clearing in jurisdictional wetlands and that permits must be obtained from the Department of Environmental Protection and/or the U. S. Army Corps of Engineers for development activities in wetlands.

By signing this application, the owner hereby authorizes the City of Callaway Planning Department to access the subject property to verify information contained in this application and accompanying submittal documents. Further, the person named as the Project Contact is authorized on my behalf (if applicable).

Owner's or Authorized Agent's signature

Date

(Please print or type name)

SUBDIVISION DEVELOPMENT ORDER CHECKLIST

The following items must be submitted with application packet.

1. Application checklist _____
2. Development Order Application _____
(Please note: if applicant is an authorized agent, attach a signed statement from the property owner(s) granting permission for the agent to obtain any necessary permits.)
3. Development Order Review Fee (\$500) _____
4. Copy of deed _____
5. Drainage calculations _____
6. Plans (5 copies)
 - a) Aerial _____
 - b) Survey/tree survey _____
(Showing all existing topography, man made features, and easements.)
 - c) Landscape plan _____
(Showing open spaces and buffers)
 - d) External public/private lighting _____
 - e) Site plan _____
(Must include location and arrangement of all proposed and existing buildings and structures, including floor area, square footage, height, setbacks, building separation, and parking requirements.)
 - f) Erosion control/clearing plan _____
 - g) Site grading/drainage plan _____
 - h) Utility plans _____
 - i) Plan and profiles _____
 - j) Construction details _____
 - k) Rendering(s) of buildings and floor plans _____
(For multi-family)
7. Preliminary plat _____
8. Home Association Documents, covenants, conditions, restrictions _____
9. Traffic study/impact analysis _____
10. Recreational concurrency/analysis _____
11. School concurrency/analysis _____

12. Jurisdictional Permits (Attach copies of each application applied for.)

- a) FDEP/NFWFMD Stormwater Permit _____
- b) FDEP Wastewater Permit _____
- c) FDEP Water Main Ext. Permit _____
- d) NPDES Permit _____
- e) FDOT Driveway Connection _____
- f) FDOT Drainage Connection _____
- g) Bay County Access/Drainage _____
- h) Other: _____

* Application review will not begin until all the above items have been submitted to the Planning Department.



**CITY OF CALLAWAY PLANNING DEPARTMENT
DEVELOPMENT ORDER APPLICATION**

APPENDIX A

**TRAFFIC IMPACT ANALYSIS GUIDELINES AND PROPORTIONATE
FAIR-SHARE TRANSPORTATION MITIGATION
(Section 15.940 of the LDR)**

Date Received: _____

CITY OF CALLAWAY
TRANSPORATION CONCURRENCY REVIEW APPLICATION
(\$500 fee must be submitted with the application)

APPLICANT INFORMATION

Name of Applicant: _____
The Applicant is the: A) Property Owner _____ or; B) Authorized Agent _____
(If the applicant is an agent, attach a signed statement from the property owner granting permission for the agent to obtain any necessary permits.)
Applicant Address: _____

Applicant Telephone: (____) _____ Fax: (____) _____
Name of Contact for Project: _____

Project Contact Address: _____

Contact Telephone: (____) _____ Fax: (____) _____
Name of Person or Firm the Development Order is to be issued to (If not same as the applicant): _____

Type of Review

Minimal Development _____

Small Development _____

Large Development _____

PROJECT INFORMATION

Proposed Use of Site: _____

Number of Units (or lots, if subdivision): _____

Amount of Intensity: _____

Is this project part of an existing multi-phased development? _____ No _____ Yes

If Yes, this project is part of _____

Is this project the start of a new multi-phase project? _____ No _____ Yes; this is a multi-phase project anticipated to be developed in _____ phases.

This application is for phase(s) _____.

DEVELOPMENT SITE INFORMATION

Current Use of Site: _____
Address of Site: _____
Property Appraiser's Parcel ID #(s): _____

Size of Property: _____ (square feet); _____ (acres)
(Please attach Legal Description and Survey of property with application, if being submitted separately from Development Order Application)

PROPORTIONATE FAIR-SHARE MITIGATION

Current projects, project costs, calculation for fair-share per trip:

1) SR 22 (US 98 to Berthe Ave. segment) – widen SR 22 from 2 lanes to 4 lanes to increase capacity by 1,000 trips. Project cost for this segment is \$8,125,464. To calculate the cost per trip the total project cost is divided by 1,000.

$$\$8125,464.00 \text{ divided by } 1000 = \$8,125.46 \text{ per trip}$$

UNDERSTANDING OF TRANSPORTATION CONCURRENCY REQUIREMENTS

I hereby certify that the information contained herein, and in the included, supporting Transportation Concurrency Analysis, is true and correct and that I am either the true and sole owner of the subject property, or am authorized to act on behalf of the true owner(s) in all regards on this matter, pursuant to proof and authorization submitted with the corresponding development application or attached hereto. I hereby represent that I have the lawful right and authority to file this application. I understand that submission of the form indicates a process and does not imply approval by the City of Callaway.

I further certify that I understand that issuance of a Certificate of Concurrency will require successful completion of Development Review, and that likewise no final development order will be issued except upon successful completion of this Concurrency Review.

By signing this application, the owner hereby authorizes Planning Department staff to access the subject property to verify information contained in this application and accompanying submittal documents. Further, the person named as the Project Contact is authorized on my behalf (if applicable).

Owner's or Authorized Agent's signature

Date

Please Print of Type Name



Application for Development Order (Site Plan Submittal) Traffic Impact Analysis Guidelines

The following are suggested guidelines to be followed when preparing a traffic impact analysis for an Application for Development Order. Upon approval of the Development Order, this concurrency analysis reserves capacity on the roadway network for the net new external project trips. The purpose of this traffic impact analysis is to identify the potential transportation deficiencies at the buildout year of the project. Should you have any questions regarding this analysis, please feel free to contact Amanda Richard, City of Callaway at (850) 871-6000.

- 1) A roadway link p.m. peak hour, peak direction level of service analysis as well as intersection analyses in the a.m. and p.m. peak hours should be completed.
- 2) Trip generation rates and equations should be based on *Institute of Transportation Engineers' Trip Generation* (latest available edition). The a.m./p.m. peak hour of adjacent street traffic trip generation equations (or rates), if available, should be used to calculate trip generation for the proposed development.
- 3) Methods and equations contained in the *ITE Trip Generation Handbook* should be used to calculate pass-by and internal capture, where appropriate.
- 4) Net new external project traffic should be distributed onto the surrounding study area roadway network. The distribution of traffic should be based upon travel patterns reflected in existing traffic volume data, knowledge of the local development, knowledge of local travel patterns, and/or using the latest Bay County TPO transportation model.
- 5) The study area is defined by significantly impacted roadway links plus one link beyond. Roadway links are significantly impacted if the net new external p.m. peak hour project trips in the peak direction are five percent (5%) or more of the service volume (p.m. peak hour, peak direction) at the adopted level of service (LOS) standard.
- 6) The study area roadway network should consider all collectors and arterials within the study area, and any adjacent roads that connect the development to collectors and arterials.
- 7) Roadways should be segmented based upon the Bay County Congestion Management System, the City of Callaway Concurrency Management System or other appropriate sources.
- 8) A significance test should be completed to determine the study area. Alternative calculations for roadway link service volumes are permitted if justified and completed in accordance with Florida Department of Transportation (FDOT) guidelines. A roadway link within the study area is considered to be significantly impacted if the net new external project traffic during the p.m. peak hour on a roadway link in the peak direction is estimated to be five percent (5%) or more of the service volume (p.m. peak hour, peak direction) at the adopted LOS standard.



- 9) For roadway links that are determined to be significantly impacted by project traffic, an analysis of the major intersections along the links (including the intersections at the end of the study area) should be completed. Major intersections are defined as the crossings of Federal, State, or major County/City/Local roadways. Intersections at project entrances should be analyzed as well.
- 10) The intersections should be analyzed for both the background (estimated background traffic volume at year of project buildout) and total (background traffic plus project trips) traffic conditions.
- 11) Buildout year background traffic is typically estimated by applying an appropriate historical growth rate to existing, collected peak season traffic volumes.
- 12) Intersection analyses should be performed by using either Highway Capacity Software (HCS) or Synchro.
- 13) For intersections projected to operate below the adopted level of service standard at project buildout, recommendations for improvements should be made. These improvements should return the intersection to a satisfactory level of service with total traffic volumes.
- 14) Turn lanes (left and right) warrants should be evaluated at all site entrances. Turn lane warrant analyses should be conducted in accordance with National Research Council and Transportation Research Board guidelines, and as consistent with FDOT proceedings.
- 15) The traffic analysis prepared for the Application for Development Order is to be signed and sealed by a qualified professional engineer whose primary area of expertise is transportation engineering/planning.

The above suggested guidelines shall not be construed as a final methodology statement for all projects. The responsible professional transportation engineer should recommend technical analysis methodologies based upon the specific project being proposed.

