



Planning Department  
324 S Berthe Ave, Callaway, FL 32404  
Phone (850) 871-1033  
[www.callaway.com](http://www.callaway.com)

## RESIDENTIAL INDIVIDUAL LOT DEVELOPMENT ORDER APPLICATION

Incomplete submittals will not be reviewed.

The Building Department requires separate forms and fees to obtain building permits.  
The address of the property must be posted prior to submittal.

1. \_\_\_\_\_ Two complete sets of plans drawn to scale including:
  - A site plan with square feet of living, total square feet, impervious surface, and setbacks. Setbacks are measured from the building (not including overhang) to property line.
  - Floor plan, indicating all bearing walls, fixtures and exterior hose bibs.
2. \_\_\_\_\_ New address letter from Bay County (if applicable)
3. \_\_\_\_\_ Complete driveway and piping application
4. \_\_\_\_\_ Complete water and sewer allocation application
5. \_\_\_\_\_ Complete customer service application (either notarized or include copy of current photo ID)
6. \_\_\_\_\_ Complete transportation impact worksheet

\_\_\_\_\_  
Applicant Phone

\_\_\_\_\_  
Project Address Date

(Do not write below this line)

Elevation _____	Land Use District _____	Flood Zone _____	Total Square Feet _____
Connection fees _____	Set Meter fee _____	Account Deposit fee _____	C.A. fee _____
Driveway Permit fee _____	Water _____	Sewer _____	Transportation Impact fee _____
First Check _____	Second Check _____	Total Impact fees _____	
Reviewed by _____	Date _____		

**DESCRIPTION**

Project Address: \_\_\_\_\_

Lot square footage: \_\_\_\_\_ Dwelling square footage: \_\_\_\_\_

Driveway square footage: \_\_\_\_\_ Accessory structure square footage: \_\_\_\_\_

Pool square footage: \_\_\_\_\_ Patio/deck square footage: \_\_\_\_\_

Setbacks:

Front: \_\_\_\_\_ Left: \_\_\_\_\_

Rear: \_\_\_\_\_ Right: \_\_\_\_\_

Setbacks in feet for accessory uses (including pools and sheds).

from rear property line: \_\_\_\_\_ from primary structure: \_\_\_\_\_

*Setback minimums are 25' in front, 5' on the side (10' on side abutting corner), and 15' in the rear or 20' if abutting a street. Setbacks are measured from the building, not including overhang, to any natural or manmade feature (such as a road, body of water or property line). Districts zoned R-5, R-5M, R-6, and R-6M have front setbacks of 20'. These setbacks are for residential use only. Commercial setbacks differ. Please double check your setbacks.*

Floor area ratio: \_\_\_\_\_ Lot coverage: \_\_\_\_\_

Building height in feet: \_\_\_\_\_ Impervious surface: \_\_\_\_\_

Landscape buffers: (height x width) \_\_\_\_\_ Flood zone: \_\_\_\_\_ (Flood zone classification other than X will require elevation certificate)

Elevation: \_\_\_\_\_

**LDR Section 15.715.6.2a** – PROVISIONS FOR FLOOD HAZARD REDUCTION reads: Residential Construction. New construction or substantial improvement of any residential building (or manufactured home) shall have the lowest floor, including basement elevated no lower than one foot above the base flood elevation or seven feet above the mean sea level, whichever is greater. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of flood waters shall be provided in accordance with standards of paragraph (c).

## Development Application Checklist

- \_\_\_\_\_ 1. Development order application
- \_\_\_\_\_ 2. Address application (Bay County)
- \_\_\_\_\_ 3. Driveway and piping permit application
- \_\_\_\_\_ 4. Water and sewer allocation application
- \_\_\_\_\_ 5. Customer service application
- \_\_\_\_\_ 6. Transportation impact fee worksheet
- \_\_\_\_\_ 7. V Zone Certificate (if applicable)
- \_\_\_\_\_ 8. All parcels over 1 acre in size will need to submit an erosion and sedimentation control/waste control plan (NPDES)
- \_\_\_\_\_ 9. 3 Complete sets of plans to include:
  - site plan
  - foundation plan
  - floor plan
  - elevations
  - wall section foundation through the roof  
(drawn to scale)
- \_\_\_\_\_ 10. Complete building permit application
- \_\_\_\_\_ 11. All applicable fees paid (retail impact fees, wholesale impact fee, driveway fee, certificate of acceptance fee, transportation impact fee, and building permit fee)
- \_\_\_\_\_ 12. Flood Elevation Certificate (if applicable)
- \_\_\_\_\_ 13. Energy forms
- \_\_\_\_\_ 14. Notice of commencement

Items 12, 13, and 14 are Building Department requirements only. They do not need to be submitted in with the rest of the application.

Permit # \_\_\_\_\_



Public Works Department  
324 S Berthe Avenue, Callaway, FL 32404  
Phone (850) 871-1033  
[www.cityofcallaway.com](http://www.cityofcallaway.com)

### DRIVEWAY AND PIPING PERMIT

I, \_\_\_\_\_, of (address) \_\_\_\_\_  
request permission for the construction of the following on the City of Callaway right-of-way at:

Address of project \_\_\_\_\_ Phone: \_\_\_\_\_

- Copy of deed or other proof of ownership is required

Description of project: \_\_\_\_\_

- New Residential
- Existing Residential
- Driveway Only
- Storm water Pipe

Will you be purchasing sod? YES: \_\_\_\_ NO: \_\_\_\_\_. The City of Callaway will lay the sod upon completion of all ground work for existing residential only. The purchase of sod is optional.

- The driveway shall be constructed in accordance with the City of Callaway specifications.
- For traffic access area installation shall be with Reinforced Concrete Pipe (RCP) only.
- For the remainder of the ditch not directly under the driveway path, High Density Polyethylene Pipe may be used instead of RCP.
- The City of Callaway, Public Works Department shall assign the diameter of the pipe.
- The property must have an address posted and the construction area must be flagged in order for pipe to be delivered.
- For a previously undeveloped lot, the FULL extent of the ditch must be piped in before the City will issue a Certificate of Acceptance.
- This permit will only be valid for 90 days from date of the application and a new permit will be required if the date is beyond 90 days from receipt.

The applicant shall save and keep the City of Callaway harmless from any and all damages, claims, or injuries that may occur by reason of this construction of said facility.

The applicant binds and obligates himself to conform to the above description and attached sketch and to abide by the driveway regulations stated above.

All driveway and piping permit fees shall be paid prior to the issuance of a Certificate of Acceptance and prior to the commencement of any work by the City of Callaway. Price of the material may be subject to change.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

January 16, 2019

**TO BE COMPLETED BY THE STREET SUPERINTENDENT**

Permit fee:

Driveway \$ \_\_\_\_\_  
Ditch \$ \_\_\_\_\_

Concrete Pipe:

Pipe diameter: \_\_\_\_\_ inches at \_\_\_\_\_ linear feet =\$ \_\_\_\_\_

HDPE Pipe:

Pipe diameter: \_\_\_\_\_ inches at \_\_\_\_\_ linear feet =\$ \_\_\_\_\_

SUBTOTAL \$ \_\_\_\_\_

Sod sq. ft.: \_\_\_\_\_ Pallets: \_\_\_\_\_

SOD \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Signature of Street Supervisor: \_\_\_\_\_ Date notified: \_\_\_\_\_

Notified by: \_\_\_\_\_

**INSPECTION REPORT  
(Contractors Only)**

Representative of contractor installing pipe. Name: \_\_\_\_\_  
Please Print

Phone Number: \_\_\_\_\_

COMMENTS: _____	
_____	
_____	
_____	
Passed inspection: _____	Failed inspection: _____
<input type="checkbox"/> Need a storm inlet	
<input type="checkbox"/> More dirt on the Right of Way	
<input type="checkbox"/> Pipe too high	
<input type="checkbox"/> Pipe too low	
<input type="checkbox"/> Pipe joints not sealed	
Inspector signature and title: _____	

\*\*For a previously undeveloped lot, the FULL extent of the ditch must be piped in before the City will issue a Certificate of Acceptance.

\*\*The City will not provide any equipment or material for work on the site. The City of Callaway must be called within 24 hours of work completion for a final inspection.

The applicant will save and keep the City of Callaway harmless from any and all damages, claims, or injuries that may occur by reason of this construction of said facility.

The applicant binds and obligates himself to conform to the above description and attached sketch and to abide by the driveway regulations stated above.

All driveway and piping permit fees must be paid prior to the issuance of a Certificate of Acceptance and prior to the commencement of any work by the City of Callaway. Price of the materials is subject to change.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



Public Works Department  
324 S Berthe Avenue, Callaway, FL 32404  
Phone (850) 871-1033  
[www.cityofcallaway.com](http://www.cityofcallaway.com)

## APPLICATION FOR WATER/SEWER ALLOCATION

- Water Only
- Sewer Only
- Water/Sewer

- Residential
- Commercial
- Irrigation Meter

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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Project Information

Project address: \_\_\_\_\_  
(If different from above address)

Is this project located within the city limits of Callaway?  YES  NO

### Additional Information Required:

**\*\* A complete set of blue prints or working drawings indicating all water fixtures within or outside the building. This includes dishwasher, hose bibs, and icemakers.**  
**\*\* A site plan.**  
**\*\* Additional certifications, plans and permits maybe required for construction in specific areas.**

### If Irrigation Meter Is To Be Installed:

**\*\* Number of rotating sprinkler heads: \_\_\_\_\_**  
**\*\* Number of non-rotating sprinkler heads: \_\_\_\_\_**  
**\*\* Number of hose bibs: \_\_\_\_\_ Size: \_\_\_\_\_**  
**\*\* Unless otherwise specified, a 3/4" irrigation meter will be used for estimating price.**

**Applicant acknowledges receipt of this application or any of the attached documents by the City of Callaway does not constitute a grant or reservation of sewer allocation or the approval of the application by the City.**

**Applicant acknowledges responsibility to pay all costs and expenses incident to the installation and connection of the building water/sewer. Applicant shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation of the building utility. Fees may include, but shall not be limited to labor, equipment, material, engineering, permitting, connection, and deposit and impact fees. I understand the connection fees are NON-REFUNDABLE.**

**For any application outside the city limits, a 25% surcharge will be added to the total connection/impact fees for service.**

**Note: If other governmental permits are required additional time and cost may be incurred to obtain these permits.**

**All impact fees incurred must be paid at the time of the connection fees.**

**I have read and understand the information described in this application.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_





# CITY OF Callaway FLORIDA

*"East Bay at its Best"*

Utility Billing Department  
6601 E Hwy 22, Callaway, FL, 32404  
Phone (850) 871-6000 Fax (850) 871-2444  
[www.cityofcallaway.com](http://www.cityofcallaway.com)

## UTILITY SERVICE APPLICATION INFORMATION

- Present your photo ID, military ID or any other valid photo ID
- A copy of either: documented proof of ownership; a signed lease agreement; valid sales agreement; signed realtors listing agreement OR notarized letter of authorization from the property owner ( if the applicant is not the owner)
- A secondary name may be added to a customer's account with equal access and authority. Both account holders will be equally responsible for any unpaid balance
- There is a non-refundable account fee of \$10.00
- Current deposit amount: \$250.00 ( Active Duty Military \$100.00)
- If an applicant has a past due balance owed to the City for prior service at any location, that balance must be paid in full
- Complete notarized applications with legible supporting documents are accepted by fax
- Incomplete applications will not be processed
- Same day connections are available if received by 3:00 P.M.

NOTE: When the water meter is unlocked and turned on and there's water running on the premises, the city technician will turn the meter back off but will leave the meter unlocked so the occupant can turn the water on. If the technician is required to make a second service call to turn the meter on, a \$25 service charge must be paid prior to technician being sent.



Utility Billing Department  
 6601 E Hwy 22, Callaway, FL, 32404  
 Phone (850) 871-6000 Fax (850) 871-2444  
 www.cityofcallaway.com

## UTILITY SERVICE APPLICATION

PLEASE PRINT OR TYPE

Primary Account Name \_\_\_\_\_  
Last First Middle

Secondary Account Name \_\_\_\_\_  
Last First Middle

Service Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different than service address) City State Zip Code

Driver's License: \_\_\_\_\_  
State Number

Date of Birth: \_\_\_\_\_ Primary Phone \_\_\_\_\_

Secondary Phone \_\_\_\_\_ Email (Optional): \_\_\_\_\_

Employment: \_\_\_\_\_

Date for Service to Begin: \_\_\_\_\_ Check One Box:  Unlock Meter Only OR  Turn on Meter  
(You must choose one)

Read statement below, sign and date application

*I, the undersigned applicant, for water/sewer/solid waste service state that the information provided on this application is true and correct to the best of my knowledge. I understand services start per purchase date or lease commence date unless otherwise stated on legal documented agreement. I understand that all charges are due as billed and accept total responsibility for payment of all charges incurred for the services provided, including reasonable attorney's fees and costs incurred for collection of the unpaid balance. I am also responsible for any damages done to any meters at this location by me or anyone else. I consent that water services provided at the service location may be turned on without applicant or applicant's representatives present. Applicant further agrees to hold the City of Callaway and its employees HARMLESS of authorizations made on behalf of account holder or a secondary account holder and or should the property, building(s) or premises incur damage as a result of water connection.*

Attached hereto is my (check one) \_\_\_\_\_ proof of ownership \_\_\_\_\_ lease agreement \_\_\_\_\_ sales agreement \_\_\_\_\_ signed realtor's listing.  
 Also attached is a legible copy of valid id (check one) \_\_\_\_\_ driver's license \_\_\_\_\_ military id \_\_\_\_\_ state id.

Date: \_\_\_\_\_ Applicants' Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Secondary Applicants' Signature: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not taken an oath.

NOTARY PUBLIC: \_\_\_\_\_  
 PRINT NAME: \_\_\_\_\_  
 MY COMMISSION EXPIRES \_\_\_\_\_

METER # _____	READ _____
TECH _____	DATE _____ TIME _____
COMMENTS _____	
July 2, 2018	

**City of Callaway**  
**Transportation Impact Fee Worksheet**  
**Residential Uses**

**Applicant:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**ITE Code: Select Land Use Type:**

**Check which Applies: # of Unit(s):**

- |     |   |     |       |
|-----|---|-----|-------|
| 210 | Single Family Detached (Includes Mobile Homes and Manufactured Homes on Single Family Lots) | ( ) | _____ |
| 220 | Multi-Family Unit   | ( ) | _____ |
| 230 | Attached Residential  | ( ) | _____ |
| 240 | Mobile Home Park (Per Lot)  | ( ) | _____ |

**EPCI**  
**BUILDING DEPARTMENT**

APPLICATION FOR BUILDING PERMIT

DATE: \_\_\_\_\_ Permit # \_\_\_\_\_ Permit Fee \_\_\_\_\_

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

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

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER): \_\_\_\_\_

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

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

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

CITY, STATE & ZIP CODE: \_\_\_\_\_ PHONE # \_\_\_\_\_

STATE LICENSE NUMBER: \_\_\_\_\_ COMPETENCY CARD # \_\_\_\_\_

ADDRESS OF PROJECT: \_\_\_\_\_

PROPOSED USE OF SITE: \_\_\_\_\_

WILL THE STRUCTURE BE LOCATED AT LEAST 30 FEET FROM ANY BODY OF WATER?  YES  NO

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

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

**IF THE APPLICATION IS FOR A COMMERCIAL PROJECT PLEASE LIST THE NAME OF THE BUSINESS:**

BONDING COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

MORTGAGE LENDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE & ZIP: \_\_\_\_\_

WATER SYSTEM PROVIDER: \_\_\_\_\_ SEWER SYSTEM PROVIDER: \_\_\_\_\_

PRIVATE WATER WELL: \_\_\_\_\_ SEPTIC TANK PERMIT NUMBER: \_\_\_\_\_

---

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that NO WORK or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

**PURPOSE OF BUILDING:**

Single Family                       Townhouse                       Commercial                       Industrial  
 Duplex                                       Swimming Pool                       Storage                                       Sign  
 Multi-Family                       Demolition                       Other  
 Addition, Alteration or Renovation to building. \_\_\_\_\_

Distance from property lines: Front \_\_\_\_\_ Rear \_\_\_\_\_ L. Side \_\_\_\_\_  
R. Side \_\_\_\_\_  
Cost of Construction \$ \_\_\_\_\_ Square Footage \_\_\_\_\_  
EPI \_\_\_\_\_ Flood Zone \_\_\_\_\_ Lowest Floor Elevation \_\_\_\_\_  
Area Heated/Cooled \_\_\_\_\_ # Of Stories \_\_\_\_\_ # Of Units \_\_\_\_\_  
Type of Roof \_\_\_\_\_ Type of Walls \_\_\_\_\_ Type of Floor \_\_\_\_\_  
Extreme Dimensions of: Length \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to this Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to this Department before the second or any subsequent inspection can be performed. Filing of the documents that have been certified may be done by mail, facsimile or hand delivery.

**NOTICE: EPCI:** The Callaway Building Department does not have the authority to enforce DEED RESTRICTIONS or COVENANTS on properties.

**OWNER'S AFFIDAVIT:** I herby certify that the information contained in this application is true and correct to the best of my knowledge. And that all work will be done in compliance with all applicable laws regulating construction and zoning.

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

\_\_\_\_\_  
Signature of Contractor

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

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

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

\_\_\_\_\_  
Notary as to Contractor

My Commission expires: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ BUILDING OFFICIAL.