

Date Received: _____



Planning Department
324 S. Berthe Ave, Callaway, FL 32404
Phone (850) 871-1033
www.cityofcallaway.com

SUBDIVISION OR MULTI-FAMILY DEVELOPMENT ORDER APPLICATION

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: (____) _____ Email: _____
5. Name of project contact: _____
6. Project contact address: _____
7. Contact telephone: (____) _____ Email: _____
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* \$ _____
 - 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 units (or lots if subdivision): _____
4. Number of bedrooms per dwelling: _____
5. Proposed density in units per acre and intensity in impervious surface ratio: _____
6. 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)
7. Is this project part of an **existing** multi-phase development? ____ No ____ Yes; this project is part of _____
8. 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) _____.
9. Has the city previously issued any development order for the subject parcel? ____ No ____ Yes
If yes, what is status of current development order? _____
10. Height of tallest building above grade: _____
11. 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):

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

Appendix A 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 (☐ NWFWMDC ☐ 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)



APPENDIX A

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)	()	_____

Transportation Impact Fee Schedule

ITE CODE	LAND USE TYPE (UNIT)	INFRASTRUCTURE DEMAND (Lane feet)	COSTS	CREDIT	FEE
	RESIDENTIAL:				
210	Single Family Detached (includes Mobile Homes and Manufactured Homes of Single Family Lots)	4.12	\$2,933	\$0	\$2,933
220	Multi-Family Unit	2.90	\$2,060	\$0	\$2,060
230	Attached Residential	2.52	\$1,795	\$0	\$1,795
240	Mobile Home Park (Per Lot)	2.15	\$1,530	\$0	\$1,530
	NON-RESIDENTIAL:				\$0
110	Gen. Industrial per 1,000 FT ²	2.10	\$1,495	\$0	\$1,495
120	Gen. Heavy Industrial per 1,000 FT ²	0.45	\$322	\$0	\$322
130	Industrial Park per 1,000 FT ²	2.10	\$1,492	\$0	\$1,492
140	Manufacturing per 1,000 FT ²	1.15	\$819	\$0	\$819
150	Warehouse/Storage per 1,000 FT ²	1.87	\$1,329	\$0	\$1,329
151	Mini-Warehouse per 1,000 FT ²	0.32	\$230	\$0	\$230
254	Assisted Living per bed	0.33	\$234	\$0	\$234
310	Hotel Per Room	3.19	\$2,269	\$0	\$2,269
320	Motel Per Room	2.20	\$1,564	\$0	\$1,564
430	Golf Course per hole	8.37	\$5,956	\$0	\$5,956
437	Bowling Alley per 1,000 FT ²	7.76	\$5,521	\$0	\$5,521
443	Movie Theatre per 1,000 FT ²	9.14	\$6,504	\$0	\$6,504
492	Health and Fitness Club per 1,000 FT ²	8.95	\$6,369	\$0	\$6,369
520	Elementary School per 1,000 FT ²	1.27	\$903	\$0	\$903
522	Middle/Junior High per 1,000 FT ²	1.81	\$1,289	\$0	\$1,289
530	High School per 1,000 FT ²	1.69	\$1,205	\$0	\$1,205
560	Place of Worship per 1,000 FT ²	1.20	\$852	\$0	\$852
565	Day Care Center per 1,000 FT ²	4.09	\$2,907	\$0	\$2,907
590	Library per 1,000 FT ²	4.73	\$3,367	\$0	\$3,367
610	Hospitals per 1,000 FT ²	2.17	\$1,546	\$0	\$1,546
620	Nursing Homes per 1,000 FT ²	1.26	\$898	\$0	\$898
710	General Office per 1,000 FT ²	1.51	\$1,073	\$0	\$1,073
720	Medical Offices per 1,000 FT ²	2.96	\$2,109	\$0	\$2,109
750	Office Park per 1,000 FT ²	2.39	\$1,698	\$0	\$1,698
760	Research and Development Center per 1,000 FT ²	1.85	\$1,318	\$0	\$1,318
770	Business Park per 1,000 FT ²	3.25	\$2,314	\$0	\$2,314
812	Building Materials and Lumber per 1,000 FT ²	6.94	\$4,940	\$0	\$4,940
813	Discount Superstore per 1,000 FT ²	11.83	\$8,419	\$0	\$8,419
814	Specialty Retail per 1,000 FT ²	8.52	\$6,060	\$0	\$6,060
815	Free-Standing Discount Store per 1,000 FT ²	12.32	\$8,767	\$0	\$8,767
816	Hardware/Paint Store per 1,000 FT ²	3.94	\$2,805	\$0	\$2,805
817	Nursery/Garden Center per 1,000 FT ²	3.17	\$2,259	\$0	\$2,259
820	Shopping Center per 1,000 FT ²	6.91	\$4,917	\$0	\$4,917
841	Car Sales 1,000 FT ²	6.91	\$4,914	\$0	\$4,914
843	Automobile Parts Store per 1,000 FT ²	4.76	\$3,386	\$0	\$3,386
848	Tire Store per 1,000 FT ²	1.91	\$1,360	\$0	\$1,360
850	Supermarket per 1,000 FT ²	7.85	\$5,592	\$0	\$5,592
851	Convenience Store per 1,000 FT ²	7.64	\$5,439	\$0	\$5,439
853	Convenience Store with Gas Pumps (per fueling position)	5.62	\$3,999	\$0	\$3,999
861	Discount Club per 1,000 FT ²	11.21	\$7,978	\$0	\$7,978
862	Home Improvement Store per 1,000 FT ²	6.55	\$4,664	\$0	\$4,664
863	Electronic Superstore per 1,000 FT ²	9.91	\$7,049	\$0	\$7,049
880	Pharmacy without Drive-Through per 1,000 FT ²	6.22	\$4,425	\$0	\$4,425
881	Pharmacy with Drive-Thru per 1,000 FT ²	6.09	\$4,331	\$0	\$4,331
890	Furniture Store per 1,000 FT ²	0.78	\$553	\$0	\$553
911	Walk in Bank per 1,000 FT ²	10.54	\$7,499	\$0	\$7,499
912	Drive-in Bank per 1,000 FT ²	8.30	\$5,906	\$0	\$5,906
931	Quality Restaurant per 1,000 FT ²	6.21	\$4,419	\$0	\$4,419
932	High-Turnover Restaurant (Sit-Down) per 1,000 FT ²	7.02	\$4,998	\$0	\$4,998
933	Fast Food Restaurant (no-drive through) per 1,000 FT ²	12.36	\$8,794	\$0	\$8,794
934	Fast Food Restaurant (drive through) per 1,000 FT ²	8.56	\$6,094	\$0	\$6,094
936	Drinking Place per 1,000 FT ²	0.94	\$669	\$0	\$669
941	Quick Lube Shop per 1,000 FT ²	0.41	\$295	\$0	\$295
944	Service Station per Fueling Station	1.75	\$1,242	\$0	\$1,242



APPENDIX B

ENGINEER'S CERTIFICATION

I, _____, certify that I have reviewed and intend to comply with the City of Callaway's Land Development Regulations.

Those item(s) not in compliance with the City of Callaway's Land Development Regulations for which I am requesting a variance or special exception for are listed below:

	Non-Compliance Item	Relevant Code Section	Reason(s)
1			
2			
3			
4			
5			

(Attach extra sheets if necessary)

Variances will be Approved or Disapproved by the city.

Approval or disapproval of the requested variances or special exception will be with the City Commission.

I, _____, am fully aware of the information required to submit and request a complete development review.

The information contained in this submitted development package is true and correct to the best of my knowledge and the package is complete, prepared with sound engineering principles, and complies with all applicable city land development regulations unless noted otherwise.

Certified by:

Company Name and Address:

Date: _____

Name: _____

Title: _____

Telephone: (____) _____

P.E. Registration No. _____



APPENDIX C

CITY OF CALLAWAY
DEVELOPMENT MEMORANDUM OF UNDERSTANDING
FOR WATER AND/OR SEWER FACILITIES

It is hereby understood by and between the City of Callaway and _____, the Developer/Authorized Agent of _____ that all developments receiving water and sewer services from the City will comply with the following provisions:

1. All water and sewer facilities being constructed by the developer in conjunction with this project, shall be constructed in accordance with plans and specifications prepared and sealed by a registered professional engineer licensed to participate in the State of Florida.
2. All water meters and appurtenances shall be approved by the City and installed by the developer at no cost to the city. All meters shall include meter transmitting units (MTU) and towers as determined by the City to be necessary to provide a fixed network meter read system.
3. Water and sewer facilities being constructed by the developer for which the City will be requested to assume maintenance and operation responsibilities shall be constructed in accordance with the City's Land Development Regulations and other applicable ordinances.
4. It shall be the developer's responsibility to properly secure all applicable Local, County, State, and Federal permits to construct these facilities, including the payment of all associated fees.
5. It shall be the developer's responsibly to ensure compliance with all applicable laws, regulations, and permit conditions during construction.
6. Water service for construction purposes only may be permitted by the city upon specific metered fire hydrant or other above ground connection. The developer will be responsible for payment of water consumption.
7. The developer shall ensure that no potable water service will be provided through these facilities until:
 - A. All bacteriological and pressure testing has been completed.
 - B. The system has been approved for use by the Department of Environmental Protection.
 - C. As-built plans have been received by the city.
 - D. All required submittals have been received (i.e., pump station valves, hydrants, meters, etc.)
 - E. All applicable fees are paid in full.
8. The developer assumes full responsibility for payment of all enforcement action fees, penalties, remediation costs, or similar expenses imposed against the city by the Department of Environmental Protection or any settlement arising from such an enforcement action in any way or in any part caused by or related to this project and for legal and/or professional fees incurred by the city in defending or addressing any such enforcement action.
9. No public utility service shall be provided to the development until all the above conditions are met, inspected, and approved by the city. It is the developer's responsibility to call for inspections as required 48 hours in advanced.

By execution below, the developer is certifying that he/she has read and understands the provisions outlined herein and accepts full responsibility for compliance therewith. If signed by agent or anyone other than owner/developer, please provide documents authorizing the person to sign.

Developer (Print)

Date

Company (Print)

Date

Authorized Agent (Print)

Signature

CHECK LIST FOR COMMERCIAL OR SUBDIVISION WATER/SEWER SERVICES

NAME OF DEVELOPMENT: _____

DEVELOPER: _____

Letter of availability _____

Development procedures
and design standards provided
to developer _____

Review of preliminary drawings _____

Signed Memorandum of Understanding _____

Approved plans with DEP
General Permit application _____

DEP General Permit _____

Water facilities inspection _____

Copies of bacteriological results _____

Certification of developer _____

Project as-builts _____

Request of release to place
water supply into service transmitted
to DEP _____

DEP letter of approval for service _____

Final inspection and issuance of
Certification of Acceptance _____