

RESOLUTION 2000 -145

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS ESTABLISHING POLICIES AND PROCEDURES FOR SITE PLAN/PLAT REVIEW.

WHEREAS, the Board of County Commissioners has consistently indicated that there should be a thorough and expeditious review of site plans/plats; and

WHEREAS, the Board of County Commissioners has found it necessary to establish written procedures to insure that the citizens of Nassau County are able to obtain a thorough and expeditious review of site plans/plats; and

WHEREAS, the Board of County Commissioners hereby re-sates and mandates that staff shall provide a thorough and expeditious review of site plans/plats based on State and local requirements but also that there is a written procedure for the benefit of all the citizens to insure a more expeditious review of plans/plats.

NOW, THEREFORE, BE IT RESOLVED this 13th day of September, 2000, by the Board of County Commissioners of Nassau County, Florida, as follows:

1. **Development Review Committee:** The Development Review Committee shall consist of the Development Review Coordinator, designated by the Director of Public Works, and representatives from Building, Engineering, Fire/Rescue, Planning, and Traffic Circulation and Access.

Each represented department shall designate an individual and an alternate for the Committee, and the names shall be provided to the Director of Public Works. Projects of a platting nature will require approved road names from the 911-Addressing section of the Sheriff's Department.

2. **Process:**

a. All site plans and subdivision plats shall be submitted by the applicant to the Development Review Coordinator.

b. The Development Review Coordinator shall provide the applicant with an information sheet indicating the requirement and process for review and approval.

c. The information sheet shall be prepared within five (5) days of the date of this Resolution and submitted to the Board of County Commissioners for approval at the next regularly scheduled meeting.

d. The Development Review Coordinator shall have the applicant sign a form indicating receipt of the information sheet and provide a Memo to the applicant acknowledging receipt of the site plan/plat and shall provide copies to the Development Committee members and to the Director of Public Works.

e. The Development Review Coordinator shall, every two (2) weeks, provide the applicant with a written

status report as to the review of the site plan/plat with a copy to the Director of Public Works and the master file.

f. All plans/plats submitted to the Development Review Coordinator will be distributed to the Committee members at the scheduled Development Review weekly meeting. Each applicant will be provided with a schedule of the Committee meetings. Submissions will be accompanied by a transmittal sheet which will require the signature of each Committee member and the date received.

g. Minutes will be taken for each weekly meeting by the Development Review Coordinator. Minutes for the previous weekly meeting will be presented to each Committee member for approval and signature at each weekly meeting, and a copy shall be sent to each applicant who has submitted a site plan/plat for review.

3. **Meeting Agenda:** The agenda for each weekly meeting will include the agenda items of old business and new business. During the old business segment of the meeting, each project currently under review will receive a written status report and/or comments from each Committee member. A form will be prepared and approved by the Director of Public Works that will be utilized by the Development Review Coordinator to track each site plan/plat and the action required to facilitate the processing of the

site plan/plat. The form shall enable the applicant or anyone to determine the status of the site plan/plat at any time during the review process. Copies of the status of each site plan/plat shall be submitted to the Board of County Commissioners each month at their first meeting of the month. Distribution of new submissions and re-submittals will occur during the new business segment of the meeting.

4. **Attendance:** Attendance is mandatory at the Development Review meetings for each member. Each member shall also have an alternate approved by the Director of Public Works to attend during his/her absence. The alternate shall also be responsible for the same review requirements as the regular member of the Committee.

5. **Distribution of Responses:** Each Committee member will be responsible for preparation and delivery of their comments directly to the project applicant with copies provided to the Development Review Coordinator for filing in a master file to be maintained by the Development Review Coordinator. Each member shall provide copies in accordance with the Nassau County Zoning Code, County Ordinance No. 97-19, as amended, Section 28.16, Site Plan Requirements, Section B, Paragraph 4. Each Committee representative shall conduct its review and submit signed,

written recommendations to the Development Review Coordinator and applicant within fifteen (15) days after receipt of the site plan. All site plan recommendations shall be signed by the Committee member.

6. **Applicant's Responsibility:** The applicant or designee shall be responsible to insure that he/she or any agent or representative of the applicant responds in a timely fashion to the members of the Development Review Committee or the Development Review Coordinator. The failure to respond in a timely fashion may cause the application to not be approved within the stated thirty (30) day period. The applicant or designee shall provide written reports to the Committee member's comments, if applicable. Each applicant or designee should attend any and all Development Review Committee meetings that address their respective site plan/plat.

7. **Status Reports:** The Development Review Coordinator will maintain all status report mechanisms for staff use.

8. **Time Periods:** It is the intent of the Board of County Commissioners that all site plans/plats should be approved or disapproved by the Committee within thirty (30) days of submittal. If the site plan/plat cannot be approved or disapproved within that time frame, a notice

shall be provided by the Development Review Coordinator to the applicant with the specific reasons for non-approval, as provided by the Development Review Committee member(s), within the thirty (30) day period. A copy of said notice shall be provided by the Development Review Coordinator to the Director of Public Works.

**9. Additional Processes:**

a. If the site plan/plat cannot be approved within thirty (30) days due to the applicant's not providing information in a timely fashion or failure to provide information, the Development Review Coordinator shall schedule a meeting with the Development Review Committee and the applicant at the earliest possible time to address the failure to provide information in a timely fashion or the failure to provide the information. If this meeting occurs, there will be an additional thirty-day time frame utilized, and the same procedures shall apply as set forth previously herein.

b. If any member of the Development Review Committee denies approve of a site plan/plat, said denial shall be in writing with the specific reason(s) stated and a copy shall be provided to the applicant and to the Development Review Coordinator and to the Director of Public Works. The applicant has the right to appear before

the Development Review Committee at the earliest possible date to address that denial.

10. **Appeal:** Any applicant may appeal any decision of the Development Review Committee or any decision by a particular member to the Board of County Commissioners. Said appeal must be filed within ten (10) days of the applicant's receiving notification of a denial or within ten (10) days of receiving any notification during the Development Review process. The forms for said appeal shall be obtained from the County Coordinator's office, and the appeal will be considered by the Board of County Commissioners at the earliest possible regularly scheduled meeting after the receipt of the appeal from the applicant to the County Coordinator.

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA



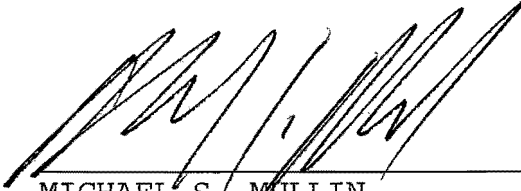
NICK D. DEONAS  
Its: Chairman

ATTEST:



J. M. "CHIP" OXLEY, JR.  
Its: Ex-Officio Clerk

Approved as to form by the  
Nassau County Attorney



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MICHAEL S. MULLIN

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