

ORDINANCE 2002 - 56

AN ORDINANCE AMENDING ORDINANCE 99-18, AS AMENDED, KNOWN AS THE "NASSAU COUNTY DEVELOPMENT REVIEW REGULATIONS ORDINANCE"; SPECIFICALLY AMENDING SECTION 5.2, PROCEDURE; AND SECTION 5.3, SITE DEVELOPMENT REQUIREMENTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners has found it necessary to further amend Ordinance 99-18, as amended.

NOW, THEREFORE, BE IT ORDAINED this 18th day of November, 2002, by the Board of County Commissioners of Nassau County, Florida, that Ordinance 99-18, as amended, be further amended as follows:

1. **5.2 PROCEDURE**

The following procedures shall be used when submitting a site development for review:

Class I Site Development

Development Review Committee review of Class I Site Plans is not required. The plans shall be submitted to and routed by the Building Department to other appropriate departments for approval.

~~*Class II & III Site Development*~~

~~1. A pre-application conference between the developer and the Development Review Committee shall be~~

~~held to discuss basic site development requirements, site features and the proposed development.~~

~~2. A conceptual plan drawn to scale shall be submitted to the Planning Director or his/her designee, and that person shall submit the plan to the Development Review Committee for consideration. This plan should contain at a minimum: proposed buildings, parking areas, access points, impervious surfaces, location of open space, amenities and accessory uses.~~

~~3. For Class II developments, each member of the Development Review Committee, based upon the authority of their Department, may recommend modification of the site plan. Any recommended modification shall be submitted in writing to the Public Works Director for review, with a copy provided to the applicant. The Public Works Director shall have the authority to accept any recommended modification or deny any recommended modification proposed by any member of the Development Review Committee.~~

~~4. Seven (7) copies of the proposed site development plan shall be submitted to the Planning office for review and distribution to other governmental departments involved in the review process.~~

~~5. Prior to distribution of the proposed site development, the Public Works Director or his designee shall conduct a sufficient review to determine if the developer addressed the site development requirements stated in this Ordinance and the Nassau County Road and Drainage Standards. If all requirements have been addressed, the Public Works Director or his designee shall proceed with the distribution of the site plan. If all the requirements have not been addressed, the site plan should be returned to the developer to make the necessary additions in order to comply with the requirements of this Ordinance.~~

~~Each department or regulatory agency represented on the Development Review Committee shall conduct its review and submit signed, written recommendations to the Planning Director within fifteen (15) working days after receipt of the site plan by that department.~~

~~*Class IV Site Developments*~~

~~If the proposed site plan is a class IV development, it will be required to follow the procedures described above for a Class III development and the to complete the following additional procedures:~~

~~a. The Public Works Director or his designee shall submit the proposed site plan, as approved or modified by the Development Review Committee, along with a written analysis and recommendations to the Planning Board for consideration at its next meeting. A copy shall also be provided to the applicant prior to the Planning Board's consideration. The site plan analysis and recommendations shall reflect the review and comments of all governmental departments involved in the site plan review process. The Planning Board shall review the proposed site plan at a regularly scheduled meeting. The applicant may address the Planning Board at its meeting to discuss the site plan.~~

~~b. Following the aforementioned review, the Planning Board shall recommend approval, approval with conditions, or denial of the proposed site plan.~~

~~c. Following the recommendation(s) by the Planning Board, the proposed site plan must be considered and approved by the Board of County Commissioners at the last regularly scheduled meeting of the month.~~

~~d. Following said review, the Board of County Commissioners shall approve, approve with additional conditions, or deny the proposed site plan.~~

e. ~~Upon approval of the proposed site plan by the Board of County Commissioners, a building permit shall be issued.~~

Class II, III, and IV Site Development

1. A pre-application conference between the developer and the Planning Director shall be held to discuss basic site development requirements, site features and the proposed development for Class III (A, B, and C, only) and all Class IV developments. A conceptual plan drawn to scale shall be submitted to the Planning Director or his/her designee. This plan should contain at a minimum: proposed buildings, parking areas, access points, impervious surfaces, location of open space, amenities and accessory uses. Class II developments do not require a pre-application conference.

2. After the pre-application conference as set forth above is held, a preliminary discussion between the developer and the Development Review Committee shall be held to discuss basic site requirements, site features and proposed development for all Class II, Class III, and Class IV developments.

3. For Class II, III, and IV developments, each member of the Development Review Committee, based upon the

authority of their Department, may recommend modification of the proposed site plan as set forth in Paragraph 2 above. Any recommended modification shall be submitted in writing to the Development Review Coordinator for review, with a copy provided to the applicant and the owner.

4. Seven (7) copies of the proposed final site development plan shall be submitted to the Development Review Coordinator's office for review and distribution to other governmental departments involved in the review process.

5. Prior to distribution of the proposed final site development plan, the Development Review Coordinator or his/her designee shall conduct a review to determine if the developer's application meets the requirements as set forth in Attachment "A". If all these requirements have been addressed, the Development Review Coordinator or his/her designee shall proceed with the distribution of the site plan. If all the requirements have not been addressed, the proposed final site development plan should be returned to the developer to make the necessary additions in order to comply with the requirements of this Ordinance.

6. Each department or regulatory agency represented on the Development Review Committee shall conduct its

review and submit signed, written comments to the Development Review Coordinator, the applicant, and the owner within fifteen (15) working days after receipt of the site plan by that department. If any member of the Development Review Committee denies approval of the site plan, this denial shall be in writing with the specific reason(s) stated and a copy provided to the applicant, the owner, the Development Review Coordinator, and the Planning Director. The Development Review Coordinator, through the Planning Director, shall submit a monthly report with the status of all projects currently under review by the Board of County Commissioners.

7. The intent is that all site plans should be approved or disapproved by the Development Review Committee within thirty (30) days of submittal. If the site plan cannot be approved or disapproved within that time frame, a notice shall be provided by the Development Review Coordinator to the applicant and the owner with the specific reason(s) 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 Planning Director.

8. If the site plan cannot be approved within thirty (30) days due to the applicant's not providing 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. If, at the end of this time frame, the applicant fails to meet the deadline, the application will be deemed withdrawn, and the applicant will be required to re-apply.

9. (a) Appeals: Any applicant may appeal any decision of the Development Review Committee or any decision by a particular member to the Planning and Zoning Board. 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 Planning and Zoning Board at the earliest possible regularly scheduled meeting

after the receipt of the appeal from the applicant to the County Coordinator.

(b) Any applicant may appeal the decision of the Planning and Zoning Board 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.

10. Class IV Site Developments

If the proposed site plan is a class IV development, it will be required to follow the procedures described above for a Class II and III development and to complete the following additional procedures:

a. The Planning Director or his/her designee shall submit the proposed site plan, as approved or modified by the Development Review Committee, along with a written analysis and recommendations to the Planning and Zoning Board for consideration at its next meeting. A copy

shall also be provided to the applicant prior to the Planning and Zoning Board's consideration. The site plan analysis and recommendations shall reflect the review and comments of all governmental departments involved in the site plan review process. The Planning and Zoning Board shall review the proposed site plan at a regularly scheduled meeting. The applicant may address the Planning and Zoning Board at its meeting to discuss the site plan.

b. Following the aforementioned review, the Planning and Zoning Board shall recommend approval, approval with conditions, or denial of the proposed site plan.

c. Following the recommendation(s) by the Planning and Zoning Board, the proposed site plan must be considered and approved by the Board of County Commissioners at the last regularly scheduled meeting of the month.

d. Following said review, the Board of County Commissioners shall approve, approve with additional conditions, or deny the proposed site plan.

e. Upon approval of the proposed site plan by the Board of County Commissioners, a building permit shall be issued.

2. 5.3 SITE DEVELOPMENT REQUIREMENTS

The following information shall be provided by the developer when submitting a site plan for approval:

1. Vicinity Map as shown on the cover sheet of the site plan.

a. Site Location.

b. Legal description of the site (names and addresses of adjacent property owners shall also be attached).

2. Site Plan - including, but not limited to:

a. Name, location, owner, and architect of the proposed development.

b. Present zoning and conditional use permit (if applicable) for subject site.

c. Tabulation of gross site acreage and proposed density, land coverage, total building area, total parking area, total area of stormwater retention structures

at normal high water line, the total area of open space, and a table of impervious versus pervious areas.

d. Number of units proposed.

e. Date, north arrow, and graphic scale (one (1) inch equals fifty (50) feet).

f. Dimensions of all structures (vertical and horizontal), type of construction as defined by the adopted Building Code, and major features, including setbacks, distances between structures, floor area, driveway widths, parking spaces, property or lot lines, and percent of lot coverage.

g. Internal automotive and pedestrian circulation, including driveways, sidewalks, curb and gutters, and site ingress and egress. Improvements shall be designed in accordance with the Nassau County Roadway and Drainage Standards and approved by the ~~Public Works Director~~ County Engineer or his/her designee. In addition, improvements may be required to the County road adjacent to the development.

h. Location, number, and dimension of off-street and loading facilities. Improvements shall be designed in accordance with the Nassau County Roadway and

Drainage Standards and approved by the ~~Public Works~~
~~Director~~ County Engineer or his/her designee.

i. Location and dimension of water supply and sewage disposal facilities. Improvements shall be designed in accordance with the Nassau County Roadway and Drainage Standards and approved by the ~~Public Works Director~~ County Engineer or his/her designee.

j. Location of electrical service lines, easements, transformers, and fire hydrants.

k. Location, size, and design of landscaped or open space areas including existing trees and buffers.

l. Location of any on-site lighting and signs.

m. Site Drainage Plan must be designed and constructed in accordance with the Nassau County Roadway and Drainage Standards and approved by the ~~Public Works Director~~ County Engineer or his/her designee.

(1) Existing and proposed ground contours and elevations.

(2) Existing and proposed drainage facilities with their size, elevations, and slopes, including off-site drainage facilities.

(3) Design calculations which support the proposed drainage design.

(4) Elevations and slope of surrounding property.

(5) Location and size of existing and proposed easements and rights-of-ways.

n. Location of flood hazard boundaries flood plain boundaries, jurisdictional wetlands, wetland buffers, and a wetland calculations table.

o. Location of dumpster with screened enclosure.

p. All proposed developments over forty (40) acres in size shall conduct an environmental survey by an environmental professional, acceptable to the County, to determine the presence of *threatened* and *endangered* species. Based on the results of the survey, a mitigation plan, as approved by the County or its designee, shall be required as a condition of development approval.

q. Abutting streets and easements.

r. Natural site features (topography).

s. Site plans in digital format via e-mail or on CD-ROM or floppy disk using criteria described in Section 3.1.3 herein.

t. Utilities.

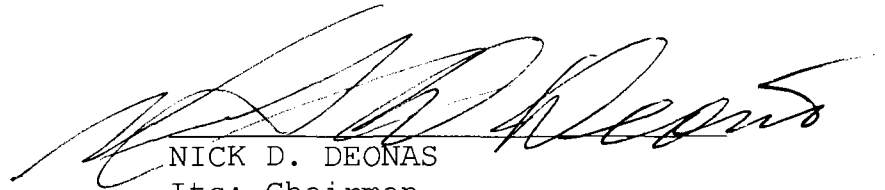
u. Existing structures.

v. Adjacent land uses.

w. Soils that have severe development constraints.

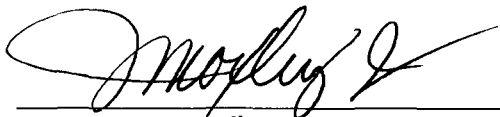
3. EFFECTIVE DATE: This Ordinance shall become effective upon its being filed in the Office of the Secretary of State.

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

A handwritten signature in black ink, appearing to read 'M. Mullin', is written over a horizontal line.

MICHAEL S. MULLIN

h/anne/ords/dev-review-amd-2

Attachment A

The following information shall be provided by the developer when submitting a site plan for approval:

1. Vicinity Map as shown on the cover sheet of the site plan.
 - a. Site Location.
 - b. Legal description of the site. Names and addresses of adjacent property owners shall also be attached.
2. Site Plan – including, but not limited to:
 - a. Name, location, owner, and architect for the proposed development.
 - b. Present zoning and conditional use permit (if applicable) for subject site.
 - c. Tabulation of gross site acreage and proposed density, land coverage, total building area, total parking area, total area of stormwater retention structures at normal high water line, the total area of open space, and a table of impervious versus pervious areas.
 - d. Number of units proposed.
 - e. Date, north arrow, and graphic scale (one (1) inch equals fifty (50) feet).
 - f. Dimensions of all structures (vertical and horizontal), type of construction as defined by the adopted Building Code, and major features, including setbacks, distances between structures, floor area, driveway widths, parking spaces, property or lot lines, and percent of lot coverage.
 - g. Internal automotive and pedestrian circulation, including driveways, sidewalks, curb and gutters, and sit ingress and egress. Improvements shall be designed in accordance with the Nassau County Roadway and Drainage Standards and approved

by the County Engineer or his/her designee. In addition, improvements may be required to the County road adjacent to the development.

- h. Location, number, and dimension of off-street and loading facilities.

Improvements shall be designed in accordance with the Nassau County Roadway and Drainage Standards and approved by the County Engineer or his/her designee.

- i. Location and dimension of water supply and sewage disposal facilities.

Improvements shall be designed in accordance with the Nassau County Roadway and Drainage Standards and approved by the County Engineer or his/her designee.

- j. Location of electrical service lines, easements, transformers and fire hydrants.

- k. Location, size and design of landscaped or open space areas including existing trees and buffers.

- l. Location of any on-site lighting and signs.

m. Site Drainage Plan must be designed and constructed in accordance with the Nassau County Roadway and Drainage Standards and approved by the County Engineer or his/her designee.

- i. Existing and proposed ground contours and elevations.

ii. Existing and proposed drainage facilities with their size, elevations and slopes, including off-site drainage facilities.

- iii. Design calculations which support the proposed drainage design.

- iv. Elevations and slope of surrounding property.

v. Location and size of existing and proposed easements and rights-of-way.

n. Location of flood hazard boundaries, flood plain boundaries, jurisdictional wetlands, wetland buffers, and a wetland calculations table.

o. Location of dumpster with screened enclosure.

p. All proposed developments over forty (40) acres in size shall conduct an environmental survey by an environmental professional, acceptable to the County, to determine the presence of threatened and endangered species. Based on the results of the survey, a mitigation plan, as approved by the County or its designee, shall be required as a condition of development approval.

q. Abutting streets and easements.

r. Natural site features (topography).

s. Site plans in digital format via e-mail or on CD-ROM or floppy disk using criteria described in Ordinance 2000-040, as amended, Development Review Regulations, Section 3.1.3

t. Utilities

u. Existing structures

v. Adjacent land uses

w. Soils that have severe development constraints.

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