City of St. Augustine Beach Building and Zoning Department
Major Development Application
2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBCH.COM BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

1. Legal description of the parcel for which major development is being sought:
   Lot(s) _______ Block(s) _______ Subdivision ________________________________
   Street Address ________________________________

2. Location (N, S, W, E): _______ Side of (Street Name): _______________________

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? Yes No (Circle one)

4. Real estate parcel identification number: ________________________________

5. Name and address of owner(s) as shown in St. Johns County Public Records: ________________________________
   ____________________________________________
   ____________________________________________

6. Current land use classification: ________________________________

7. Section of land use code from which major development is being sought: ___Land Development Regulations
   Sections 12.02.05--12.02.15

8. Reasons for which major development is being sought: ________________________________
   ____________________________________________
   ____________________________________________

9. Architect’s name and address: ________________________________
   ____________________________________________
   ____________________________________________

10. Contractor’s name and address: ________________________________
    ____________________________________________
    ____________________________________________

City of St. Augustine Beach Major Development Application 08-20
11. Please check if the following information required for submittal of the application has been included:

( ) Survey including legal description of parcel submitted for major development

( ) Copy of warranty deed

( ) Owner Authorization Form (if applicable)

( ) List of names and addresses of all property owners within 300-foot radius (see instructions on page 4 of this application)

( ) First-class postage-stamped legal-size envelopes with names and addresses of all property owners within 300-foot radius (see instructions on page 4 of this application)

( ) Survey to include all existing structures and fences

( ) Other documents or relevant information to be considered

( ) Fourteen (14) copies of the completed application including supplemental documentation and/or relevant information

In filing this application for major development, the undersigned acknowledges it becomes part of the official record of the Comprehensive Planning and Zoning Board and/or City Commission and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

The application must be signed by either the owner or the owners authorized agent. If an authorized agent’s signature is used, a notarized written authorization approving such representation must accompany the application.

<table>
<thead>
<tr>
<th>Print name (owner or his/her agent)</th>
<th>Print name (applicant or his/her agent)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>Signature /date</td>
<td>Signature /date</td>
</tr>
<tr>
<td>Owner/agent address</td>
<td>Applicant/agent address</td>
</tr>
<tr>
<td>Phone number</td>
<td>Phone number</td>
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</tbody>
</table>
**All agents must have notarized written authorization from the property owner(s)**

**Please note that if you are a resident within a development or subdivision that has covenants and restrictions, be aware that approval of this application by the Comprehensive Planning and Zoning Board and/or City Commission does not constitute approval for variation from the covenants and restrictions.**

Major Development File #: __________________________________________

Applicant’s name: __________________________________________

Applicant’s address: __________________________________________

Applicant’s phone number and email address: _______________________

For major development at: _______________________________________

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**Fee Schedule for Major Development Application**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Development Application Fee:</td>
<td>$350.00 if under 2 acres/$500.00 if 2 acres or more</td>
</tr>
<tr>
<td>Legal Notice Sign:</td>
<td>$10.00</td>
</tr>
<tr>
<td>Review of Preliminary Plat:</td>
<td>$150.00 plus $2.00 per lot</td>
</tr>
<tr>
<td>Final Plat Approval:</td>
<td>$5.00 per lot plus the cost of conformity with Chapter 177 F.S. by a professional surveyor and mapper either employed by or under contract to the City of St. Augustine Beach. The estimated cost shall be deposited with the City at the time of application and any costs in excess of the estimated amounts shall be paid by the applicant prior to execution of the plat by the City.</td>
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</tbody>
</table>

Amount Paid __________________________ Date __________________________

Invoice # __________________________ Received by __________________________

Check # or type of credit or debit card payment __________________________

City of St. Augustine Beach Major Development Application 08-20
Instructions for Applying for Major Development

1) Per Section 12.02.06, all major developments, per the criteria in Section 12.02.05 of the City’s Land Development Regulations (LDRs), must be submitted to concept review. The applicant/developer shall file a completed application and a concept plan as a prerequisite to obtaining major development approval.

2) All major development shall be reviewed by the Comprehensive Planning and Zoning Board for recommendation of approval or denial to the City Commission, based on determination of whether the plan satisfies the requirements of the City’s LDRs, with the final hearing and final determination of approval or denial to be made by the City Commission.

3) The major development application shall be placed on the agenda of the next meeting of the Comprehensive Planning and Zoning Board that allows the giving of required notice. Notification of all property owners within a radius of 300 feet of the property for which major development is being sought shall be mailed by the Building and Zoning Department. The St. Johns County Real Estate/Survey Department (telephone number 904-209-0804) will provide applicants with a list of the names and addresses of the property owners within 300 feet of the property for which the variance is requested. **This list of names and addresses of all property owners within 300 feet is to include the applicant’s name and address. Along with the list of all property owners within 300 feet, the applicant shall submit stamped, addressed legal-size (4-inch-by-9½-inch) envelopes with the major development application. (Note: Do not fill in a return address on the stamped envelopes. The Building and Zoning Department will stamp its address on the envelopes as the return address and mail the legal notices to all property owners).** Signatures and approvals of property owners within 300 feet are not necessary.

4) After review and recommendation to the City Commission of approval or denial by the Comprehensive Planning and Zoning Board, the major development application shall be placed on the agenda of the next meeting of the City Commission, with the final hearing and final determination of approval or denial to be made by the City Commission.

Required Information for Major Development Application

Per Section 12.02.07.D of the City’s LDRs, final development plans for major development shall include the information required in a preliminary (concept) plan plus the following additional or more detailed information:

1) **Existing conditions.**
   a. A map of vegetative cover including the location and identity by common name of all protected trees, including existing protected trees within areas of proposed improvements.
   b. A topographic map of the site clearly showing the location, identification, and elevation of benchmarks, including at least one (1) benchmark for each major water control structure.
   c. A detailed overall project area map showing existing hydrography and runoff patterns, and the size, location, topography, and land use of any off-site areas that drain onto, through or from the project area.
d. Existing surface water bodies, wetlands, streams and canals within the proposed development site, including seasonal high water-table elevations and attendant drainage areas for each.

e. The location of any underground or overhead utilities, culverts and drains on the property and within one-hundred (100) feet of the proposed development boundary.

f. Location, names and widths of existing and proposed streets, highways, easements, building lines, alleys, parks, and other public spaces and similar facts regarding adjacent property.

g. The one-hundred (100) year flood elevation, minimum required floor elevation and boundaries of the one-hundred (100) year floodplain for all parts of the proposed development.

h. Drainage basin or watershed boundaries identifying locations of the routes of off-site waters onto, through or around the project.

2) Proposed development activities and design.

a. Generally.
   1. Area and percentage of total site to be covered by an impervious surface.
   2. Grading plans specifically including perimeter grading.
   3. Construction phase lines.

b. Buildings and other structures.
   1. Building plan showing the location, dimensions, gross floor area, and proposed use of buildings.
   2. Front, rear and side architectural elevations of all buildings.
   3. Building setback distances from property lines, abutting right-of-way center lines, and all adjacent buildings and structures.
   4. Minimum floor elevations of buildings within any one-hundred (100) year floodplain.
   5. The location, dimensions, type, composition, and intended use of all other structures.

c. Potable water and wastewater systems.
   1. Proposed location and sizing of potable water and wastewater facilities to serve the proposed development, including required improvements or extensions of existing off-site facilities.
   2. The boundaries of proposed utility easements.
   3. Location of the nearest available public water supply and wastewater disposal system and the proposed tie-in points, or an explanation of alternative systems to be used.
   4. Exact locations of on-site and nearby existing and proposed fire hydrants.

d. Streets, parking and loading.
   1. The layout of all streets and driveways with paving and drainage plans and profiles showing existing and proposed elevations and grades of all public and private paved areas.
   2. A parking and loading plan showing the total number and dimensions of proposed parking spaces, spaces reserved for handicapped parking, loading areas, proposed ingress and egress (including proposed public street
   3. The location of all exterior lighting.
   4. The location and specifications of any proposed garbage dumpsters.
   5. Cross sections and specifications of all proposed pavement.
   6. Typical and special roadway and drainage sections and summary of quantities.

City of St. Augustine Beach Major Development Application 08-20
e. **Tree removal and protection.**
   1. All protected trees to be removed and a statement of why they are to be removed.
   2. Proposed changes in the natural grade and any other development activities directly affecting trees to be retained.
   3. A statement of the measures to be taken to protect the trees to be retained.
   4. A statement of tree relocations and replacements proposed.

f. **Landscaping.**
   1. Location and dimensions of proposed buffer zones and landscaped areas.
   2. Description of plant materials existing and to be planted in buffer zones and landscaped areas.

gh. **Stormwater management.**
   1. An erosion and sedimentation control plan that describes the type and location of control measures, the stage of development at which they will be put into place or used, and maintenance provisions.
   2. A description of the proposed stormwater management system, including:
      (a) Channel, direction, flow rate, and volume of stormwater that will be conveyed from the site, with a comparison to natural or existing conditions.
      (b) Detention and retention areas, including plans for the discharge of contained waters, maintenance plans, and predictions of surface water quality changes.
      (c) Areas of the site to be used or reserved for percolation including an assessment of the impact on groundwater quality.
      (d) Location of all water bodies to be included in the surface water management system (natural and artificial) with details of hydrography, side slopes, depths, and water-surface elevations or hydrographs.
      (e) Linkages with existing or planned stormwater management systems.
      (f) On and off-site rights-of-way and easements for the system including locations and a statement of the nature and of the reservation of all areas to be reserved as part of the stormwater management system.
      (g) The entity or agency responsible for the operation and maintenance of the stormwater management system.
   3. The location of off-site water resource facilities such as works, surface water management systems, wells, or well fields, that will be incorporated into or used by the proposed project, showing the names and address of the owner of the facilities.
   4. Runoff calculations shall be in accord with the stormwater management manual.

h. **Environmentally sensitive lands.**
   1. The exact sites and specifications for all proposed drainage, filling, grading, dredging, and vegetation removal activities including estimated quantities of excavations or fill materials computed from cross sections, proposed within a protected environmentally sensitive zone.
   2. Detailed statement of other materials showing the following:
      (a) The percentage of the land surface of the site that is covered with natural vegetation and the percentage of natural vegetation that will be removed by development.
      (b) The distances between development activities and the boundaries of the protected environmentally sensitive zones.
   3. The manner in which habitats of endangered and threatened species are protected.
i. **Signs.**

1. Two (2) blueprints or ink drawings of the plans and specifications of regulated signs, and method of their construction and attachment to the building or ground, except those plans for standard signs that have been placed on file with the building official by a licensed sign contractor for standard signs. The plans shall show all pertinent structural details, wind pressure requirements, and display materials in accordance with the requirements of this Code and the building and electrical codes adopted by St. Augustine Beach. The plans shall clearly illustrate the type of sign or sign structure as defined in this Code; the design of the sign, including dimensions, colors and materials; the aggregate sign area; the dollar value of the sign; maximum and minimum heights of the sign; and sources of illumination.

2. For regulated ground signs, a plan, sketch, blueprint, blueline print or similar presentation drawn to scale which indicates clearly:
   
   (a) The location of the sign relative to property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas and other existing ground signs on the parcel.
   
   (b) All regulated trees that will be damaged or removed for the construction and display of the sign.
   
   (c) The speed limit on adjacent streets.

3. For regulated building signs, a plan, sketch, blueprint, blueline print or similar presentation drawn to scale which indicates clearly:

   (a) The location of the sign relative to property lines, rights-of-way, streets, alleys, sidewalks, vehicular access and parking areas, buildings and structures on the parcel.

   (b) The number, size, type, and location of all existing signs on the same parcel, except a single business unit in a multiple occupancy complex shall not be required to delineate the signs of other business units.

   (c) A building elevation or other documentation indicating the building dimensions.

j. **Subdivision.**

   Proposed number, minimum area and location of lots, if development involves a subdivision of land.

k. **Land use and dedications.**

   1. Location of all land to be dedicated or reserved for all public and private uses including rights-of-way, easements, special reservations, and the like.

   2. Amount of area devoted to all existing and proposed land uses, including school, open space, churches, residential and commercial, as well as the location thereof.

   3. The total number and type of residential units categorized according to number of bedrooms. The total number of residential units per acre (gross density) shall be given.

l. **Wellfield protection.**

   Location of onsite wells, and wells within one-thousand (1,000) feet of any property line, exceeding one-hundred-thousand (100,000) gallons per day.

m. **Historic and archaeologic sites.**

   The manner in which historic and archaeologic sites on the site, or within on-thousand (1,000) feet of any boundary of the site, will be protected.
Per Section 12.02.07.E of the City’s Land Development Regulations, final development plans for subdivision of land shall comply with the requirements of this section. Per Section 12.02.07.F of the City’s Land Development Regulations, final development plans for commercial structures requires the front, rear and side architectural elevations for commercial structures to demonstrate compliance with the following criteria:

1) The plan for the proposed structure or project is in conformity with good taste, good design, and in general contributes to the image of the City as a place of beauty, spaciousness, harmony, taste, fitness, broad vistas and high quality.

2) The proposed structure or project is not, in its exterior design and appearance, of inferior quality such as to cause the nature of the local environment or evolving environment to materially depreciate in appearance and value.

3) The proposed structure is in conformity with the standards of these Land Development Regulations and other applicable ordinances in so far as the location and appearance of the buildings and structures are involved. Conditions may be applied when the proposed building of structure does not comply with the above criteria and shall be such as to bring the structure or project into conformity. If any application is disapproved, the Comprehensive Planning and Zoning Board shall detail in its findings the criterion or criteria that are not met. The actions taken by the Board shall be reduced to writing, signed by the chairman and a copy thereof made available to the applicant upon request.

4) The proposed structure or project is in harmony with the proposed developments in the general area, with the Comprehensive Plan for the City and with the criteria set forth in any supplemental criteria and procedural rules of the Comprehensive Planning and Zoning Board, as the same may be from time to time amended and revised. Any decision of the Board must comply with such supplemental criteria and rules of the Board may be amended from time to time by ordinance regularly adopted upon action initiated by the City Commission.

5) The proposed landscape and irrigation design shall promote water conservation. Water requirements may be reduced by providing for:
   a. Preservation and reestablishment of native plant communities.
   b. The use of drought-tolerant, site specific, and shade producing plants.
   c. Design and maintenance of irrigation systems which eliminate waste of water due to over application or loss from damage.

6) Renovations to the exterior of a commercial structure shall comply with the criteria and supplemental criteria for Community Appearance Standards; provided, however, than an application for final development approval for a renovation of an existing structure shall only require such information as may reasonably be required by the Building Department or the Comprehensive Planning and Zoning Board to demonstrate compliance with the criteria and supplemental criteria for Community Appearance Standards and shall not be required to provide information as to areas not proposed for renovation except as provide for an understanding of the proposed changes or alterations to the structure.

7) Definitions. As used in this section 12.02.07.F and as used in the Supplemental Criteria for Community Appearance Standards, the following terms and phrases shall have the meanings indicated:

   Commercial structure shall mean a structure located within a commercially zoned area regardless of its actual size.
Renovation shall mean a change or alteration to a material element of a structure that changes or alters (a) a major structural or architectural feature of a building including changes to roof lines, porches, location or size of windows or doors; or (b) the exterior of a building requiring the submittal of plans signed and signed by a registered architect or engineer.

Per Section 12.02.08 of the City’s Land Development Regulations, a master plan for the entire development site must be approved for a major development that is to be developed in phases. The master plan shall be submitted simultaneously with an application for review of the final development plan for the first phase of the development and must be approved as a condition of approval of the final plan for the first phase. A final development plan must be approved for each phase of the development under the procedures for development review prescribed above.

Per Section 12.02.09 of the City’s Land Development Regulations, a master plan is required for a major development which is to be developed in phases. A master plan shall provide the following information for the entire development as specified in this section. Review of final development plans for major developments shall comply with Section 12.02.10.

Per Section 12.02.10.B, Amendment to final development plans, “If a major development has received a final development order or other approval, the amendment, modification or extension of such a final development order or approval shall only be by the same process as the order or approval was originally obtained (except that the concept review process does not have to be repeated) and the review fee shall also be the same. For Planned Unit Developments, strikethrough and underlined sections of the proposed changes shall be submitted. Expired final development orders are not eligible for renewal.”

Per Section 12.02.13, each administrative hearing shall conform to the following procedures, as supplemented by law, rule or decision.

A. Burden and nature of proof. The applicant for any development permit must prove that the proposal satisfies the applicable requirements and standards of this Code.

B. Order of proceedings.

1. The Comprehensive Planning and Zoning Board and City Commission shall:
   a. Determine whether it has jurisdiction over this matter.
   b. Determine whether any member must abstain or is disqualified. Abstaining from voting or disqualification because of conflict of interest must be declared in accordance with Part III of Chapter 112, Florida Statutes.

Where proposed minor or major development includes the subdivision of land, platting shall conform to the requirements of Section 12.02.14 of the City’s LDRs. Final approval of the development plan by the Comprehensive Planning and Zoning Board shall be made contingent upon approval by the St. Augustine Beach Commission of a plat conforming to the development plan.