

JEFFERSON COUNTY, FLORIDA
PLANNING DEPARTMENT
445 W. PALMER MILL ROAD
MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



DEVELOPMENT PERMIT

APPLICATION

**PROJECTS THAT REQUIRE A DEVELOPMENT
PERMIT PRIOR TO CONSTRUCTION:**

SINGLE FAMILY DWELLING

MODULAR HOMES

MOBILE HOMES

DETACHED GARAGE

CARPORT

SHED

POOL

SEPTIC SYSTEM

SIGNS

NEW ADDRESS

DRIVE WAY INSPECTION

(If your particular project is not listed above, please contact our office and we will be happy to help you determine if a permit is needed.)

REQUIREMENTS FOR ALL PROJECTS:

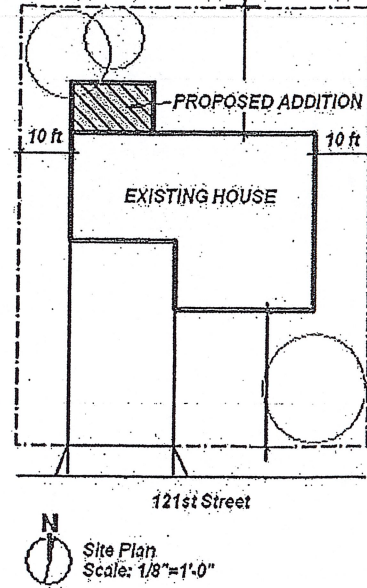
- Application Form
- Site plan showing location of project and dimensions from the property lines, road ways and easements. *(See Example)*
- Warranty Deed-Proof of Ownership
Or Notarized Authorization from Property Owner
- If the property is vacant and an address has not been assigned, complete and submit the 911 Address Information Form.
- If new construction is on a County Maintained Road, submit the Driveway Permit Application. *(NOT REQUIRED FOR AUXILLARY STRUCTURES OR ADDITIONS TO EXISTING STRUCTURES)*

Permit Fee Information Available upon request. Fees vary depending upon the project.

Site Plans, Elevations and Floor Plans

What is a Site Plan? A site plan is a top view (“bird’s eye”) of a property that is drawn to scale. A site plan shows:

- Property lines
- Outline of existing and proposed buildings and structures
- Distance between buildings
- Distance between buildings and property lines (setbacks)
- Parking lots, indicating parking spaces
- Driveways
- Surrounding streets
- Landscaped areas
- Easements
- Ground sign location



STATE ROAD 59
(66' R/W)



S00°08'32"E 306.82'
(S00°13'00"E 306.93')

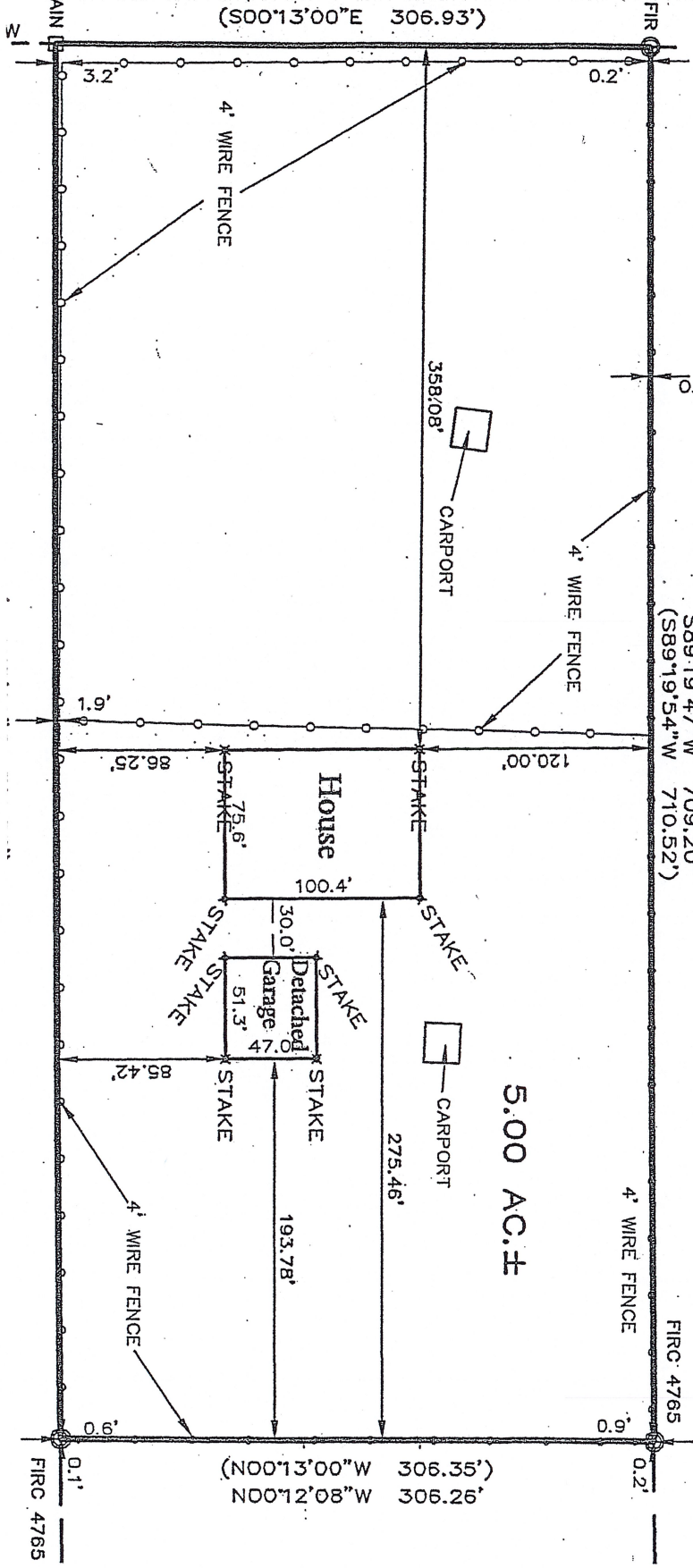
(S00°13'00"E)
(3053.90')

P.O.C.:
Northwest corner of
Section 3, Township 1
North, Range 3 East,
Jefferson County,
Florida
(NOT TO SCALE)

ADDRESS:

60' ACCESS & UTILITY EASEMENT

(60' ACCESS & UTILITY EASEMENT)
S89°19'47"W 709.20'
(S89°19'54"W 710.52')

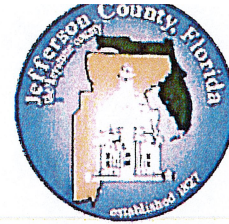


5.00 AC.±

Date: Approved Development
Jeff. Co. Planning Official

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225

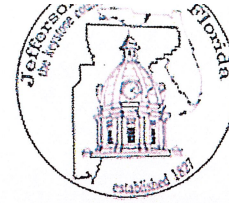


APPLICATION

APPLICATION DATE: _____		
APPLICANT: _____		
CURRENT ADDRESS: _____		
<u>CONTACT INFORMATION:</u>		
HOME: _____		
MOBILE: _____		
E-MAIL: _____		
PROJECT LOCATION: _____		
PARCEL IDENTIFICATION _____		
BRIEF DESCRIPTION OF PROPOSED PROJECT		
SIGNATURE: _____		
FEE: _____		RECEIPT: _____
STAFF NOTES AND REVIEW:		
SITE PLAN		
WARRANTY DEED		
AUTHORIZATION		
DRIVEWAY APPLICATION		
ADDRESS APPLICATION		
ADDITIONAL INFORMATION		

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



911 ADDRESS

A new 911 address will be assigned when requested. All 911 addresses are based upon the measured location of the center of the driveway access point to the property. Driveway connections to any public or private road may be required to obtain a Jefferson County 911 address. You will be given a length of white flagging tape to indicate the location of the proposed new address.

REQUIRED INFORMATION:

Owner Name: _____
Current Address: _____
City: _____ State: _____ Zip Code: _____

PROPOSED ADDRESS SITE:

Parcel Tax ID #: _____ Phone #: _____
Name of Public or Private Road: _____

E- 911 INFORMATION

911 Address assigned to this packet: _____ OWN ___ RENT ___

If renting, name/phone #of landlord: _____

FULL NAME OF PERSON(S) LIVING AT ASSIGNED ADDRESS:

TELEPHONE NUMBER (S) AT THIS ADDRESS:

NUMBER	NAME ASSIGNED TO PHONE:
_____	_____
_____	_____
_____	_____

Please list a contact person, other than those living at this address, in case of emergency (relative, friend) or if a business and an after-hour telephone number: _____

ELECTRIC CO.: _____ GAS/ PROPANE CO.: _____

Do you have an automatic or locked gate? YES ___ NO ___ What is the entry code?

If locked, how can emergency personnel gain entry?

Is your home equipped with an alarm or life line? YES ___ NO ___

Name and phone number of service provider:

Contact person and phone number(s): _____

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



ROAD & DRIVEWAY CONNECTION PACKET

Approved Planning Department Development Permit # _____

The permit fee is: **\$53.00** Submittal Date: _____

Make checks payable to: **Jefferson County Board of County Commissioners**

An owner shall obtain a permit from the State of Florida Department of Transportation (or the designated representative thereof) for any vehicular access connection to a State road.

Prior to construction of all **new** road or driveway connections to a County-maintained road, owners are required to obtain a Jefferson County Driveway Connection Permit. This process will ensure that the Road Department:

1. Is aware of all vehicular connections to the County-maintained roadway system;
2. Will determine if a culvert will be required at the connection to the County Road to ensure the continued function of the County Road drainage system;
3. If a culvert need be installed, the inspector will indicate the pipe diameter and length. Upon completion, the inspector shall inspect and indicate that the culvert was installed correctly. **(At least 24 hours prior to the inspector's anticipated arrival, the owner shall request the Road Department Final Inspection upon completion of the culvert installation.)**

Driveway Connection Permits Are Not Required For:

- Driveway Connections to a private road.
- Existing driveways on County roads for additions to existing residential or non-residential primary structures and/or Accessory structures.
- Existing driveways converted to private roads due to placing additional permitted residences on a parcel.

REQUIRED INFORMATION:

Owner Name: _____

Current Mailing Address: _____

City: _____ State: _____

Driveway 911 Address: _____

Tax ID #: _____

Phone #: _____ Name of County road: _____

Purpose of driveway (CHECK ONE): Residential, Commercial, Development

If a new Development/Driveway, approved name of new road: _____

1. Stake the middle of proposed driveway with the green 911 address plaque and white flagging material as an indicator for the inspector.

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



2. Draw or attach a simple location map indication the location of the driveway.
3. Submit Pages 1, 2, & 6 (if required) to the Planning Dept. for forwarding to the Road Dept.

DRAW DIRECTIONAL MAP BELOW Show North Direction

An aerial Map from the Property Appraiser website may be provided in lieu of a drawing. Provide any special instructions, information, or markings below, including written directions from Courthouse Circle to Proposed driveway location:

Driveway Culvert Installation & Permit Procedures

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



1. All driveways or roads entering a County road right of way shall have a driveway culvert installed when necessary to facilitate roadway drainage.
2. The driveway connection shall slope away from the roadway edge at a minimum grade of 2% from the edge of the road pavement to the centerline of the culvert pipe to ensure runoff from the driveway will not cross the County-maintained road. Property owner may be required to install slotted pipe to prevent storm water draining into County roadway.
3. The Road Department Superintendent or his representative shall determine the appropriate pipe diameter and flow line of the new driveway culvert.
4. The overall pipe length shall be at least the driveway width plus the length required to provide for mitered end sections. Mitered end sections with 4:1 slope are required unless a variance is granted by written permission from the Road Superintendent.
5. The pipe material shall be reinforced concrete pipe on all roads, except corrugated metal may be utilized with written permission from the Road Superintendent.
6. A private contractor will install driveway culverts:
 - (a) A valid permit must be issued.
 - (b) The property owner or the contractor will supply the pipe specified by the Road Superintendent or his representative.
 - (c) The property owner pays all costs.
7. The depth of the existing ditch shall be defined as the vertical height as measured from the edge of the existing road pavement to the bottom of the existing ditch. The Road Department will adjust ditches if needed.
8. The pipe shall be backfilled with clean fill dirt.
9. Driveway connections that connect to a paved road shall be required to pave the aprons with concrete or asphalt. The driveway apron is the area between the edge of the road surface and the right of way or 30' from the road centerline on County-maintained roads where there is no defined right of way boundary.
10. **Note:** If a private contractor installs the driveway culvert, the Road Superintendent must be called to inspect the installation before the contractor can backfill the trench. Failure to have the installation inspected prior to backfilling may result in the Road Department removing the driveway culvert.
11. The Road Department Superintendent or his representative will inspect the culvert at the request of the property owner or his authorized representative/agent.
12. Driveways connecting to State and/or County roads shall follow the most current standards depicted in FDOT INDEX 273 -SIDE DRAIN MITERED END SECTIONS, which can be found online at <http://www.dot.state.fl.us/rddesign/DS/12/IDx/00273.pdf>.

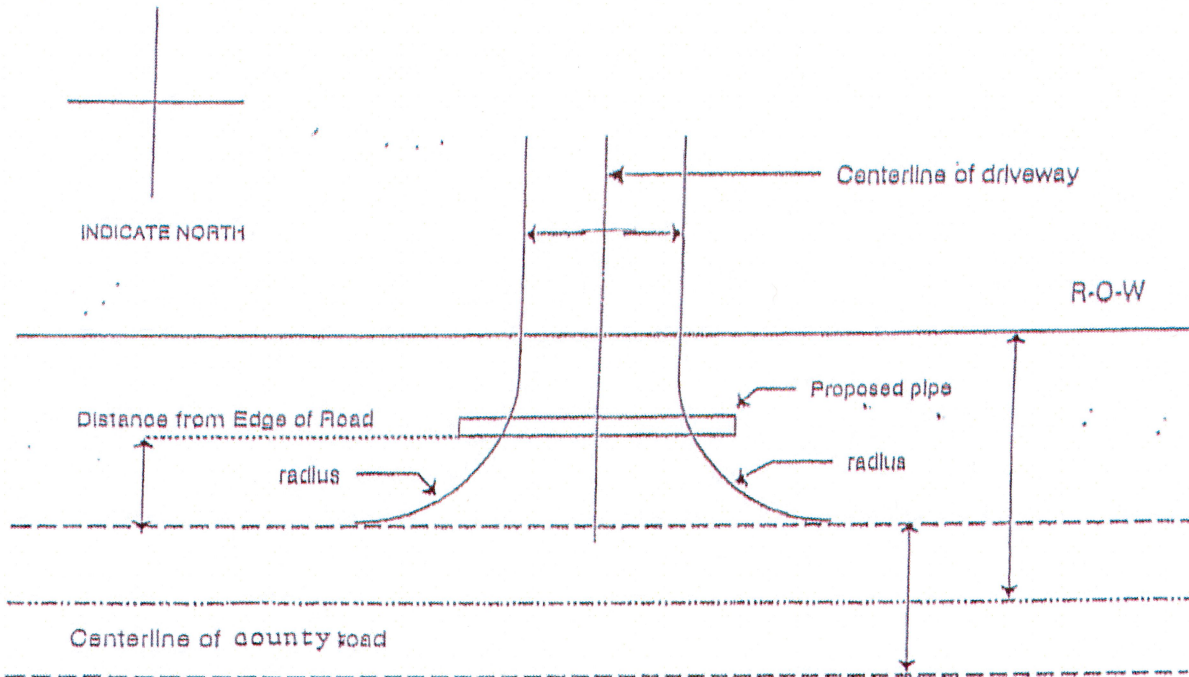
JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



Name: _____ Project Address If Different from Applicant's Address: _____
Address: _____ Road: _____
_____ Address: _____

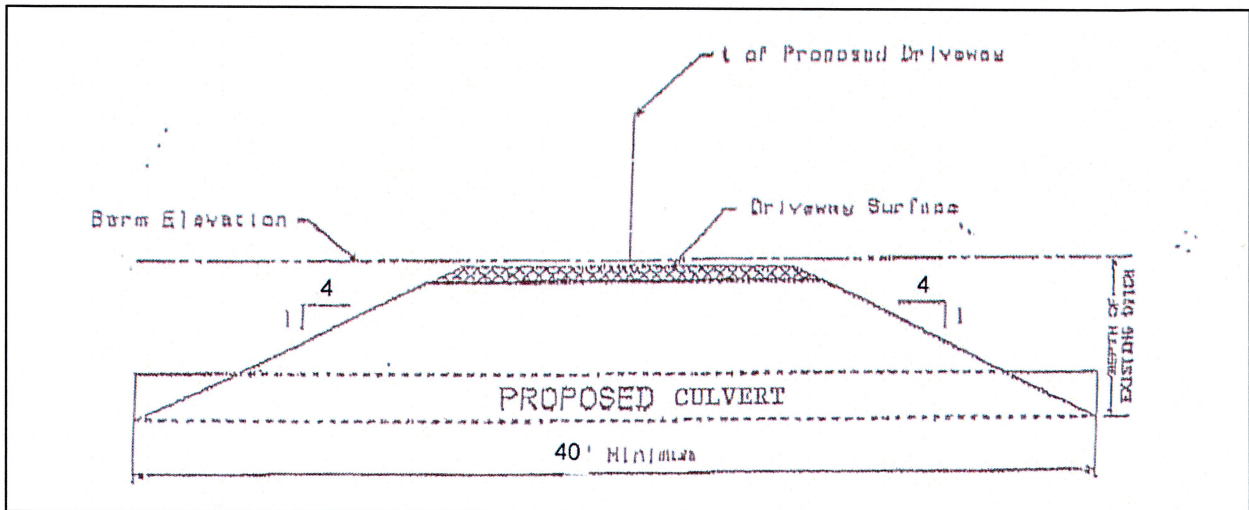
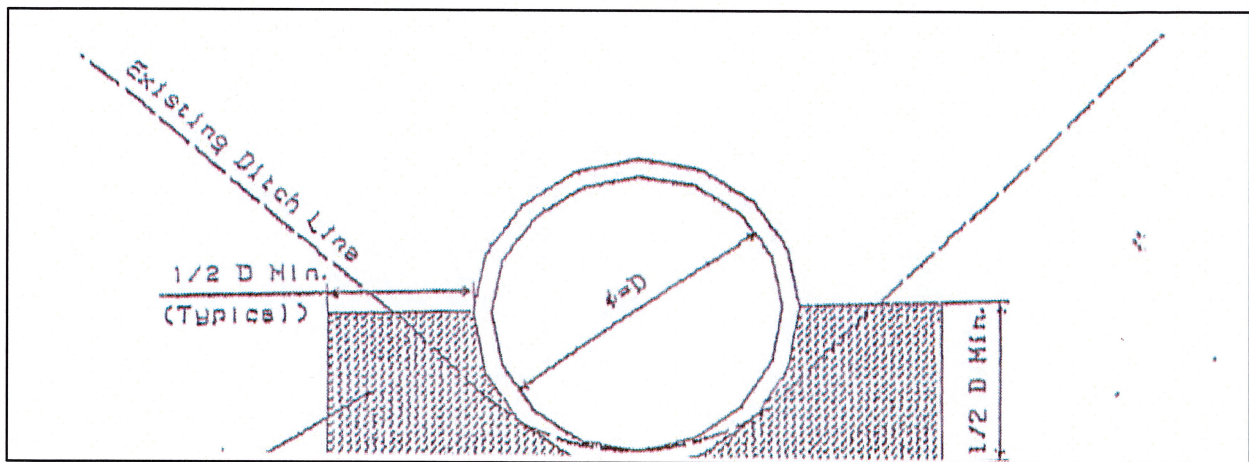
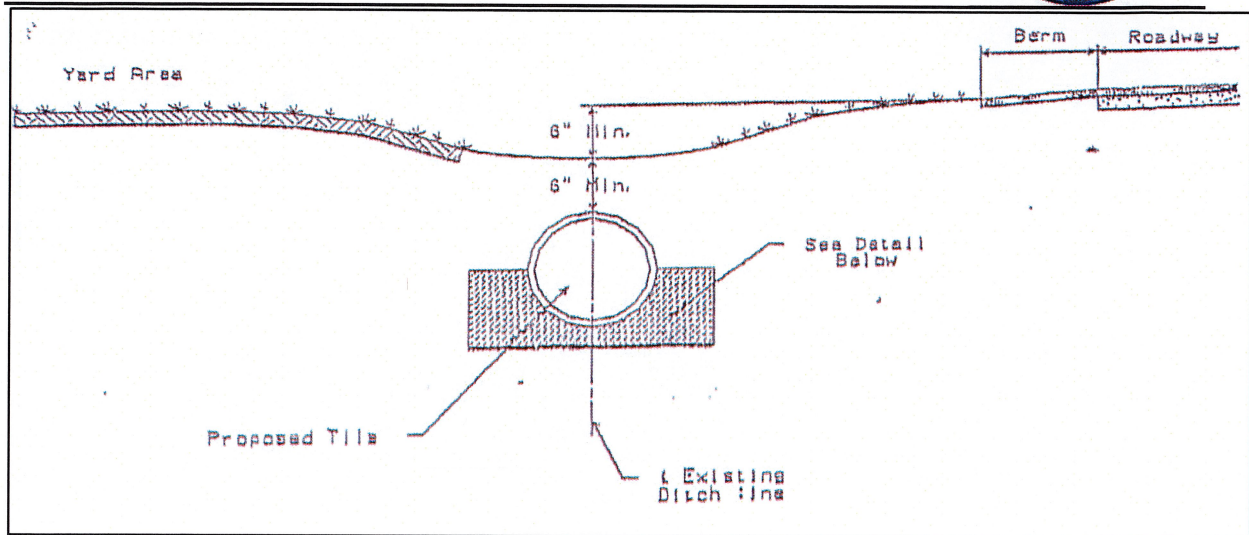
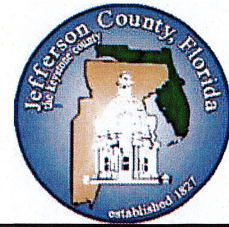
To construct and maintain a _____ by laying _____ feet of
(length)
_____ inch pipe along the () North () East () South () West side of
(diameter)
_____ approximately _____ feet () North () East () South () West
(road)
of _____ and _____ feet from edge of road.
(nearest intersecting road)



Sample Site Plan for Driveway Culvert and Resurface

JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344
Phone (850) 342-0223 - Fax: (850) 342-0225



AGENT AUTHORIZATION FORM

For obtaining driveway connection permit

To: Jefferson County Planning & Road Departments Date: _____

By signing below, I/we, the owners of above property, do hereby grant permission to obtain the necessary permit for a driveway from the Jefferson County Road Department prior to the day of closing to the following person:

PRINTED NAME

Phone number to reach owners: _____

Printed name of owner

Signed name of owner

Printed name of owner

Signed name of owner

Printed name of owner

Signed name of owner

Printed name of owner

Signed name of owner

(Please add additional owners if necessary)

NOTARY PUBLIC STATE OF FLORIDA, COUNTY OF JEFFERSON

Signed before me this ____ day of _____, 201__; _____,
PRINTED NAME

who is personally known to me or who produced _____ identification.

Signature

Stamp: