



NASSAU COUNTY
DEPARTMENT OF PLANNING
AND ECONOMIC OPPORTUNITY
FLORIDA

96161 Nassau
Place Yulee, FL
(904) 530-6300

APPLICATION AND INSTRUCTIONS FOR SITE ENGINEERING PLANS

Site Engineering Plans: Engineering plans are detailed plans for the horizontal design of a development. Site engineering plans may be submitted to the Department of Planning and Economic Opportunity either a) after an approved Preliminary Binding Site Plan, concurrently with a Preliminary Plat, or after the approval of a Planned Unit Development's Final Development Plan. No building permits will be issued prior to Development Review Committee approval of Site Engineering Plans. Reference section 5.07 LDC for full requirements for Site Engineering Plans.

General Process:

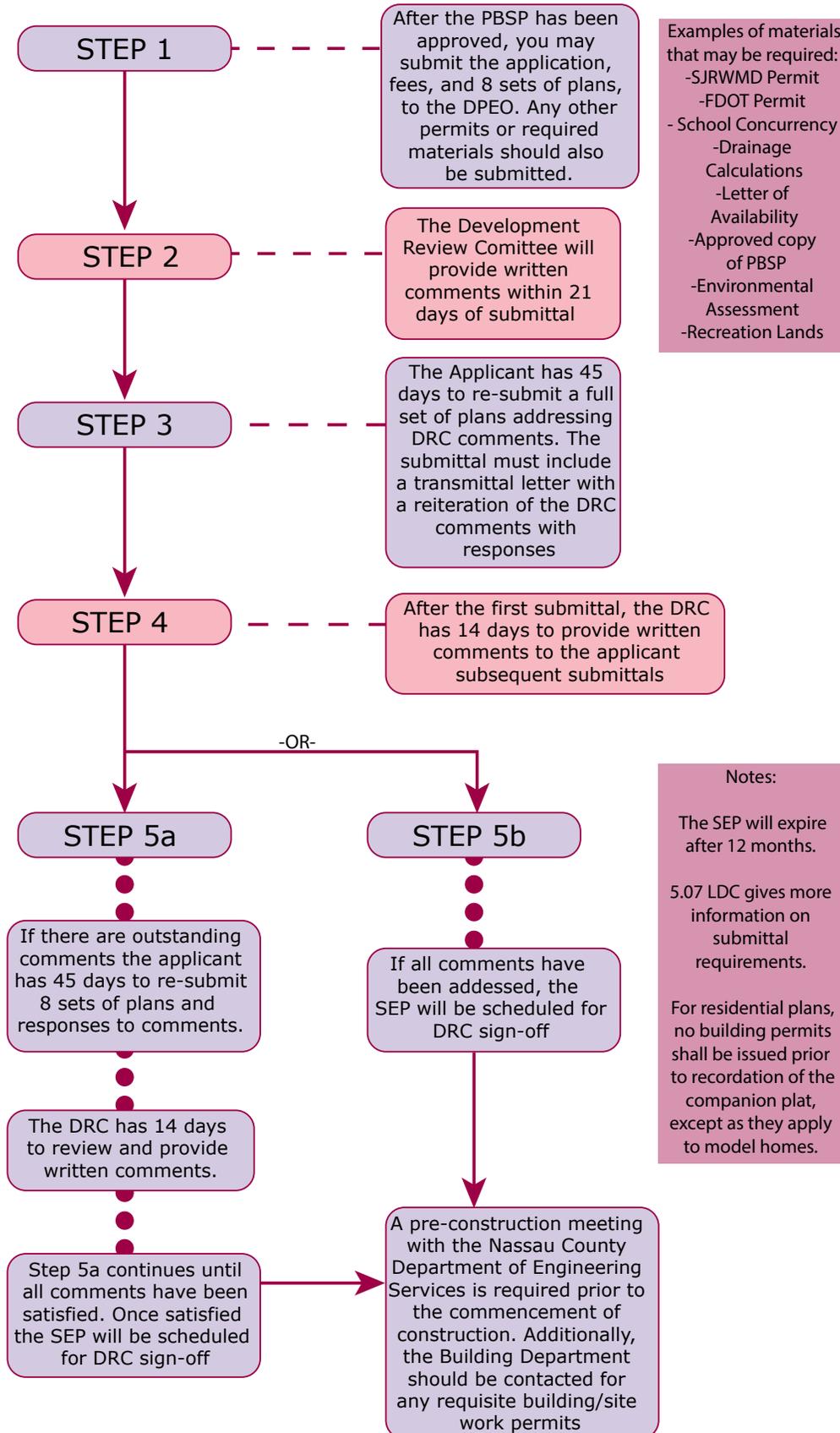
1. A complete package including the application, fees and required materials shall be filed with the Department of Planning and Economic Opportunity. **Site Engineering Plans shall be filed concurrent with the Preliminary Plat, as applicable.** For Planned Unit Developments, the Site Engineering Plan can be reviewed and approved independently from the Preliminary Plat. Fees were updated on June 24, 2019 and can be found here: <http://www.nassaucountyfl.com/971/Fee-Schedule>
2. **The Site Engineering Plans shall be distributed with the Preliminary Plat, the package will be deemed "incomplete" without Preliminary Plat, as applicable.** This does not apply to Planned Unit Developments. If the application is complete, the Department of Planning and Economic Opportunity will distribute the application to the Development Review Committee for review and comments. The Department of Planning and Economic Opportunity will furnish the applicant with comments. After receipt of comments, the applicant must submit the revised plans for review. This process will continue until the Site Engineering Plans are approved. **The Site Engineering Plans will not be approved until its companion preliminary plat is also ready for approval, as applicable.** *The flow chart, Site Engineering Plan (SEP) Process, on Page 2 describes the Development Review process.*
3. Once approved by the Development Review Committee, a pre-construction meeting with the Public Works Director and Nassau County Engineering Services shall be scheduled, and the appropriate bond or letter of credit established as applicable based on development type. Contact Engineering Services at (904) 530-6225 for details.
4. For non-residential developments, building permits may be applied for subsequent to the Development Review Committee approval, and as applicable a pre-construction meeting with Engineering Services shall be established.
5. For residential projects, once roadway construction is complete, it will be inspected by Engineering Services and a certified engineer to insure they are built to standards set forth by Ordinance 99-17, as amended. No building permits shall be issued prior to the final recordation of the plat, except as it applies to model homes.

Note: If any inaccuracies exist between this application and the codified regulations, the codified regulations shall be followed.

May 5, 2020

Site Engineering Plan (SEP) Process

Site Engineering Plans are the technical review phase of the Development Review Process. This step comes after a Preliminary Binding Site Plan (PBSP) has been approved.



Property Location

Parcel Identification Number - _____

Project Name - _____

Location or Address - _____

Property Owner

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Agent

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

(Owner Authorization Required, Separate Sheet)

Design Professional (If different from Agent)

Name: _____

Address: _____

Telephone #: _____

E-Mail: _____

Brief Description of the Proposed Project

Number of Acres: _____

Number of Parking Spaces Provided: _____

Number of Structures: Existing: _____

Proposed: _____

Building Height: _____ Feet

Building Square Footage: _____

Nassau County Site Engineering Plan Application

1. Attachments (this is a general list, other documents may be required, reference Chapter 29 Sections 4 and 5 and Section 5.07 LDC):

- a. Application
- b. Fees
- c. Site Plans - with either 3 - 24"x36" and 5 - 11"x17", or 8 - 24"x36.
- d. Digital submittal of all documents
- e. Preliminary Plat submitted at the same time with its associated application, fees and documents

2. Applicant must address review criteria beginning on page 5. Responses attached/depicted.

Signature of Owner: _____

Signature of Applicant: _____

Signature of Agent: _____

Address:

Telephone: _____

Email: _____

NOTE: If prepared or signed by an agent, a notarized Agent Authorization Form must be provided.

Development Plan Checklist

Ordinance 2010-08, Land Development Code, Section 5.07, Submission Requirements, sets forth the procedure for Site Engineering Plan review. **(8) Eight sets with minimum of 3 (Three) sets in 24" x 36" format of plans signed and sealed by Engineer of Record are required with the completed application, appropriate fees and required substantiating documents as listed in the Checklist.**

All items on this application and checklist must be addressed. Any items not addressed will cause the submittal package to be deemed incomplete. The County reserves the right to reject incomplete submittals. A determination of a complete submittal is not a reflection of compliance with applicable standards for review.

Class II, III & IV (for descriptions of Class, please see Sec. 5.07(A)2, LDC or inquire of DP&EO Staff)

Included Not Included

PBSP approved in accordance with 5.07(C), included all necessary changes or corrections to comply with any conditions of approval. If another agency having jurisdiction over the development specifically requires, as a condition precedent for that agency's approval, modifications to the County-approved PBSP, they shall be so noted and evidence of the agency's specific direction provided. Such changes shall be considered in accordance with subsection B(5).

Engineer or engineering company identified on each sheet of the site engineering plans together with executed certificate of completeness (signed and sealed statement by the engineer of record that the design complies with the requirements of the Nassau County Code). Improvements shall be designed in accordance with requirements of the utility company and approved by the county engineer or his/her designee.

Paving and grading plans showing plan views, profiles and detail sheets in accordance with Ordinance 99-17, as amended, and Section 29.13 of the Code of Ordinances as amended and the engineering services' technical review checklist. **Rural subdivisions are exempt, but only if no new roads are constructed. The roadway must meet the conditions set forth in Section 11.2.4 Roadway and Drainage Standards.**

Drainage and geotechnical reports meeting the criteria of Ordinance 99-17 and Section 29.13 of the Code of Ordinances as amended and engineering services' technical review checklist. **Rural subdivisions are exempt, but only if no new roads are constructed and no additional improvements are required in accordance with Sections 5.2 and 5.3.**

Sediment and erosion control measures.

Lighting plan conforming to Ordinance 2005-53, as same may be amended from time to time. **Lighting plans are optional for Rural Subdivisions.**

Water and wastewater plans and profiles as applicable to the franchised utility provider and FDEP.

Copies of SJRWMD permit or compliance letter; FDOT permit or notice of intent letter, and any other state and federal permits. An applicant may elect to defer all permits to the preconstruction meeting at the applicant's own risk. Should any permit(s) require any changes to the approved plans, the applicant shall have to get the plans re-approved through the site engineering plan approval process. No construction shall be allowed to commence until all permits have been obtained, and no preconstruction meeting shall occur prior to all necessary permits being obtained.

Complete landscape plan and materials list pursuant to article 37, LDC, as same may be amended from time to time.

Required legal documents (where applicable):

- (a) *Deed restrictions:* Any deed restrictions proposed by the developer of the PUD to preserve the character of the development’s common open space and to establish compatible architectural and landscape design of structures.
- (b) *Property owner’s association or nonprofit corporation:* If the developer elects this method of administering common open space, the proposed bylaws of the property owners association or the certificate of incorporate and the corporate bylaws of the nonprofit corporation shall be submitted for approval by the board of county commissioners.

School Impact Analysis (Residential Only)

For all projects over 10 Acres in size, and environmental assessment is required. The assessment may employ aerial photographs; land use and cover classifications per Florida Land Use Classification Codes (FNAI.org/gisdata.cfm); wetlands identified by the National Wetlands Inventory, SJRWMD (SJRWMD.com/gisdevelopment) or ground truthing; wildlife corridors and strategic habitat conservation areas identified by the Florida Fish and Wildlife Conservation Commission’s Florida Natural Areas Inventory and Florida Department of Environmental Protection supplemented, as appropriate, by field surveys. Planning for proposed development should consider natural systems and developers are encouraged to use conservation design techniques such as clustering, density transfers, stem wall foundations, tree wells, and other techniques to produce marketable projects while protecting natural and historic resources. Site development plans impacting areas identified as potential habitat for endangered, threatened or species of special concern, as listed in Rule 68A-27, F.A.C., shall provide evidence of submittal to the Florida Fish and Wildlife Conservation Commission (FWCC) prior to receiving conceptual approval. Archaeological and historic resources shall be identified by reference to the Florida Master Site File.

Checklist Acknowledgement

Explanation for items not included:

Signature (owner or agent)

Date

(Verified by DPEO Employee)

Date

OWNERS AUTHORIZATION FOR AGENT

_____ is hereby authorized TO ACT ON BEHALF OF

_____, the owner(s) of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Nassau County, Florida, for an application related to Development Permit or other action pursuant to a:

Rezoning/Modification
Variance
Appeal
Concurrency
Minor Development

Conditional Use
Preliminary Binding Site Plan
Final Engineering Plan
Plat
Rural Subdivision

BY: _____
Signature of Owner

Print Name

Signature of Owner

Print Name

Telephone Number

State of Florida
County of _____

The foregoing instrument was acknowledged before me by means of ___ physical presence or ___ online notarization, this _____ day of _____, 20____. By

Identification verified: _____ Oath sworn:
_____ Yes _____ No

Notary Signature _____ My Commission expires: _____

**DEVELOPMENT REVIEW
ENGINEERS CERTIFICATION OF COMPLETENESS & COMPLIANCE**

Project Name: _____

Development Permit Number: _____

I hereby certify that I am a licensed Professional Engineer in the State of Florida and that the plans presented for the aforementioned project have been prepared by me, or under my direct supervision in accordance with Florida Statutes. This document shall serve as my professional certification that the construction plans and drainage facilities therein (and required submittals) for the above referenced project have been completed and comply with or exceed all of the requirements as set forth in the Nassau County Land Development Code Section 5.07, and the Roadway and Drainage Standards, Ordinance 99-17, as amended, and any and all Federal, State and other standards applicable to the project. I also assert that this certification is being made in conformance with Rule 61G15-18.011(4), F.A.C.

Name (Please Print)

Signature

Company Name

Florida Registration Number

Certificate of Authorization Number

Engineer of Record's License Number

Company Address

City, State, Zip Code

Telephone Number

Certified by signature, date and seal.

Email Address



Nassau County Engineering Services Department
 96161 Nassau Place
 Yulee, Florida 32097
 (904) 530-6225

Site Work Permit

DRC #	
Plan Approval Date	
Permit Issue/Pre-Con Date	
Permit Expiration Date	
Check # (if applicable)	
Amount Paid	

↑ Please do not write above this line ↓

Owner	
Owner _____	Contact Person _____
Owner's Address _____	Phone _____
Email _____	
Contractor / Agent	
Contractor Business Name _____	
Name of Licensed Contractor _____	State Certification / Registration # _____
Address _____	Phone _____
Email _____	

Engineer of Record	
Engineering Firm _____	Contact Person _____
Engineer of Record _____	PE # _____
Engineer's Address _____	Phone _____
Email _____	

Bonding Company	
Bonding Company Name _____	
Bond Number _____	Bond Amount _____
Bond Company Address _____	Phone _____
Email _____	

Project Description

Project Location	
Parcel Identification Number:	Property Address:
Directions to Site:	

- * **Construction bond and / or local municipality letter of approval may be required for the project. If required, they must be submitted prior to scheduling of pre-construction meeting.**
- * **Approval of this permit does not exclude the applicant from obtaining approvals or exclude requirements based on PUD's, Building Department, DEP, SJRWMD, etc.**
- * **Call Sunshine 48 hours before you dig at 1-800-432-4770. It's the law in Florida.**
- * **Projects located on Amelia Island are required to conduct a site inspection with the Planning Department prior to any clearing to ensure tree protection barricades are in place.**

By signing below, I certify that all the forgoing information is accurate and that all work will be done in compliance with all applicable ordinances and fully understand and agree to the General Conditions of this permit.

Owners Name

Signature

Date

Contractors Name

Signature

Date

General Conditions

ORDINANCE 99-17 – ROADWAY AND DRAINAGE STANDARDS,

ARTICLE 6 - PERMITS, SECTIONS 6.2-6.3

Section 6.2. – Development Review Approval

6.2.1. Development Review Committee approval issued through the Nassau County Development Review Process as specified in the Nassau County Development Review Regulations shall be obtained prior to commencement of construction for all residential, commercial, industrial, and institutional projects meeting review requirements established by the Nassau County Development Plan Review and Approval Procedures. DRC approval shall be valid for a specified period not to exceed five (5) years but no less than three (3) years. The designated duration for DRC approval will be dependent on the facts and circumstances of each situation, including but not limited to: The size of the project and the anticipated amount of time required to complete the project. Commencement of construction shall be made during the designated permit time period.

6.2.2. Development Review approval shall expire unless construction has commenced and continued in good faith on the three-year anniversary of approval for projects less than or equal to fifty (50) acres. For projects greater than fifty (50) acres, the DRC approval shall expire based on the three-year anniversary period plus one (1) year for each additional ten (10) acres or portion thereof up to a maximum of five (5) years. Prior to expiration, DRC approval may be granted one (1) extension upon demonstration of significant progress toward start of construction of the development through a written request from the owner/applicant to the engineering services department.

6.2.3. Once DRC approval has expired, renewal can only be made by resubmittal through the Nassau County Development Review Process. Resubmittals shall be subject to the current Land Development Regulations of Nassau County including all applicable review fees.

6.2.4. The owner/applicant and their agents are responsible for constructing the site improvements in accordance with the approved construction drawings under the authority of the Development Review Committee. Any substantial deviations shall be reviewed by the engineer of record with concurrent review through the Nassau County Development Process prior to field changes being made. If approval is granted for the construction deviations, revised construction drawings and related documents showing compliance with Nassau County Land Development Regulations may be required.

Section 6.3. - State and federal permits.

Copies of applicable permits, including permit conditions, from all agencies having jurisdiction over construction projects shall be provided to the engineering services department prior to issuance of DRC approval. Construction plans may be conditionally approved subject to permits being received by the engineering services department from other regulatory agencies prior to commencement of construction. These permits include, but are not limited to: work in or near wetland areas, stormwater management systems, specialized flood hazard areas, coastal construction and roadway construction. The burden of obtaining these permits, if required, will be the sole responsibility of the owner/applicant including any work to upgrade existing public or private roadway and drainage facilities which will be unreasonably impacted by the project. Agencies, which may have jurisdiction over the proposed work include, but are not limited to, the following:

- St. Johns River Water Management District;
- Florida Department of Environmental Protection;
- Florida Department of Transportation;
- United States Army Corps of Engineers;
- United States Environmental Protection Agency;
- Federal Emergency Management Agency.

General Conditions Continued

ARTICLE 7 - NOTIFICATION AND INSPECTIONS, SECTIONS 7.1-7.4

Section 7.1. - Authorization for inspection.

7.1.1. The engineering services department shall have the right to inspect any project that has been issued a development permit to ensure that all roadway and drainage improvements are constructed in accordance with the approved construction drawings and related specifications.

7.1.2. The engineering services department shall have the right to enter upon and inspect land where construction activities have commenced in violation of Nassau County Land Development Regulation[s], regardless of whether or not an application for development permit has been made to Nassau County.

Section 7.2. - Notification.

7.2.1. All site-related roadway and drainage improvements shall be constructed in accordance with approved construction drawings and related specifications under the authority of the right-of-way permit or development permit, as approved by the Nassau County Development Review Process. To ensure construction is in compliance with permit conditions, the engineering services department shall be given advanced notification of the following items in the format indicated:

Permit Type/Work Item	Advance Notification	Format
<i>Development Permits</i>		
Commencement of Construction	48 hours	Written
Storm Sewers and Underdrains (prior to backfilling)	24 hours	Verbal
Roadway Subgrade	24 hours	Verbal
Roadway Curb and Concrete Work	24 hours	Verbal
Roadway Base Course	24 hours	Verbal
Roadway Surface Course	24 hours	Verbal
Final Inspections	5 days	Verbal
<i>Right-of-Way Permits</i>		
All Construction and Installations	24 hours	Verbal

7.2.2. The engineering services department acknowledges that conflicts may occur in scheduling and there may be times when a county inspector will not be available. In those instances where an inspector is not available, and to wait would unreasonably delay the project, the inspection requirements may be met by having the engineer of record submit, with applicable test reports, a signed and sealed certification to the engineering services department that construction was performed and completed as specified in the approved construction drawings and specifications.

7.2.3. Pre-construction conference: If a development is large enough, as determined by the engineering services director, a pre-construction conference will be held prior to commencement of work. Pre-construction

conferences shall include all interested parties. A proposed project schedule is required for all pre-construction conferences.

General Conditions Continued

Section 7.3. - Testing.

The engineering services department shall have the right to require adequate testing during construction on-site and off-site related improvements to ensure that work is performed and completed as specified on the construction drawings and related documents. All roadway and drainage projects, public or private, which serve or provide services to the citizens of Nassau County shall meet the construction and testing requirements as contained within this document.

Section 7.4. - Final inspection.

7.4.1. All roadway and drainage improvements shall be completed including, if applicable, installation of street name signs, directional signs, and traffic control signs prior to scheduling for final inspection. Grassing requirements shall be a minimum of 70% coverage and fully established and/or sodding to be 100% coverage & stabilized.

7.4.2. Unless otherwise approved by the engineering services department, an "As-Built" Survey shall be submitted at the time of scheduling for final inspection.

7.4.3. The final inspection shall be a joint inspection consisting of at least a representative of the engineering services department, the general contractor, and the engineer of record.

7.4.4. Upon completion of the final inspection and review of the "As-Built" Survey, the engineering services department shall notify the owner/applicant of the results of the final inspection and "As-Built" review including any remedial action which may be necessary to bring the on-site and related off-site roadway and drainage improvements into compliance with the approved construction drawings and related specifications.

Contact Engineering Services at (904)-530-6225 for further information on Site Work Permitting and Inspections.

DEVELOPMENT REVIEW FEE SCHEDULE

Project Type	Specific Project Type	DRC Fee	Fire/Rescue Fee*	Total Fees
Pre-application		No Cost	No Cost	No Cost
PBSP	Residential (Multi-family or SFH) 50 DU or fewer	\$2,122.00	plus \$215	\$2,337
	Residential (Multi-family or SFH) 51-150 DU	\$2,212.00	plus \$235	\$2,447
	Residential (Multi-family or SFH) > 150 DU	\$2,393.00	plus \$235	\$2,628
	Non-Residential 25,000 sq. ft or less	\$2,122.00	plus F/R fee*	add previous 2 columns
	Non-Residential > 25,000 sq. ft	\$2,266.00	plus \$235	\$2,501
	Mixed Use (1/2 residential + 1/2 commercial)	1/2 Res + 1/2 Com	plus F/R fee*	add previous 2 columns
	Preliminary Binding Site Plan Modifications	\$1,716.00	~	\$1,716.00
	Additional PBSP Reviews (Over 3)(Per Review)	1/2 First Review Fee	~	1/2 First Review Fee
Site Engineering Plan	Residential (Multi-family or SFH) 50 DU or fewer	\$2,575.00	plus \$215	\$2,790
	Residential (Multi-family or SFH) 51-150 DU	\$2,666.00	plus \$235	\$2,901
	Residential (Multi-family or SFH) > 150 DU	\$2,846.00	plus \$235	\$3,081
	Non-Residential 25,000 sq. ft or less	\$2,666.00	plus F/R fee*	add previous 2 columns
	Non-Residential > 25,000 sq. ft	\$3,046.00	plus \$235	\$3,281
	Mixed Use (1/2 residential + 1/2 commercial)	1/2 Res + 1/2 Com	plus F/R fee*	add previous 2 columns
	Site Engineering Plan Modifications	\$1,517.00	~	\$1,517.00
	Additional SEP Reviews (Over 3)(Per Review)	1/2 First Review Fee	~	1/2 First Review Fee
Plat Review	Preliminary Plat or Re-Plat Review	\$1,095.00	plus \$170	\$1,265 plus per lot fee below
	Preliminary Plat or Replat Add 'l Fee per Lot	\$21/lot add to above	~	\$21/lot add to above
	Additional Plat Reviews (Over 3)	1/2 First Review Fee	~	1/2 First Review Fee
	Vacation or Partial Vacation of a Plat	\$484.00	~	\$484.00
	Final Plat (BOCC)	\$929.00	~	\$929.00
	Final Re-Plat (BOCC)	\$944.00	~	\$944.00
	Re-Certification Fees (Payable to BOCC)	\$240 per sheet	~	\$240 per sheet
	Recording Fees (Payable to NC Clerk of Court)	see Clerk of Court fees	~	see Clerk of Court Fees
Other Fees	Please see Nassau County Operating Fee Schedule for additional fees such as Tree Inspection fees, PUD fees, etc.			
Fees to be paid after SEP approval prior to Pre-Con	Construction Inspection: 1-10 lot subdivision			\$8,839
	Construction Inspection: 11-50 lot subdivision			\$9,846
	Construction Inspection: 51-100 lot subdivision			\$11,855
	Construction Inspection: 101 plus lot subdivision			\$15,070
	Construction Inspection: Commercial			\$11,941
		*Fire/Rescue Fees Calculations: less than 10 dwelling units or 15, 000 square feet of commercial = \$215		
		10 or more dwelling units or 15,000 + square feet of commercial = \$235		