



1 CITY OF MARIANNA
MUNICIPAL DEVELOPMENT
DEPARTMENT
Post Office Box 936
Marianna, FL 32447
(850) 482-2786 Fax (850) 482-3627

Major Development Order Approval Process

Introduction

The City of Marianna requires developers obtain a major development order on projects that do not meet the scale for a minor development order. These projects include but are not limited to construction, placement renovation, and/or remodeling of large buildings or buildings utilized for public assembly, construction of parking areas, and construction of stormwater facilities.

Pre-Application Meeting

The City of Marianna Municipal Development Department provides the service of an optional pre-application meeting, which is intended to give developers an early indication of the requirements and issues their project will face as it moves through the City development review and approval process. It is the first step in the City's development review process.

At the pre-application meeting, the developer will be provided fee and submittal requirements, and planning staff will identify any obvious issues that may affect the feasibility of your project. This meeting provides an opportunity for developers to learn general information about zoning, land use regulations and potential property uses.

Pre-application meetings are not required, but recommended for all projects that require a recommendation from the Planning and Zoning Board and approval by the City Commission. Pre-application meetings are held by appointment on Fridays.

In This Handout

- An overview of the pre-application meeting
- An overview of the major development order approval process
- Major development order submittal requirements

This handout is a general guide to the major development order approval process in the City of Marianna. The pre-application meeting and this handout are provided for your convenience only, and are not intended to replace the City zoning regulations or other legal documents, and should not be construed as a right to development approval if the steps indicated are followed. Additional information may be requested, if deemed necessary for review.

Meetings

Once City staff has conducted all required reviews, a development review team meeting will be held. All comments will be provided to the developer in the form of a sufficiency review letter following the development review team meeting. Comments should be addressed prior to the Planning & Zoning Board Meeting. Unless rescheduled for special circumstances, the City Planning and Zoning Board meets regularly on the fourth Monday of the month at 4:00 p.m. in the City Commission Chambers located at 2897 Jefferson Street, Marianna, Florida. Unless rescheduled for special circumstances, the Marianna City Commission meets regularly on the first Tuesday of the month at 6:00 p.m. in the City

Commission Chambers. All meetings are open to the public. Although it is never mandatory the developer attend, your attendance could provide answers to questions which may arise.

Application Checklist

Incomplete pre-application submittals will not be accepted or processed, unless a requirement is waived by the City Planner.

1) Application form and appropriate supplemental form(s): --1 copy

2) Supplemental forms: Pre-application checklist, appropriate supplemental form for project type(s).
-1 copy

3) Letter of description and justification: 5 copies.

The letter should include a description of the proposed use and development, with details which might be considered important such as hours of operation, type of business, customer traffic, types of buildings, external effects, number of employees, existing and proposed nuisance issues (i.e. noise levels, toxic, noxious or smoke emissions, offensive odors, electric/magnetic fields, illumination, unsightly appearances when viewed from other properties, etc.) to be mitigated, and so on.

4) Copy of the Deed for Proposed Site – 1 copy.

5) Copy of Lease Agreement or Letter of Authorization from Owner, If Necessary – 1 copy.

6) Conceptual Site Plan:

– 5 copies.

Upon approval four copies will be stamped approved by various City departments. The City will retain one copy for the file and return three stamped copies to the developer to provide to the Jackson County Building Department for review.

- Provide description of the land, a vicinity sketch showing the relationship of the site to the surrounding roadways, land use districts and flood zones with base flood elevations.
- Indicate the boundary lines and dimensions of the area or lots included in the site plan including angles, dimensions and references; a north directional arrow and map scale; and the proposed use of the land by areas.
- Indicate the existing and proposed grades, the drainage plan, erosion control plan and the proposed structures with appropriate topographic contour intervals or spot elevations.
- Include location and width of streets, alleys, easements, driveways and sidewalks, to include typical street or pavement cross-sections and dimensions.
- Note the elevation of the street adjacent to property.
- Show and total number and size of parking spaces.
- Show location of solid waste receptacles/dumpster, necessary enclosures and buffering.
- Show the shape, size and location of all existing and proposed building(s)/ structure(s), open areas, parking lots, access locations, and adjacent right-of-ways. Include sidewalks, streets and bike paths. Note: regular

parking spaces should be a minimum of 10' wide by 20' long; handicap spaces should be a minimum of 12' wide by 20' long with 5' wide access aisles.

- Indicate all setbacks for parking areas, sidewalks, and buildings.
- Show location and size of all natural features such as wetlands, shorelines, lakes or ponds, protected trees, and manmade features such as walls, fences or other structures, indicating which are to be retained, removed or altered, and adjacent properties, their existing uses and land use designation.
- Provide a statement of methods for addressing unique features of the site.
- Provide a chart with the area and approximate percentage of the total site for the following:
 - Total site area.
 - Building coverage/floor area.
 - Finished floor elevations.
 - Relative finished ground and basement floor grades.
 - Parking coverage.
 - Other impervious surface coverage and ratios (including total impervious surface area).
 - Open area or landscape coverage.
 - Gross acreage of site.
 - Proposed square feet of building area and floor-area ratio (FAR).
 - Number of dwelling units and gross density.
 - Minimum lot sizes.
- Show the location of existing billboards and signs.

- Identify the name, address, and telephone number of the owner, developer and designer/engineer/architect.
- Indicate location of nearest fire hydrants.
- Show date.
- Indicate location of flood zone and topographic information.
- Show the size and location of all existing and proposed public and private utilities and easements, water and sewer tap locations, sewer cleanouts and turns, and water meter types, sizes and locations.

7) Detailed development impact analysis, if necessary: -- 5 copies.

- Identify the suitability of site conditions including topography and soils, and the extent to which site modifications will be necessary to accommodate the proposed development.
- Show ingress and egress to roadways.
- Enclose required permits from other governmental agencies.
- Provide noise and lighting information. Lighting plans should indicate lumens or footcandles.
- Provide information regarding public safety and/or potential to create public nuisance.
- Provide information regarding traffic impacts the development will create within the development site and on adjacent streets.
- Provide information regarding potential impacts on natural resources.

8) Conceptual landscape plan: – 2 copies.

- Show proposed and existing ground cover type.
- Show proposed and existing trees, shrubs, and flowerbed locations, to include visual screen barriers in parking/vehicular use areas and any adjacent properties.
- Show proposed and existing irrigated and non-irrigated areas.
- Show proposed and existing trees with a caliper of 6" or more to be removed.
- Show proposed and existing buffers.
- Identify plant types and spacing.

9) Landscape maintenance plan/narrative: 2 copies.

- Indicate in the narrative the manner in which all landscaping will be maintained for the life of the development.
- Illustrate in plans the location of irrigation systems, etc. to be utilized in landscape maintenance.

10) Conceptual building/road elevations: 5 copies.

- Indicate finished floor elevation and roof elevations.
- Indicate elevation of adjacent streets and manhole covers.

11) Structural building plans – 5 copies.

- Identify directional door swings.
- Show fire prevention devices.

- Indicate wiring location and type of wiring utilized.
- Indicate location and structural detail of all water fixtures, grease traps, and backflow devices.
- Indicate other information determined necessary by the City of Marianna Public Works Director and Fire Chief, and the Jackson County Building Official or his designee.

12) Drainage and stormwater plans/ calculations, if necessary: 5 copies.

All stormwater plans and calculations must be signed and sealed by a Florida licensed engineer. Post development runoff shall not exceed predevelopment runoff (25 year, 24 hour storm event).

- Sufficient information shall be provided to the City for evaluation of characteristics of the affected area, the potential impacts on City water and the acceptability of compensating measures including: maps, sketches, graphs, tables, photographs, narratives and other information.
- Illustrate existing and proposed drainage and stormwater treatment facilities.
- Illustrate existing and proposed drainage easements.
- Illustrate location of outfall ditches and right-of-ways.
- Illustrate finished grade of road and ditches.
- Location map and aerial photo outlining project boundaries.
- Existing environmental and hydrologic conditions of the site and receiving waters including:

- Predevelopment flow rate, direction and volume of stormwater runoff on the site.
- Off-site adjacent upland acreage, watercourses, water bodies and wetlands.
- Groundwater levels.
- Vegetation and soils.
- Existing and proposed topographic contours.
- Other appropriate site specific information including outfall system information.
- Components of proposed stormwater management system including:
 - Postdevelopment flow rate, direction and volume of stormwater runoff with a comparison to predevelopment conditions.
 - Construction plans for stormwater system improvements.
 - Erosion and Sedimentation Control measure plan.
 - Plan and schedule for maintenance of stormwater management system and erosion/sedimentation control measures.
 - Other appropriate site specific information.
- Minimum stormwater quality standard is retention/detention with filtration of the runoff from the first one inch of rainfall or drainage areas less than 100 acres, facilities required to provide retention/detention with filtration of the first one-half inch of runoff from a 24 hour critical duration storm event.
- Minimum stormwater quantity standard is attenuation off the 25-year, 24-hour storm event while limiting discharge to the

difference between predevelopment levels and postdevelopment levels or to the capacity of the receiving water or drainage control structure. Minimum time of concentration shall be ten minutes.

- All stormwater discharge structures must have sediment controls and skimming devices.
- Stormwater calculations should include, but not be limited to: predevelopment runoff coefficients; postdevelopment runoff coefficients; redevelopment runoff rates; and post development runoff rates.

13) Erosion and siltation control plans, if necessary -- 5 copies.

- Provide erosion and siltation control plans for temporary and permanent vegetative and structural control measures.
- Plans must follow Best management practices contained in the **Florida Department of Environmental Regulation's Florida Development Manual: A Guide to Sound Land and Water Management.**
- Plans should indicate that denuded areas shall be stabilized with mulch, sod or other temporary vegetation measures will be in place within 60 days of final grading.
- Provide description of vegetative measures.
- Plans should indicate soil stockpiles are protected from erosion and dust is controlled.
- Plans should indicate storm drainage inlets are protected by hay bales, sod screens or other measures to prevent siltation during construction.

- Provide description and specifications for sediment retention, surface runoff and erosion control devices.
- Indicate calculations of maximum runoff based on the 25 year critical duration event.

14) Approved Florida Department of Environmental Protection (FDEP)/NWFWM stormwater permit, if necessary – 2 copies.

15) Approved Florida Department of Transportation (FDOT) drainage permit, if necessary -- 2 copies.

16) Approved Florida Department of Transportation (FDOT) right-of-way use and/or vehicular connection permit or Jackson County driveway connection permit, if necessary -- 2 Copies.

17) Approved Florida Department of Environmental Protection (FDEP) and Army Corp of Engineers dredge and fill permit(s), if necessary --2 copies.

18) Traffic circulation and parking plans and

necessary documentation: 3 copies.

- Indicate size, location and spacing of access point entrances/exits or other vehicle connection points.
- Indicate parking area and access connections are compliant with technical construction standards.
- Indicate size, location and compliance of bicycle and pedestrian ways.
- Indicate the area is surfaced with hard, dustless material.
- Indicate proposed and existing vehicular turnarounds, turning radii, curb cutouts and loading areas.
- Show vehicular traffic patterns, including onsite parking.

19) Environmental protection information: 1 copy.

In a narrative and drawings, if necessary, indicate the following:

- Does the proposed development involve impacts to the shoreline of Chipola River?
- Does the proposed development area contain any endangered or threatened species as specified in the "Official Lists of Endangered and Potentially Endangered Fauna and Flora in Florida" published by the Florida Game and Fresh Water Commission? (City may require an analysis.)
- Does the proposed development contain or involve impacts to FDEP/U.S. Army Corp. of Engineers jurisdictional wetlands?
- Is the development in compliance with environmental protection regulations (including,

but not limited to: NPDES for sites with 5 acres or more area, asbestos removal, etc.)?

- If mitigation is required provide an approved FDEP, and U.S. Army Corps of Engineers wetland mitigation plan.

20) Water/sewer tap application, if necessary:

-- 1 copy.

21) _Completed Transportation Concurrency Analysis

-- 3 copies.

22) Driveway connection application, if necessary:

-- 1 copy.

23) A list of questions for which you want specific answers:

-- 1 copy.

There is no fee for a pre-application meeting. There is a fee for a zoning or flood determination letter.

Major Development Order Review Schedule

1) Predevelopment Meeting, If requested.

2) Staff Review

By ordinance staff has 90 days to review a complete development package. Incomplete packages do not start the development review period. Note: many times staff review includes the review of consultant firms.

At the time of application submittal, planning staff will post the property with public notification signs. It may

be necessary to repost the property prior to approval.

3) Development Review Team Meeting

A staff development review team meeting will be scheduled once all reviews of the project are completed.

4) Sufficiency Review Letter, If Necessary.

Any concerns addressed by staff in separate reviews or at the time of the development review team meeting for the project will be forwarded to the developer in the form of a letter to address any unresolved issues. Resubmission of necessary information starts the project over at staff review.

5) Development Review Team Meeting with the Developer, If Necessary.

After receiving a sufficiency review letter, any developer may request a second development review team meeting be called to address concerns related to the project. All interested parties are encouraged to attend.

6) Planning & Zoning Board Review

Once all staff comments and concerns have been sufficiently addressed, the development will be advertised and scheduled for presentation before the City Planning and Zoning Board. Please note: advertisement requests must be received by the local newspaper a week in advance of the meeting.

The Planning and Zoning Board Meeting is open to the public and all interested parties are encouraged to attend.

7) City Commission Review

The City Commission Meetings are open to the public and interested parties are encouraged to attend.

Please note: A vote by the City Commission to table the development, could start the project over at staff review.

8) Administrative Completion

Once approved or denied by the City Commission or if the project is dropped during the approval process, planning staff will complete paperwork and total charges. Fee payment is NOT contingent upon approval.

After approval and payment of fees, the developer will be provided with three sets of stamped plans and any development approval conditions.

9) Jackson County Building Department Review and Approval

Once all plans have been approved and fees paid. The developer must submit three sets of City approved plans and any additional information deemed necessary to the Jackson County Building Department for review and approval.

10) Inspections

Upon approval, the applicant must schedule two inspections with the Municipal Development Department:
1) prior to foundation installation;
and 2) after all work has been completed. Upon passing the final inspection, the Director will issue a recommendation to the Jackson County Building Department for Certificate of Occupancy issuance. Additional inspections may be conducted as deemed necessary.

Inspections may be requested by the Jackson County Building Department.

Variances

Variances are reviewed separately according to the above schedule. Requested variances should be addressed prior to major development order approval. Interested applicants must submit a letter petitioning the City to grant a variance. Variance requests require public notification via a display ad in the local newspaper. Variances are presented before both the Planning & Zoning Board and the City Commission.