

FRANKLIN COUNTY BOARD OF COUNTY COMMISSIONERS

COMMERCIAL SITE PLAN REVIEW APPLICATION

1. Applicability:

Any commercial development that alters lot coverage must go through the Commercial Site Plan Review process prior to applying for a building permit. This includes public review by the P&Z Board as well as the Board of County Commissioners. This review includes assessment of setbacks, zoning compliance, parking plans, stormwater plans, building height, environmental considerations, applicable permitting, and concurrency. Examples of commercial development include: new construction, additions, accessory structures, parking lots, site preparation/land clearing, sheds, decks, and new or altered fencing.

2. Submission & Review Timeline:

Commercial Site Plan applications are due 30 days ahead of the next available monthly P&Z meeting date. Commercial Site Plans must be reviewed by both the Planning & Zoning Board and the Board of County Commissioners in public meetings. To be accepted for review, this application must be fully completed and accompanied by all required supplemental documentation. Applications must be submitted to the Zoning Permit Clerk – applications may be received by mail or in person at 248 U.S. Highway 98, or through the online portal, Citizen Serve. Contact zoning@franklincountyflorida.gov with any zoning or development permit questions.

3. Commercial Site Plan Approval Validity:

Commercial site plan approvals are valid for six (6) months from the date of issuance. If a building permit is not obtained within this timeframe, the applicant must reapply for Commercial Site Plan approval.

4. Commercial Site Plan Approval Requirement Notice:

No building permits will be issued, and no development activity may begin until the Board of County Commissioners has approved the Commercial Site Plan.

5. Commercial Site Plan Review Fees:

All fees are due at the time of application. Submissions are reviewed by the County Planner and department staff. Additional documentation may be requested if necessary to confirm compliance with the Zoning Code.

Activity	Fee
Commercial Site Plan Review	\$250

6. Next Steps – After Commercial Site Plan Review Approval:

Once your Commercial Site Plan has been approved by the BOCC, submit all required documents and building plans to the Franklin County Building Department at 248 U.S. Highway 98 to apply for a Building Permit. Please note: This Development Permit application does not replace the Building Permit application. Additional forms and documentation will be required by the Building Department. Contact permits@franklincountyflorida.gov with any building permit questions. All inspections and final approvals will be coordinated through the Building Department Clerk.

7. Other Development Forms (Separate Applications Required):

- | | |
|-----------------------------------|--------------------|
| a. Residential Development Permit | e. Variance |
| b. Dock/Seawall | f. Rezoning |
| c. Signs | g. Land Use Change |
| d. Special Exceptions | h. Plat |



Commercial Site Plan Application
Franklin County Planning & Zoning Department

248 U.S. Highway 98 Eastpoint, FL 32328
PHONE: 850-653-9783 EMAIL: zoning@franklincountyflorida.gov

THIS IS NOT A COMMERCIAL BUILDING PERMIT APPLICATION! Commercial Site Plan approval is required for all commercial new construction, additions, accessory structures, parking lots, site preparation/land clearing, sheds, decks, and new or altered fencing. Commercial Site Plan review ensures compliance with applicable Federal, State, and County codes, laws, and ordinances before permits can be issued. Please collect all necessary documentation prior to starting a new commercial site plan application, failure to do so may result in a delay in processing your application.

OWNER INFORMATION

APPLICANT REPRESENTATIVE

Owner: _____
Mailing Address: _____

Email: _____
Phone: _____

Representative: _____
Mailing Address: _____

Email: _____
Phone: _____

PROJECT DESCRIPTION (TYPE OF BUSINESS)

PROJECT DETAILS

Total Proposed Square Footage: _____	Number of Stories: _____	Total Parking Spots Provided: _____
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PROPERTY INFORMATION

Street Address (911 Address): _____
City & State: _____ Zip: _____
Parcel ID #: _____
Zoning District: _____ Land Use: _____ Flood Zone: _____
Wetlands: Y / N Critical Shoreline District: Y / N Seaward of the Coastal Construction Control Line? Y / N

OFFICIAL USE ONLY

DATE RECEIVED: _____
FEES DUE: _____
DATE FEES PAID: _____

P&Z BOARD MEETING DATE:

APPROVED/DENIED:

APPROVAL EXPIRATION DATE:

BOCC MEETING DATE:

APPROVED/DENIED:

Commercial Site Plan Application Required Submissions Checklist:

- ☐ Survey
- ☐ Site Plan Requirements Checklist:
 - ☐ Surrounding Streets
 - ☐ Lot Boundaries & Dimensions
 - ☐ Setbacks
 - ☐ Current Structure Dimensions
 - ☐ Proposed Structure Dimensions
 - ☐ Parking Plan
 - ☐ Septic Location (If Applicable)
 - ☐ Well Location (If Applicable)
 - ☐ Fence Locations & Height
 - ☐ Wetlands/Sand Dunes (If Applicable)
 - ☐ Surrounding Water Bodies (If Applicable)
 - ☐ North Arrow
 - ☐ Stormwater Plan Location
- ☐ Engineered Stormwater Plan (Calculations Required)
- ☐ Building Layout (Validates Parking Plan)
- ☐ Legal Description
- ☐ Elevation Certificate
- ☐ Impervious Service Calculation (Last Page)
- ☐ Current Wastewater Permit or Availability Letter (If Applicable)
- ☐ Current Water Permit or Availability Letter (If Applicable)
- ☐ Turtle Lighting Affidavit/Beachfront Lighting Plan (If Applicable)
- ☐ State/Federal Permits (If Applicable)
- ☐ Topographic Map with 1' Contours (if in flood hazard area)
- ☐ Soil Stabilization Plan (if clearing not related to construction)
- ☐ Driveway Permit (Road Department or FDOT as applicable)

All items may not be applicable to your project. Please be aware that other documentation may be requested by staff.

APPLICANT CERTIFICATION

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and have read and understand the following:

1. I/We certify that the owner/agent representative of the property is as stated on the application and has full authority to submit applications on behalf of the land owner.
2. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
3. I/We authorize staff from Franklin County to enter onto the property in question during regular business hours in order to take photos which may be placed in the permanent file.
4. I/We understand that the staff review will not commence until the application is deemed complete by staff. Failure to provide complete documentation may result in delayed review.
5. I/We understand that Commercial Site Plans must be reviewed by both the P&Z Board and the Board of County Commissioners (BOCC) in public meetings before approval.
6. I/We understand that the submission of this application to the Planning & Zoning staff in NO way constitutes approval of a Building Permit for Construction from the Franklin County Building Department.
7. I/We understand that all changes to the approved scope of work stated in the Commercial Site Plan application have to be approved by staff, or if applicable the BOCC, before work commences on those changes. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
8. I/We understand that Commercial Site Plan approval is permission to obtain a permit for work and installation as indicated.
9. I/We understand that Commercial Site Plan approval in no way authorizes work that is in violation of any association rules or regulations.

DATE

APPLICANT SIGNATURE

DATE

AGENT SIGNATURE
(if applicable)

**Typed or digital signatures are acceptable for electronic submittals.*



FRANKLIN COUNTY BUILDING AND ZONING DEPARTMENT

248 US HIGHWAY 98, EASTPOINT, FL 32328 • 850-653-9783

Impervious Surface Calculation Form

Land development code section 220.33 IMPERVIOUS SURFACES – Those man-made surfaces which reduce the natural rate of percolation of water or result in a modification in the natural quality and rate of storm water run-off. Examples include but are not limited to clay, asphalt paving materials, concrete, crushed limestone, and rooftops.

Impervious Surface Ratio (ISR) The ISR shall be calculated by dividing the total impervious surface area by the total area of the proposed development site or project. Any development within 150’ of a wetland is limited to a 20% Impervious surface ratio. INCLUDE ALL CURRENT AND PROPOSED IMPERVIOUS COVERAGE.

Site Address _____

Total Lot Area _____ SF

- 1. Building Footprint _____ l X _____ w = _____ square feet
- 2. Parking and Driveway _____ l X _____ w = _____ square feet
- 3. Walkways _____ l X _____ w = _____ square feet
- 4. Pools and Deck _____ l X _____ w = _____ square feet
- 5. Equipment and HVAC pad _____ l X _____ w = _____ square feet
- 6. Other (patio, storage, etc.) _____ l X _____ w = _____ square feet

Total Impervious Surfaces: _____ Square Feet

_____ ÷ _____ = _____ Square Feet
Total Impervious Surfaces Lot Area Impervious Surface Ratio

I _____ certify that the calculation submitted above for the impervious surface ration calculation are accurate and complete.

Signature Date