

# Franklin County Planning & Zoning

## Development Permit Application – Residential

### 1. Applicability:

Any development that alters lot coverage must go through the Development Permit process prior to applying for a building permit. This review includes assessment of setbacks, floodplains, zoning compliance, environmental considerations, and concurrency. Examples of applicable residential development include: new construction, additions, accessory structures, site preparation/land clearing, and new or altered fencing.

### 2. Submission & Review Timeline:

Development Permit reviews may take up to 10 business days. 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](mailto:zoning@franklincountyflorida.gov) with any zoning or development permit questions.

### 3. Site Plan Approval Validity:

Residential 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 development approval.

### 4. Development Permit Requirement Notice:

No building permits will be issued and no development activity may begin until the Planning & Zoning Department has issued a Development Permit approval.

### 5. Development Permit 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
<b>Development Permit (Site Plan Review)</b>	
Single Family Residential – New Construction	\$100
Other:	\$0
• Residential Addition	
• Accessory Structures (Shed, Pool, etc.)	
• Fence (New or Altered)	
• Land Clearing – No Construction	

### 6. Next Steps – After Development Permit Approval:

Once your Development Permit has been approved, 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](mailto:permits@franklincountyflorida.gov) with any building permit questions. All inspections and final approvals will be coordinated through the Building Department Clerk.

### 7. Other Development Permit Forms (Separate Applications Required):

- |                         |                    |
|-------------------------|--------------------|
| a. Commercial Site Plan | e. Variance        |
| b. Dock/Seawall         | f. Rezoning        |
| c. Signs                | g. Land Use Change |
| d. Special Exceptions   | h. Plat            |



**Franklin County Planning & Zoning  
Development Permit Application – Residential**  
**Franklin County Planning & Zoning Department**

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

**THIS IS NOT A BUILDING PERMIT APPLICATION!** A development permit is required for projects such as land clearing, new residential construction, additions, accessory structures, etc. Projects require a building plan review for 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 development permit application, failure to do so may result in a delay in processing your application.

**OWNER INFORMATION**

Owner: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**APPLICANT REPRESENTATIVE**

Representative: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**PROJECT TYPE (CHECK ALL THAT APPLY)**

- |  |  |
|--|--|
| <input type="checkbox"/> New Residential Construction      | <input type="checkbox"/> Small Scale Floodplain Review |
| <input type="checkbox"/> Addition                          | <input type="checkbox"/> Large Scale Floodplain Review |
| <input type="checkbox"/> Accessory Structures/Lot Coverage | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Land Clearing                     |  |

**PROJECT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

*This development permit has been approved by the Planning & Zoning Department and a building permit is authorized to be issued.*

\_\_\_\_\_  
County Staff

\_\_\_\_\_  
Date Approved

## Development Permit Application Required Submissions Checklist:

- ☐ Survey
- ☐ Site Plan Requirements Checklist:
  - ☐ Property Boundaries
  - ☐ Surrounding Streets
  - ☐ Lot 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
- ☐ Legal Description
- ☐ Elevation Certificate (Not Applicable to X Zones)
- ☐ 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)

### Floodplain Reviews:

- Small Scale – Unhabitable accessory structures, projects not requiring elevation/fill
- Large Scale – New structures, major fill, or work near floodplain edge

*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 time period will not commence until the application is deemed complete by staff and may take up to 10 business days to process. Failure to provide complete documentation may result in delayed review.
5. I/We understand that the approval of this application by the Planning & Zoning staff in NO way constitutes approval of a Building Permit for Construction from the Franklin County Building Department.
6. I/We understand that all changes to the approved scope of work stated in the Development Permit application have to be approved 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.
7. I/We understand that Development Permit approval is permission to obtain a permit for work and installation as indicated.
8. I/We understand that Development Order approval in no way authorizes work that is in violation of any association rules or regulations.

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**DATE**

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**APPLICANT SIGNATURE**

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**DATE**

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**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.

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