

**SECTION 13.0 CONSTRUCTION PLANS  
(CLEARING, PAVING, DRAINAGE & UTILITIES)  
LAND DEVELOPMENT CODE PART 6.04.00**

**Section 13.01 Introduction**

Construction plans are the heart of a project but are only part of the total application package. All the additional information required to make application for a project is needed to support the improvements detailed on the construction plans. Construction plans are usually a combined product resulting from input from a variety of disciplines such as geotechnical, surveying, civil, structural and utility engineers, planners, builders and environmental consultants.

**Section 13.02 General Information**

- A. Construction plans are submitted to the Development Review Division for processing.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084

Phone: 209-0660 Fax: 209-0743

- B. Fees: [Fee Calculator](#)  
(Fee Calculation Worksheets are provided for your convenience please verify all fees with the most current fee resolution)

To determine the appropriate review fee please see the Fee Calculation Worksheets attached for Commercial, Multi-family, Subdivision Construction Plans, Right-of-way plans and Re-submittals. If St. Johns County Utilities is the utility provider for the project use the fees that are denoted w/SJCU; if the supplier is a private utility, City of St. Augustine, or well(s) and septic system(s) use the fees with an \*. A completed fee calculation worksheet **must** accompany any first submittal (see pages 13-23 through 13-27).

Re-submittals – The first re-submittal is not subject to any fees. For further re-submittals, please refer to the Re-Submittal Fee Worksheet.

- C. Required Improvements Bond

Bonding is required for all roadway, drainage, water and wastewater construction within a platted subdivision, for all roadway and drainage construction outside a development's project boundaries, and for all construction within county or municipal service district rights-of-way. Such bonds shall be referred to hereinafter as required improvement bonds. All bonds shall include an automatic renewal clause and meet all of the provisions of Section 6.04.08 of the Land Development Code.

1. Residential

All subdivision improvements including both on-site and off-site must be bonded in an amount equal to 115% of the total cost of construction (including the two-lift system outlined in Section 6.04.07.F.3). If the property is located within a PUD or PRD with a recorded Master Development Plan construction may commence prior to approval of a plat. The required improvement bond will be released in accordance with Section 6.04.08 of the Land Development Code.

## 2. Commercial

For commercial projects all improvements within County owned rights-of-ways must be bonded in an amount equal to 115% of the total cost of those improvements. Major work within County rights-of-way will require a required improvements bond.

The amount of the required improvements bond is based on a previously submitted and approved, signed and sealed cost estimate prepared by a Florida licensed professional engineer. The required improvements bond will be released in accordance with Section 6.04.08 of the Land Development Code.

### D. Optional Architectural Preliminary Review

A one time preliminary review is available for commercial projects. Once a complete application has been formally submitted to and accepted by Development Review the Applicant may submit architectural plans, with complete building permit package except the approved site plan and clearance sheet, to the Building Department. The goal is to be able to obtain your building permit as soon as you obtain your approved plans and Development Permit. ***Please note that changes required during the development review process could cause changes to your architectural plans.***

### E. Expedited Review

1. If your project is an Affordable Housing Project (See Section 7.0), the review times noted in Section 13.11 below will be reduced by half. In order to take advantage of the reduced times, your application submittal must include documentation from Housing/Community Services qualifying your project.
2. If your project is an Economic Development Project (See Section 6.0), the review times noted in Section 13.11 below will be reduced by half. In order to take advantage of the reduced times, your application submittal must include documentation from Growth Management Services qualifying your project.

## Section 13.03 Application Process

A. A complete application package must be received in order to begin the Development Review Process. Any incomplete applications will not be accepted. The following is a list of the items required.

1. One original of completed Development Review Application. Please note that the Project description must include the following:

- a. location of project
  - b. use (include all types of uses)
  - c. square footage by use or number of lots
  - d. property appraiser tax identification number
  - e. construction plan review and land clearing fees
  - f. other pertinent information to your specific project
2. One copy of completed fee calculation worksheet
  3. One copy of Owner's Authorization
  4. One copy of the Operation and Maintenance Entity Form (commercial projects only)
  5. The following maps with project boundaries delineated:
    - a. One copy of Vicinity map (may be on plan set)
    - b. One copy of map depicting vegetative cover based on FLUCCS codes (Florida Land Use and Cover Classification System)
    - c. One copy of site plan of the Protected Trees with building overlay, or if a residential subdivision, a site plan of the right-of-ways and drainage areas, identifying protected trees as defined by Section 4.01.05.F1 of the LDC.
    - d. One copies of architectural floor plan, including:
      - (1) square footage
      - (2) height and number of stories
      - (3) elevations if in an Overlay District
    - e. One copy of GIS Addressing Digital Map (please see Section 13.10.)
  6. The following are required to be signed and sealed by a Florida Registered Professional (except site plans).
    - a. One copy Stormwater calculations or alternatively one copy on CD in PDF format with electronic seal.
    - b. Ten copies of Construction Plans including site and landscape plans, black or dark blue ink only (three of which need to be signed and sealed).

1. Requirements for the construction and site plan can be found on the Site & Construction Plan Technical Review Checklist included at the end of this section.
  2. Requirements for the landscape plan follows in Section 13.04 below.
- c. One copy of St. Johns County Fire Rescue Checklist
  - d. Two copies of detailed site plans (these should be duplicates of site plan included in construction plan package).
  - e. Water and Sewer letter of availability including distance to nearest water and sewer lines if project is within a utility franchise area.
  - f. Registered Professional's Certification Form
- B. Proposed road names must be approved by GIS prior to submittal. Names will be reserved for the life of the project.
- C. Utilities
1. If on central utilities systems, application must include utility requirements showing both offsite and onsite utility connections as appropriate in compliance with the St. Johns County Water and Wastewater Design Standards and Specifications which can be found in Section 13.07.
  2. If using well and/or septic, application must include St. Johns County Health Department requirements which can be found in Section 13.09.

The Review process can be monitored on-line:

[http://www.sjcf.us/BCC/growth\\_management/Building\\_Services/PermitStatus.aspx](http://www.sjcf.us/BCC/growth_management/Building_Services/PermitStatus.aspx)

### **Section 13.04 Landscape Plan Requirements**

St. Johns County Land Development Code addresses land clearing, landscaping and tree removal. This general summary of application requirements is provided as an aid to assist applicants. The information required for a land clearing permit is broken down by the type of site being cleared and varies by land use category. Tree mitigation and minimum tree inch requirements shall only apply to upland areas of a development project. The County does not require a Tree Survey in wetlands, does not require Tree Mitigation for trees removed as a result of state permitted wetland impact, and does not apply Trees in wetlands toward any required tree protections, tree credits or tree inch per acre requirements. Trees located within wetlands could be removed with a state permit at any time.

- A. General Requirements

Landscape Plans shall include the entire Parcel to be developed or Project area for an existing site and indicate the following:

1. Water efficient landscaping and irrigation shall be used in order to maximize the conservation of water. The lowest water quality available shall be used for any new irrigation systems. Where Xeriscape or Florida Friendly landscaping is used, the County may waive requirements for a permanent irrigation system as long as plantings are established.
2. SHRUBS at least half of total plantings shall be native and a minimum 24" tall at planting (measured from ground level) planted with a maximum spacing of 3 feet.
3. TREES At least half of total plantings shall be native with a minimum 2" caliper and 8' – 10' tall at planting with a minimum spacing of 10 feet.
4. IRRIGATION Only 50% of the irrigated area shall be high volume (30 gallons per hour per emitter) and irrigation systems shall have a functioning rain sensor or soil moisture sensor. There shall also be 100% coverage or hose bibs within 50 feet of all newly planted material.
5. MULCH Minimum 2" to 3" of pine bark or pinemulch around all new plant material.
6. When more than 25 protected trees are shown on the site plan, they should be numbered on the site plan overlay and in the tables provided for review.
7. Dimensions of the Property and the location of all existing and proposed Structures, Free-Standing Signs, overhead power lines, lighting structures, Parking Areas, Rights-of-Way, Vehicular Use Areas, required Fences or Berms, and other Improvements.
8. Location and description of existing plant communities to remain undisturbed, as applicable.
9. Location, species (with identification of native or non-native), size, and quantity of all proposed landscape materials. At least 50% of all required trees and shrubs shall be native.
10. General notes including mulching requirements, fertilization and installation details, and such other information as needed.
11. Tables which clearly show relevant statistical information necessary to evaluate compliance with provisions of this chapter Shall include, but not be limited to, Tree Inches per Acre requirement, Preservation requirements, Total and High Volume irrigated areas, minimum Tree and shrub requirements, required buffers, Vehicular Use landscaping/screening, Tree Mitigation, non-vehicular landscaping, and such other information, as needed.

**TYPICAL TREE TABLE**

**TREES TO BE REMOVED**

<b>NUMBER</b>	<b>DIAMETER</b>	<b>SPECIES</b>	<b>TOTAL INCHES</b>
12	10"	Live Oak	120"
5	22"	Live Oak	110"
6	12"	Maple	72"
<b>TOTAL</b>			<b>302"</b>

**TREES TO BE PRESERVED**

<b>NUMBER</b>	<b>D.B.H. DIAMETER</b>	<b>SPECIES</b>	<b>TOTAL INCHES</b>
1	33"	Live Oak	33"
2	18"	Live Oak	36"
<b>TOTAL</b>			<b>69"</b>

**TREES TO BE PLANTED**

<b>NUMBER</b>	<b>(Caliper)</b>	<b>SPECIES</b>	<b>TOTAL INCHES</b>
32	2" Caliper 8'-10' Tall	Live Oak	64"
14	2" Caliper 8'-10' Tall	Winged Elm	28"
12	2" Caliper 8'-10' Tall – 3 largest stems	River Birch	24"
20	>4" Caliper 12' – 14' Tall	American Holly	80"
<b>TOTAL</b>			<b>196"</b>

**ST. JOHNS COUNTY APPROVED TREE LIST**

**CANOPY TREES**

<b>Common Name</b>	<b>Scientific Name *Species includes cultivars</b>	<b>Native or Non-Native</b>
American Elm	<i>Ulmus Americana*</i>	Native
Bald Cypress	<i>Taxodium distichum</i>	Native
Basswood, American Linden	<i>Tilia americana</i>	Native
Black Cherry	<i>Prunus serotina</i>	Native
Black Walnut	<i>Juglans nigra</i>	Native
Bluff Oak	<i>Quercus austrina</i>	Native
Boxelder	<i>Acer negundo</i>	Native
Cottonwood	<i>Populus deltoides</i>	Native
Green Ash	<i>Fraxinus pennsylvanica</i>	Native
Laurel Oak	<i>Quercus laurifolia</i>	Native
Laurel Oak, Darlington Oak	<i>Quercus hemispherica</i>	Native
Live Oak	<i>Quercus virginiana*</i>	Native
Longleaf Pine	<i>Pinus palustris</i>	Native
Mockernut Hickory	<i>Carya tomentosa</i>	Native
Ogeechee Tupelo	<i>Nyssa ogeche</i>	Native
Overcup Oak	<i>Quercus lyrata</i>	Native
Pignut Hickory	<i>Carya glabra</i>	Native
Pond Cypress	<i>Taxodium ascendens</i>	Native
Pop Ash, Water Ash	<i>Fraxinus caroliniana</i>	Native
Red Maple	<i>Acer rubrum*</i>	Native
Red Oak	<i>Quercus falcata</i>	Native
River Birch	<i>Betula nigra*</i>	Native
Sand Live Oak	<i>Quercus geminata</i>	Native
Sawtooth Oak	<i>Quercus acutissima</i>	Non-Native
Shumard Oak	<i>Quercus shumardii</i>	Native
Slash Pine	<i>Pinus elliotii</i>	Native
Southern Magnolia	<i>Magnolia grandiflora*</i>	Native
Southern Red Cedar	<i>Juniperus virginiana</i>	Native
Sugar Maple	<i>Acer saccharum</i>	Native
Sugarberry, Hackberry	<i>Celtis laevigata</i>	Native
Swamp Chestnut Oak	<i>Quercus michauxii</i>	Native
Sweetgum	<i>Liquidambar styraciflua</i>	Native
Sycamore	<i>Platanus occidentalis</i>	Native
Water Hickory	<i>Carya aquatica</i>	Native
White Ash	<i>Fraxinus americana</i>	Native
Willow Oak	<i>Quercus phellos</i>	Native
Winged Elm	<i>Ulmus alata</i>	Native

## NON-CANOPY TREES

Common Name	Scientific Name <i>*Species includes cultivars</i>	Native or Non-Native
American Holly	<i>Ilex opaca</i>	Native
American Hornbeam, Musclewood	<i>Carpinus caroliniana</i>	Native
American Olive	<i>Osmanthus americanus</i>	Native
American Snowbell	<i>Styrax americanus</i>	Native
Cabbage Palm	<i>Sabal palmetto</i>	Native
Canary Island Date Palm/Medjool	<i>Phoenix canariensis</i>	Non-Native
Carolina Buckthorn	<i>Rhamnus caroliniana</i>	Native
Coastal Plain Willow	<i>Salix caroliniana</i>	Native
Crape Myrtle	<i>Lagerstroemia indica</i>	Non-Native
Dahoon Holly	<i>Ilex cassine</i>	Native
Deodar Cedar	<i>Cedrus deodara</i>	Non-Native
Eastern Redbud	<i>Cercis canadensis*</i>	Native
Flatwoods Plum	<i>Prunus umbellata</i>	Native
Flowering Dogwood	<i>Cornus florida</i>	Native
Fringetree	<i>Chionanthus virginicus</i>	Native
Hogplum	<i>Prunus angustifolia</i>	Native
Holly Cultivars (Dahoon,American)	<i>Ilex x attenuata</i>	Native
Hophornbeam, Ironwood	<i>Ostrya virginiana</i>	Native
Loblolly-Bay	<i>Gordonia lasianthus</i>	Native
Little Gem Magnolia	<i>Magnolia grandiflora</i>	Non-Native
Lusterleaf Holly	<i>Ilex latifolia</i>	Non-Native
Persimmon	<i>Diospyros virginiana</i>	Native
Red Bay	<i>Persea borbonia</i>	Native
Red Buckeye	<i>Aesculus pavia</i>	Native
Swamp Bay	<i>Persea palustris</i>	Native
Sweet-bay Magnolia	<i>Magnolia virginiana</i>	Native
Sylvester Palm	<i>Phoenix sylvestris</i>	Non-Native
Tough Bully	<i>Sideroxylon tenax</i>	Native
Tupelo, Black Gum	<i>Nyssa sylvatica</i>	Native
Turkey Oak	<i>Quercus laevis</i>	Native
Yaupon Holly	<i>Ilex vomitoria</i>	Native

***These trees are deemed acceptable by St. Johns County. However, other trees may be proposed and would be considered upon review.***



B. Tree Protection

1. Prior to and during any Land Clearing operations, all Trees proposed to be preserved shall be clearly marked.
2. Prior to Clearing or Grading, Tree Protection Barricades shall be installed around all Trees to be protected and shall remain in place and in good condition until completion of Construction.
3. Tree Protection Barricades shall be installed no closer than the Drip Line Area of the Tree or five (5) feet from the trunk of palm Trees. Certain activities within the Drip Line Area may be allowed so long as the County Arborist determines that the Tree will not be adversely affected. Where elevation changes are proposed within the Drip Line Area of the Tree, retaining walls, drain tiles, or other appropriate Tree Preservation techniques must be in place prior to work within the Drip Line Area.
4. Silt fencing or other erosion control methods shall be required in any area where erosion or siltation may impact Trees.
5. No attachment wires (other than supportive wires), Signs, stakes, or Permits may be fastened to any Preserved or planted Tree.
6. No Parking, Grubbing, root-rakes, or heavy machinery shall be permitted within the Protected Area of any Preserved Tree.
7. Any Preserved Tree damaged during Construction shall be considered Removed and shall be replaced.

C. Commercial & Subdivision Infrastructure

1. Provide a site plan identifying all protected trees within the proposed area to be developed. This plan needs to show trees to remain and those proposed for removal with a site plan of the development overlaid on the required tree information.
  - a. If a Protected Tree is located within the limits of clearing where less than 6" of grade change is required, or the Tree(s) to be preserved for Tree Inch value which offsets removed Tree Inches, the tree(s) shall be located on the site plan by survey methods.
  - b. If the Protected Tree is located within the limits of clearing where greater than 6" of grade change is required, an Inventory shall be provided on the Site Plan.
2. The definition of a Protected Tree is found in section XII of the land development code and varies by species and tree location. The Tree diameter measurement needs to be taken at 4.5 feet above the ground level. In the event NO Protected Trees are present, a note on the landscape plan documenting this may be provided.
3. Protected trees removed must be addressed on an inch for inch basis. Protected trees to be removed need to be tallied by their associated tree inches. Tables shall be provided for total removed, preserved, protected and replacement trees that show the tree diameter in inches, species, and

number. If determined that it is not feasible to replace all tree inches then a \$25.00 per deficient tree inch fee may be paid into the St. Johns County Tree Bank Fund. Commercial projects and Regional Parks shall be exempt from payment into the Tree Bank Fund provided the project meets at least 80 Tree Inches per acre and upon demonstration that all efforts have been reasonably made to replant within the development area. For calculations within a single set of Subdivision Construction plans, surplus tree preservation mitigation inches may be counted toward tree mitigation requirements for the infrastructure areas as well as lot areas provided the minimum eighty tree inches per acre is met for the infrastructure and the lot area. A tree mitigation plan shall be submitted which identifies how tree mitigation requirements will be met and include a calculation of mitigation inches required and mitigation inches provided.

4. Provide a landscape plan that shows the information above. All sites must meet the minimum tree inch requirements of 80 inches per acre. The landscape section of the LDC, Article VI requires that 5% of the vehicle use area shall be landscaped if over 9000 square feet of total site be in green landscape. Figures need to be provided on the landscape plan showing that this is met. Minimum tree and shrub specifications for landscape plans are shown below.

#### D. Development of Lot Areas within Subdivisions

1. Provide site plan for Lots which require greater than 6" of grade change. Protected trees to be removed must be shown with a site plan of the area to be developed overlaid, by an Inventory method. Protected trees to be removed must be tallied by tree diameter inches, and species.
2. Protected trees to be removed must be addressed on an inch for inch basis, by one of the following methods:
  - a. The total tree inches lost from the lots are reduced by the calculated tree inches to be planted on the Neighborhood Site Plan – for the lots impacted by development. The balance of removed tree inches are to be paid at a \$25.00 per deficient Tree Inch in the St. Johns County tree bank fund at the time of Construction Plan approval.
  - b. The total Tree Inches lost shall be replaced by new plantings outside the future building restriction lines of each lot at the time of As Built Survey approval.
3. Individual lots require clearance sheet application and approval for land alterations not previously approved through construction plans.
5. For subdivisions, trees within Upland Buffers may be used in calculations to meet the 80 Inches per acre requirement.

- E. Development of Right of Way or Utility projects (no other proposed Construction)
1. The Limits of Construction shall only include the required Right of Way, drainage ways, impoundments, and Easement areas.
  2. Provide a site plan for these areas by Inventory method where all protected trees to be removed or preserved. Protected trees to be removed must be tallied by tree diameter Inches and species. Provide a table that shows trees removed, preserved and planted trees with the associated tree Inches.
  3. A minimum of forty (40) Tree Inches per acre shall exist after completion of construction.
  4. Construction of Arterial and Collector roadways shall be exempt from payment into the Tree Bank Fund for lost tree inches upon demonstration that all reasonable efforts have been made to replant within the development area.
- F. Early Land Clearing requirements
1. The following maybe submitted once a complete Application Package, as defined in Section 13.03, has been submitted, and the first staff review completed.
  2. A site plan sheet must be provided for early land clearing which depicts clearly the limit of clearing and a tree protection barricade detail for preserved trees.
  3. Development Review Technical,, Planning & Zoning, Environmental Division, and St. Johns County Utility Department (if applicable) must approve the Development Review Application Package for Early Land Clearing.
  4. Submission of the approved St. Johns River Water Management District Permit or other appropriate State permit. Additional State or Federal permits may be required before Land Clearing can occur.
  5. All required tree protection barricades and silt fencing for Upland Buffers and Protected Areas must be in place before Land Clearing activities can occur.

### **Section 13.05 Natural Resource Requirements**

In order for the Development Permit to meet the requirements of Article IV of the Land Development Code, applicants will need to provide the supporting documentation listed below.

- A. Please submit a vegetation map depicting the type and extent of vegetation on the site using the FLUCCS (Florida Land Use Cover and Forms Classification System, Florida Department of Transportation) classification system, Level III.

For those sites greater than 10 acres:

The vegetative map using the FLUCCS codes should include identification of Significant Natural Community Habitat that occurs on site. Please indicate 10% preservation of the habitat type(s), if any occur as required by Section 4.01.07 of the Land Development Code.

Significant Natural Communities Habitat are:

- |                      |                     |
|----------------------|---------------------|
| 1. Beach Dune        | 4. Maritime Hammock |
| 2. Coastal Grassland | 5. Sandhill         |
| 3. Coastal Strand    | 6. Scrub            |

The Florida Department of Transportation develops FLUCCS codes.

<b>Community</b>	<b>FLUCCS Codes to be used</b>	
Beach Dune	322	Coastal Scrub
	710	Beaches
Coastal Grassland	310	Herbaceous
	322	Coastal Scrub
	419	Other Pines
	428	Cabbage Palm
Coastal Strand	322	Coastal Scrub
Maritime Hammock	322	Coastal Scrub
	425	Temperate Hardwood
	426	Live Oak
	432	Sand Live Oak
Sandhill	412	Longleaf Pine – Xeric Oak
	421	Xeric Oak
Scrub	413	Sand Pine

A complete definition of each community is located in Article XII of the Land Development Code and should be used in determining community types.

- B. Please submit a map that identifies and locates all listed species previously or currently documented to exist on site by the Florida Fish and Wildlife Conservation Commission, the Florida Department of Agriculture and Consumer Services or the US Fish and Wildlife Service. If there are no listed species occurrences on site please submit a letter from an Environmental Professional stating so.

- C. Please submit a map identifying contiguous wetlands and the appropriate buffer as required by the Land Development Code, Article IV Section 4.01.06.
1. A minimum 50-foot upland buffer between developed areas and the Tolomato, St. Johns, Guana, or Matanzas Rivers where a mean high water line can be established in those tributaries. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

It is the objective of this requirement that a minimum 50-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 25 feet except for those areas adjacent to unavoidable buffer impacts. Any proposed impacts shall be approved by the County.

2. A minimum 25-foot upland buffer and a 25-foot building setback is required for contiguous wetlands where a mean high water line cannot be established. The upland buffer is to be measured from the State jurisdictional wetland line and proceeding landward. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer. Accessory activities are allowed to take place in the 25-foot setback area. The accessory uses do not include homes or any building with a permanent foundation.

It is the objective of this requirement that a minimum 25-foot upland buffer be established in all areas except for those circumstances where an averaging of the buffer width, because of unavoidable buffer reduction, achieves a greater overall upland buffer width. In no instance shall the upland buffer be less than 10 feet except for those areas adjacent to unavoidable buffer impacts. All proposed impacts shall be approved by the County.

### **Section 13.06 Neighborhood Site Plan Requirements**

For residential subdivisions a Neighborhood Site Plan (NSP) must be created to show the proposed lot grading and drainage, upland buffers, wetland conservation areas, setbacks, and clearing/tree inches for each lot. If street trees are to be installed in front of lots the type and inches will be shown on the NSP (to be installed by builder) The NSP sheet for single family subdivision should be the lot paving and drainage sheets as a starting point, with the other requirements described in part III and IV of the Site & Construction Plan Technical Review Checklist included.

NOTE: Any revisions to the Paving and Drainage sheets MUST also have changes reflected in the NSP sheet(s).

The NSP will be reviewed and approved along with the construction plan submittal.

When submitting for a Clearance Sheet, as outlined in Section 17 of this manual, the building contractor must submit a proposed site plan to Development Review confirming compliance with the approved NSP.

## **Section 13.07 St. Johns County Utility Department (SJCUD) Requirements**

Those projects connecting to St. Johns County Utilities must be designed in accordance with the St. Johns County Water and Wastewater Design Standards and Specifications Manual and must also comply with the following:

- A. Prior to the beginning of a project design, the following activities between the developer/engineer and the SJCUD are required.
  - 1. Request water and sewer availability letter.
  - 2. Conceptual review of the proposed project including a brief description, type of use, location and other pertinent information.
  - 3. Review proximity of existing utility systems and availability of water and sewer ERC's.
  - 4. The SJCUD will review and provide a cost estimate for Unit Connection and other applicable fees for the proposed project.
  - 5. Review of the Unit Connection Fee Refund Agreement where applicable, i.e., transmission mains, upsizing of mains, etc.
  - 6. Review of the Unit Connection Fee mortgage program, Promissory Note, Capacity Commitment Agreement and Transfer of Deposit format.
  - 7. Review of the St. Johns County Water and Wastewater Construction Design Standards and Specifications during the pre-design meeting.
  - 8. Review permitting requirements, i.e., FDEP, DOT, SJRWMD, County, etc.
- B. Application must include:
  - 1. 2 sets of hydraulic pumping design calculations signed and sealed by a Florida Registered Engineer.
  - 2. DEP permit application for Wastewater Collection System and/or Drinking Water Distribution System including the estimated ERC calculations as approved by the St. Johns County Utility Department.
- C. Preconstruction Meeting

Prior to the beginning of construction a Preconstruction meeting between the developer/engineer/general contractor and the SJCUD is required.
- D. Requirements for Certification upon completion of project are outlined in the As-built Section 15.03.C.

### **Section 13.08 Private Utility Construction Requirements**

- A. All utility construction in unincorporated St. Johns County must be consistent with the St. Johns County Water and Wastewater Design Standards and Specifications Manual. Any standards which may conflict with those of a private utility provider should be brought to the attention of the Development Review Division for resolution.
- B. Private utility construction will be reviewed as part of the Development Review Process. County staff will meet with the developer or the utility upon request to discuss specific utility issues when necessary.

### **Section 13.09 St. Johns County Health Department Requirements for Commercial Projects (904-823-2514)**

The following checklists can be used to determine the required submittals for Onsite Sewage Treatment and Disposal Systems (OSTDS), commercial on site water systems and petroleum storage tanks:

- A. New OSTDS System
  1. OSTDS Application DH 4015 pg. one (1) to be filled out correctly and completely with all blanks filled in, property size in acres, complete property address to include zip code, detailed directions to the property from Environmental Health office and building information to include type of establishment, number of employees, and square footage.
  2. Completed SJC Site Preparation Sheet. IF an agent is applying for the septic permit on behalf of the property owner and is NOT a general contractor, registered septic tank contractor, or certified plumber, the Site Preparation Sheet must be signed and dated by the property owner before submittal.
  3. A copy of the County Clearance Sheet.
  4. Proof of plat date for lots less than ¼ acre if the water supply is public water or for lots that are less than ½ acre if served by a well and/or if applicant requests a 50 ft setback to surface water.
  5. A survey with property line dimensions (note: a legal description may substitute for a survey if the legal description provides ALL property line dimensions).
  6. Three (3) site plans drawn to scale with the scale used indicated, showing boundaries with dimensions clearly defined (note: we suggest using an engineer's scale for the site plan). If an individual lot is five (5) acres or greater, the site plan may show a minimum one (1) acre parcel to scale, or the minimum area necessary to properly exhibit all required features. The applicant must also show the location of that parcel, to scale, inside the total lot. **On the site plans please include any of the following features that exist or are proposed:**

- a. Any existing or proposed residences or buildings
  - b. Swimming pools
  - c. Recorded easements
  - d. Location of existing/proposed OSTDS components (i.e. septic tank, drain field, pump tank)
  - e. Location of all existing and proposed well(s) on the lot (drinking and irrigation).
  - f. Location of all private drinking wells and irrigation wells on adjacent properties that are within 100 ft of the applicant's property lines with the distance indicated from the system to the well(s).
  - g. Location of any public drinking water wells within 200 ft of the applicant lot with the distance indicated from the system to the well.
  - h. Slope of the property (indicate direction of the slope)
  - i. Potable and non-potable water line and valves (i.e. water meter)
  - j. Drainage features (i.e. ditches, swales, French drains, etc.)
  - k. Location of any filled areas clearly marked
  - l. Obstructed areas (i.e. driveways, concrete slabs, permanent fixtures, sidewalks, patios, decks, etc.)
  - m. Surface water bodies on the applicant lot or that are within 100 ft of the applicant lot's property lines (note: surface water may either be permanent and non tidal or tidally influenced). The boundary of a permanent non tidal surface water body is the "**Mean annual flood line**". This line must be stated and marked on scaled survey by a Florida Licensed Professional surveyor/mapper that is signed and sealed. The boundary of a tidally influenced surface water body is the "**Mean high water line**". This line must be stated and marked on a drawn to scale survey by a Florida Licensed Professional surveyor/mapper that is signed and sealed. For ocean front property, please provide a Coastal Construction Control Line permit or an exemption from the Department of Environmental Protection.
7. For applications where the site evaluation and system specifications are submitted by an independent site evaluator, the DH 4015 pg. three (3) and is to be completed in full, signed and dated by the independent site evaluator. If the system is designed by a Professional Engineer (PE) then the design and any other documents submitted by the engineer including DH 4015 pg. three (3) is to be signed, sealed, and dated.
  8. Two (2) floor plans **drawn to scale** with the scale used indicated or square footage as measured from exterior walls with dimensions. Show the locations and dimensions of all rooms with each room clearly labeled. Commercial establishments must also show all plumbing drains and fixture types.
  9. **Fee of \$ 575.00 (\$ 460.00 with private soil submittal).**

B. Existing OSTDS System

1. OSTDS Application DH 4015 pg. one (1) to be filled out correctly and completely with all blanks filled in, property size in acres, complete property address to include zip code, detailed directions to the property from St. Johns County Health Department office and building information to include type of establishment, number of employees, and square footage.
2. Completed SJC Site Preparation Sheet. IF an agent is applying for the septic permit on behalf of the property owner and is NOT a general contractor,



registered septic tank contractor, or certified plumber, the Site Preparation Sheet must be signed and dated by the property owner before submittal.

3. A copy of the county Clearance Sheet.
4. Septic system must be pumped out by a licensed septic contractor and the DOH 4015 page 4 completed in full must accompany the application (If adding square footage)
5. Proof of plat date for lots less than  $\frac{1}{4}$  acre if the water supply is public water or for lots that are less than  $\frac{1}{2}$  acre if served by a well and/or if applicant requests a 50 ft setback to surface water.
6. A survey with property line dimensions (note: a legal description may substitute for a survey if the legal description provides **ALL** property line dimensions).
7. Three (3) site plans drawn to scale with the scale used indicated, showing boundaries with dimensions clearly defined (note: we suggest using an engineer's scale for the site plan). If an individual lot is five (5) acres or greater, the site plan may show a minimum one (1) acre parcel to scale, or the minimum area necessary to properly exhibit all required features. The applicant must also show the location of that parcel, to scale, inside the total lot. **On the site plans please include any of the following features that exist or are proposed:**
  - a. Any existing or proposed residences or buildings
  - b. Swimming pools
  - c. Recorded easements
  - d. Location of existing/proposed OSTDS components (i.e. septic tank, drain field, pump tank)
  - e. Location of all existing/proposed well(s) on the lot. (drinking and/or irrigation)
  - f. Location of all existing well(s) on adjacent properties (drinking and/or irrigation) that are within 100 ft of the applicant's property lines with the distance indicated from the system to the well(s).
  - g. Location of any public drinking water wells within 200 ft of the applicant lot with the distance indicated from the system to the well.
  - h. Slope of the property (indicate direction of the slope)
  - i. Potable and non-potable water line and valves (i.e. water meter)
  - j. Drainage features (i.e. ditches, swales, French drains, etc.)
  - k. Location of any filled areas clearly marked
  - l. Obstructed areas (i.e. driveways, concrete slabs, permanent fixtures, sidewalks, patios, decks, etc.)
  - m. Surface water bodies on the applicant lot or that are within 100 ft of the applicant lot's property lines (note: surface water may either be permanent and non tidal or tidally influenced). The boundary of a permanent non tidal surface water body is the "**Mean annual flood line**". This line must be stated and marked on a drawn to scale survey by a Florida Licensed Professional surveyor/mapper. that is signed and sealed. The boundary of a tidally influenced surface water body is the "**Mean high water line**". This line must be stated and elevation of this line marked on a drawn to scale survey by a Florida Licensed Professional surveyor/mapper that is signed and sealed. For

ocean front property, please provide a Coastal Construction Control Line permit or an exemption from the Department of Environmental Protection.

8. For applications where the site evaluation and system specifications are submitted by an independent site evaluator, the DH 4015 pg. three (3) and is to be completed in full, signed and dated by the independent site evaluator. If the system is designed by a Professional Engineer (PE) then the design and any other documents submitted by the engineer including DH 4015 pg. three (3) and are to be signed, sealed, and dated.
  9. **All floor plans drawn to scale** with the scale used indicated or square footage as measured from exterior walls with dimensions. Show the locations and dimensions of all rooms with each room clearly labeled. Commercial establishments must also show all plumbing drains and fixtures
    - a. Two (2) floor plans of new structure.
    - b. Two (2) floor plans showing existing and additions together on same floor plan
    - c. One (1) floor plan of original structure
    - d. Fee of \$225.00 for additions in building area
  10. Commercial Establishments located in areas that are Zoned for Industrial or Manufacturing Use or that may potentially generate toxic, industrial or hazardous wastes or produce commercial wastewater will be required to apply for an annual Onsite Sewage Treatment and Disposal System Operating Permit. This will include completing an application and business survey form(s) and submitting the appropriate fees.
  11. Onsite Sewage Treatment and Disposal Systems that are composed of an Aerobic Treatment Unit (ATU) or a Performance Based Treatment System (PBTS) will be required to obtain and maintain a biennial operating permit from the health department.
- C. The following information is required for Commercial Onsite Water Systems:
1. If the water is supplied by a well, the following will help determine the operation and permitting requirements:
    - a. Identify what the type of facility the water serves and how many buildings.
    - b. Identify the year the well was constructed, if already existing.
    - c. Identify how many people the facility services.
    - d. Are they visitors, patrons, residents, employees etc?
    - e. How many days per year is the water system used; how many days open for business?
    - f. How is the water used (hand washing, drinking fountains, food preparation, etc)?
  2. Using the above criteria, the system may fall under the regulation of the Florida Department of Environmental Protection (DEP) or the Florida Department of Health.

If the system is determined to be a limited use public water system, it will be regulated by the Florida Department of Health, and you must:

- g. Submit an Application for Limited Use Water System Construction.
  - h. Submit a site plan showing distances of the well from sanitary hazards, OSTDS, and other landmarks.
  - i. Submit a construction plan showing a schematic drawing of the water system components (well, pumps, tanks, treatment equipment, filters, piping, etc.), and should include the mode/capacity/size of the components.
  - j. Submit a completion report or well log for the construction of the well, if available.
  - k. Contact a licensed water well contractor and submit a County Well Construction application with a fee of \$150, if a new well is necessary.
  - l. Submit an application for Limited Use Water System Operation and a fee of \$90.
  - m. Submit satisfactory series of bacteriological analysis.
  - n. Submit satisfactory lead and nitrate analysis.
  - o. Have the water system inspected by the St. Johns County Health Department (SJCHD).
  - p. Annual inspections will be done by the SJCHD to verify ongoing compliance with Chapter 64E-8, Florida Administrative Code.
- D. On PETROLEUM STORAGE TANK work of any kind, such as registration of new tanks, modification of existing tanks/pipes, abandonment, or removal of tanks the following is required:
1. One (1) scale drawn site plan showing well location(s) and tank location(s).
  2. One (1) fuel tank detail blueprint with equipment list and associated FL Department of Environmental Protection (DEP) EQ Number.

All storage tanks must be registered through Tallahassee per Department of Environmental Protection (DEP) requirements.

### **Section 13.10 GIS Addressing Digital Map Submittal Requirements**

Please submit a site plan in “DWG” format via email to [gisaddress@sjcfl.us](mailto:gisaddress@sjcfl.us) . The file name should be the project name and number (ie: Project Name COMM2011-12). The digital line work included in the file must be an exact replica of the line work shown on the submitted site plan.

Please submit a CD containing the digital file.

The data that must be included on the digital submittal is as follows:

- A. Subdivision Construction Plans  
Each item or items listed below should be on a separate layer as applicable.
  1. Parcel Boundary Lines, Lot Lines, and Right-of-Way Lines
  2. Road Centerlines
  3. Road Names
  4. Lot, Block, and Tract Annotation
- B. Commercial Construction Plans  
Each item or items listed below should be on a separate layer as applicable.

1. Parcel Boundary Lines
2. Centerline of Roads or Travel Lanes
3. Road Names
4. Building Footprints
5. Building Numbers or Descriptions

There should not be any other data or layers in the file that are frozen, turned off, or locked. This must be one seamless file of the entire area being developed, i.e. not split up on sheets as it may have been on the site plan, no borders, nothing but the above listed data.

### **Section 13.11 Review Process**

- A. The above items are routed to the Development Review Committee who review the construction plans and supporting information for compliance with the LDC. The review time is as follows:
1. Over twenty acres - fifteen working days
  2. Ten to twenty acres – twelve working days
  3. Under ten acres – eight working days.

The project is scheduled for the next available Development Review Committee meeting. The applicant will receive comments prior to the meeting, along with notification of the scheduled time.

- B. The status of the project review is available on the County's web-site <http://webapp.sjcfcl.us/applications/sbmtlmgmtweb/welcome.aspx>
- C. If a re-submittal is required, it will be routed for a five working day review. DRC is not mandatory but is available at the Applicant's request. All subsequent submittals will be routed for a five working day review.
- D. **Plan review comments will be valid six (6) months from the date comments are forwarded to the Applicant. Upon expiration, a new submittal will be required including all appropriate fees.**

### **Section 13.12 One Stop Permitting**

St. Johns County has implemented a One-Stop Development Review Process to provide for a quick efficient approval of Construction Plans (paving, drainage & utilities) that **have been determined to have only minor comments during the first submittal.**

The One-Stop conference option is only available to those applications that have gone through the initial review, received an eligible statement from all reviewers, and prior to any re-submittals.

Construction plans are submitted for review following the procedures in Section 13.0 of the Development Review Manual.

During the initial Review Process each reviewer will make the determination as to whether an application qualifies for One-Stop Development Review. This determination will be included as one of the of project comments. All reviewers must agree that the Application is eligible for One-Stop. If any reviewer makes a determination that an Application is not eligible, due to **major** outstanding issues identified during the initial review, the re-submittal must proceed in accordance with Section 13.11(C) of the Development Review Manual.

The Applicant attends the Wednesday Development Review Committee meeting. A representative from each of the reviewing departments will be present. Comments and recommendations will be discussed to allow the applicant to clarify specific issues. Projects with insufficient information, detail or design may be subject to further review and are not eligible for One-Stop approval.

Following completion of the Development Review Committee meeting the applicant shall incorporate all comments and recommendations into a revised set of construction plans (and drainage calculations if applicable). If eligible, approval of the constructions plans can be completed during a One-Stop approval conference. Those applications deemed not eligible must resubmit in accordance with the procedures within Section 13.11(C) of the Development Review Manual.

The One-Stop approval conference provides the opportunity to obtain the sign-off of all departments at one location at a specific time. Requests for appointments for a One-Stop approval conference may be made until Wednesday noon of the preceding week. Appointments will be assigned in fifteen-minute increments for the following Wednesday. One-Stop approval conferences will be held every Wednesday at 8:30 a.m. A total of eight sets of corrected, signed and sealed, construction plans (and one copy of revised drainage calculations if applicable) must be brought to the One-Stop conference.

If any comment is not adequately addressed at the One-Stop conference the applicant must reschedule for a subsequent meeting. In the event a comment remains unsatisfied after the second One-Stop conference the applicant must resubmit following the procedures within Section 13.11(C) of the Development Review Manual.

Applications that are designated for Expedited Permitting (Economic Development & Affordable Housing projects) may be made eligible after a re-submittal has been received.

### **Section 13.13 Approval Process**

Once all review comments have been addressed, a letter of **Determination of Substantial Approval letter** will be issued. This determination will outline concurrency status, expiration schedule, and any items needed for **commencement of construction** (e.g. other agency permits, payment of inspection fees, and/or posting of financial securities including updated cost estimate if required). It will also provide instructions for scheduling the required preconstruction meeting and instructions for final construction commencement approval.

### **Section 13.14 Commencement of Construction**

- A. When an applicant is prepared to commence construction, they shall schedule a pre-construction meeting. If the project is served by St. Johns County Utilities

contact (904)209-2618. If the project is not served by St. Johns County Utilities contact the Inspector Supervisor of the Transportation Development Division at (904)209-0736. Every attempt will be made to schedule the preconstruction meeting within 72 hours of notification by the applicant, excluding weekends and holidays. The Inspector Supervisor will coordinate with County staff; however, the applicant shall be responsible for the notification and coordination of the pre-construction meeting with other affected utilities or entities. The site contractor must be present at the preconstruction meeting and if the project is served by St. Johns County Utilities, the utility contractor must also be present.

At the Pre-construction Meeting, the Applications Manager will notify the applicant of any updated applicable fees, and whether updated cost estimates are required prior to submitting financial securities. Issues to be discussed include, but are not limited to erosion control, testing requirements/methodologies, specifications, contact names, notifications, as-built drawing requirements, and utility installation. After all outstanding issues are resolved and all fees are paid, the applicant will receive the following:

1. Two sets of construction plans are stamped approved.
  2. A Development Permit Placard is prepared; the placard must be posted in a conspicuous and visible place in public view at the front of the property. The Permit shall be protected from the weather and must be posted in such position by the applicant promptly after issuance, during, and for a period not less than thirty (30) days after commencement of Construction, or until a Building Permit is issued whichever comes first.
  3. Commercial projects receive two (2) site plans that are stamped, to be used in obtaining a building permit.
  4. One (1) Clearance Sheet will be issued for each structure requiring a Building Permit. There will be a [charge](#) for each clearance sheet issued.
- B. Prior to any land clearing activity all protection barriers and limits of clearing must be defined and all appropriate permits including but not limited to the following must be submitted:
1. St. Johns River Water Management District
  2. Department of Transportation
  3. Department of Environmental Protection
  4. U.S. Army Corps of Engineers
  5. St. Johns County Health Department
  6. Flagler Estates Road and Water Control District

### **Section 13.15 Expiration**

- A. Plans that have received final approval must be claimed with sixty (60) days of the approval date. Upon expiration, a complete set of plans will be required including all appropriate fees.
- B. The Development Permit will expire unless Construction has commenced and continued in good faith on the three (3) year anniversary of approval for projects less than or equal to fifty (50) acres. For projects greater than fifty (50) acres, the Development Permit shall expire based on the three (3) year anniversary period plus one (1) year for each additional ten (10) acres or portion thereof up to a maximum of five (5) years from the date of issuance (LDC Sec. 6.04.02.B.4).

### **Section 13.16 Modifications to Construction Plans**

Changes to approved Construction Plans must be approved by Development Review prior to implementation in the field. Minor changes may be approved without a submittal and documented on the As-built Survey. More significant changes will require the submission of revised plans. Major changes will require a full review with applicable fees. The exact nature of the change(s) will determine the number of copies required and the departments that will review. The fee for a modification is listed on the [fee schedule](#). The review time is five (5) working days.

If the changes proposed alter the drainage plan or site plan significantly approval through the same process as a new project including all associated fees will be required.

### **Section 13.17 Building Services Requirements for Building Permits**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas or plumbing system, shall first make application to the Building Official and obtain the required permit.

Following is the information needed by the Building Department to issue permits for commercial/multi-family projects:

- A. Service assurance receipt from the utility company providing water and/or sewer service (or a copy of septic tank and well permit from the Health Department) before permit issued.
- B. Complete Clearance Sheet and two (2) sets of Approved Site Plan.
- C. Complete Building Permit Application\* and applicable items listed on the Commercial Sufficiency Checklist\*.
- D. Two (2) sets of Building Plans signed and sealed by a Florida Registered Design Professional. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will

- conform to the provisions of the Florida Building Codes and relevant laws, ordinance, rules and regulations, as determined by the building official.
- E. Construction documents shall include a minimum Floor plan, foundation plan; floor/roof framing plan or truss layout and all exterior elevations.
    - 1. All plans shall have a Code Analysis which includes occupancy use and loads, minimum type of construction, fire resistant construction, along with life safety and egress requirements.
    - 2. All plans shall state the design criteria and method, as prescribed in the Florida Building Codes.
    - 3. All structural details shall include Design loads, Wind requirements, Building Envelope, foundation, wall systems, roof systems and stair systems.
  - F. Two (2) sets of Florida Energy Efficiency Code Compliance form, along with subsequent required forms such as Manual D's, etc, with One (1) Cover Sheet for the State, for each unit.
  - G. Completion of St. Johns Product Approval Specification Sheet\* giving information and approval numbers on the building components utilized on the construction project which is required by Florida Statue and Florida Administrative Code.
  - H. A fault current letter, electrical schematic, total exterior building lighting power allowance in compliance with Florida Energy Conservation Code including lighting layout for the entire site.
  - I. Payment of Plan Review Fees when plans submitted.
  - J. Payment of Building Permit fees when permit issued.
  - K. Before Certification of Occupancy, there may be additional restrictions applicable to the property that may be found in the public records of this County, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.
  - L. Flood Damage Control certifications shall be submitted by the applicant if the structure is located within a FEMA designated Special Flood Hazard Area or Coastal High Hazard Area. These certifications shall include the following when applicable:
    - 1. Application Stage:
      - a. Certificate from a registered professional engineer or architect that the non-residential flood-proofed building will meet the flood-proofing criteria in Parts 3.03.02.C and 3.03.02.D of the St. Johns County Land Development Code;
      - b. Certification from a registered professional engineer or architect indicating that they have developed and/or reviewed the structural designs, specifications and plans of the construction and certified that they are in



accordance with accepted standards of practice in Coastal High Hazard Areas;

2. Construction Stage:

Upon placement of the lowest floor, or flood-proofing by whatever construction means, or bottom of the lowest horizontal structural member it shall be the duty of the permit holder to submit to the Floodplain Administrator or designees a certification of the NGVD or NAVD elevation of the lowest floor or flood-proofed elevation, or bottom of the lowest horizontal structural member of the lowest floor as built, in relation to mean sea level. Said certification shall be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. When flood proofing is utilized for a particular building said certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. Any work undertaken prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator or designees shall review the lowest floor and flood-proofing elevation survey data submitted. The permit holder immediately and prior to further progressive work being permitted to proceed shall correct violations detected by such review. Failure to submit the survey or failure to make said corrections required hereby shall be cause to issue a stop-work order for the project.

\* Forms can be found on the Building Services website in a PDF format.

## Commercial Review Fee Calculation Form

These fees are based on the acreage of the project, rounded up to the nearest whole acre. If prompted "per acre" use the project acreage as your multiplier.

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$605		_____
Base Review Fee w/SJCU	\$1345		_____
<u>PLUS:</u>			
Review Fee per acre*	\$125	_____	_____
Review Fee w/SJCU per acre (Water & Sewer)	\$442	_____	_____
Review Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$368	_____	_____
Review Fee w/SJCU per acre (Water, Sewer & Reuse)	\$547	_____	_____
Review Fee w/SJCU Lift Station	\$211 ea	_____	_____
<u>PLUS:</u>			
Clearing, Tree Preservation, Landscape Review Fee:			
Project of 5 acres or less*	\$275		_____
Project over 5 acres –base*	\$150		_____
<b>Plus</b> per acre*	\$35	_____	_____
 Total Review Fee			_____
(Review Fee must accompany submittal in order to be accepted)			
 If bonding is required, Bond Renewal/Cost Estimate Review \$200.00			_____
 <u>Inspection fees:</u>			
Base Fee*	\$350		_____
Base Fee w/SJCU	\$889		_____
Re-inspection Fee	\$100		_____
<u>PLUS:</u>			
Inspection Fee per acre*	\$300	_____	_____
Inspection Fee w/SJCU per acre (Water & Sewer)	\$654	_____	_____
Inspection Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$548	_____	_____
Inspection Fee w/SJCU (Water, Sewer & Reuse)	\$759	_____	_____
Inspection Fee w/SJCU Lift Station	\$264 ea	_____	_____
 Total Inspection Fee			_____

(Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

**Multi-Family (Condominiums/Apartments) Review Fee Calculation Form**

These fees are based on the acreage of the project, rounded up to the nearest whole acre. If prompted “per acre” use the project acreage as your multiplier.

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$605		_____
Base Review Fee w/SJCU	\$1345		_____
<u>PLUS:</u>			
Review Fee per acre*	\$125	_____	_____
Review Fee w/SJCU per acre (Water & Sewer)	\$442	_____	_____
Review Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$368	_____	_____
Review Fee w/SJCU per acre (Water, Sewer & Reuse)	\$547	_____	_____
Review Fee w/SJCU Lift Station	\$211 ea	_____	_____
<u>PLUS:</u>			
Clearing, Tree Preservation, Landscape Review Fee:			
Project of 5 acres or less*	\$275		_____
Project over 5 acres –base*	\$150		_____
<b>Plus</b> per acre*	\$35	_____	_____

Total Review Fee \_\_\_\_\_  
 (Review Fee must accompany submittal in order to be accepted)

If bonding is required, Bond Renewal/Cost Estimate Review \$200.00 \_\_\_\_\_

Inspection fees:

Base Fee*	\$350		_____
Base Fee w/SJCU	\$889		_____
Re-inspection Fee	\$100		_____

<u>PLUS:</u>			
Inspection Fee per acre*	\$300	_____	_____
Inspection Fee w/SJCU per acre (Water & Sewer)	\$654	_____	_____
Inspection Fee w/SJCU per acre (Water <b>OR</b> Sewer)	\$548	_____	_____
Inspection Fee w/SJCU per acre (Water, Sewer & Reuse)	\$759	_____	_____
Inspection Fee w/SJCU Lift Station	\$264 ea	_____	_____

Total Inspection Fee \_\_\_\_\_

(Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

**Subdivision (Including Townhomes) Review Fee Calculation Form**

These fees are based on 1/4 mile increments of infrastructure improvements, both in new or existing right of way, rounded up to the nearest 1/4 mile. If prompted “per 1/4 mile” use the number of increments as your multiplier. (Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$605		_____
Base Review Fee w/SJCU	\$1345		_____
<b><u>PLUS:</u></b>			
Review Fee per 1/4 mile*	\$250	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$657	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer)	\$525	_____	_____
Review Fee w/SJCU per 1/4 mile (Water or Sewer)	\$440	_____	_____
Review Fee w/SJCU Lift Station	\$475 ea	_____	_____
Review Fee Private Utility per 1/4 mile (Water & Sewer)*	\$50	_____	_____
Review Fee Private Utility per 1/4 mile (Water or Sewer)*	\$25	_____	_____
<b><u>PLUS:</u></b>			
Clearing, Tree Preservation, Landscape Review Fee:			
Base*	\$308		_____
<b>Plus</b> per acre* (Note this fee is per acre, not 1/4 mile)	\$35	_____	_____
 Total Review Fee (Review Fee must accompany submittal in order to be accepted)			_____
 Bond Renewal/Cost Estimate Review \$200.00			_____
 <b><u>Inspection fees:</u></b>			
Base Fee*	\$350		_____
Base Fee w/SJCU	\$889		_____
Re-inspection Fee	\$100		_____
<b><u>PLUS:</u></b>			
Inspection Fee per 1/4 mile*	\$1500	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$3348	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer)	\$3052	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water or Sewer)	\$2545	_____	_____
Inspection Fee w/SJCU Lift Station	\$792 ea	_____	_____
 Total Inspection Fee			_____

**ROW (Road and/or Utility) Construction Review Fee Calculation Form**

These fees are based on 1/4 mile increments of infrastructure improvements, both in new or existing right of way, rounded up to the nearest 1/4 mile. If prompted “per 1/4 mile” use the number of increments as your multiplier. (Please note that the Inspection fees may be paid after the review process begins, but must be paid prior to release of approved plans)

	<u>FEE</u>	<u>QUANTITY</u>	<u>TOTAL</u>
Base Review Fee*	\$605		_____
Base Review Fee w/SJCU	\$1345		_____
<b><u>PLUS:</u></b>			
Review Fee per 1/4 mile*	\$250	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$657	_____	_____
Review Fee w/SJCU per 1/4 mile (Water & Sewer)	\$525	_____	_____
Review Fee w/SJCU per 1/4 mile (Water or Sewer)	\$440	_____	_____
Review Fee w/SJCU Lift Station	\$475 ea	_____	_____
Review Fee Private Utility per 1/4 mile (Water & Sewer)*	\$50	_____	_____
Review Fee Private Utility per 1/4 mile (Water or Sewer)*	\$25	_____	_____
<b><u>PLUS:</u></b>			
Clearing, Tree Preservation, Landscape Review Fee:			
Base*	\$308		_____
<b>Plus</b> per acre* (Note this fee is per acre, not 1/4 mile)	\$35	_____	_____
 Total Review Fee (Review Fee must accompany submittal in order to be accepted)			_____
 If bonding is required, Bond Renewal/Cost Estimate Review \$200.00			_____
 <b><u>Inspection fees:</u></b>			
Base Fee*	\$350		_____
Base Fee w/SJCU	\$889		_____
Re-inspection Fee	\$100		_____
<b><u>PLUS:</u></b>			
Inspection Fee per 1/4 mile*	\$1500	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer & Reuse)	\$3348	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water & Sewer)	\$3052	_____	_____
Inspection Fee w/SJCU per 1/4 mile (Water or Sewer)	\$2545	_____	_____
Inspection Fee w/SJCU Lift Station	\$792 ea	_____	_____
 Total Inspection Fee			_____

**Re-submittal Review Fee Calculation Form**

First re-submittal      Included in fees for initial review

Second re-submittal\* \$100

Plus:  
w/SJCU                      \$364 (If SJCU has open comments to be addressed)

Total Review Fee \_\_\_\_\_

Third re-submittal\*    \$200

Plus:  
w/SJCU                      \$564 (If SJCU has open comments to be addressed)  
Fire Services\*            \$100 (If Fire Services has open comments to be addressed)

Total Review Fee \_\_\_\_\_

Any subsequent submittals: Same fees as Third submittal

(Review Fee must accompany submittal in order to be accepted)