

**SECTION 16A.0 OPTIONAL PRELIMINARY SUBDIVISION PLAN
LAND DEVELOPMENT CODE PART 5.01.02**

Section 16A.01 Purpose

Prior to Final Subdivision Plat approval, an Optional Preliminary Subdivision Plan (OPSP) may be submitted and approved consistent with Parts 5.02.00 and 9.03.00 of the Land Development Code.

Approval of the OPSP shall be construed as authority for submitting subdivision construction plans; the OPSP shall not be construed as authority for the transfer of title of lots in reference to such OPSP or for obtaining building permits except as may be permitted in Section 2.02.04.B.10 of the Land Development Code. Approval of the OPSP shall be construed as allowing commencement of horizontal construction pursuant to an approved construction plan prior to approval of plat per DRM section 16.02.C. OPSP approval allows projects not within a PUD or PRD to be bonded prior to plat approval rather than requiring bonding prior to Subdivision Construction Plan approval. Approval of Graphic depictions and other information are conceptual and do not constitute approval or waiver of any provision of the Land Development Code. Construction and other documents may identify environmental, engineering, and legal constraints not waived or varied by approval of an OPSP.

Section 16A.02 General Information

Optional Preliminary Subdivision Plans are submitted to the Operations Division for review prior to being presented to the Planning and Zoning Agency or Ponte Vedra Zoning and Adjustment Board for final approval. This option meets the requirement of Section 16.04.C of the Development Review Manual. The OPSP serves as the required plat hearing for replats or plat vacations not within a PUD or PRD that propose any public right-of-way modifications. .

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[Fee Schedule](#)

Section 16A.03 Application Process

The following items must be submitted to process an application for Optional Preliminary Subdivision Plan:

- A. A completed Application.

- B. Ten (10) copies of the proposed Optional Preliminary Subdivision Plan. Please provide the following information:
 - 1. The general location of all residential Lots.

2. Provide a site data table to include the following:
 - a. Zoning District
 - b. Minimum lot width
 - c. Minimum lot area
 - d. Minimum front setback
 - e. Minimum side setback
 - f. Minimum rear setback
 - g. Maximum ISR
 - h. Maximum lot coverage by all buildings
 - i. Maximum height
 - j. Parcel identification number
3. The general layout of the internal street system.
4. The general location of Wetlands, conservation/preservation areas, open space areas, commonly owned areas, golf course and parks.
5. The general location of any Historic Resources as defined by the Land Development Code, and notation regarding any required action related to such resources.
6. The general location, width, extent and type of buffers proposed to conform, at a minimum, with the buffer requirements of Section 6.06.00 and other standards in this Code.
7. The general location of all vehicle and pedestrian access to the Project, the internal vehicle and pedestrian accesses within the Project including all sidewalks, and the general location of internal and pedestrian connections between Uses.
8. The general location of retention, detention and other drainage facilities that may be used in the Project; however, final engineering may be approved upon review of final Construction Plans and in accordance with Article VI of the Land Development Code.
9. The general location of all Project identification signage.
10. A general location of the subject property in relation to the County.
11. The general location of future access points providing interconnectivity to adjacent properties.
12. A map showing the location of the 100-year floodplain in relation to the Project.
13. Legal Description
- C. Boundary survey.
- D. Owner's Authorization Form

- E. Proof of Ownership
- F. Registered Professional's Certification Form
- G. Water and Sewer letter of availability including distance to nearest water and sewer lines if project is within a utility franchise area.
- H. Review fee

Section 16A.04 Review Process

- A. Optional Preliminary Subdivision Plans and supporting documents are routed to all applicable departments. The review time is ten (10) working days.
- B. Reviewing departments comments are compiled and one of the following will occur:
 - 1. The comment report is sent to the applicant or his/her representative for additional information or specific comments to be addressed. If a resubmittal is required, it will be routed for an eight (8) working day review.
 - 2. Above Item #1 is repeated until the application is determined sufficient and ready to be scheduled for public hearing or the applicant requests in writing that the item be scheduled for public hearing.
 - 3. If the application is determined to be complete, the Optional Preliminary Subdivision Plan will be scheduled for public hearing before the Agency.

Section 16A.05 Public Hearing Process

- A. Item is scheduled for a public hearing to be heard by the Agency. At a minimum of fifteen (15) days prior to the public hearing(s), a notice is placed in the St. Augustine Record newspaper and a sign is posted on the property. Notification is also sent to the applicant advising of the date.
 - 1. Advertisement within the St. Augustine Record newspaper will be completed by staff; however, payment is the responsibility of the applicant. Please provide contact information for the party responsible for payment of published notice. That party will be contacted by the St. Augustine Record (904-819-3436) for payment once the ad has been sent for publishing. Please be aware that failure to make payment of the advertisement will delay the application from proceeding to the scheduled public hearing date.
 - 2. Staff will place a sign(s) in the form required by the County Administrator and shall be erected in full view of the public on each street side of such land. Where such land does not have frontage on a public street, such Signs shall be erected on the nearest street Right-of-Way.

- B. A staff report is drafted by Operations Division and is distributed to the Agency approximately one week prior to the public hearing. Copies will be made available to the applicant and public.
- C. The Agency will consider the request during public hearing. A Final Order is prepared and signed by the Agency's Chairperson. An appeal may be filed within 30 days of the signed Order.