



CITY OF MARIANNA

MUNICIPAL DEVELOPMENT DEPARTMENT

Post Office Box 936
Marianna, FL 32447
(850) 482-2786 Fax (850) 482-3627

Minor Development Order Approval Process

Introduction

The term "Minor Development" includes, but is not limited to the following activities:

- Placement of a manufactured home on a parcel;
- Construction or placement of accessory structures (not intended for human occupancy or habitation), i.e. swimming pools, decks, sheds, fences, garages/carports, storage sheds, etc.;
- Renovation, construction, placement or substantial rehabilitation of residential dwellings (including single family detached, duplex, triplex, quadplex, etc.);
- Construction, location or placement of public utilities;
- Remodeling, renovation, expansion or similar activities involving additions or alterations to both residential and nonresidential structures provided such activity does not increase total lot coverage by more than 25%; and
- Demolition of existing buildings.

Minor development orders are approved at the staff level.

Pre-Application Meetings

The pre-application meeting is a service provided by the City of Marianna, 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, you 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.

In This Handout

- An overview of the pre-application meeting
- An overview of the minor development order approval process
- Minor development order submittal requirements

This handout is a general guide to the minor 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.

Application Checklist

Incomplete application submittals will not be accepted or processed, unless a requirement is waived by the Director.

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

2) Supplemental forms: --1 copy

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

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

5) Conceptual Site Plan:
-- 3 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 a vicinity sketch showing the relationship of the site to the surrounding roadways, and uses.
- Provide a north directional arrow.
- Indicate adjacent property uses.
- Include all buildings and accessory structures located on the property with setbacks from each structure to the parcel boundaries.
- Show location and size of all natural features which are to be removed.

6) Structural Building Plans, If Necessary – 3 copies.

- Identify directional door swings.

- Indicate finished floor elevation.
- Indicate elevation of adjacent street and manhole covers.
- Indicate location of 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.

7) Completed Transportation Concurrency Analysis

8) 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.

9) Approved Florida Department of Environmental Protection (FDEP) and Army Corp of Engineers Dredge and Fill Permit(s), If Necessary
--2 copies.

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

11) Water/Sewer Tap Application, if necessary: 1 copy.

12) Driveway Connection Application, if necessary: -- 1 copy.

13) FDEP Asbestos Abatement Permit, If Necessary -- 1 copy.

14) 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.

Minor Development Order Review Schedule

1) Predevelopment Meeting, If requested.

2) Staff Review
By ordinance staff has 30 days to review a complete development package. **Incomplete packages do not start the development review period.**

3) Development Review Team Meeting and Sufficiency Review Letter, If Necessary

A staff development review team meeting will be scheduled if issues arise during project review.

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. Resubmission of necessary information starts the project over at staff review.

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.

4) Administrative Completion

Once approved, 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.

5) Jackson County Building Department

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.

6) Inspections

Upon approval, the applicant must schedule two inspections with the Director: 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 schedule listed below. Requested variances should be addressed prior to minor 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.

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.