



Natural Features Inventory for 2.1.9 and Limited Partition Subdivisions

Office of Growth & Environmental Management
Environmental Compliance
435 North Macomb Street
Tallahassee, Florida 32301
(850) 606-1300 Fax (850) 606-1301

Fee: \$1128

Please check one: 2.1.9 Limited Partition

The purpose of the Natural Features Inventory for 2.1.9 and Limited Partition Subdivisions is to provide general natural features information on a particular property, and provide direction on how to comply with the requirements of Section 10-4.202 of the Leon County Code of Laws. Natural features of concern, sometimes referred to as “environmentally sensitive areas”, include waterbodies, watercourses, floodplains, listed species, native forests, and various other features.

1. Applicant's Name: _____
Mailing Address: _____
Telephone Number: _____
2. Consultant's Name: _____
Mailing Address: _____
Telephone Number: _____
3. Property Owner's Name: _____
Mailing Address: _____
Telephone Number: _____
4. Parcel Number: _____
Acreage of Property: _____

Please complete the Checklist on page two, and provide the information indicated on page three.

Checklist

Please complete the following questionnaire to the best of your knowledge:

Does the parcel proposed for subdivision contain any of the following natural features?

Natural Feature Type	YES	NO	?	Natural Feature Type	YES	NO	?
Wetlands				Severe Slopes (any grades greater than 20% slope)			
Waterbodies				Significant Slopes (any grades of 10-20% slope)			
Watercourses				Protected Trees (any tree 18" diameter or greater; dogwoods 4" diameter or greater)			
Floodplains				Listed Plant or Animal Species (species designated as threatened, endangered, or species of special concern)			
Floodways							
Native Forests				Karst Features (sinkholes, springs)			
High Quality Successional Forests				Archaeological or Historical Sites (cultural resource assessment) *			
Is the property located on a designated canopy road? (The designated canopy roads are Old Bainbridge Rd., Meridian Rd., Centerville Rd., Miccosukee Rd., Moccasin Gap, and Old St. Augustine Rd.)							
Is the property located within a Special Development Zone (SDZ)? (See LDC Sec. 10-4.323: SDZs are located within the Lake Jackson Basin, Lake Iamonia Basin, Lake McBride Basin, Bradford Brook Chain-of-Lakes, Lake Lafayette Basin, and the Fred George Basin.)							
Is the property located within a Closed Basin?							
Environmental Permitting **							
Does the property contain an existing access or road?							
Is the creation of an additional access or road proposed for any of the newly created lots? (a minimum access/utility easement width of 40 ft. will be required)							

Please provide the following:

1. A copy of the signed and sealed boundary survey which accurately depicts the subject parcel.
2. A drawing showing the proposed lot lines, the acreage of each lot, and the proposed access road/easement to each lot. For the NFI, this drawing does not have to be prepared by a surveyor. A survey drawing of the proposed lots and access easements will be required, however, for final approval of the 2.1.9 or LP subdivision.
3. Affidavit of ownership and affidavit of authorized agent.
4. Cultural resource correspondence. (see below)

*** Cultural Resource Assessment.**

See the attached sheet for minimum documentation to be sent to the Florida Department of State, Bureau of Historic Preservation, Compliance Review Section for determining whether there is known or potential significant cultural resources on site. Their office is located in the R.A. Gray Building, and mailing address is 500 South Bronough Street, Tallahassee, FL 32399-0250, Telephone (850) 487-2333. Please note: the request to obtain this assessment from the State should be made as soon as possible in order to minimize processing time. A copy of the assessment letter or the results of the preliminary survey must be received prior to NFI-2.1.9/LP approval.

****Environmental permitting may be required.**

If a permit is required, the 2.1.9/LP application will be placed on hold until the permit can be issued.

An environmental permit may be required if:

- A) the site is located within a closed basin. Applicant must demonstrate that the pre vs. post volume retention will occur onsite or that offsite properties will not be adversely impacted.

An environmental permit will be required if:

- A) the subdivision creates lots less than two acres in clay soils and less than one acre in sandy soils per the "Soil Survey of Leon County."
- B) a new roadway or ingress/egress easement is proposed that will serve three or more single family residential parcels
- C) an existing driveway is being converted to a roadway or ingress/egress easement, and a determination is made that increased pollution loadings would result
- D) the subdivision is located in the Bradfordville Study Area

An environmental permit will not be required for:

- A) an improved ingress/egress for only two lots and the impervious area is less than 3000 sq. ft. and there are no adverse impacts to adjacent properties.

Note: Please be advised that, under certain circumstances, your 2.1.9./LP Subdivision may be required to provide a stabilized/improved access roadway and/or a stormwater management facility. Such requirements may necessitate that you obtain an Environmental Management Permit.

<p>Approved as to form: Leon County Attorney's Office Suite 202, 301 South Monroe St. Tallahassee, FL 32303</p>	 <i>Applicant's Affidavit of Ownership & Designation of Agent</i>	<p>Leon County Board of County Commissioners</p> <p>Department of Growth & Environmental Management 435 N. Macomb St. Tallahassee, FL 32301</p> <p>Phone#: (850) 606-1300 Fax#: (850) 606-1301</p>
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Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

Section 10-4.201 Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

Section 10-7.107 Compliance

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.

Deed Restrictions and Covenants

Prior to pursuing an environmental permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. _____ Owner's Initials

Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d) Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? _____ If so, do you want the exempt information that is included on this application withheld from the public or from any official public record request?

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. _____ Owner's (s') Initials

OWNER'S CERTIFICATION

I (we), _____, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D _____ Permit # _____ (if known).

OWNER'S (S') NAME :

OWNER'S (S') ADDRESS:

CITY _____ COUNTY _____ STATE _____ ZIP CODE _____

APPLICANT(S) SIGNATURE: _____ DATE APPLICATION COMPLETE: _____

I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)

As the owner of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent:

Contact Phone: _____ Telephone No.: _____

Address:

II. NOTICE TO OWNER (S)

A. All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.).

C. ACCESS TO PROPERTY

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. _____ Owner's (s') Initials

NOTARY PUBLIC – CROSS THROUGH NOTARY SECTIONS NOT USED

STATE OF : _____ COUNTY OF : _____

For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 _____, by _____, (name of personnel acknowledging) who is personally known to me or who has produced _____ as identification. (type of identification produced)

For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 _____, by _____, as _____ of _____, a _____, of _____, (name of officer or agent, title of officer or agent) (office held) (name of corporation) (state) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ as identification. (type of identification produced)

For Partnership

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 _____ by _____, (name of acknowledging partner) partner on behalf of _____, a partnership (name of partnership) He/she is personally known to me, or has produced _____ as identification. (type of identification produced)

NOTARY SEAL

Signature of Notary

Print, Type or Stamp Commissioned Name of Notary

Title or Rank

Serial Number, If Any



FLORIDA DEPARTMENT OF STATE
Kurt S. Browning
Secretary of State
DIVISION OF HISTORICAL RESOURCES

MINIMUM REVIEW DOCUMENTATION REQUIREMENTS

- **Division Involvement** - Provide the name of the federal, state or local authority and the applicable law, ordinance, license or permit requiring the Division of Historical Resources (DHR) and/or the State Historic Preservation Office (SHPO) review.
- **Project Name/Address** - Provide the name, address and/or the Tax Parcel identification for the project.
- **Project Description** - Provide a detailed written description of the proposed project, including related activities, which will be carried out in conjunction with the project. For example, the proposed rehabilitation (include specific details) or demolition of a building or structure, or the extent of proposed land clearing or ground disturbing activities.
- **Project Location** - Provide the 1/4 Section, Section, Township and Range coordinates from the legal description. Provide a site map(s) with dimensions and/or scale and the total project study area acreage.
- **Location Map(s)** - Provide a general project study area/project site location map. Provide an USGS Quadrangle map (to scale – additional enlargements may be included) depiction of the study area and project site. Depict the project study area on an aerial photograph (current and/or past), when available. Provide a detailed topographic map of the study, when available.
- **Photographs** - Provide photograph(s) of the project site if available (no photocopies). Aerial photographs (current or past) of the project study area and project site are recommended, when available. If a project does or may involve building(s) or structure(s) 50 years of age or older, photographs must be provided of the exterior and interior (as appropriate). Provide photographs of specific elements of the building(s) affected by the project if applicable. All photographs should be keyed to a project or building sketch plan.
- **Description of Project Study Area** - Describe the present condition of the project study area and a history of the past land use activities, i.e., agriculture or silviculture. Describe any manmade improvements in the study area. Provide information on the study area drainage, wetlands, soils, vegetation, etc., information describing the natural environment(s) (biological and geological).
- **Description of Buildings or Structures** - If the project study area includes a building or structure, or the project specifically involves such properties, describe the condition and setting of each. Describe any surrounding buildings or structures (include photographs of such improvements keyed to a map). Indicate the recorded or estimated construction dates for each building or structure.
- **Recorded Archaeological Sites or Historic Buildings/Structures** - Provide the Florida Master Site File_number of all such recorded properties in or adjacent to the project study area. Identify any such properties listed on the National Register of Historic Places or determined eligible for listing. Identify such properties locally designated as landmarks. Identify which such properties may be directly or indirectly affected by proposed project activities. Please contact the Florida Master Site File at 850-245-6440.

If you have any questions, please contact the Review and Compliance Section at 850-245-6333 or Suncom 205-6333, or visit our web site at <http://dhr.dos.state.fl.us/bhp/compliance>.

Please submit documentation to: Frederick P. Gaske
State Historic Preservation Officer
Attn: Review and Compliance Section
R. A. Gray Building, 4th Floor
500 South Bronough Street
Tallahassee, Florida 32399-0250