



LEON COUNTY
DEPARTMENT OF
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MANAGEMENT

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NOTICE OF TWO-TRACK REVIEW PROCESS

On October 12, 2010, the Board of County Commissioners adopted an Ordinance to revise the County's Subdivision and Site and Development Plan Review process to establish and implement a two-track review and approval process. Under the new two-track process, an applicant requesting site plan development approval would be provided the option of selecting one of two abbreviated tracks: Concept Plan Approval (CPA) track or a Final Design Plan Approval (FDPA) track. A description of the two review tracks is provided below. [Click here to view flow diagrams of each review track.](#)

The proposed CPA track includes abbreviated submittal requirements while providing the applicant development approval assurances required to market the project and/or to secure the necessary financing, most appropriate for projects that are more speculative in nature. The CPA track is optional for projects that have been determined to qualify for Type "A" or "B" review. Under this review track, the applicant will be required to complete both the Permitted Use Verification (PUV) and Natural Features Inventory (NFI) prior to scheduling an Application Review Meeting (includes public advertisement and direct mail notification to surrounding property owners) on the proposed project. A conceptual Environmental Impact Analysis (EIA) is required as part of the CPA track, and shall be submitted at the time of the development application. Under the CPA track, the EIA requirements are limited to outlining how environmental constraints will be preserved and/or how mitigation measures will be achieved in anticipation of development impacts. Engineering related information and review, including stormwater analysis, will occur subsequent to the site plan approval with the EMP. Development of any such application under the CPA track cannot ensue until such time an EMP, as well as, As-Built and Operating permits are secured with the Department of Growth and Environmental Management. Concurrency review and any anticipated mitigation will need to be completed prior to approval of the Concept Plan. It is anticipated that if all issues are addressed, approval of the proposed Concept Plan would occur shortly after the publicly noticed meeting.

The FDPA track compresses the overall project review timeframe by including concurrent review of the project's site plan and environmental permit, allowing the applicant to receive site plan and environmental permit approval concurrently. This track is generally more appropriate for projects that have financing and are less speculative in nature. The public advertisement and direct mail notification associated with this track would not be reduced from what is presently required by ordinance.

The FDPA track is optional for projects that have been determined to qualify for Type "A" or "B" review; however, the FDPA track is required for projects determined as Type "C" level review. Consistent with the CPA track, the applicant will also be required to complete both the PUV and NFI prior to scheduling an Application Review Meeting (including direct mail notification to surrounding property owners) on the proposed project. The FDPA track allows for concurrent review of a site plan and EMP, and is anticipated to reduce the overall review timeframe by allowing the site plan and EMP to be issued at the same time. Technical engineering related information and analysis is handled with concurrent review of a detailed EMP and the site plan. Concurrency review and any anticipated mitigation will need to be completed prior to approval of a Final Development Plan.

It should be noted that the two-track review process is not applicable to Type "D" level review developments, including proposed Planned Unit Developments and Developments of Regional Impact. Additionally, based on the abbreviated administrative review process currently established in code for Policy 2.1.9 Subdivisions, Limited Partition Subdivisions, One into Two Subdivisions, and Administrative Streamlined Application Process (ASAP) proposals, the two track process would also not be applicable to these types of proposed development projects.