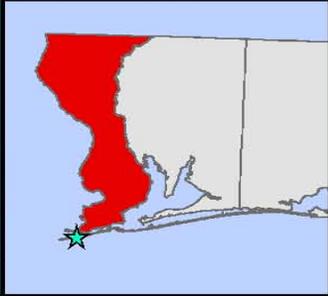


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**LEGEND**

 HCP Plan Area



1 inch equals 3,000 feet

**Figure 4.1**

***Programmatic Perdido Key  
Habitat Conservation Plan  
HCP Plan Area***

**NOTES**

Data Source:  
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Florida Geographic Data Library -  
Roads, Public Lands  
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**Figure 4.2 Beach Dune Habitat Example**



**Figure 4.3 Coastal Strand Habitat Example**



**Figure 4.4 Coastal Scrub Habitat Example**



**Figure 4.5 Maritime Forest Habitat Example**



**Figure 4.6 Coastal Grassland Habitat Example**



**Figure 4.7 Bayside Mudflats Habitat Example**



**Figure 4.8 Wetland (Interdunal Swale) Example**



*Photo by Eric Schneider 2007*



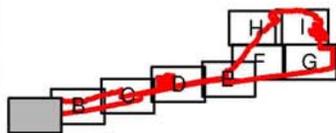
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.8A



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

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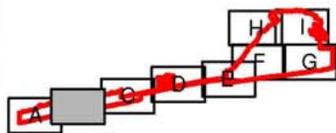
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.8B



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

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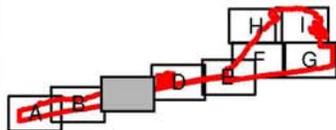
**LEGEND**

- HCP Plan Area
- Match Lines
- NWI Wetlands

1 inch equals 500 feet



Figure 4.8C



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

Data Source:  
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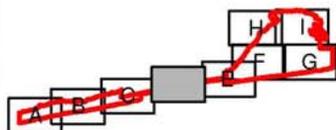
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.8D



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

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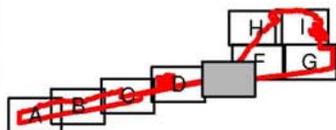
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.8E



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

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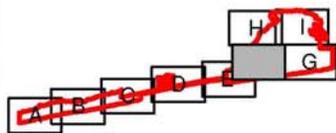
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.8F



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

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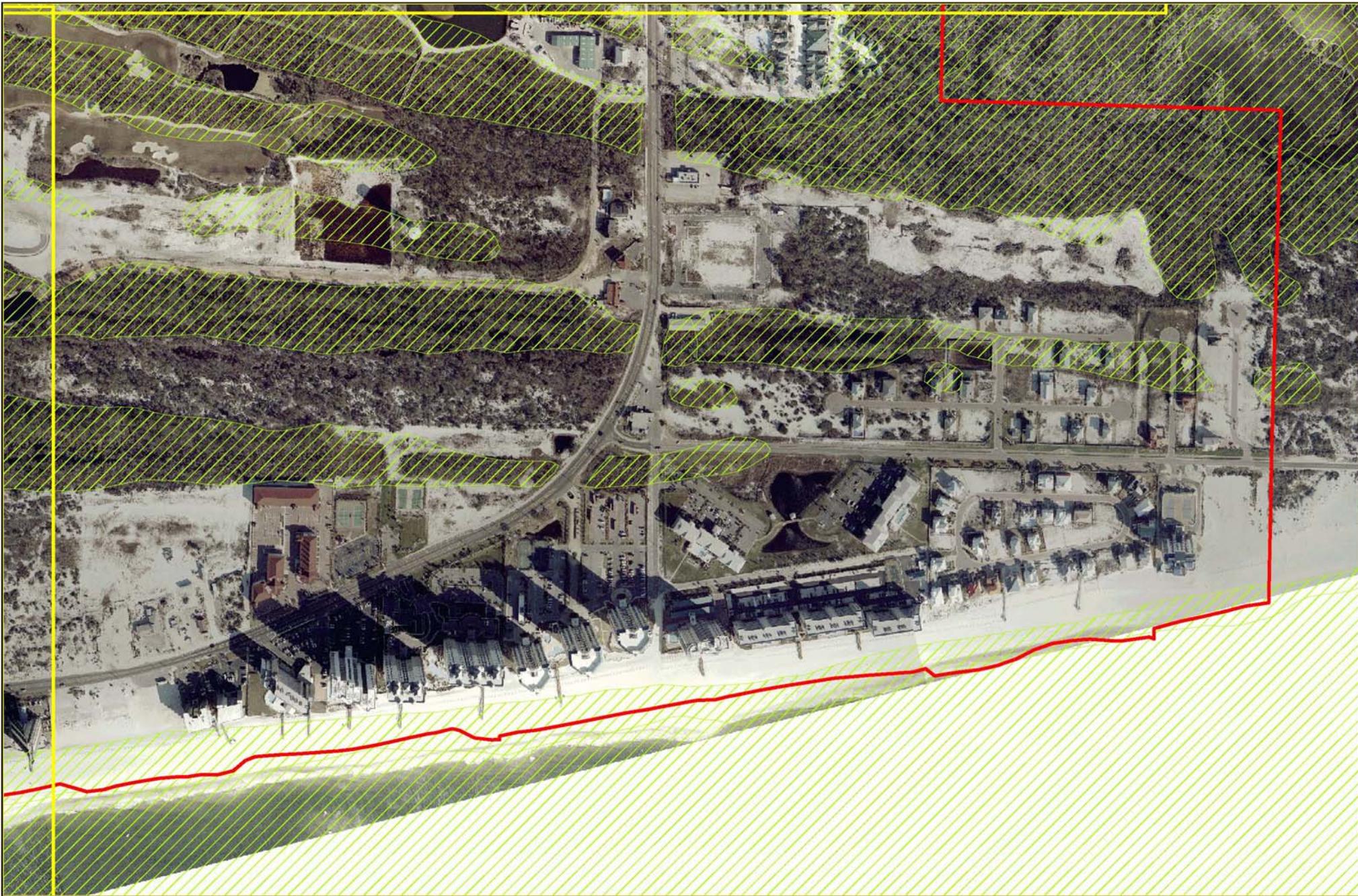
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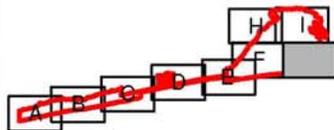
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.8G



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

Data Source:  
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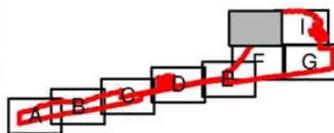
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.8H



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

Data Source:  
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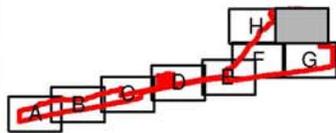
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  NWI Wetlands

1 inch equals 500 feet



Figure 4.81



**Programmatic Perdido Key  
Habitat Conservation Plan  
NWI Wetlands**

**NOTES**

Data Source:  
PBS&J Map Index  
USFWS NWI Wetlands  
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**LEGEND**

-  HCP Plan Area
-  Gulf Islands National Seashore



1 inch equals 3,500 feet

**Figure 4.9**

***Programmatic Perdido Key  
Habitat Conservation Plan  
Gulf Islands National Seashore***

**NOTES**

Data Source:  
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Property Data from FGDL  
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**LEGEND**

-  HCP Plan Area
-  Perdido Key State Park



1 inch equals 1,500 feet

**Figure 4.10**

***Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key State Park***

**NOTES**

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**LEGEND**

-  HCP Plan Area
-  Escambia County Owned Property



1 inch equals 1,482 feet

**Figure 4.11**

***Programmatic Perdido Key  
Habitat Conservation Plan  
County Owned Property***

**NOTES**

Data Source:  
PBS&J Map Index  
Property Data from Escambia County  
2004 Aerial Imagery from LABINS

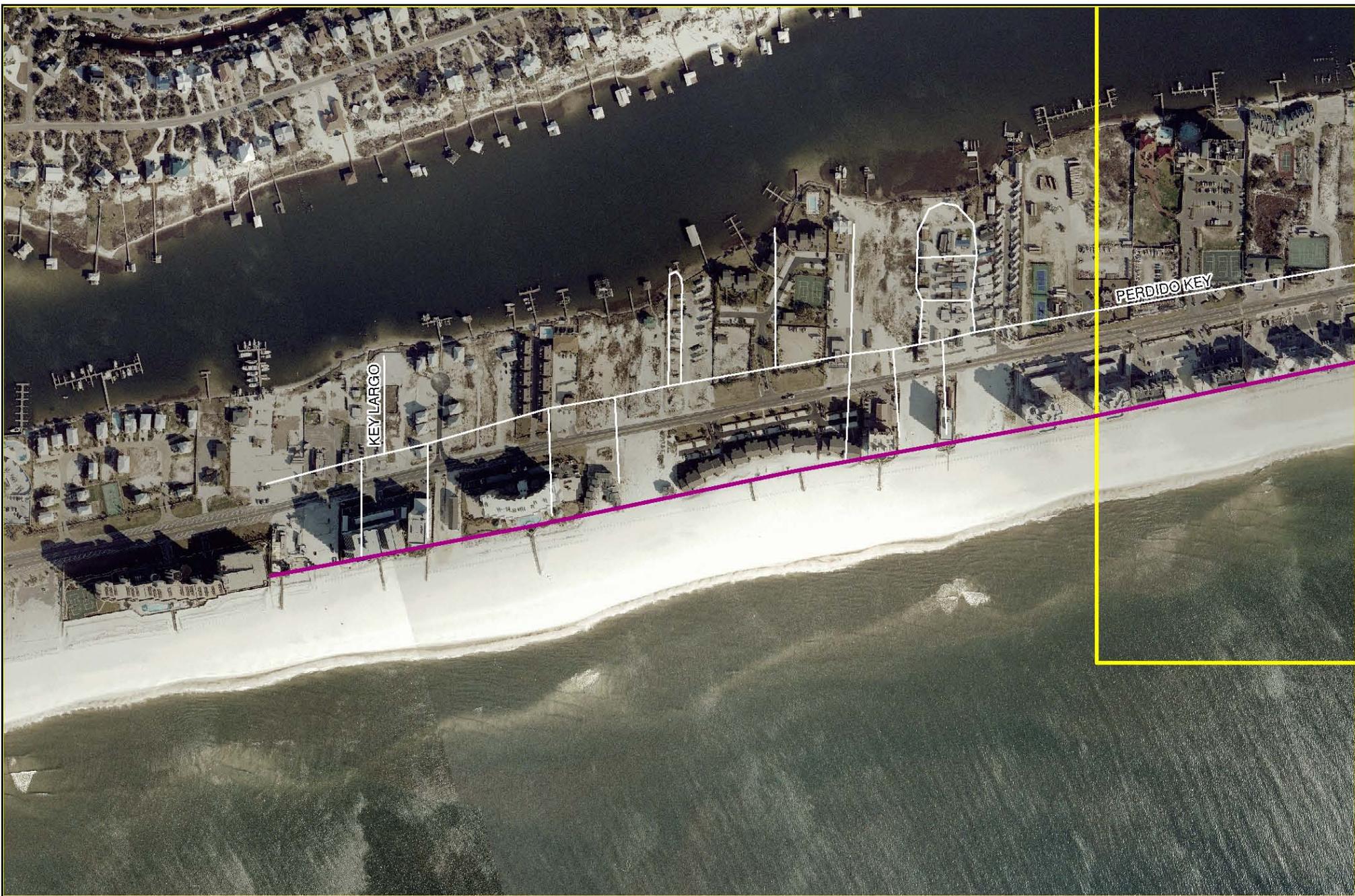
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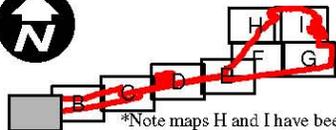
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**LEGEND**

-  Escambia County 1975 CCCL
-  Roads
-  Match Lines

Figure 4.12 A



\*Note maps H and I have been omitted from this map set.

**Escambia County  
1975 CCCL**

(The Escambia County Shoreline Protection Zone commences at the MHWL and runs to and includes the 1975 CCCL.)

1 inch equals 500 feet

**NOTES**

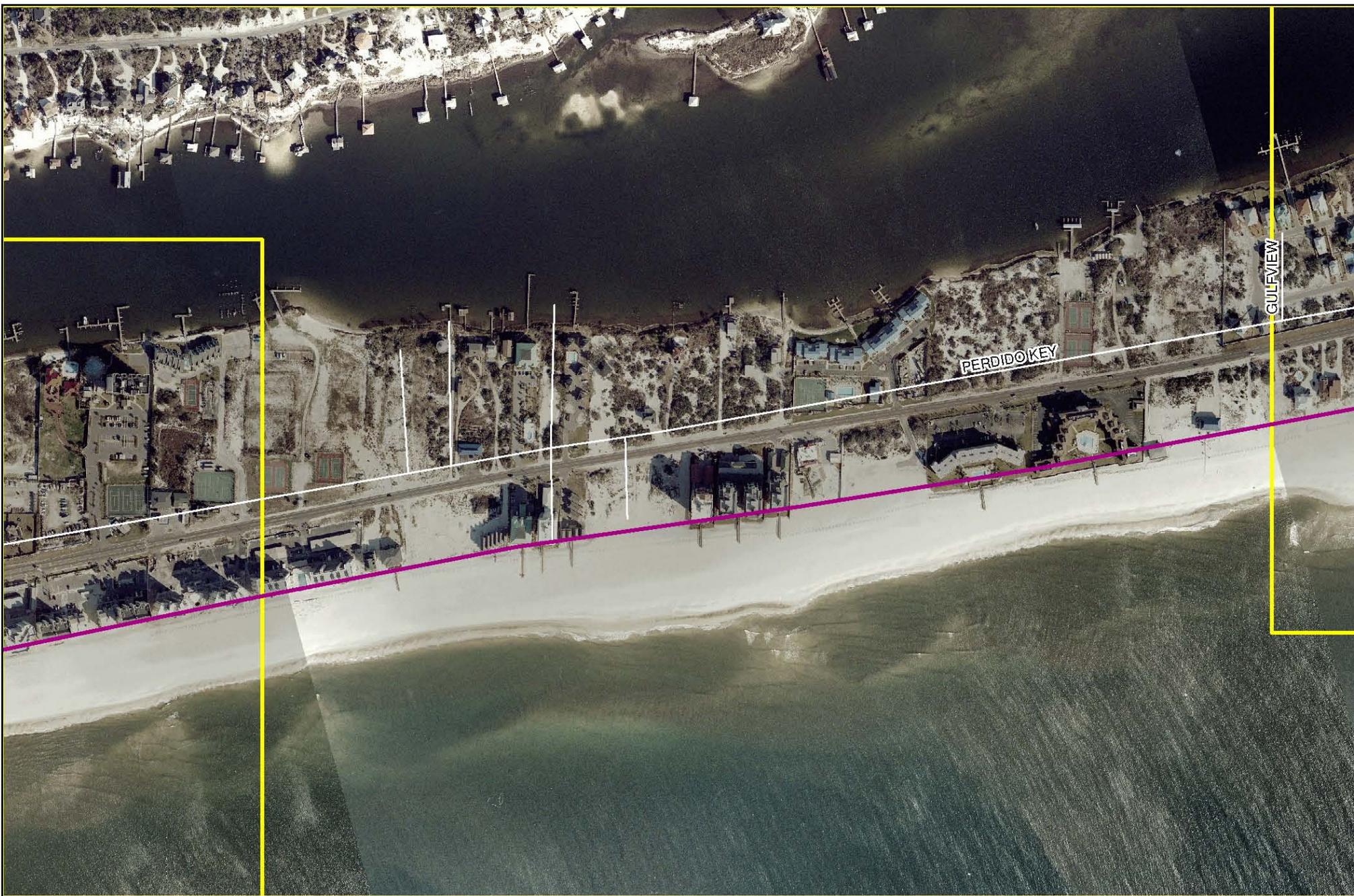
Data Source:  
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 County GIS Department  
 Roads from FGDL  
 Aerial Photo from I.F. Rooks 2007

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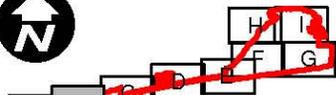




**LEGEND**

- Escambia County 1975 CCCL
- Roads
- Match Lines

Figure 4.12 B



\*Note maps H and I have been omitted from this map set.

**Escambia County  
1975 CCCL**

(The Escambia County Shoreline Protection Zone commences at the MHWL and runs to and includes the 1975 CCCL.)

1 inch equals 500 feet

**NOTES**

Data Source:  
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 CCCL Line from Escambia  
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Project File: P:\PROJECTS\01 0592.00 - Escambia County PK HCPGIS

Maps Produced by: **PBS&J**

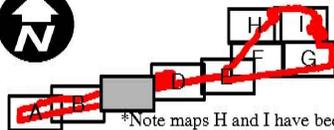




**LEGEND**

- Escambia County 1975 CCCL
- Roads
- Match Lines

Figure 4.12 C



\*Note maps H and I have been omitted from this map set.

**Escambia County  
1975 CCCL**

(The Escambia County Shoreline Protection Zone commences at the MHWL and runs to and includes the 1975 CCCL.)

1 inch equals 500 feet

**NOTES**

Data Source:  
 PBS&J Map Index  
 CCCL Line from Escambia  
 County GIS Department  
 Roads from FGDL  
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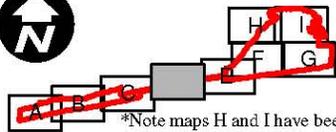




**LEGEND**

- Escambia County 1975 CCCL
- Roads
- Match Lines

Figure 4.12 D



\*Note maps H and I have been omitted from this map set.

**Escambia County  
1975 CCCL**

(The Escambia County Shoreline Protection Zone commences at the MHWL and runs to and includes the 1975 CCCL.)

1 inch equals 500 feet

**NOTES**

Data Source:  
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 CCCL Line from Escambia  
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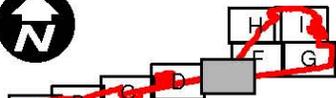




**LEGEND**

- Escambia County 1975 CCCL
- Roads
- Match Lines

Figure 4.12 E



\*Note maps H and I have been omitted from this map set.

**Escambia County  
1975 CCCL**

(The Escambia County Shoreline Protection Zone commences at the MHWL and runs to and includes the 1975 CCCL.)

1 inch equals 500 feet

**NOTES**

Data Source:  
 PBS&J Map Index  
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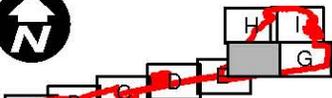
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**LEGEND**

- Escambia County 1975 CCCL
- Roads
- Match Lines

Figure 4.12F



\*Note maps H and I have been omitted from this map set.

**Escambia County  
1975 CCCL**

(The Escambia County Shoreline Protection Zone commences at the MHWL and runs to and includes the 1975 CCCL.)

1 inch equals 500 feet

**NOTES**

Data Source:  
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 CCCL Line from Escambia  
 County GIS Department  
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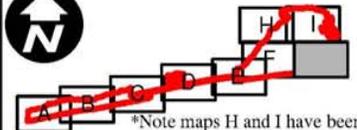




**LEGEND**

- Escambia County 1975 CCCL
- Roads
- Match Lines

Figure 4.12 G



\*Note maps H and I have been omitted from this map set.

**Escambia County  
1975 CCCL**

(The Escambia County Shoreline Protection Zone commences at the MHWL and runs to and includes the 1975 CCCL.)

1 inch equals 500 feet

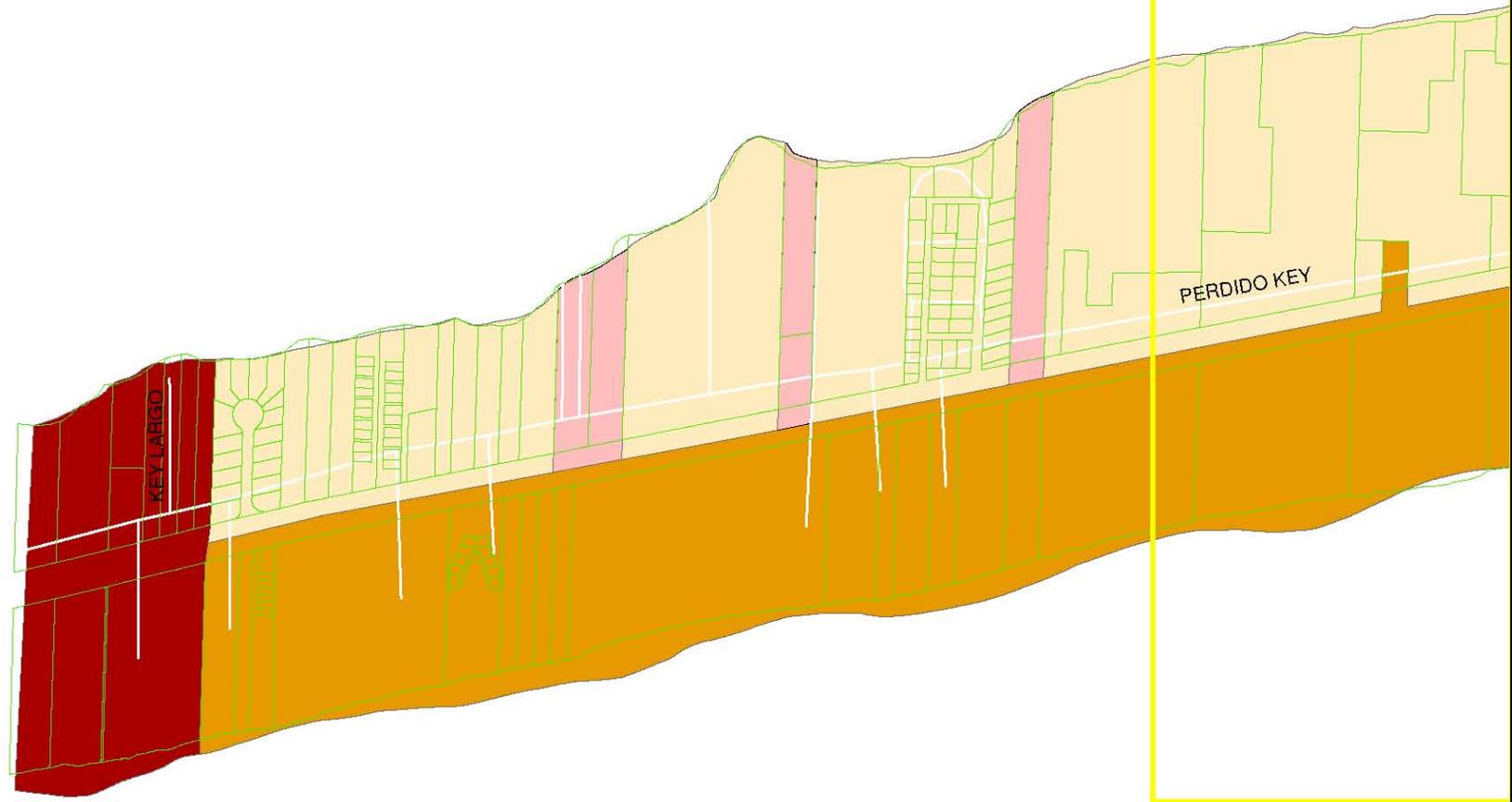
**NOTES**

Data Source:  
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 CCCL Line from Escambia  
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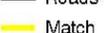
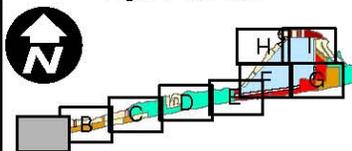
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|  | CGPK  |  | R-3PK |  | Match Lines |
|  | PRPK  |  | S-1PK |   |             |

Figure 4.13 A



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

Data Source:  
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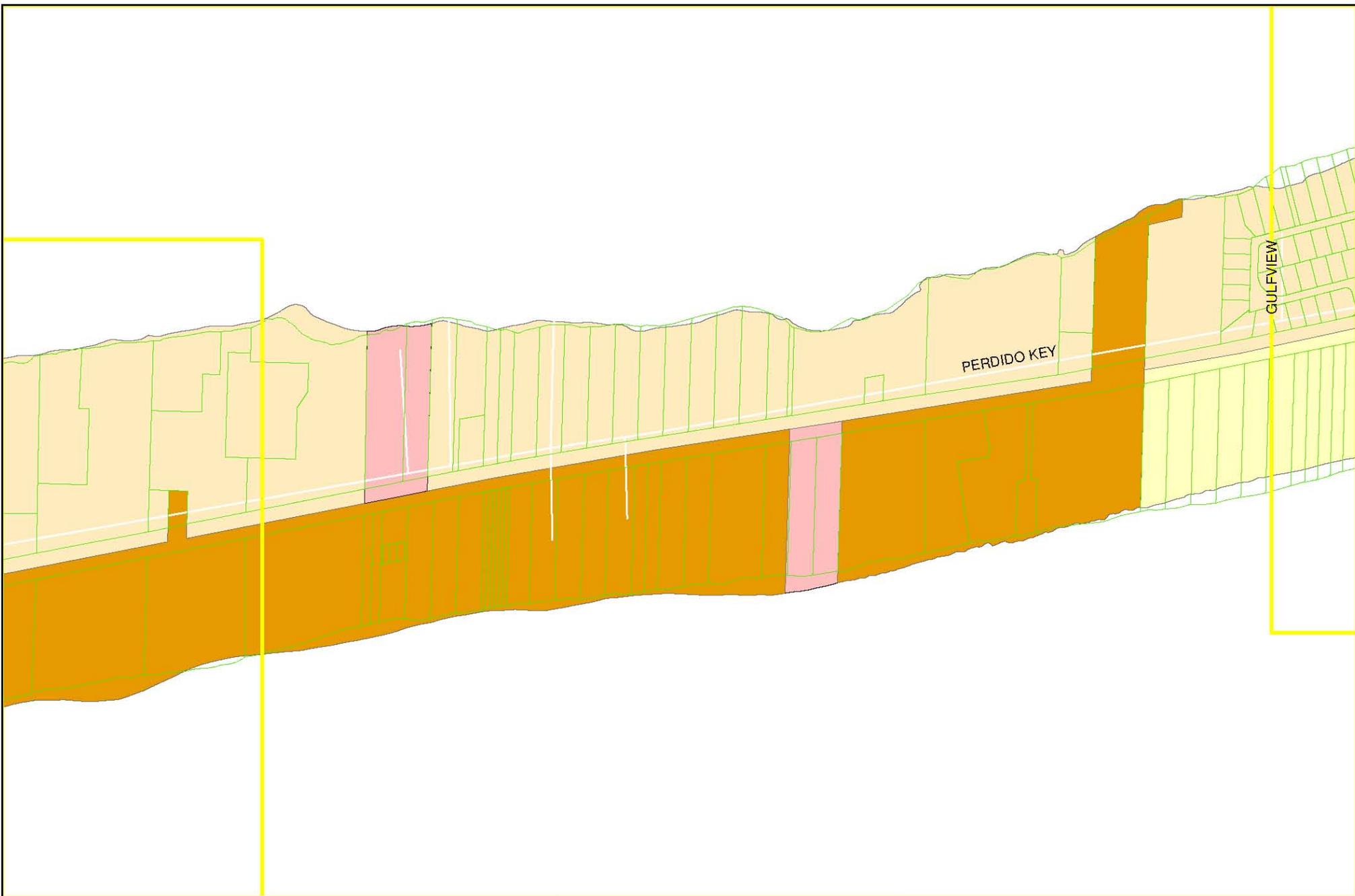
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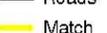
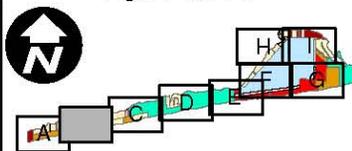
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|  CCPK  |  R-2PK |  Roads       |
|  CGPK  |  R-3PK |  Match Lines |
|  PRPK  |  S-1PK |   |

Figure 4.13 B



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

Data Source:  
PBS&J Map Index  
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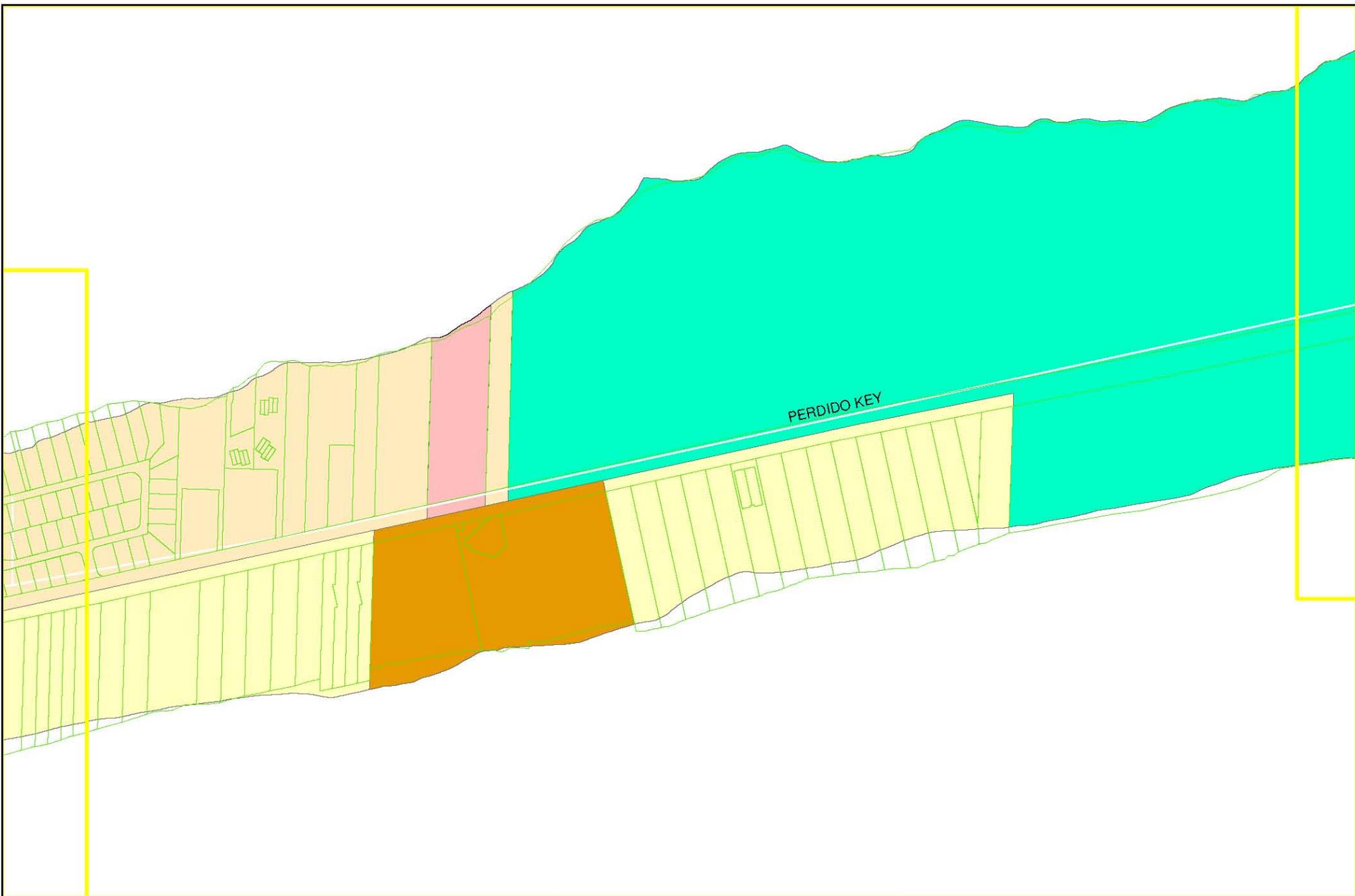
Date: 11/14/08

Staff: JC

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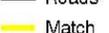
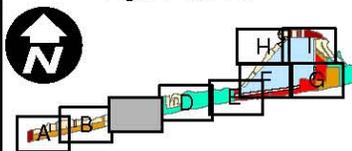
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|   | CGPK  |  | Match Lines |
|   | PRPK  |   |             |
|  | R-1PK |   |             |
|  | R-2PK |   |             |
|  | R-3PK |   |             |
|  | S-1PK |   |             |

Figure 4.13 C



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

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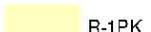
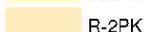
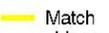
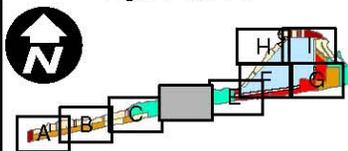
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|  | CCPK  |  | R-2PK |  | Roads       |
|  | CGPK  |  | R-3PK |  | Match Lines |
|  | PRPK  |  | S-1PK |   |             |

Figure 4.13 D



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

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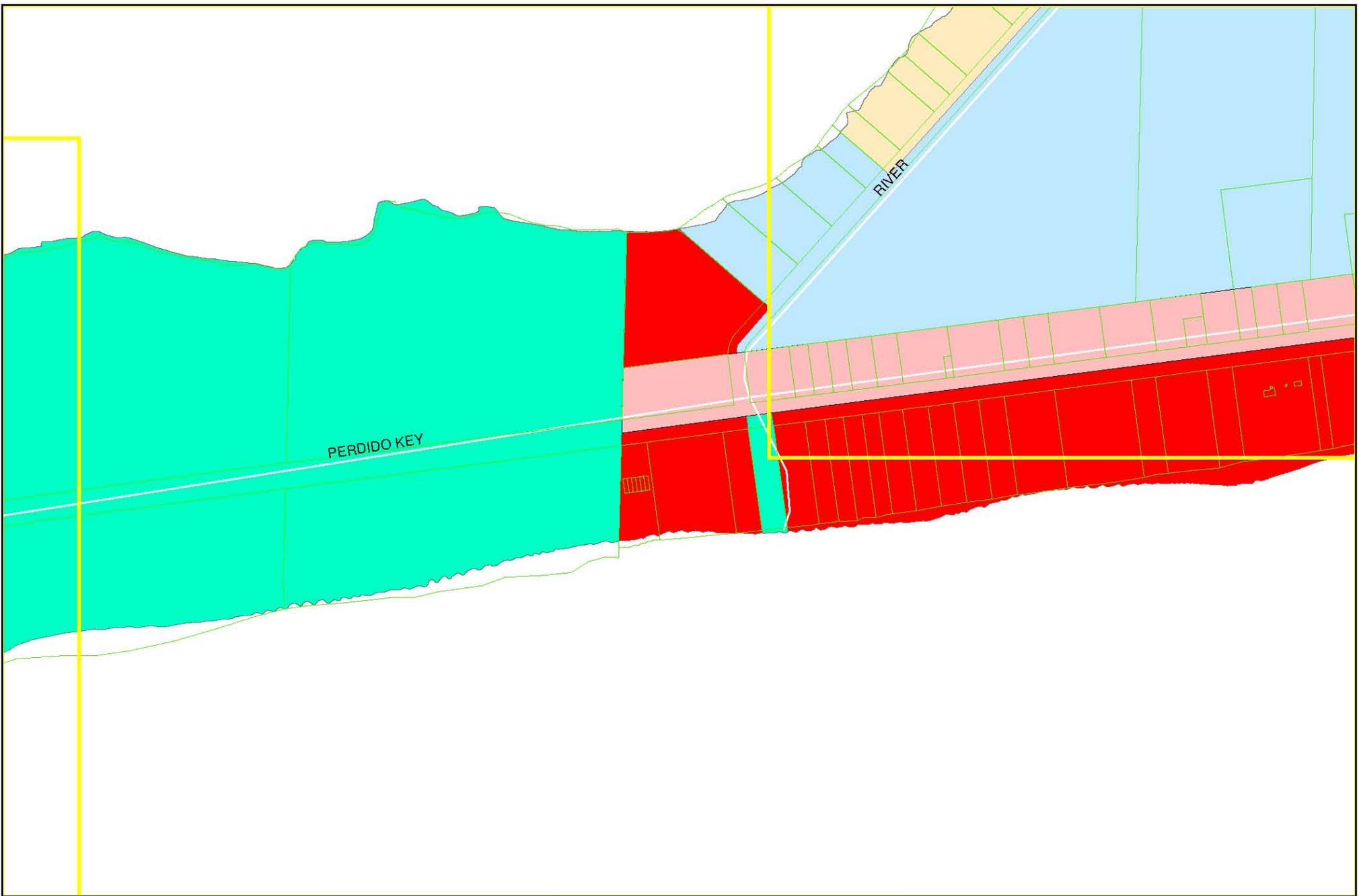
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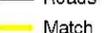
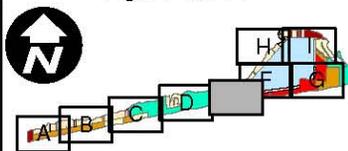
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|  CCPK  |  R-2PK |  Roads       |
|  CGPK  |  R-3PK |  Match Lines |
|  PRPK  |  S-1PK |   |

Figure 4.13 E



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

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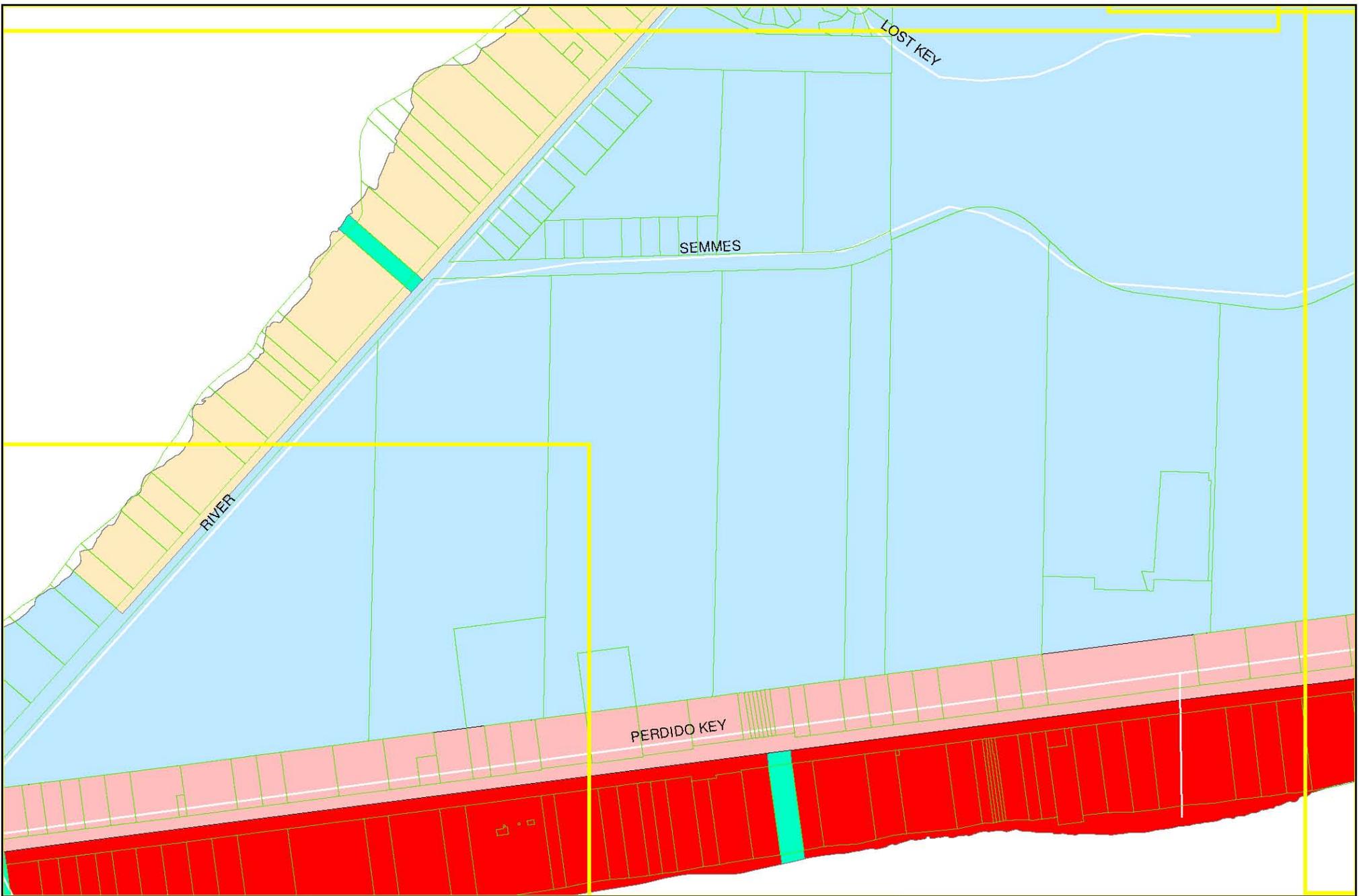
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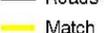
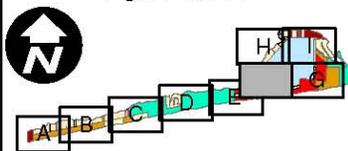
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|  | CCPK  |  | R-2PK |  | Roads       |
|  | CGPK  |  | R-3PK |  | Match Lines |
|  | PRPK  |  | S-1PK |   |             |

Figure 4.13 F



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

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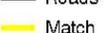
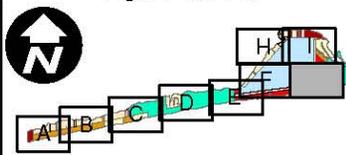
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|  CCPK  |  R-2PK |  Roads       |
|  CGPK  |  R-3PK |  Match Lines |
|  PRPK  |  S-1PK |   |

Figure 4.13 G



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

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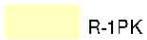
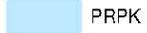
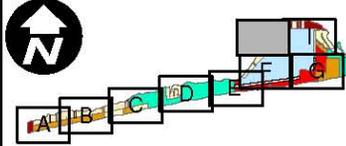
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|  | CGPK  |  | R-3PK |  | Match Lines |
|  | PRPK  |  | S-1PK |   |             |

Figure 4.13 H



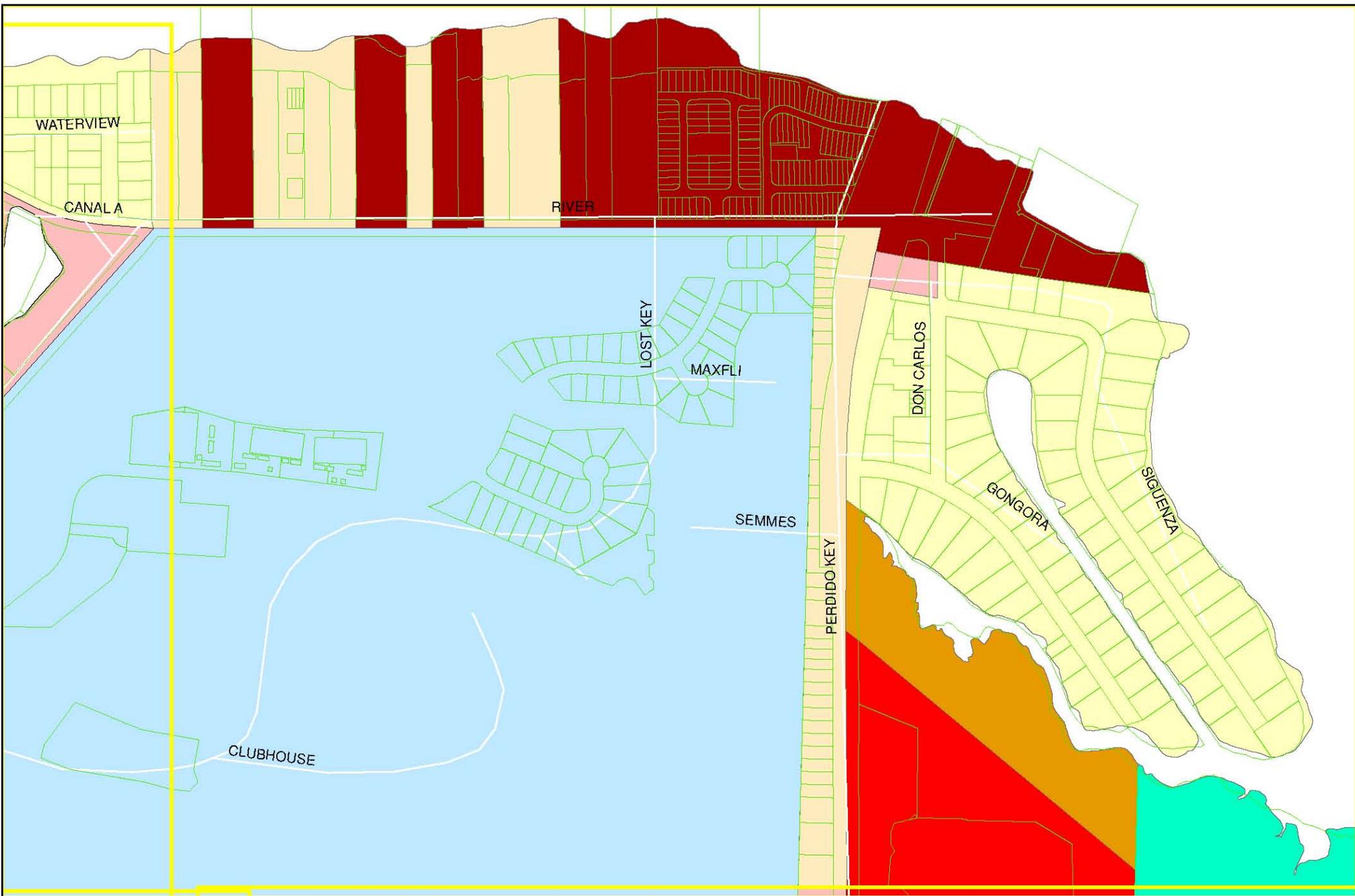
**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

1 inch equals 500 feet

**NOTES**

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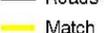
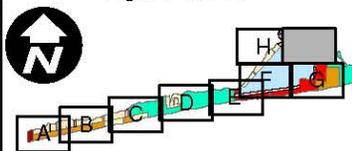
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|  | CCPK  |  | R-2PK |  | Roads       |
|  | CGPK  |  | R-3PK |  | Match Lines |
|  | PRPK  |  | S-1PK |   |             |

Figure 4.131



**Programmatic Perdido Key  
Habitat Conservation Plan  
Perdido Key Zoning Districts**

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**NOTES**

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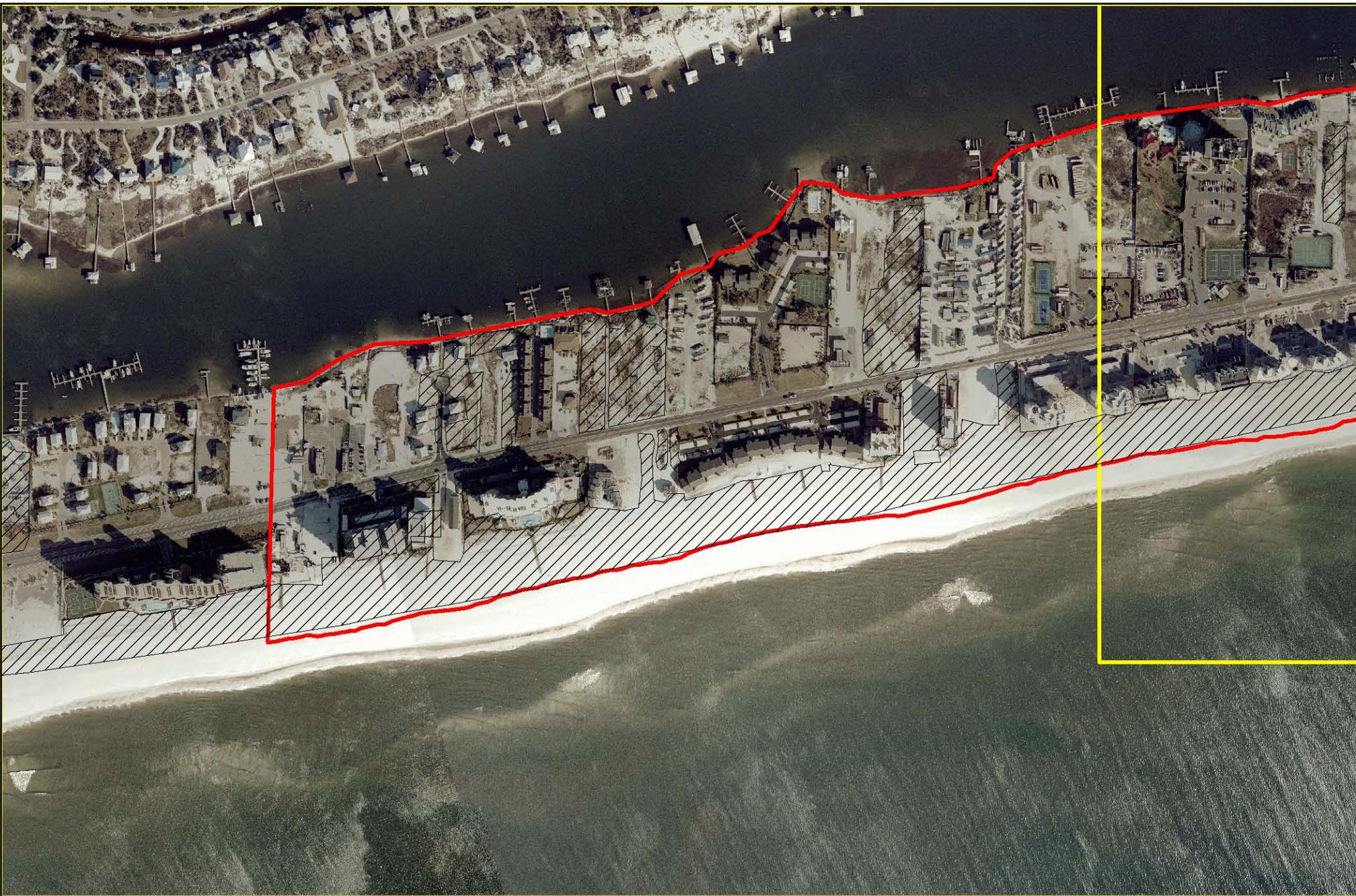
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**Figure 5.1** PKBM Photo



*Photo By: Nick Holler*

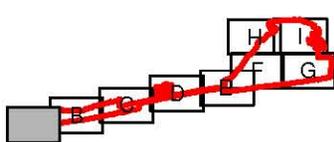


**LEGEND**

-  HCP Plan Area
  -  Match Lines
  -  USFWS PKBM Critical Habitat
- 1 inch equals 500 feet



Figure 5.2A



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

**NOTES**

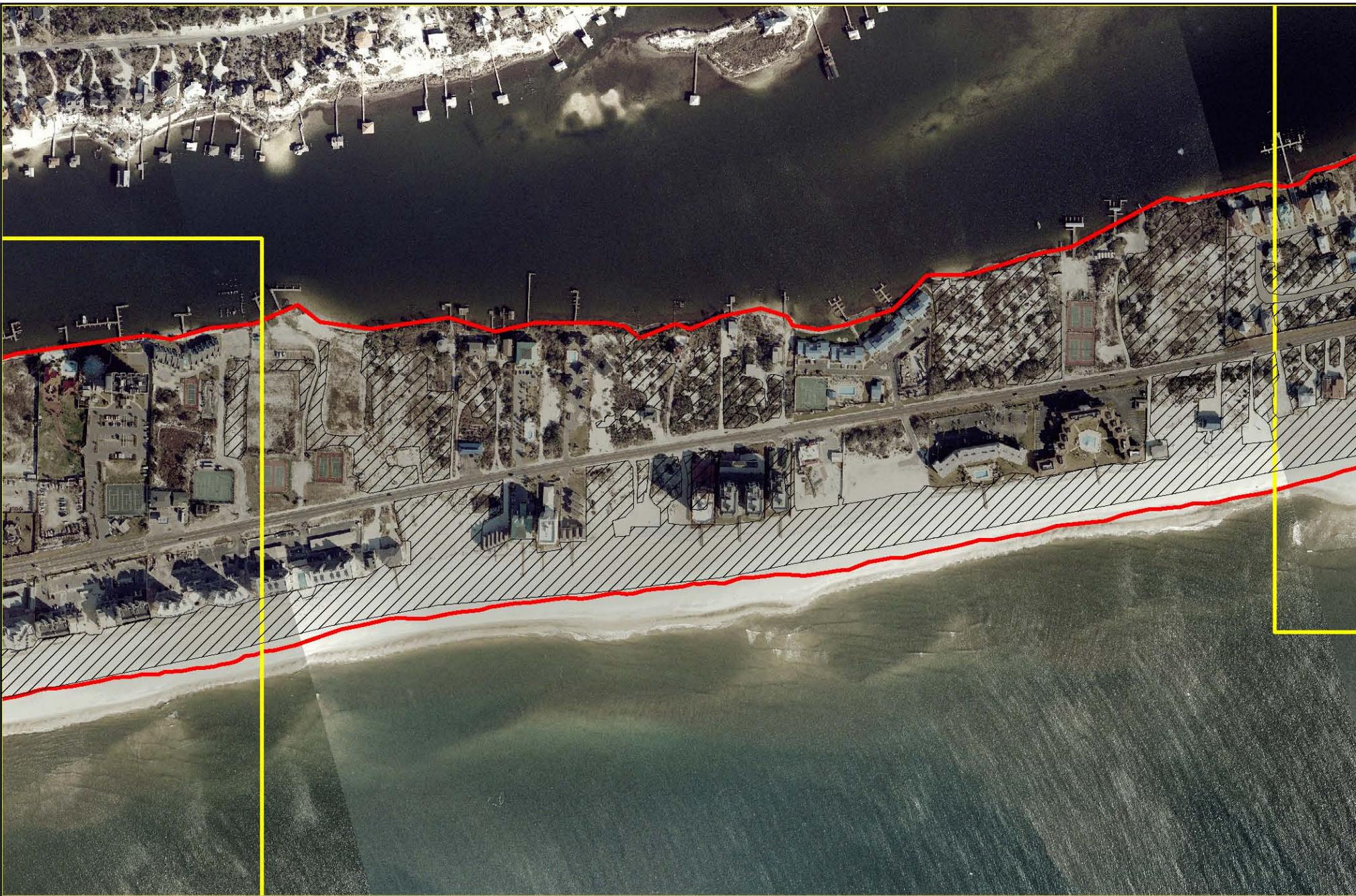
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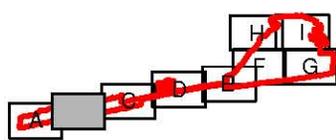


**LEGEND**

-  HCP Plan Area
  -  Match Lines
  -  USFWS PKBM Critical Habitat
- 1 inch equals 500 feet



Figure 5.2B



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

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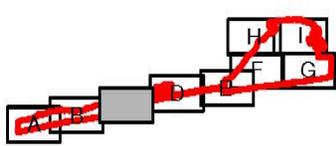


**LEGEND**

-  HCP Plan Area
  -  Match Lines
  -  USFWS PKBM Critical Habitat
- 1 inch equals 500 feet



Figure 5.2C



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

**NOTES**

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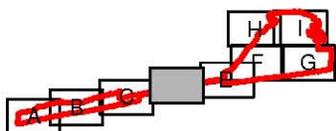


**LEGEND**

-  HCP Plan Area
  -  Match Lines
  -  USFWS PKBM Critical Habitat
- 1 inch equals 500 feet



Figure 5.2D



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

**NOTES**

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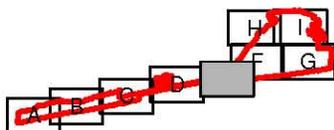
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  USFWS PKBM Critical Habitat

1 inch equals 500 feet



Figure 5.2E



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

**NOTES**

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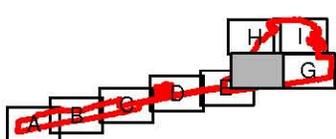


**LEGEND**

-  HCP Plan Area
  -  Match Lines
  -  USFWS PKBM Critical Habitat
- 1 inch equals 500 feet



Figure 5.2F



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

**NOTES**

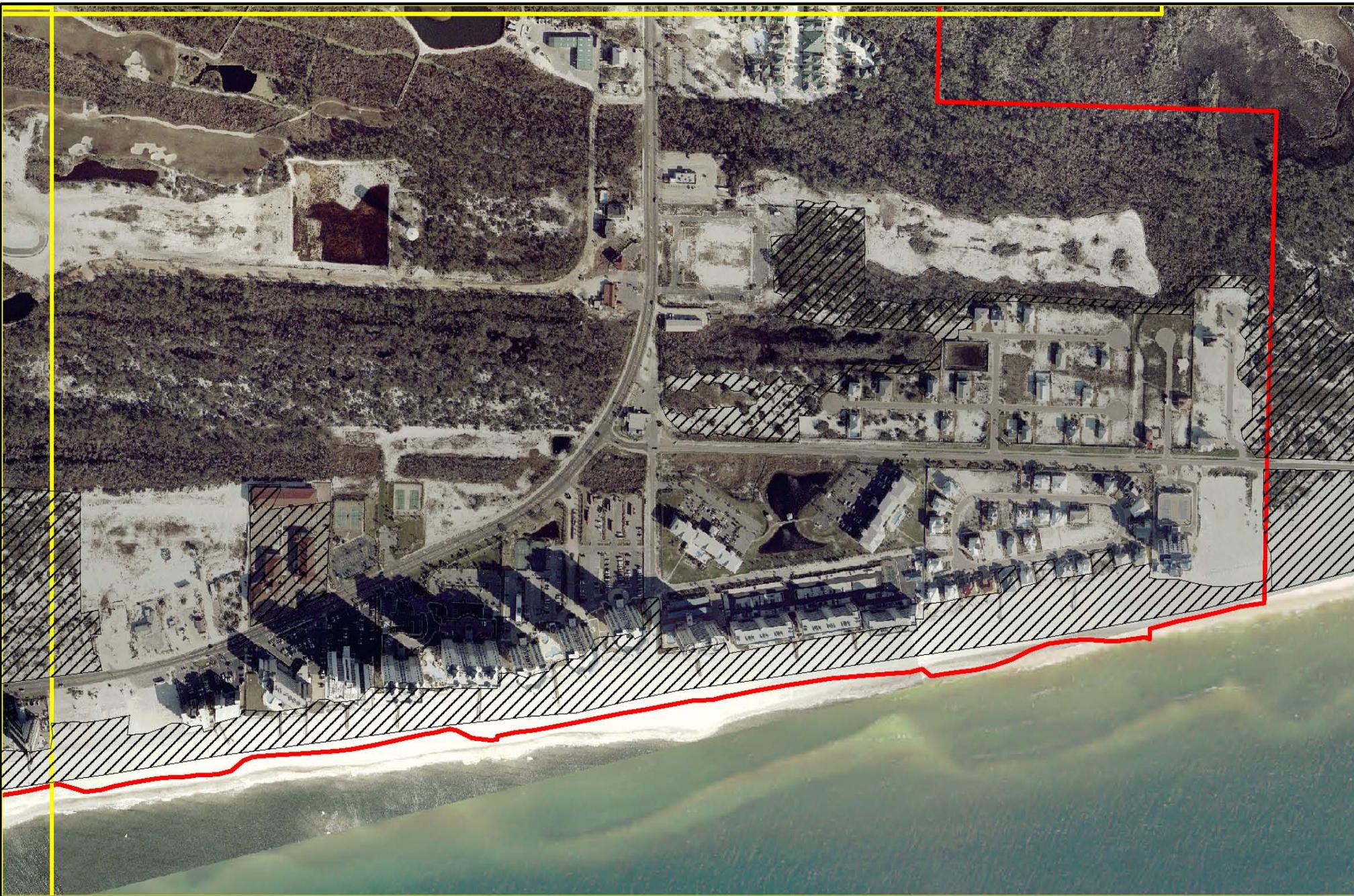
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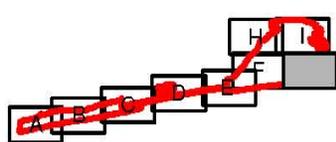
**LEGEND**

-  HCP Plan Area
-  Match Lines
-  USFWS PKBM Critical Habitat

1 inch equals 500 feet



Figure 5.2G



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

**NOTES**

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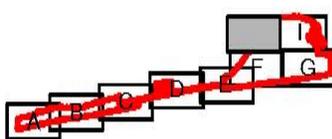


**LEGEND**

-  HCP Plan Area
  -  Match Lines
  -  USFWS PKBM Critical Habitat
- 1 inch equals 500 feet



Figure 5.2H



***Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat***

**NOTES**

Data Source:  
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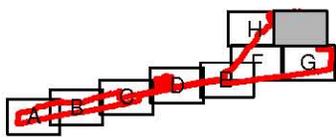


**LEGEND**

-  HCP Plan Area
  -  Match Lines
  -  USFWS PKBM Critical Habitat
- 1 inch equals 500 feet



Figure 5.21



**Programmatic Perdido Key  
Habitat Conservation Plan  
USFWS PKBM Critical Habitat**

**NOTES**

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**Figure 5.3** PKBM Burrow Photo



*Photo By: Nicholas R. Holler*

**Figure 5.4** Loggerhead Sea Turtle (*Caretta caretta*) Photo



*Photo By: USFWS*

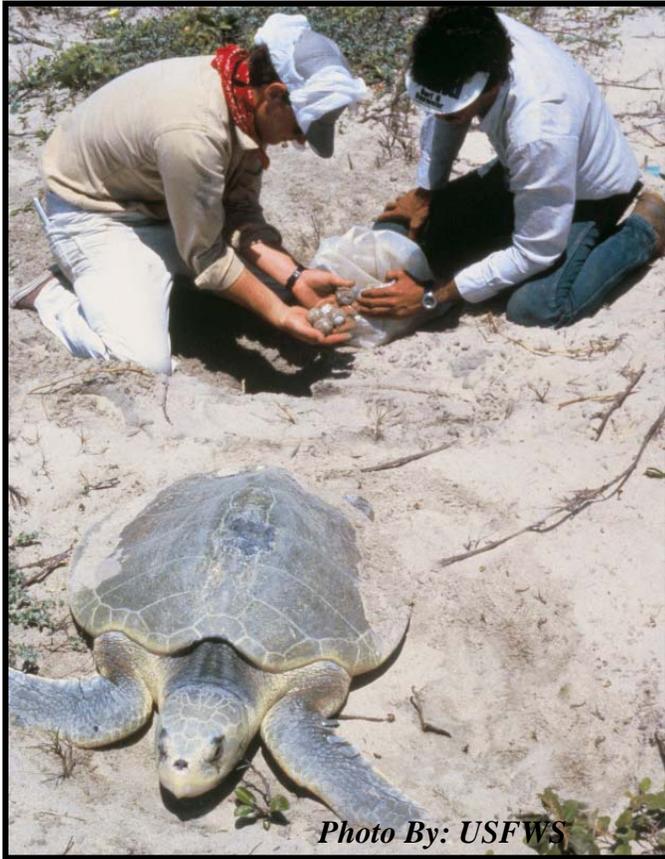
**Figure 5.5** Green Sea Turtle (*Chelonia mydas*) Photo



**Figure 5.6** Leatherback Sea Turtle (*Dermochelys coriacea*) Photo



**Figure 5.7** Kemp's Ridley Sea Turtle (*Lepidochelys kempii*) Photo



**Figure 5.8** Piping Plover (*Charadrius melodus*) Photo



**Figure 5.9** Red Knot (*Calidris canutus rufa*) Photo



**Figure 5.10** Snowy Plover (*Charadrius alexandrinus*) Photo



**Figure 5.11** Least Tern (*Sterna antillarum*) Photo

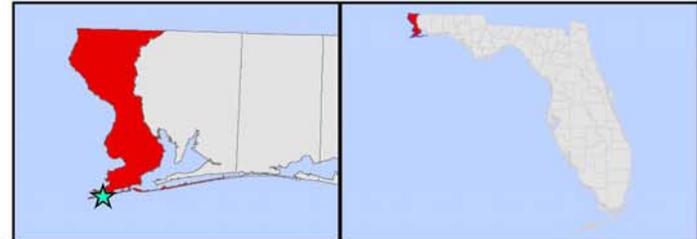
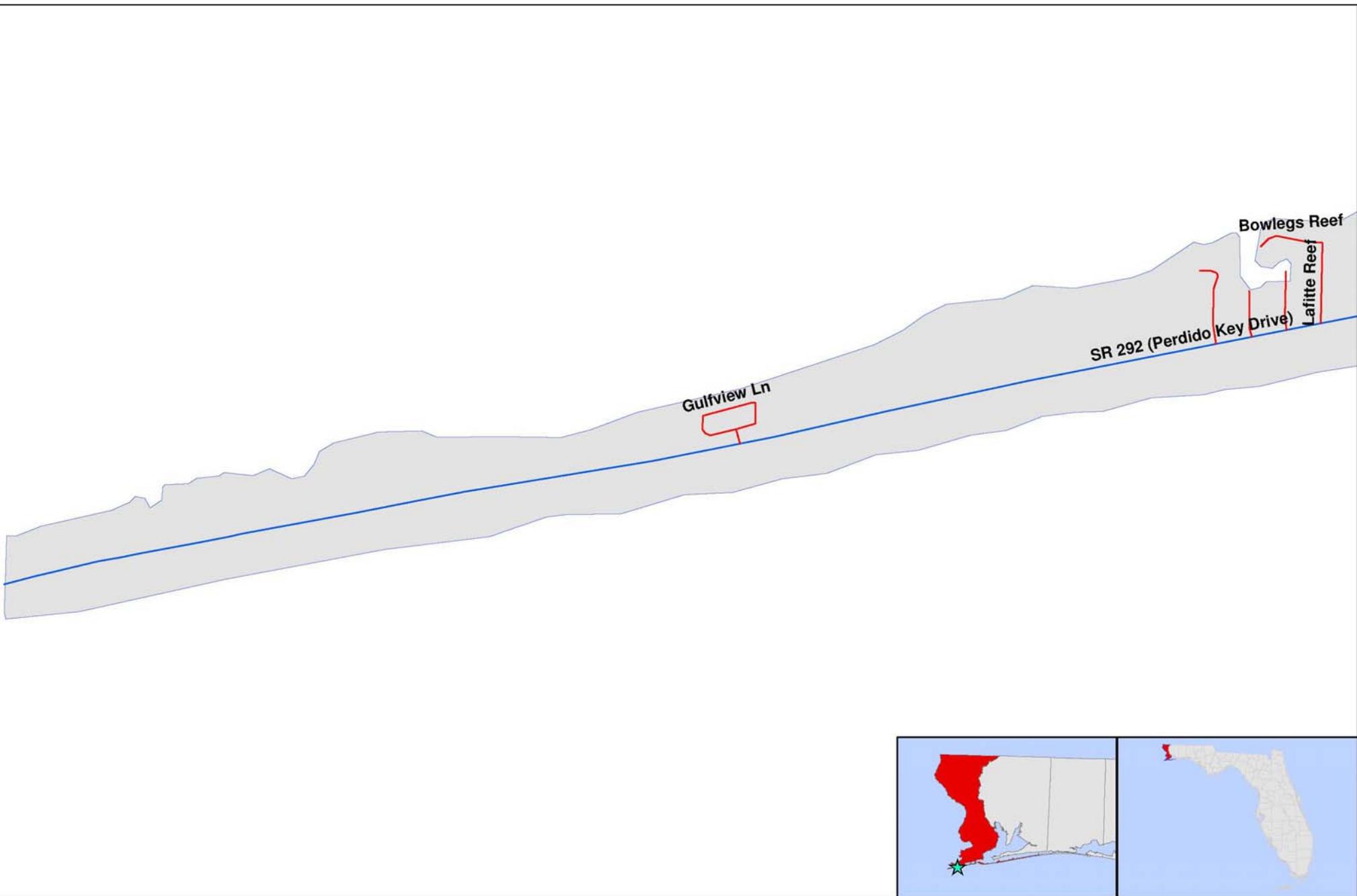


**Figure 5.12** Black Skimmer (*Rhynchops niger*) Photo



**Figure 5.13** American Oystercatcher (*Haematopus palliatus*) Photo





**LEGEND**

- HCP Plan Area
- County Roads
- State Roads



1 inch equals 1,500 feet

**Figure 6.1A**  
**Programmatic Perdido Key**  
**Habitat Conservation Plan**  
**County Roads**

**NOTES**

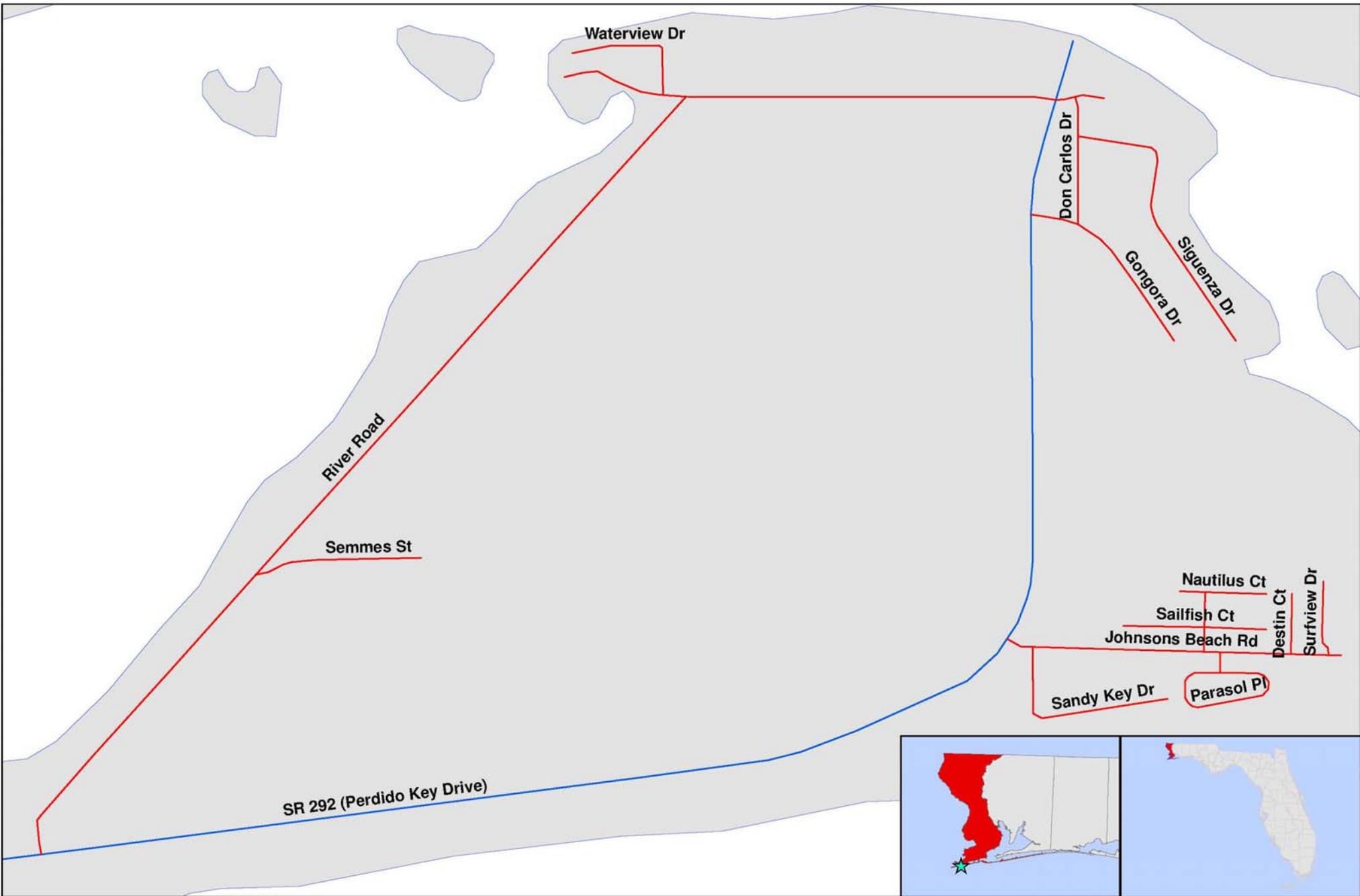
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**LEGEND**

- HCP Plan Area
- County Roads
- State Roads



1 inch equals 1,000 feet

**Figure 6.1B**  
**Programmatic Perdido Key**  
**Habitat Conservation Plan**  
**County Roads**

**NOTES**

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Staff: JC

Project File: P:\PROJECTS\010982 00 - Escambia County PK HCP\GIS

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## Appendix B

### Perdido Key Zoning Districts

**6.05.06. R-1PK Residential district (Perdido Key), low density.**

A. Intent and purpose of district. This district is intended to be a low population density area. The maximum density is two dwelling units per acre. Refer to the Escambia County Comprehensive Plan and latest amendments, specifically Policy 7.A.4.7.f.(4), regarding dwelling and lodging unit caps on Perdido Key. Refer to Article 11 for uses, heights and densities allowed in R-1PK areas located in the Airport/Airfield Environs.

B. Permitted uses.

1. Single-family, two-family (duplex), three-family (triplex), and multi-family dwellings.
2. Boathouses and boat docks as accessory uses, provided the roof of said boathouse does not exceed 20 feet above the elevation 0.0 (MSL) based upon USC&G datum plane.
3. Places of worship.
4. Public utility.
5. Public buildings for general administrative, executive or studio functions, or general warehousing or maintenance operations.
6. Marina (private).
7. Family day care homes and family foster homes.

C. Conditional uses.

1. Golf courses, tennis centers and swimming pools, with customary attendant facilities and accessory buildings.
2. Country clubs and their customary accessory uses.
3. Home occupations with employees.
4. Public utility and service structures. (See Section 6.08.02)
5. Public parks and recreation facilities.

D. Off-street parking requirements. See section 7.02.00.

E. Site and buildings requirements.

1. Lot coverage. The pervious area shall be at least 30 percent of the total lot (70 percent maximum impervious cover ratio.)
2. Lot width. The minimum lot widths shall be as follows:
  - a. Single-family detached dwellings. 40 feet at the front building line and 40 feet at the street right-of-way.
  - b. Two-family (duplex) dwellings. 80 feet at the front building line and 50 feet at the street right-of-way line.
  - c. Multifamily (condominiums, townhouses, boarding and lodging houses) dwellings. 100 feet at both the front building line and the street right-ofway.
  - d. Cul-de-sac lots. A minimum of 20 feet at the street right-of-way.
3. Front yard. There shall be a front yard having a depth of not less than 25 feet.
4. Rear yard. The minimum rear yard shall not be less than ten percent of the depth of the lot but need not exceed 25 feet. On property abutting estuarine, riverine or creek systems,

the setback shall be in accordance with the marine/estuarine/riverine setback (MERS) provisions of the code (Article 7) or 30 feet, whichever is greater.

5. Side yard(s). The minimum side yard on each side shall be ten percent of the lot width measured at the front building line but need not exceed 15 feet on each side; however, required side yards shall not be less than five feet on each side. On property abutting estuarine, riverine or creek systems, the setback shall be in accordance with the marine/estuarine/riverine setback (MERS) provisions of the code (Article 7) or 30 feet, whichever is greater.

6. Building height. No building shall exceed 35 in height above the habitable first floor (see definition of height, Article 3.) Variances to height through Board of Adjustment approval or PUD approval are subject to compliance with the MU-4 Comprehensive Plan height limitations for residential zoning.

7. Open space. There shall be an open space requirement of 35 percent of the total parcel area.

F. Landscaping. (Except for single-family houses and other exemptions, see Section 12.05.01.)

1. See Section 7.01.00.

2. When County landscaping or buffer regulations conflict with requirements of State or Federal authorizations, including Biological Opinions, technical assistance letters or concurrence letters, the conditions in those State or Federal documents shall prevail.

3. For developments subject to Section 7.01.00, standard B-1 of the Buffer and Roadway Setback Performance Standards in section 7.01.06 shall be required on all roadway frontages. For every additional ten feet in width of the landscape area the plant material required shall be doubled. Preservation of existing plant communities within the required landscaped areas can be used to satisfy this requirement. Buffers required adjacent to residential districts shall include a minimum of two trees and 15 shrubs for every 35 linear feet of required buffer area.

4. Xeriscape principles. It is the proposed intent of this ordinance to encourage water conservation through proper plant selection, installation and maintenance practices. The following xeriscape principles are to be incorporated into all landscape designs: a. Proposed plant material shall be tolerant of beach conditions, including salt, wind, low nutrient levels, and drought. b. Limit turf to locations where it provides functional benefits. c. Provide efficient irrigation systems. d. Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive. 5. Irrigation system. a. An irrigation system shall be installed for all landscaped areas of the site. b. All irrigation materials used shall be ASTM approved. c. All irrigation systems shall include rain sensors.

G. Signs. See Article 8.

H. Lighting. Artificial beachfront lighting shall conform to Section 7.03.00.

**6.05.08. R-2PK Residential District (Perdido Key) medium density.**

- A. *Intent and purpose of district.* This district is intended to be a medium population density residential area that recognizes the desirability of maintaining open space. The maximum density is 4.5 dwelling units per acre. Refer to the Escambia County Comprehensive Plan and latest amendments, specifically Policy 7.A.4.7.f.(4), regarding dwelling and lodging unit caps on Perdido Key. Refer to Article 11 for uses, heights and densities allowed in R-2PK areas located in the Airport/Airfield Environs.
- B. Permitted uses.
1. Any use permitted in the R-1PK district.
  2. Kindergarten and child care centers.
- C. *Conditional uses.* Any conditional uses allowed in the R-1PK district.
- D. Off-street parking requirements. See section 7.02.00.
- E. Site and building requirements.
1. *Lot coverage.* Same as the R-1PK district.
  2. *Lot width.* Same as the R-1PK district.
  3. *Front yard.* Same as the R-1PK district.
  4. *Rear yard.* Same as the R-1PK district.
  5. *Side yard.* Same as the R-1PK district.
  6. *Building height.* No building shall exceed a height of four stories, or two stories less than an adjacent structure, if the adjacent structure is greater than four stories and existed on June 1, 1997. (see definition of height Article 3) Variances to height through Board of Adjustment approval or PUD approval are subject to compliance with the MU-4 Comprehensive Plan height limitations for residential zoning.
  7. *Open Space.* Same as the R-1PK district.
- F. *Landscaping.* See Sections 7.01.00 and 12.05.01.
1. See section 7.01.00.
  2. When County landscaping or buffer regulations conflict with requirements of State or Federal authorizations, including Biological Opinions, technical assistance letters or concurrence letters, the conditions in those State or Federal documents shall prevail.
  3. All commercial and multi-family projects shall submit a landscape plan as part of the Development Review Criteria. This plan will include plant species proposed, location of all plant material, including areas proposed for sod, areas of natural vegetation to be protected, and an irrigation plan.
  4. *Xeriscape principles.* It is the proposed intent of this Ordinance to encourage water conservation through proper plant selection, installation and maintenance practices. The following xeriscape principles are to be incorporated into all landscape designs:
    - a. Proposed plant material shall be tolerant of beach conditions, including salt, wind, low nutrient levels, and drought.
    - b. Limit turf to locations where it provides functional benefits.
    - c. Provide efficient irrigation systems.

- d. Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive.
- 5. For developments subject to Section 7.01.00, standard B-1 of the Buffer and Roadway Setback Performance Standards in section 7.01.06 shall be required on all roadway frontages. For every additional ten feet in width of the landscape area, the plant material required shall be doubled. Preservation of existing plant communities within the required landscaped areas can be used to satisfy this requirement. Buffers required adjacent to residential districts shall include a minimum of two trees and 15 shrubs for every 35 linear feet of required buffer area.
- 6. Vehicular use areas.
  - a. Vehicular use areas, other than public rights-of-way, designed to be used for parking or movement of vehicular traffic, shall be separated by a five foot landscaped strip for any boundary of the property on which the vehicular use area is located. This landscaped strip shall consist of shrubs or ground covers with a minimum mature height of 24 inches and a maximum height of 30 inches. Plant material shall be spaced 18"-24" apart, depending on their mature size.
  - b. Interior parking areas shall have one landscape island containing at least one tree and shrubs or ground covers as per the above specifications, for every 8 continuous spaces.
- 7. Irrigation system.
  - a. An irrigation system shall be installed for all landscaped areas of the site.
  - b. All irrigation materials used shall be ASTM approved.
  - c. All irrigation systems shall include rain sensors.
- G. *Signs.* See Article 8.
- H. *Lighting.* Artificial beachfront lighting shall conform to Section 7.03.00.

**6.05.10. R-3PK Residential district (Perdido Key) high density.**

- A. *Intent and purpose of district.* This district is intended to be primarily a high-density residential area. Low intensity office use and service facilities are also permitted. The maximum density is 12 dwelling units per acre. Refer to the Escambia County Comprehensive Plan and latest amendments, specifically Policy 7.A.4.7.f.(4), regarding dwelling and lodging unit caps on Perdido Key. Refer to Article 11 for uses, heights and densities allowed in R-3PK areas located in the Airport/Airfield Environs.
- B. Permitted uses.
  - 1. Any permitted uses in the R-2PK district.
  - 2. Professional offices such as those of architects, engineers, lawyers, tax consultants, accountants, and medical and dental offices.
  - 3. Real estate or insurance offices.
- C. *Conditional uses.* Any conditional use allowed in the R-2PK district.
- D. Off-street parking requirements. See section 7.02.00.
- E. Site and building requirements.

1. *Lot coverage.* The pervious area shall be at least 30 percent of the total area (a maximum of 70 percent impervious cover ratio).
2. *Lot width.* Same as the R-1PK district.
3. *Front yard.* There shall be a front yard having a depth of not less than 20 feet.
4. *Rear yard.* The rear yard shall be not less than ten percent of the depth of the lot but not to exceed 25 feet. On property abutting estuarine, riverine or creek systems, the setback shall be in accordance with the marine/estuarine/riverine setback (MERS) provisions of the code (Article 7) or 30 feet, whichever is greater.
5. *Side yard.* The minimum side yard on each side shall be ten percent of the lot width measured at the front building line but need not exceed 15 feet on each side; however, required side yards shall not be less than five feet on each side. No side yard shall be required in attached townhouse projects except at the ends of such projects where a minimum of ten feet shall be required. On property abutting estuarine, riverine or creek systems, the setback shall be in accordance with the marine/estuarine/riverine setback (MERS) provisions of the code (Article 7) or 30 feet, whichever is greater.
6. *Building heights.* No building shall exceed a height of eight stories, or two stories less than an adjacent structure, if the adjacent structure is greater than eight stories and existed on June 1, 1997. (see definition of height Article 3) Variances to height through Board of Adjustment approval or PUD approval are subject to compliance with the MU-4 Comprehensive Plan height limitations for residential zoning.
7. *Open space.* Same as the R-1PK district.

F. Landscaping.

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1. See Sections 7.01.00 and 12.05.01.
2. When County landscaping or buffer regulations conflict with requirements of State or Federal authorizations, including Biological Opinions, technical assistance letters or concurrence letters, the conditions in those State or Federal documents shall prevail.
3. All commercial and multi-family projects shall submit a landscape plan as part of the Development Review Criteria. This plan will include plant species proposed, location of all plant material, including areas proposed for sod, areas of natural vegetation to be protected, and an irrigation plan.
4. *Xeriscape principles.* It is the proposed intent of this Ordinance to encourage water conservation through proper plant selection, installation and maintenance practices. The following xeriscape principles are to be incorporated into all landscape designs:
  - a. Proposed plant material shall be tolerant of beach conditions, including salt, wind, low nutrient levels, and drought.
  - b. Limit turf to locations where it provides functional benefits.
  - c. Provide efficient irrigation systems.

- d. Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive.
- 5. *Buffer*. For developments subject to Section 7.01.00, a minimum ten-foot wide landscaped strip shall be required on all roadway frontages, and shall contain one tree and ten shrubs for every 35 linear feet of frontage. For every additional ten feet in width of the landscape area, the plant material required shall be doubled. Preservation of existing plant communities within the required landscaped areas can be used to satisfy this requirement. Buffers required adjacent to residential districts shall include a minimum of two trees and 15 shrubs for every 35 linear feet of required buffer area.
- 6. Vehicular use areas.
  - a. Vehicular use areas, other than public rights-of-way, designed to be used for parking or movement of vehicular traffic, shall be separated by a five foot landscaped strip for any boundary of the property on which the vehicular use area is located. This landscaped strip shall consist of shrubs or ground covers with a minimum mature height of 24 inches and a maximum height of 30 inches. Plant material shall be spaced 18"-24" apart, depending on their mature size.
  - b. Interior parking areas shall have one landscape island containing at least one tree and shrubs or ground covers as per the above specifications, for every eight continuous spaces.
- 7. Irrigation system.
  - a. An irrigation system shall be installed for all landscaped areas of the site.
  - b. All irrigation materials used shall be ASTM approved.
  - c. All irrigation systems shall include rain sensors.
- G. *Signs*. See Article 8.
- H. *Lighting*. Artificial beachfront lighting shall conform to Section 7.03.00.

**6.05.15. C-1PK (Perdido Key) commercial district.**

- A. *Intent and purpose of district*. This district is composed of lands and structures used primarily to provide for the retailing of commodities and the furnishing of selected services. The regulations are intended to permit and encourage a full development of essential neighborhood commercial uses, at the same time, however, protecting nearby residential properties from adverse effects of commercial activity. The maximum density is three dwelling units per acre. Refer to the Escambia County Comprehensive Plan and latest amendments, specifically Policy 7.A.4.7.f.(4), regarding dwelling and lodging unit caps on Perdido Key. Refer to Article 11 for uses, heights and densities allowed in C- 1PK areas located in the Airport/Airfield Environs.
- B. Permitted uses.
  - 1. Any use permitted in the R-3PK districts.
  - 2. Any retail business, provided that the products are displayed and sold only inside a building.
  - 3. Personal service establishments, such as, but not limited to, financial institutions, beauty and barber shops, tailors, shoe repairs, watches and similar services.

4. Service stations and auto repair shops, provided that such repairs are carried on within the confines of a building. Does not include body repair shops.
  5. Restaurants, including the sale of beer, wines and liquor for on-premises consumption, provided that the boundaries of the building are located in excess of 100 feet from any residential district.
  6. Bars, night clubs, and package stores, provided that the boundaries of the building are located in excess of 100 feet from the nearest residential district, and are in accordance with Article 7.14.00 of the Escambia County Land Development Code.
  7. Recreational and commercial marinas.
  8. Educational facilities.
  9. Any uses which are similar or compatible to the uses permitted herein that promote the intent and purpose of this district. Determination shall be made by the Planning Board (LPA).
  10. Bed and breakfast inns that conform to the residential character of Perdido Key in terms of bulk, scale, height, and architectural style, as determined by the Development Review Committee.
- C. *Conditional uses.* Commercial amusement and commercial recreational facilities, including miniature golf courses.
- D. *Prohibited uses.* Hotels and motels, excluding bed and breakfast inns.
- E. Off-street parking and loading regulations. See Section 7.02.00.
- F. *Traffic requirements.* See Section 7.11.09.
- G. Screening adjacent to residential district. See Section 7.01.06E.
- H. Site and building requirements.
1. Lot coverage.
    - a. At least 25 percent of each lot or parcel shall remain pervious (75 percent maximum impervious cover ratio.) (See Section 12.01.01.B)
    - b. The maximum combined area occupied by all principal and accessory buildings shall not exceed the percentage allowed under the “Footprint” regulations for the number of stories proposed.
  2. *Lot width.* The minimum lot width for residential single-family, two-family (duplex), three-family (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-1PK district. Multifamily dwelling and commercial buildings shall have no minimum lot width.
  3. *Yards.* The front yard for residential single-family, two-family (duplex), threefamily (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-3PK district. For multifamily dwelling and commercial buildings, the front yard shall be at least 15 feet. For both residential and commercial projects, there shall be a rear yard of at least 15 feet. Required side yard setbacks shall not be less than five feet on each side, except where a commercial district is contiguous to a residential district, there shall be a minimum side yard of ten feet on the side abutting the residential district, unless the two districts are separated by a public street, body of water, or similar man-made or natural buffer, in which case no side yard is required. On property abutting estuarine, riverine or creek systems, the setback shall be in accordance

with the marine/estuarine/riverine setback (MERS) provisions of the code (Article 7) or 30 feet, whichever is greater.

4. *Building heights.* No building shall exceed a height of four stories (see definition of height, Article 3.)
  5. Footprint.
    - a. If the lot or parcel is proposed to be improved with, or contains an existing building of two and one-half or more stories, up to an including four stories, the footprint of both proposed and existing buildings shall not exceed 25 percent of lot coverage.
    - b. The lot or parcel used in computing the area required to satisfy footprint restrictions on buildings two and one-half stories or greater, may not be crossed, intersected or divided by any public road or right-of-way. If a lot or parcel is divided, crossed, intersected or divided by any public road or right-of-way, footprint restrictions shall be applied to each portion of the divided lot or parcel as if the divided lot or parcel were two separate lots or parcels. In the event a public road or right-of-way splits a lot or parcel and creates public access to a waterway, then the lot coverage for both divisions of the lot or parcel shall be used to determine whether footprint restrictions have been satisfied.
- I. Landscaping.
1. See Sections 7.01.00.
  2. When County landscaping or buffer regulations conflict with requirements of State or Federal authorizations, including Biological Opinions, technical assistance letters or concurrence letters, the conditions in those State or Federal documents shall prevail.
  3. *Landscape plan.* All commercial and multi-family projects shall submit a landscape plan as part of the Development Review Criteria. This plan will include plant species proposed, location of all plant material, including areas proposed for sod, areas of natural vegetation to be protected, and an irrigation plan.
  4. *Xeriscape principles.* It is the proposed intent of this Ordinance to encourage water conservation through proper plant selection, installation and maintenance practices. The following xeriscape principles are to be incorporated into all landscape designs:
    - a. Proposed plant material shall be tolerant of beach conditions, including salt, wind, low nutrient levels, and drought.
    - b. Limit turf to locations where it provides functional benefits.
    - c. Provide efficient irrigation systems.
    - d. Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive.
  5. *Buffer.* For developments subject to Section 7.01.00, a minimum ten-foot wide landscaped strip shall be required on all roadway frontages, and shall contain one tree and ten shrubs for every 35 linear feet of frontage. For every additional 10 feet in width of the landscape area the plant material required shall be doubled. Preservation of existing plant communities within the required landscaped areas can be used to satisfy this requirement. Buffers required adjacent to residential

districts shall include a minimum of 2 trees and 15 shrubs for every 35 linear feet of required buffer area.

6. Vehicular use areas.
  - a. Vehicular use areas, other than public rights-of-way, designed to be used for parking or movement of vehicular traffic, shall be separated by a five foot landscaped strip for any boundary of the property on which the vehicular use area is located. This landscaped strip shall consist of shrubs or ground covers with a minimum mature height of 24 inches and a maximum height of 30 inches. Plant material shall be spaced 18"-24" apart, depending on their mature size.
  - b. Interior parking areas shall have one landscape island containing at least one tree and shrubs or ground covers as per the above specifications, for every 8 continuous spaces.
7. Irrigation system.
  - a. An irrigation system shall be installed for all landscaped areas of the site.
  - b. All irrigation materials used shall be ASTM approved.
  - c. All irrigation systems shall include rain sensors.

J. *Signs*. See Article 8.

K. *Lighting*. Artificial beachfront lighting shall conform to Section 7.03.00.

L. *Density Transfers*. Densities may not be transferred to parcels south of Perdido Key Drive. Densities may be transferred across public roadways and commercial zoning district lines, identified as areas zoned C-1PK, CCPK, CGPK and PRPK, provided that the proposed development is on contiguous land (exclusive of public roadways), under unified control of an individual, partnership, corporation, or a grouping thereof. Height maximums cannot be so transferred except through the PUD process.

**6.05.15.01. CCPK (Perdido Key) commercial core district.**

A. *Intent and purpose of district*. This district is composed of lands and structures used primarily for intense residential development and retailing of resort-related commodities and services. The regulations are intended to permit and encourage mixed use development, including high density residential, hotels and motels, and commercial uses associated with resort areas. The maximum density is 13 dwelling units per acre. Refer to the Escambia, County Comprehensive Plan and latest amendments, specifically Policy 7.A.4.7.f.(4), regarding dwelling and lodging unit caps on Perdido Key. Refer to article 11 for uses, heights and densities allowed in CCPK areas located in the Airport/Airfield Environs.

B. Permitted uses.

1. Any use permitted in the C-1PK district.
2. Hotels and motels. Maximum density shall be 25 units per acre.
3. Commercial amusement and commercial recreational facilities, including miniature golf courses.
4. Any uses which are similar or compatible to the uses permitted herein that promote the intent and purpose of this district. Determination shall be made by the planning board (LPA).

C. Off-street parking and loading requirements. See section 7.02.00.

D. *Traffic requirements*. See section 7.11.09.

- E. Screening adjacent to residential districts. See section 7.01.06.E.
- F. Site and building requirements.
  - 1. Lot coverage.
    - a. The lot coverage for residential single-family, two-family (duplex), three-family (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-1PK district. At least 20 percent of each lot or parcel shall remain pervious (80 percent maximum impervious cover ratio) for multifamily dwelling and commercial buildings. (See section 12.01.01.B.)
    - b. The maximum combined area occupied by all principal and accessory buildings shall not exceed the percentage (%) allowed under the “footprint” regulations for the number of stories proposed.
  - 2. *Lot width.* The minimum lot width for residential single-family, two-family (duplex), three-family (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-1PK district. Multifamily dwelling and commercial buildings shall have no minimum lot width.
  - 3. *Yards.* The front and yard shall be the same as the R-3PK district. The rear yard shall be the same as the C-1PK district. The side yards shall be the same as the R-3PK district. Required side yard setbacks shall not be less than five feet on each side, except where a commercial district is contiguous to a residential district there shall be a minimum side yard of ten feet on the side abutting the residential district, unless the two districts are separated by a public street, body of water, or similar manmade or natural buffer, in which case no side yard is required. On property abutting estuarine, riverine or creek systems, the setback shall be in accordance with the marine/estuarine/riverine setback (MERS) provisions of this Code (Article 7) or 30 feet, whichever is greater.
  - 4. *Building heights.* Building heights shall not exceed 18 stories plus two additional stories for parking and/or storage. See article 11 for additional height restrictions within four miles of the Pensacola Naval Air Station.
  - 5. Footprint.
    - a. If the lot or parcel is proposed to be improved with, or contains an existing building of two and one-half or more stories, but less than five stories, the footprint of both proposed and existing buildings shall not exceed 25 percent of lot coverage.
    - b. If the lot or parcel is proposed to be improved with, or contains an existing building of five or more stories, but less than seven stories, the footprint of both proposed and existing buildings shall not exceed 23 percent of lot coverage.
    - c. If the lot or parcel is proposed to be improved with, or contains an existing building of seven or more stories, but less than nine stories, the footprint of both proposed and existing buildings shall not exceed 21 percent of lot coverage.
    - d. If the lot or parcel is proposed to be improved with, or contains an existing building of nine or more stories up to and including 18 stories, the footprint of both proposed and existing buildings shall not exceed 19 percent of lot coverage.

- e. The lot or parcel used in computing the area required to satisfy footprint restrictions on buildings two and one-half stories or greater may not be crossed, intersected or divided by any public road or right-of-way. If a lot or parcel is divided, crossed, intersected or divided by any public road or right-of-way, footprint restrictions shall be applied to each portion of the divided lot or parcel as if the divided lot or parcel were two separate lots or parcels. In the event a public road or right-of-way splits a lot or parcel and creates public access to a waterway, then the lot coverage for both divisions of the lot or parcel shall be used to determine whether footprint restrictions have been satisfied.

G. Landscaping.

1. See section 7.01.00.
2. When county landscaping or buffer regulations conflict with requirements of state or federal authorizations, including biological opinions, technical assistance letters or concurrence letters, the conditions in those state or federal documents shall prevail.
3. Landscape plan. All commercial and multifamily projects shall submit a landscape plan as part of the development review criteria. This plan will include plant species proposed, location of all plant material, including areas proposed for sod, areas of natural vegetation to be protected, and an irrigation plan.
4. Xeriscape principles. It is the proposed intent of this ordinance to encourage water conservation through proper plant selection, installation and maintenance practices. The following xeriscape principles are to be incorporated into all landscape designs:
  - a. Proposed plant material shall be tolerant of beach conditions, including salt, wind, low nutrient levels, and drought.
  - b. Limit turf to locations where it provides functional benefits.
  - c. Provide efficient irrigation systems.
  - d. Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive.
5. Buffers. For developments subject to section 7.01.00, a minimum ten-foot wide landscaped strip shall be required on all roadway frontages, and shall contain one tree and ten shrubs for every 35 linear feet of frontage. For every additional ten feet in width of the landscape area, the plant material required shall be doubled. Preservation of existing plant communities within the required landscaped areas can be used to satisfy this requirement. Buffers required adjacent to residential districts shall include a minimum of two trees and 15 shrubs for every 35 linear feet of required buffer area.
6. Vehicular use areas.
  - a. Vehicular use areas, other than public rights-of-way, designed to be used for parking or movement of vehicular traffic, shall be separated by a five-foot landscaped strip for any boundary of the property on which the vehicular use area is located. This landscaped strip shall consist of shrubs or groundcovers with a minimum mature height of 24 inches and a maximum height of 30 inches. Plant material shall be spaced 18 inches to 24 inches apart, depending on their mature size.

- b. Interior parking areas shall have one landscape island containing at least one tree and shrubs or groundcovers as per the above specifications, for every eight continuous spaces.
- 7. Irrigation system.
  - a. An irrigation system shall be installed for all landscaped areas of the site.
  - b. All irrigation materials used shall be ASTM approved.
  - c. All irrigation systems shall include rain sensors.
- H. *Signs*. See article 8.
- I. *Lighting*. Artificial beachfront lighting shall conform to section 7.03.00.
- J. *Density transfers*. Same as preceding district.

**6.05.15.02. CGPK (Perdido Key) commercial gateway district.**

- A. *Intent and purpose of district*. This district is intended to provide gateways (entryways) into Perdido Key, providing an identity for Perdido Key as a visually attractive, family style, resort community. The district is characterized by resort-related commercial uses, including hotels and motels, as well as high density residential development. The maximum density is 12.5 dwelling units per acre. Refer to the Escambia, County Comprehensive Plan and latest amendments, specifically Policy 7.A.4.7.f.(4), regarding dwelling and lodging unitcaps on Perdido Key. Refer to article 11 for uses, heights and densities allowed in CCPK areas located in the Airport/Airfield Environs.
- B. Permitted uses.
  - 1. Any use permitted in the CCPK district.
  - 2. Hotels and motels. Maximum density shall be 25 units per acre.
  - 3. Any uses which are similar or compatible to the uses permitted herein that promote the intent and purpose of this district. Determination shall be made by the planning board (LPA).
- C. Off-street parking and loading requirements. See section 7.02.00.
- D. *Traffic requirements*. See section 7.11.09.
- E. Screening adjacent to residential districts. See section 7.01.06E.
- F. Site and building requirements.
  - 1. *Lot coverage*. The lot coverage for residential single-family, two-family (duplex), three-family (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-1PK district. At least 15 percent of each lot or parcel shall remain pervious (85 percent maximum impervious cover ratio) for multifamily dwelling and commercial buildings.
  - 2. *Lot width*. The minimum lot width for residential single-family, two-family (duplex), three-family (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-1PK district. Multifamily dwelling and commercial buildings shall have no minimum lot width.
  - 3. *Yards*. The front yard shall be the same as the R-3PK district. The rear yard shall be the same as the C-1PK district. Required side yard setbacks shall not be less than five feet on each side, except where a commercial district is contiguous to a residential district, there shall be a minimum side yard of ten feet on the side abutting the residential district, unless the two districts are separated by a public street, body of water, or similar manmade or natural buffer, in which case no side

yard is required. On property abutting estuarine, riverine or creek systems, the setback shall be in accordance with the marine/estuarine/riverine setback (MERS) provisions of this Code (Article 7) or 30 feet, whichever is greater.

4. *Building heights.* No building shall exceed a height of ten stories. See article 11 for additional height restrictions within four miles of the Pensacola Naval Air Station.
5. *Footprint.*
  - a. If the lot or parcel is proposed to be improved with, or contains an existing building of two and one-half or more stories, but less than five stories, the footprint of both proposed and existing buildings shall not exceed 25 percent of lot coverage.
  - b. If the lot or parcel is proposed to be improved with, or contains an existing building of five or more stories, but less than seven stories, the footprint of both proposed and existing buildings shall not exceed 23 percent of lot coverage.
  - c. If the lot or parcel is proposed to be improved with, or contains an existing building of seven or more stories, but less than nine stories, the footprint of both proposed and existing buildings shall not exceed 21 percent of lot coverage.
  - d. If the lot or parcel is proposed to be improved with, or contains an existing building of nine or more stories, up to and including ten stories, the footprint of both proposed and existing buildings shall not exceed 19 percent of lot coverage.
  - e. The lot or parcel used in computing the area required to satisfy footprint restrictions on buildings two and one-half stories or greater, may not be crossed, intersected or divided by any public road or right-of-way. If a lot or parcel is divided, crossed, intersected or divided by any public road or right-of-way, footprint restrictions shall be applied to each portion of the divided lot or parcel as if the divided lot or parcel were two separate lots or parcels. In the event a public road or right-of-way splits a lot or parcel and creates public access to a waterway, then the lot coverage for both divisions of the lot or parcel shall be used to determine whether footprint restrictions have been satisfied.

G. *Landscaping.*

1. See section 7.01.00.
2. When county landscaping or buffer regulations conflict with requirements of state or federal authorizations, including biological opinions, technical assistance letters or concurrence letters, the conditions in those state or federal documents shall prevail.
3. *Landscape plan.* All commercial and multifamily projects shall submit a landscape plan as part of the development review criteria. This plan will include plant species proposed, location of all plant material, including areas proposed for sod, areas of natural vegetation to be protected, and an irrigation plan.
4. *Xeriscape principles.* It is the proposed intent of this ordinance to encourage water conservation through proper plant selection, installation and maintenance

practices. The following xeriscape principles are to be incorporated into all landscape designs:

- a. Proposed plant material shall be tolerant of beach conditions, including salt, wind, low nutrient levels, and drought.
  - b. Limit turf to locations where it provides functional benefits.
  - c. Provide efficient irrigation systems.
  - d. Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive.
5. **Buffer.** For developments subject to section 7.01.00, a minimum ten-foot wide landscaped strip shall be required on all roadway frontages, and shall contain one tree and ten shrubs for every 35 linear feet of frontage. For every additional ten feet in width of the landscape area, the plant material required shall be doubled. Preservation of existing plant communities within the required landscaped areas can be used to satisfy this requirement. Buffers required adjacent to residential districts shall include a minimum of two trees and 15 shrubs for every 35 linear feet of required buffer area.
6. **Vehicular use area.** Other than public rights-of-way, those vehicular use areas designed to be used for parking or movement of vehicular traffic shall be separated by a five-foot landscaped strip for any boundary of the property on which the vehicular use area is located. This landscaped strip shall consist of shrubs or groundcovers with a minimum mature height of 24 inches and a maximum mature height of 30 inches. Plant material shall be spaced 18 inches to 24 inches apart, depending on their mature size.
7. **Irrigation system.**
- a. An irrigation system shall be installed for all landscaped areas of the site.
  - b. All irrigation materials used shall be ASTM approved.
  - c. All irrigation systems shall include rain sensors.
- H. **Signs.** See article 8.
- I. **Lighting.** Artificial beachfront lighting shall conform to section 7.03.00.
- J. **Density transfers.** Same as preceding district.

**6.05.15.03. PRPK planned resort district (Perdido Key) medium density.**

- A. **Intent and purpose of district.** This district is intended to be a large-scale planned resort district, allowing for destination-type mixed uses that include residential and hotel development and the supporting recreational and commercial facilities, all developed within a master planned setting that includes extensive open space, adequate internal pedestrian/bicycle circulation, creative design, resort-related amenities, and adequate buffer areas. Parcels in this district shall have a gross site area of no less than ten acres. A master plan submittal of the overall proposed development is required. The maximum area-wide density is five units per acre. Refer to the Escambia, County Comprehensive Plan and latest amendments, specifically Policy 7.A.4.7.f.(4), regarding dwelling and lodging unit caps on Perdido Key. Refer to article 11 for uses, heights and densities allowed in PRPK areas located in the Airport/Airfield Environs.
- B. **Density transfers.** Same as preceding district, but includes building allocation, provision of open spaces, and preservation areas which may be permitted among and

between the planned resort district, commercial core district, commercial gateway district and the commercial district, provided the proposed development is a master planned development.

- C. *Site plan approval.* Requests for site plan approval shall include competent evidence of unified control of the entire area proposed for development.
1. The development will be in accordance with an overall master site plan of the entire area under unified control;
  2. Development successors in title shall be bound by the approved site plan. Such site plan shall include but not be limited to maximum project density, overall requirements for open spaces and preservation areas, building coverage allocation, and allocation for incidental commercial uses;
  3. Revision to the approved site plan is permitted; however, all portions of the project shall be in strict accord with the revised master site plan.
- D. Permitted uses.
1. Any use permitted in the CGPK district.
  2. Hotels and motels. Maximum density shall be 25 units per acre.
  3. Storage areas for personal use only by residents and guests of the planned resort. Such areas shall be screened by opaque fencing and landscape material a minimum of six feet in height.
  4. Zero lot line development. See section 7.10.00.
  5. Any uses which are similar or compatible to the uses permitted herein that promote the intent and purpose of this district. Determination shall be made by the planning board (LPA).
- E. Off-street parking and loading requirements. See section 7.02.00.
- F. Traffic and street requirements. See section 7.11.09.
- G. Screening adjacent to residential districts. See section 7.01.06E.
- H. Site and building requirements.
1. *Lot coverage.* The lot coverage for residential single-family, two-family (duplex), three-family (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-1PK district. Maximum area land coverage by all structures shall not exceed 40 percent of the gross site area for multifamily dwelling and commercial buildings.
  2. *Lot width.* The minimum lot width for residential single-family, two-family (duplex), three-family (triplex), four-family (quadruplex), and townhouse buildings shall be the same as for the R-1PK district. Multifamily dwelling and commercial buildings shall have no minimum lot width.
  3. *Yards.* The front yard shall be the same as the R-3PK district. The rear yard shall be the same as the C-1PK district. Required side yards shall not be less than ten feet. All structures shall be located a minimum of 50 feet from any publicly dedicated right-of-way. On property abutting estuarine, riverine or creek systems, the setback shall be in accordance with the marine/estuarine/riverine setback (MERS) provisions of this Code (Article 7) or 30 feet, whichever is greater.
  4. *Building heights.* No building shall exceed a height of ten stories (see definition of height, article 3).
  5. Open space.
    - a. Open space shall not be less than 30 percent of the total site area.

- b. Fifty percent of the front yard shall remain as open space.
- 6. Building separation.
  - a. The minimum distance between structures shall be 15 feet, excluding zero lot-line development.
  - b. A multifamily structure, including hotels and motels, shall be located at least 100 feet from any area on the site plan designated for single-family dwellings.
  - c. For structures over 35 feet in height, for every two feet in height over 35 feet, there shall be an additional one foot of setback at the ground level.
- 7. *Sidewalks*. Sidewalks shall be required and shall provide pedestrian linkages to residential areas, recreational areas, commercial areas, and any locations where there is the potential conflict between pedestrian and vehicular traffic. These conflict areas shall be marked with appropriate pavement markings to clearly indicate pedestrian crossings.
- 8. Landscaping.
  - a. See section 7.01.00.
  - b. When county landscaping or buffer regulations conflict with requirements of state or federal authorizations, including biological opinions, technical assistance letters or concurrence letters, the conditions in those state or federal documents shall prevail.
  - c. Landscape plan. All commercial and multifamily projects shall submit a landscape plan as part of the development review criteria. This plan will include plant species proposed, location of all plant material, including areas proposed for sod, areas of natural vegetation to be protected, and an irrigation plan.
  - d. Xeriscape principles. It is the proposed intent of this ordinance to encourage water conservation through proper plant selection, installation and maintenance practices. The following xeriscape principles are to be incorporated into all landscape designs:
    - (1) Proposed plant material shall be tolerant of beach conditions, including salt, wind, low nutrient levels, and drought.
    - (2) Limit turf to locations where it provides functional benefits.
    - (3) Provide efficient irrigation systems.
    - (4) Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive.
  - e. Buffer. For developments subject to section 7.01.00, a minimum ten-foot wide landscaped strip shall be required on all roadway frontages, and shall contain one tree and ten shrubs for every 35 linear feet of frontage. For every additional ten feet in width of the landscape area, the plant material required shall be doubled. Preservation of existing plant communities within the required landscaped areas can be used to satisfy this requirement. Buffers required adjacent to residential districts shall include a minimum of two trees and 15 shrubs for every 35 linear feet of required buffer area.
  - f. Vehicular use areas.
    - (1) Vehicular use areas, other than public rights-of-way, designed to be used for parking or movement of vehicular traffic, shall be separated by a five-foot landscaped strip for any boundary of the property on which the

vehicular use area is located. This landscaped strip shall consist of shrubs or groundcovers with a minimum mature height of 24 inches and a maximum height of 30 inches. Plant material shall be spaced 18 inches to 24 inches apart, depending on their mature size.

(2) Interior parking areas shall have one landscape island containing at least one tree and shrubs or groundcovers; as per the above specifications, for every eight continuous spaces.

g. Irrigation system.

(1) An irrigation system shall be installed for all landscaped areas of the site.

(2) All irrigation materials used shall be ASTM approved.

(3) All irrigation systems shall include rain sensors.

h. Protection from adverse effects. Orientation of commercial buildings shall be away from residential development within or adjacent to the district. Layout of parking and service areas, access, landscaping yards, courts, walls, signs, lighting and control of noise and other potentially adverse influences shall be such as to promote protection of such residential development, and will include adequate buffering.

I. *Signs*. See article 8.

J. *Lighting*. Artificial beachfront lighting shall conform to section 7.03.00.

K. *Hotels and motels (as defined in article 3) and timeshares*. Maximum density for hotels, motels, and lodging unit timeshares shall be 25 units per acre.

**6.05.20. S-1 and S-1PK outdoor recreational district (noncumulative).**

A. *Intent and purpose of district*. This district is intended to preserve and maintain the land for outdoor recreational uses and open space. Refer to article 11 for uses, heights and densities allowed in S-1, outdoor-recreational areas located in the Airport/Airfield Environs.

B. *Permitted uses*.

1. Golf courses.

2. Country clubs and their customary accessory uses.

3. Bird and wildlife sanctuaries.

4. Parks and greenbelt areas.

5. Reclamation of borrow pits that existed prior to September 16, 2004 (subject to local permit and development review requirements per Escambia County Code of Ordinances, Part I, Chapter 42, article VIII, and performance standards in Part III, the Land Development Code, article 7).

C. *Conditional uses*.

1. Public utility and service structures (see section 6.08.02).

D. *Lot coverage*. The amount of impervious surface shall not exceed 20 percent of the total area.

E. *Signs*. See article 8.

## PERDIDO KEY

*Updated May 30, 2008*

The Escambia County Planning & Engineering staff is constantly working to provide and publish the most current and accurate information possible.  
*This data is for information purposes only.*

DEVELOPMENT ON PERDIDO KEY	
DWELLING UNITS (DU)	
TOTAL EXISTING DWELLING UNITS ON THE GROUND	3811
TOTAL DWELLING UNITS WITH APPROVALS OR DEVELOPMENT RIGHTS BUT <b>NOT BUILT</b>	2518
DWELLING UNITS WITHOUT DEVELOPMENT ORDERS BUT HAVE DEVELOPMENT AGREEMENT	523
<b>TOTAL DWELLING UNITS AVAILABLE</b>	<b>7150</b>
MINUS EXISTING ON THE GROUND	3811
MINUS DWELLING UNITS W/ APPROVAL OR DEVELOPMENT RIGHTS	2518
MINUS UNITS WITH DEVELOPMENT AGREEMENTS	523
<b>TOTAL DWELLING UNITS LEFT-AVAILABLE</b>	<b>298</b>

LODGING UNITS (LU)	
TOTAL LODGING UNITS AVAILABLE	800
LODGING UNITS- EXISTING AND APPROVED	149
LODGING UNITS REMAINING	<b>651</b>

## Appendix C

# Escambia County Draft Wildlife Lighting Ordinance

**ORDINANCE NO 2009-\_\_\_\_\_**

AN ORDINANCE AMENDING ARTICLE 7 OF THE ESCAMBIA COUNTY LAND DEVELOPMENT CODE TO ESTABLISH LIGHTING STANDARDS ON ESCAMBIA COUNTY BARRIER ISLANDS; PROVIDING FOR A PURPOSE AND APPLICABILITY; PROVIDING FOR DEFINITIONS; PROVIDING STANDARDS FOR NEW CONSTRUCTION ACTIVITIES; PROVIDING STANDARDS FOR EXISTING LIGHTING; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR INTERPRETATION, SEVERABILITY, AND AN EFFECTIVE DATE.

**WHEREAS**, Escambia County, Florida, has a coastal community with an extensive shoreline on the Gulf of Mexico; and

**WHEREAS**, Escambia County's extensive shoreline provides important nesting habitat for several species of sea turtles; and

**WHEREAS**, Escambia County's shoreline is developed or may be developed with lighted structures on the shoreline in close proximity to sea turtle nesting areas; and

**WHEREAS**, structures which are built on or near the shoreline usually include some source of artificial lighting; and

**WHEREAS**, scientific studies conclude that certain types of artificial lighting have a detrimental effect on nesting sea turtles and their hatchlings by inhibiting nesting and interfering with the natural lighting cues used by hatchlings to properly orient to the open waters of the Gulf of Mexico; and

**WHEREAS**, proper light management may also positively affect other species of wildlife that utilize Escambia County's coastal areas, and

**WHEREAS**, Escambia County recognizes and respects the rights of citizens to use their property to the full extent and for their personal enjoyment; and

**WHEREAS**, it is the goal of the Escambia County Board of County Commissioners (the "Board") to promote effective management of exterior and interior lighting to provide both safe and secure nighttime use of private property by property owners and minimize disturbances to nesting sea turtles, their hatchlings, and other coastal wildlife; and

WHEREAS, the Board desires to implement this lighting ordinance with the intention of reducing the detrimental affects of artificial lighting on sea turtles and other coastal wildlife;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ESCAMBIA COUNTY, THAT THE ESCAMBIA COUNTY LAND DEVELOPMENT CODE BE AMENDED AS FOLLOWS:

**Section 1. PURPOSE, INTENT, AND APPLICABILITY**

- (1) The purpose and intent of this ordinance is to reduce the impacts of artificial lighting on threatened and endangered sea turtles and other coastal wildlife along the Gulf of Mexico beaches in Escambia County.

**Section 2. DEFINITIONS; Article 3 of the Escambia County Land Development Code is hereby amended to add the following definitions (insertions are underlined, deletions have ~~strikethrough~~):**

Artificial light or artificial lighting: The light emanating from a manmade point source of light (see Point source of light, below).

Beach: Dynamic coastal area of sedimentary deposits, usually sand, between the frontal dune and the water.

Bug light: A lamp that is tinted yellow in order to attenuate its emission of short wavelength visible light and thus reduce its attractiveness to insects. This does not include insect killing devices (bug zappers) that attract insects.

Candela: The basic, international unit for measuring luminous intensity.

Coastal Construction Control Line: The line established pursuant to the provisions of Section 161.053, Florida Statutes.

Cumulatively illuminated: Illuminated by numerous artificial light sources that as a group illuminate any portion of the beach or dune system seaward of the crest of the primary dune.

Directly illuminated: Illuminated by one or more point sources of light directly visible to an observer on the beach.

Disorientation: Inability of hatchling or adult sea turtles to orient properly to the Gulf of Mexico.

Frontal dune: The first natural or human-made mound of sand which is located immediately landward of the beach.

Full cut-off fixture: A fixture with a flat, horizontally oriented lens and opaque sides that does not permit light distribution above a horizontal plane located at the bottom of the fixture.

Hatchling: Any individual of a species of sea turtle, within or outside of a nest, which has recently hatched from an egg.

Illuminate the Beach: As used herein means artificial lighting that casts a discernable shadow on a flat, white object held by an observer on the beach, with the observer positioned between the light source and the object. Illumination of the beach is most discernable on a dark, cloudless night.

Indirectly illuminated: Illuminated by one or more point sources of light not directly visible to an observer on the beach.

Lamp: The source of light within the luminaire.

LED : Light Emitting Diodes.

Light fixture: The device that holds, protects, and provides the optical system and power connections for a source of light.

Light trespass: Light that directly or indirectly illuminates the beach.

Long wavelength: Light with wavelengths greater than 580 nm that emit light in the yellow to red color spectrum.

Low-pressure sodium light: An electric discharge lamp containing sodium, neon, and argon and that appears amber-yellow when lighted.

Lumen: A unit of light output or flux, equal to the amount of light flow from one candela through a unit solid angle.

Luminaire: A complete unit that artificially produces and distributes light. An artificial light source, including fixture, ballast, mounting, and lamp(s).

Nest: An area where sea turtle eggs have been naturally deposited or subsequently relocated by an authorized permittee of the Florida Fish and Wildlife Conservation Commission.

Nesting Habitat: The beach, frontal dune, and those portions of the primary dune, typically seaward of the dune crest, accessible to sea turtles.

Nesting season: The period from May 1 through October 31 of each year.

Point source of light: A bulb, lamp, filament or other manmade source within a fixture that emanates light, including, but not limited to incandescent, tungsten-iodine (quartz), mercury vapor, fluorescent, metal halide, neon, halogen, high pressure sodium, and low pressure sodium light sources, as well as natural gas lights, torches, camp and bonfires. When a lamp is contained within a translucent fixture, the entire fixture shall be considered the point source of light.

Pole lighting: A light fixture set on a base or pole which raises the source of light higher than forty-eight (48) inches off the ground.

Primary dune: A significant dune which has sufficient vegetation, height, and alongshore continuity to offer protective value to upland properties. The primary dune may be separated from the frontal dune by an interdunal trough; however the primary dune may be considered the frontal dune if located immediately landward of the beach.

Recessed Ceiling Fixture – Fixture recessed into the ceiling such that no portion of the lamp extends below the horizontal plane of the ceiling.

Sea turtle: Any marine-dwelling reptile of the families Cheloniidae or Dermochelyidae found in Florida waters or using the beach as nesting habitat, including the species: *Caretta caretta* (loggerhead), *Chelonia mydas* (green), *Dermochelys coriacea* (leatherback), *Eretmochelys imbricata* (hawksbill), and *Lepidochelys kempii* (Kemp's ridley). For purpose of this rule, sea turtle is synonymous with marine turtle.

Shield: An opaque covering, canopy or other such device fitted over a light source that blocks the light source from being observed from the beach and prevents the light from illuminating the beach.

Skyglow: An increase in light levels in the sky above natural ambient levels.

Substantial Improvement – See definition in Escambia County's Land Development Code.

Tinted glass: Any tinted glass treated to achieve an industry-approved, inside-to-outside light transmittance value of 45% or less. Such transmittance is limited to the visible spectrum (400 to 700 nanometers) and is measured as the percentage of light that is transmitted through the glass.

Translucent Fixture: A fixture consisting of a material (e.g., frosted glass) that transmits light but causes sufficient diffusion to prevent a distinct image of the lamp inside.

TSL ("Turtle Safe Lighting"): compact fluorescent bulbs/lamps that have been specifically coated to filter out short wavelengths of light and emit light in the yellow to red color spectrum.

Up-lighting: Lighting fixtures that are directed upward, usually onto objects (flags, monuments, signs, buildings, landscape, etc.).

Wildlife Lighting: Artificial lighting that minimizes the potential for negative affects to the nocturnal behaviors of nesting and hatchling sea turtles and other wildlife. Based on the premise of Keep it Low, Keep it Shielded, and Keep it Long, the following criteria apply:

- A. The light source is mounted as low to the ground or floor as practicable through the use of fixtures such as, low-mounted wall fixtures, low bollards, and ground-level fixtures;
- B. The lumens emitted by the light source are the minimal required for the intended application;
- C. The light source is contained within a full cut-off or fully shielded fixture such that no light is broadcast above a horizontal plane and the point source of light and any reflective surfaces of the fixture are not directly visible from the beach;
- D. The lamps emitting predominately long-wavelength light (>580 nm). These long-wavelength light sources include low pressure sodium vapor lamps, incandescent bug lamps, Lights of America 11 watt compact florescent bug lamps, TSL coated compact florescent lamps, amber and red LEDs, true red neon lamps, and other lamps certified by the Florida Fish and Wildlife Commission as “Wildlife Lighting”.

The luminaires, light fixtures, lamps, and other light sources that have been certified as meeting the criteria of Wildlife Lighting can be found on the joint Florida Fish and Wildlife Conservation Commission and the U.S. Fish and Wildlife Service Wildlife Lighting Certification Program (LCP) website URL:

(<http://myfwc.com/seaturtle/WildlifeLighting/index.htm>).

Window tinting: Tinting or film that meets the standards for tinted glass.

**Section 3. Article 7.03.00 is hereby amended as part of the Escambia County Land Development Code (insertions are underlined, deletion have ~~strikethrough~~):**

### **7.03.00 Barrier Island Lighting**

#### **7.03.01 General Standards**

Lights mandated by Federal regulations (e.g., Federal Aviation Administration) for illuminating obstructions in navigable airspace and lights required by the U.S. Coast Guard for boat navigation are exempt from the provisions of this section provided such lights have been reviewed and approved in accordance with requirements of the Federal Endangered Species Act. Also exempted are traditional holiday lights used outside the sea turtle nesting season.

#### **7.03.02 Standards for new construction activities**

In order to provide the highest level of protection for nesting sea turtles, their hatchlings, and other coastal wildlife, the following standards shall apply to artificial light sources on all new coastal construction (including redevelopment and substantial improvements) on Escambia County barrier islands for which a building permit was issued on or after the effective date of this ordinance:

- (1) The point source of light or any reflective surface of the light fixture shall not be directly visible to an observer on the beach and the light shall not directly, indirectly, or cumulatively illuminate any portion of the beach or dune system seaward of the crest of the primary dune.
- (2) Unless otherwise exempted herein, only Wildlife Lighting, as defined in this Ordinance, shall be used for all exterior applications, with the exception that long-wavelength lamps are only required in fixtures within line-of-sight of the beach.
- (3) Up-lighting that is directly visible from the beach or illuminates the beach shall not be used. Up-lighting of the United States Flag is exempt from this prohibition if the flag is not within line-of-sight of the beach.
- (4) All exterior ceiling mounted fixtures, including recessed ceiling lights and light kits on ceiling fans, are prohibited for applications within line-of-sight of the beach. These fixtures may be utilized in other areas not within the line-of-sight of the beach.
- (5) Lighting that does not conform to the definition of Wildlife Lighting (e.g., not fully shielded) may be used for interior open-air courtyards provided the light fixture is positioned under an eave, overhang, or other type of structure such that light is not permitted to escape directly skyward and uses an incandescent lamp 25 watts or less, a compact fluorescent lamp 11 watts or less, or a long wavelength light source.
- (6) Pole-mounted lights shall only be used for those applications where mounting the lights at lower elevations cannot practicably achieve the required foot candles to conform to the Florida Building Code and a waiver to those Building Code requirements, as provided under State Statute and Florida Administrative Code Rule, has been requested and denied. Where used, these fixtures and lamps shall be properly shielded and may not be mounted at a height greater than 12 feet above the ground. Pole-mounted lights shall not be used for pathway or access area lighting.
- (7) Lighting of dune walkovers and elevated crossovers to the beach is prohibited under Florida Administrative Code (Chapter 62B-34, General Activities Seaward of the Coastal Construction Control Line).

- (8) Temporary lighting of construction sites, if not otherwise prohibited under FAC 62B-33.0015, shall be restricted to the minimal number of lights necessary to conform to state and/or federal safety regulations (e.g., OSHA). These lights shall comply with all of the general standards listed in Article 7.03.02.
- (9) Interior stairwells, elevators and enclosed parking garages that allow light to escape through windows or other openings within line-of-sight of the beach shall comply with all of the general standards listed in Article 7.03.02 of this Ordinance.
- (10) Signs shall be sited on the landward side of structures, when possible. Signs that must be placed on the seaward side of structures shall be positioned, when possible, such that they are not in line-of-sight of the beach and shall be mounted perpendicular to the beach. All signs shall be externally illuminated from above (downward) with full cut-off luminaires. If placement of signs within line-of-site of the beach is unavoidable, long-wavelength lighting, such as amber or red LED lamps, shall be required.
- (11) Tinted glass shall be installed on all windows and glass doors.
- (12) Roadway lighting within line-of-sight of the beach shall use low-pressure sodium lights (LPS) 55 watts or less and full cut-off fixtures mounted no higher than 20 feet above the ground. Additional shielding shall be installed if the light sources can be observed from the beach. High-intensity lighting applications not within line-of-sight of the beach shall use either full cut-off LPS 55 watts or less or full cut-off high pressure sodium (HPS) lights 150 watts or less mounted no higher than 25 feet above the ground.
- (13) Utility leased lighting including “yard” or security lights, shall comply in all respects with the standards imposed for roadway lighting in Article 7.03.02(12) above.
- (14) Outdoor light fixtures producing light directly by the combustion of fossil fuels (such as kerosene lanterns, gas lamps, etc.) shall be allowed provided such fixtures are not within line-of-sight of the beach, are top shielded, are not open torches, not mantle based, and use only a single gas jet.
- (15) Before granting any building permit, the Escambia County Building Department shall determine that all proposed construction complies in all respects with the standards imposed in this section. Detailed project lighting plans shall be submitted to the County showing the location of all exterior light sources relative to adjacent nesting habitat. The plans must identify the location, number and type of lighting to be used for all fixtures. A letter from the FWC showing approval of the project lighting plan may be submitted in

lieu of the lighting plan if such approval is a requirement for site development.

- (16) Should the light fixtures practically permitted by Section 7.03.02 fail to provide sufficient light to comply with the Florida Building Code, alternative lighting may be used provided a waiver to Florida Building Code requirements, as provided under State Statute and Florida Administrative Code Rule, has been requested and denied. In that case, a combination of full-cutoff LPS fixtures supplemented by full-cutoff HPS fixtures, if needed, may be used to provide the required level of illumination, and the most effective light management practices available (best available technology) shall be utilized to minimize light trespass onto the beach. Conflicts with other applicable state and/or federal laws or regulations may be resolved in a similar manner.

### **7.03.03 Standards for existing lighting**

In order to provide the highest level of protection for nesting sea turtles, their hatchlings, and other wildlife, all existing artificial light sources, including utility leased lighting, within Escambia County barrier islands shall be brought into compliance with the provisions of this ordinance as follows:

- (1) The point source of light or any reflective surface of the light fixture shall not be directly visible to an observer on the beach and the light shall not directly, indirectly, or cumulatively illuminate any portion of the beach or dune system seaward of the crest of the primary dune.
- (2) All exterior signs within line-of-sight of the beach shall be externally illuminated from above (downward) with full cut-off luminaires.
- (3) Up-lighting shall be prohibited, because it contributes to skyglow, which can be disruptive to nesting and hatchling sea turtles. Up-lighting of the United States Flag is exempt from this prohibition if the flag is not within line-of-sight of the beach.
- (4) Documented disorientation of nesting or hatchling sea turtles caused by interior lighting may be a violation of the U.S. Endangered Species Act and/or the Florida Marine Turtle Protection Act. Consequently, voluntary application of one or more of the following measures, as applicable, are encouraged to reduce or eliminate the negative effects of interior light emanating from doors and windows within line-of-sight of the beach:

A. Install tinted glass or apply window tinting;

- B. Rearrange lamps and other moveable light fixtures away from windows;
  - C. Use opaque window treatments (shades, curtains, blinds, etc.) at night to shield interior lights from the beach;
  - D. Turn off unnecessary lights.
- (5) Lighting of dune walkovers and elevated crossovers to the beach is prohibited under Florida Administrative Code (Chapter 62B-34, General Activities Seaward of the Coastal Construction Control Line).
- (6) Roadway lighting within line-of-sight of the beach shall use low-pressure sodium lights (LPS) 55 watts or less and full cut-off fixtures mounted no higher than 20 feet above the ground. Additional shielding shall be installed if the light sources can be observed from the beach. High-intensity lighting applications not within line-of-sight of the beach shall use either full cut-off LPS 55 watts or less or full cut-off high pressure sodium (HPS) lights 150 watts or less mounted no higher than 25 feet above the ground.
- (7) All existing artificial light sources must comply with the standards set forth in Section 5.10.02 in accordance with the following schedules:
- A. Single-family residences, including rental properties: One year from the date of ordinance adoption or May 1 of the first nesting season following ordinance adoption, whichever is later;
  - B. Multi-family residences with 4 or fewer units, including rental properties: One year from the date of ordinance adoption or May 1 of the first nesting season following ordinance adoption, whichever is later;
  - C. Multi-family residences with more than 4 units such as condominiums, including rentals and time shares: Two years following ordinance adoption;
  - D. Commercial property such as hotels, motels, retail stores, gas stations, and convenience stores, excluding single- and multi-family rental properties: Two years following ordinance adoption; and
- (8) All existing artificial light sources that do not comply with the standards set forth in Article 7.03.02 shall be removed and the non-compliant lighting replaced with Wildlife Lighting consistent with the standards set forth in Article 7.03.02 for new construction activities.

- (9) Fixtures which cannot be brought into compliance with the standards set forth in Section 7.03.02 shall be removed unless such lighting is: (a) required to comply with the Florida Building Code; (b) the use of Wildlife Lighting would not achieve the compliance standards set forth in those regulations; and (c) a waiver to those Building Code requirements, as provided under State Statute and Florida Administrative Code Rule, has been requested and denied. In that case, a combination of full-cutoff LPS fixtures supplemented by full-cutoff HPS fixtures, if needed, may be used to provide the required level of illumination, and the most effective light management practices available (best available technology) shall be utilized to minimize light trespass onto the beach. Conflicts with other applicable state and/or federal laws or regulations may be resolved in a similar manner.

#### **7.03.04 Enforcement and Penalties.**

Enforcement procedures and penalties under this ordinance shall be those set forth in sections 162.06 through 162.13, Florida Statutes, as may be amended from time to time. The intent of Walton County is to enforce only the terms of this ordinance and not any state or federal laws.

#### **Section 4. INTERPRETATION**

The provisions of this ordinance shall be construed in order to effectively carry out its purpose. Where any provisions of this ordinance refers to or incorporates another provision, ordinance, statute, rule, regulation, policy, official publication, or other authority, it refers to the most current version, incorporating any amendments thereto or rescinded station thereof.

#### **Section 5. REPEALER CLAUSE.**

All ordinances or parts of ordinances that are not consistent or that conflict with the provisions of this ordinance are hereby repealed; provided that such repeal shall be only to the extent of such inconsistency and in all other respects this ordinance shall be cumulative of other ordinances regulating and governing the subject matter covered by this ordinance.

#### **Section 6. SEVERABILITY.**

Should any word, phrase, sentence, or section of this ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional then such shall be severed from this ordinance and the remainder of the ordinance shall remain in full force and effect.

#### **Section 7. EFFECTIVE DATE.**

This ordinance shall take effect as provided by law.

## Appendix D

### Beach Furniture and Sea Turtles

# SHARE THE BEACH



## Beach Furniture and Sea Turtles



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### To Reduce Impacts To Sea Turtles From Beach Furniture:

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- **Remove furniture from the beach nightly**

At night, furniture should be completely removed from the beach and stored behind the primary dune. Please remember, heavy equipment is not allowed on the beach during nesting season. When possible, all furniture should be moved by hand.

- **Stack and arrange furniture**

Marine turtles prefer to nest on the mid to upper beach, protecting their nest from the high tide. Furniture that is left on the beach at night can prevent nesting turtles from reaching the upper beach (See Figure 1). If furniture can not be removed at night, it should be stacked to minimize interference with nesting or hatchling sea turtles (See Figure 2).

Arrange the stacked furniture with the shortest edge facing the shoreline.

Figure 1

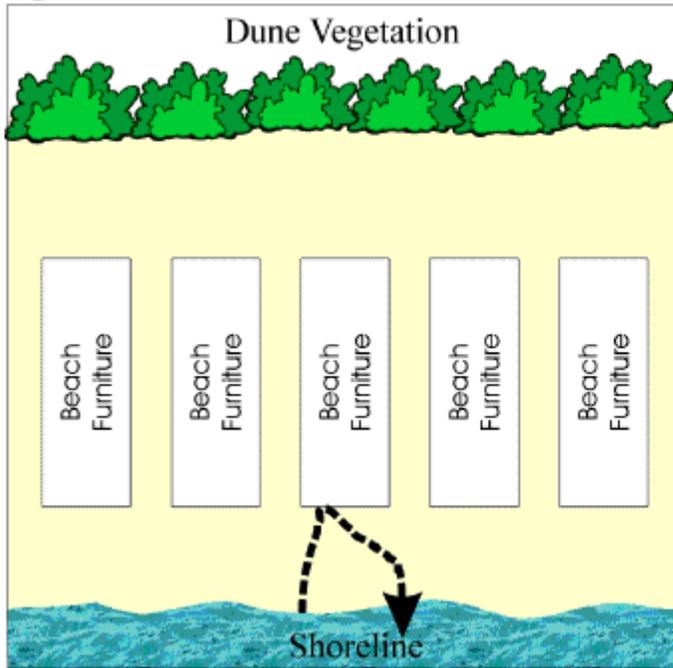
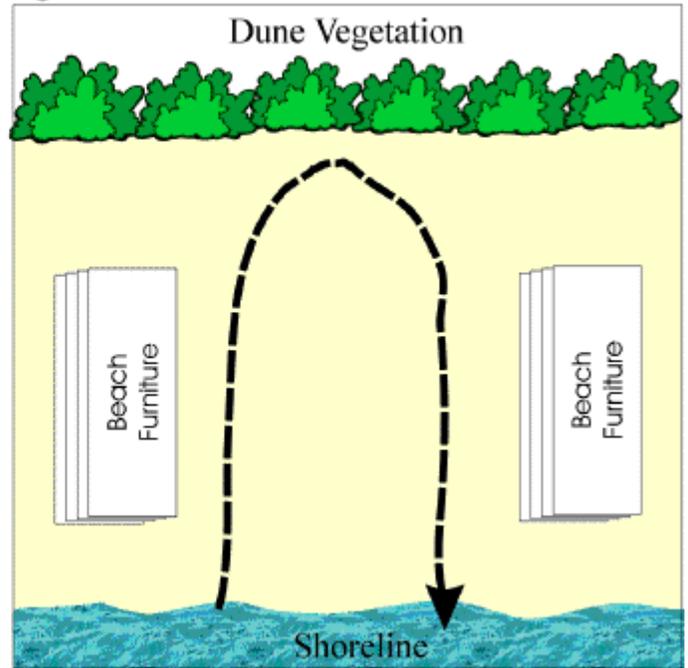


Figure 2



- **Place furniture properly**

No furniture should be placed on the beach until a nesting survey has been completed by a Marine Turtle Permit Holder, who will identify and mark nests. Place furniture at least 5 feet from any marked nest.

Furniture should not be placed on salt-resistant vegetation or on the dunes.

- **Use an umbrella holder or sleeve**

To the degree possible, avoid burying umbrella poles during sea turtle nesting season. Either anchor an umbrella holder or sleeve before the nesting season to use throughout the summer, or use umbrellas that clamp directly to the furniture.

**If you see someone disturbing a sea turtle nest or see a dead, injured or harassed sea turtle, please call the Florida Fish and Wildlife Conservation Commission at 1-888-404-FWCC.**

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## Appendix E

### Beach Driving Exemption Example Letter



**THE COUNTY OF ESCAMBIA**  
**PENSACOLA, FLORIDA**

**Development Services  
Bureau**

**T. Lloyd Kerr, AICP  
Bureau Chief**

Date

Vendor, Owner/Operator  
Address  
City, State Zip

**RE: Beach Driving Exemption, Section 94-4, Escambia County Code of Ordinances**

Dear Vendor:

Section 94-4 of the Escambia County Code of Ordinances allows conditional use of vehicles on the beaches of Perdido Key in association with the normal operation of your business. The following activities are authorized under this exemption:

- Utilization of an appropriate vehicle to transport beach lounges and associated materials to and from the beach is allowed outside of the turtle nesting season (May 1 – September 31). Refer to Florida Fish and Wildlife Conservation Commission guidelines regarding beach lounge placement @ [http://myfwc.com/seaturtle/Beach%20Activities/Beach\\_Furniture.htm](http://myfwc.com/seaturtle/Beach%20Activities/Beach_Furniture.htm).
  - The applicant may utilize equipment necessary to evacuate materials in the case of an eminent landfall of a named storm or other disaster
- Utilization of a 4-wheel drive tractor or pickup to remove hazards to public safety and welfare off the beach
- Driving on vegetated areas of the beach is prohibited

This exemption letter is valid from January 1, 2008 through December 31, 2008. Please allow 10 working days to process an exemption renewal.

**Please note although this exemption allows for the utilization of certain motorized vehicles on the beach, it is the applicant's responsibility to obtain necessary permission from individual property owners to cross private property.**

The applicant is advised that other State or Federal Agencies may also regulate these proposed activities. In the case of multiple jurisdictions regarding an activity, the most restrictive shall prevail.

Questions regarding this letter or activities not specifically covered should be directed to Timothy Day, Environmental Analyst, at 850.595.1144 for evaluation.

Sincerely,

Doyle Butler  
Division Manager  
Environmental Services Division  
Development Services Bureau

# Appendix F

## Special Event Permit Application



# Special Event Permit Application

Escambia County, Florida

Permit Number	
Building Permit Number	
Approved By:	Date:

Check one of the following:	
Tent Permit	<input type="checkbox"/>
Operational Permit	<input type="checkbox"/>
Waiver of Noise	<input type="checkbox"/>
Air Supported Structure	<input type="checkbox"/>

Applicant:		Phone Number:	
Owner's Name:		Phone Number:	
Owner's Address:			
City:	State:	Zip Code:	
Job Address:		Lot or Apt. Number:	

Tent Permit Section Only	
Tent Usage:	
Size of Tent:	Date of Event:

Limited Waiver Section Only	
Pursuant to Ordinance 2001-8, as amended by Ordinance 2001-36, a limited waiver of the noise restrictions may be granted to organizations for special outdoor events to take place in the community.	
Site Address:	
Time of Activity:	Activity:

Remarks or Comments:
Driving Directions:

Escrow Account Number:	
Applicant Signature:	Date:

# Appendix G

## Escambia County Local Business Tax Receipt Application



**LOCAL BUSINESS TAX RECEIPT CATEGORIES - \$26.25 EACH**  
**UNDERLINED CATEGORIES REQUIRE A PREREQUISITE - SEE LIST**

<b>Group Type #</b>	<b>Category</b>
471.02	Abstractor
471.04	Advertising Agent
301.22	<u>Air Conditioning Contractor</u>
471.06	<u>Ambulance Service</u>
231.02	Amusement Device/Machine
471.08	Answering Service
461.02	<u>Architect</u>
461.08	<u>Attorney</u>
461.04	<u>Auctioneer</u>
471.11	Auto Detailing/Cleaning
471.10	<u>Auto Repair</u>
471.13	<u>Auto Repossession</u>
391.02	<u>Bakeries</u>
471.12	<u>Barber Shop</u>
391.04	Boat Manufacturing
471.16	Boat Marina
471.17	Boat Repair
471.18	Booking Agent
471.20	Bookkeeping/Tax Service
391.08	<u>Bottling Plants</u>
231.16	Bowling Alley
301.06	<u>Building Contractor</u>
301.08	Carpenter
291.04	<u>Catering</u>
261.00	Cemeteries, Mausoleums
461.06	<u>Certified Public Accountant</u>
471.15	Charter Boat
471.21	Chimney Sweep
461.10	<u>Chiropractor</u>
471.22	Cleaning/Janitorial
471.28	Collection Agent
471.24	Commercial Diving
471.23	Computer Service
301.10	Concrete Contractor
391.06	Concrete Products
461.32	Consultant (Must specify type)
471.14	<u>Cosmetologist</u>
471.25	Courier/Running
471.27	Court Reporting
471.26	Credit Reporter
391.10	Creosote Plants
521.04	<u>Dealers of Intangible Pers. Prop.</u>
471.30	Delivery Service
301.11	<u>Demolition Contractor</u>
391.14	<u>Dental Laboratory</u>
461.12	<u>Dentist</u>
461.14	<u>Detective</u>
471.32	<u>Detective Agency</u>
484.10	<u>Dispensing Optician</u>
471.40	Dog Kennel
471.38	Draftsman (not registered)
291.06	<u>Drive In/Curb Service</u>
301.12	Dry Wall Contractor
301.14	<u>Electrical Contractor</u>
323.00	Electric Power/Gas Plants
471.42	Electrolysis
461.16	<u>Embalmer</u>
471.46	Employment Service
461.18	<u>Engineer/Surveyor</u>
311.00	Entertainment/Dancing

<b>Group Type #</b>	<b>Category</b>
301.16	Fence Contractor
471.44	Fire Extinguisher Service
301.18	<u>Flooring Contractor</u>
351.00	<u>Fortune Tellers/Clairvoyant</u>
391.16	<u>Frozen Food Manufacture</u>
471.34	<u>Funeral Home</u>
301.20	<u>Gas Connecting Contractor</u>
301.02	<u>General Contractor</u>
471.47	Graphic/Commercial Art
471.48	<u>Guards/Patrolman</u>
471.49	<u>Hazardous Waste Removal</u>
471.50	<u>Health Studio</u>
251.02	<u>Hotel</u>
461.34	<u>Hypnotist</u>
391.18	<u>Ice Plants</u>
301.26	Insulation Contractor
361.00	<u>Insurance Adjustors</u>
301.24	Interior Decorator
301.28	Iron & Steel Contractor
**483.00	<u>Itinerant Vendor</u>
371.00	Junk Dealers/Salvage
301.30	Landscaping/Tree Surgeon
471.52	Laundry/Dry Clean
231.06	Laundry Machines
381.02	<u>Liquefied Petrol./Gas Installer</u>
381.04	<u>Liquefied Petroleum Distr.</u>
471.54	Lock/Gunsmith
391.20	Marble/Concrete Processors
301.31	<u>Marine Contractor</u>
301.32	Masonry Contractor
301.33	<u>Mechanical Contractor</u>
231.08	Merchandise Vending
401.00	Misc. Business (Must specify type)
391.30	Misc. Manuf. (Must specify type)
461.28	<u>Misc. Prof. (Must specify type)</u>
291.08	<u>Mobile Food Service</u>
494.04	<u>Mortgage Broker</u>
251.04	<u>Motel</u>
471.55	<u>Nail Technician</u>
391.22	Newspaper Publishers
461.20	<u>Optometrist</u>
301.34	Painting/Wallpaper Contractor
471.56	Parking Lot
301.36	Paving Contractor
434.02	<u>Pawn Broker (Retail Also)</u>
600.08	Permanent Exhibits (For Profit)
471.57	Pet Services/Grooming
471.58	Photographer/Photo Studio
461.22	<u>Physician</u>
301.38	<u>Plumbing Contractor</u>
391.12	Printing
461.30	<u>Psychological Serv. Provider</u>
471.60	Radio/TV Service
461.24	<u>Real Estate Broker</u>
471.62	Refrig./Air Conditioning Service
471.64	Rental Agent
471.66	Rental Service
471.68	Repair Service
301.04	<u>Residential Contractor</u>
291.10	<u>Restaurants/Eating Establish.</u>

<b>Group Type #</b>	<b>Category</b>
*482.02	Retail Peddler
*482.00	Retail
301.40	<u>Roofing Contractor</u>
251.06	<u>Rooming House</u>
301.42	Sand & Clay Contractor
471.70	Sanitation Service
391.24	Sawmills
491.00	<u>Schools/Colleges</u>
371.02	Scrap Metal Processor
471.72	<u>Septic Tank Service</u>
231.12	Service Vending
471.80	Sewing/Alterations
301.44	<u>Sheet Metal Contractor</u>
471.74	Shoe Repair Service
600.00	Shows of all kinds (Circuses, rodeos, carnivals, etc.) under temporary structure of any kind.
301.54	<u>Shutter Installation</u>
301.43	<u>Sign Contractor</u>
471.78	Sign Painting
521.02	<u>Small Loans</u>
301.54	Specialized Contractor
471.94	Specialized Services
301.60	<u>Specialty Plumber</u>
301.07	<u>Specialty Structure</u>
301.48	Stevedoring Contractor
471.84	<u>Structural Pest Control</u>
301.46	<u>Swimming Pool Contractor</u>
291.16	<u>Take Out Service</u>
471.79	<u>Tanning Salon</u>
461.36	<u>Tattoo Artist</u>
471.83	Taxidermy
471.81	Taxi/Limo Service
512.00	Telephone Systems
323.02	Television Antenna Company
412.02	Theater
301.50	Tile Contractor
600.12	Toll Bridges (Not owned by City or County)
531.00	Trading Tangible Pers. Prop.
531.02	Trading Wholesale
531.04	Trading Wholesale Petroleum
471.82	Trailer Park
471.85	<u>Travel Agency</u>
372.00	Traveling Junk Dealer
471.71	Typing/Secretarial
301.51	<u>Underground Utilities</u>
471.86	Upholstery
461.26	<u>Veterinarian</u>
471.87	Video/Audio Production
301.55	<u>Vinyl Siding</u>
471.88	Warehouse Storage Services
471.90	Watch Repair Service
561.00	<u>Water Companies/Sewer Disposal</u>
471.89	Weight Loss Clinic
471.92	Welder
301.52	<u>Well &amp; Pump Contractor</u>
471.91	Window Tinting
391.28	Woodworking
471.93	Wrecker/Towing Service

\* Retail/Retail Peddler applies when applicant has an established business location or address within Escambia County occupied for at least 180 days of the year.

\*\* Itinerant vendor applies when applicant does not occupy an established business location or address within Escambia County at least 180 days of the year.

## PREREQUISITE REQUIREMENTS

301.22	<u>Air Conditioning Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
471.06	<u>Ambulance Service</u>	Approval From Board of County Commission
461.02	<u>Architect</u>	Department of Business & Professional Regulation License
461.08	<u>Attorney</u>	Florida Bar Card
461.04	<u>Auction</u>	Department of Business & Professional Regulation License
471.10	<u>Auto Repair</u>	Department of Agriculture/Consumer Service
471.13	<u>Auto Repossession</u>	License From Florida Department of State
391.02	<u>Bakeries</u>	Department of Agriculture/Consumer Service
471.12	<u>Barber Shop</u>	Department of Business & Professional Regulation License
391.08	<u>Bottling Plants</u>	Department of Agriculture/Consumer Service
301.06	<u>Building Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
291.04	<u>Catering</u>	Inspection Division Hotels/Restaurant
461.06	<u>Certified Public Accountant</u>	Department of Business & Professional Regulation License
461.10	<u>Chiropractor</u>	Department of Health License
471.14	<u>Cosmetologist</u>	Department of Business & Professional Regulation License
521.04	<u>Dealers of Intangible Pers. Prop.</u>	Banking/Finance Department License
301.11	<u>Demolition Contractor</u>	Competency Card
391.14	<u>Dental Laboratory</u>	Department of Health License
461.12	<u>Dentist</u>	Department of Health License
461.14	<u>Detective</u>	Florida Department of State License
471.32	<u>Detective Agency</u>	Florida Department of State License
484.10	<u>Dispensing Optician</u>	Department of Health License
291.06	<u>Drive In/Curb Service</u>	Inspection Division Hotels/Restaurants
301.14	<u>Electrical Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
461.16	<u>Embalmer</u>	Department of Financial Services License
461.18	<u>Engineer/Surveyor</u>	Department of Business & Professional Regulation Certification
351.00	<u>Fortune Tellers/Clairvoyant</u>	Approval From Board of County Commission
391.16	<u>Frozen Food Manufacture</u>	Inspection Department Agriculture/Consumer Service
471.34	<u>Funeral Home</u>	Department of Financial Services License
301.20	<u>Gas Connecting Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
301.02	<u>General Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
471.48	<u>Guards/Patrolman</u>	Florida Department of State
471.49	<u>Hazardous Waste Removal</u>	Permit from Department of Environmental Protection
471.50	<u>Health Studio</u>	Department Agriculture/Consumer Service License
251.02	<u>Hotel</u>	License Division Hotels/Restaurants
461.34	<u>Hypnotist</u>	Letter From Medical Professional
391.18	<u>Ice Plants</u>	Inspection Division Hotels/Restaurants
361.00	<u>Insurance Adjuster</u>	Department of Insurance License
381.02	<u>Liquefied Petrol./Gas Installer</u>	Department of Agriculture/Consumer Service
381.04	<u>Liquefied Petroleum Distr.</u>	Department of Agriculture/Consumer Service
301.31	<u>Marine Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
301.33	<u>Mechanical Contractor</u>	Department of Business & Professional Regulation License
461.28	<u>Misc. Prof. (Must specify type)</u>	Department of Business & Professional Regulation License
291.08	<u>Mobile Food Service</u>	Department Agriculture/Consumer Service
494.04	<u>Mortgage Broker</u>	Banking/Finance License
251.04	<u>Motel</u>	Inspection Division Hotels/Restaurants
471.55	<u>Nail Technician</u>	Department of Business & Professional Regulation License
461.20	<u>Optometrist</u>	Department of Health License
434.02	<u>Pawn Brokers</u>	Department of Agriculture/Consumer Service
461.22	<u>Physician</u>	Department of Health License
301.38	<u>Plumbing Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
461.30	<u>Psychological Serv. Provider</u>	Department of Health License
461.24	<u>Real Estate Broker</u>	Department of Business & Professional Regulation License
301.04	<u>Residential Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
291.10	<u>Restaurants/Eating Establish</u>	Inspection Division Hotels/Restaurants
301.40	<u>Roofing Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
251.06	<u>Rooming House</u>	Inspection Division Hotels/Restaurants
491.00	<u>Schools/Colleges</u>	Department of Education License
471.72	<u>Septic Tank Service</u>	County Health Department Permit
301.44	<u>Sheet Metal Contractor</u>	Department of Business & Professional Regulation License or Escambia County Competency Card
301.54	<u>Shutter Installation</u>	Department of Business & Professional Regulation License or Escambia County Competency Card
301.43	<u>Sign Contractor</u>	Escambia County Competency Card
521.02	<u>Small Loans</u>	Banking/Finance Department License
301.60	<u>Specialty Plumber</u>	Escambia County Competency Card
301.07	<u>Specialty Structure</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
471.84	<u>Structural Pest Control</u>	Department Agriculture/Consumer Service License
301.46	<u>Swimming Pool Contractor</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
291.16	<u>Take Out Service</u>	Inspection Division Hotels/Restaurants
471.79	<u>Tanning Salon</u>	Inspection Health Department
461.36	<u>Tattoo Artist</u>	Letter From Medical Doctor or Dentist
471.85	<u>Travel Agency</u>	Department Agriculture/Consumer Service License
301.51	<u>Underground Utilities</u>	Department of Business & Professional Regulation Certification or Escambia County Competency Card
461.26	<u>Veterinarian</u>	Department of Business & Professional Regulation Certificate
301.55	<u>Vinyl Siding Contractor</u>	Escambia County Competency Card
561.00	<u>Water Companies/Sewer Disposal</u>	Department of Environmental Protection License
301.52	<u>Well &amp; Pump Contractor</u>	Department of Environmental Protection License

## NEW BUSINESS REFERENCE

The following checklist provides basic information on requirements that may be needed to start a business in Escambia County. Depending upon the nature of your business the following may or may not be a complete list of necessary requirements.

### *INFORMATION CURRENT AS OF 01/31/08*

<b>CITY LOCAL BUSINESS TAX RECEIPTS:</b> If your business is located in or you are soliciting business within the city limits of Pensacola, check at 180 Governmental Center, 5 <sup>th</sup> Floor, to see if the city requires you to have a City local business tax receipt in addition to an Escambia County local business tax receipt. 436-5693
<b>ESCAMBIA COUNTY COMPETENCY BOARD:</b> Located at 3300 North Pace Boulevard, Suite 300 (in rear of Town & Country Plaza building at North L Street). For information on competency testing, contractors, etc., call 595-3488.
<b>DEPARTMENT OF BUSINESS &amp; PROFESSIONAL REGULATIONS FARM &amp; CHILD LABOR PROGRAM:</b> For information regarding work permits, call 1-800-226-2536, 8:00 a.m. to 5:00 p.m. (ET).
<b>FICTITIOUS NAME:</b> Telephone: 850-488-9000 or Internet: <a href="http://www.sunbiz.org">www.sunbiz.org</a> . If you are using any name for your business other than your legal name, Florida Statutes require you to file a fictitious name with the Florida Dept. of State, Fictitious Name Filing System, P.O. Box 6327, Tallahassee, FL 32314.
<b>FLORIDA DEPARTMENT OF REVENUE:</b> Located at 3670 C North "L" Street. Your business may be required to collect sales tax. For a sales tax registration number, call 595-5170.
<b>INTERNAL REVENUE SERVICE:</b> Located at 125 W. Romana Street. For information on how to obtain a Federal ID number, call 1-800-829-1040 or 435-8468, or online at <a href="http://www.irs.gov">www.irs.gov</a> .
<b>FLORIDA STATE INFORMATION LINE:</b> 1-866-693-6748
<b>WORKERS COMPENSATION:</b> 610 E. Burgess Road 453-7804
<b>ZONING:</b> If you are starting a business operated out of your home, check with the County Planning & Engineering Department. You may not be allowed to have a business in an area that is zoned residential. Located at 3300 N. Pace Boulevard, Suite 300 (located in rear of Town & Country Plaza building at North L Street). 595-3461 or 595-3475

### Below are the telephone numbers of several agencies that you may need to contact for information:

Attorney General	1-866-966-7226	Bingo Licensing
Agency for Health Care Administration – (lab licensing only)	850-487-3109	
City of Pensacola Building Inspections/Permits	436-5600	
Department of Agriculture & Consumer Services	1-800-435-7352	
Department of Business & Professional Regulation (DBPR)	850-487-1395	
Department of Education	850-487-1785	
Department of Environmental Code Prot. (Business and Residence)	471-6160	
Department of Environmental Health	595-6700	
Department of Environmental Protection	595-8300	
Department of Financial Services	850-413-3039	Licensing Information
Department of Health	595-6500	
Bureau of Radiation Control	850-488-0595	
Hospital Information	850-487-2717	
Personal Dept. of Health Licenses	850-245-4355	
Department of Highway Safety & Motor Vehicles	484-5016	
Department of Revenue	595-5170	
Department of State	850-488-9000	
Department of Alcoholic Beverages and Tobacco	494-5970	
Division of Hotels and Restaurant	850-487-1395	
Escambia County Board of Commissioners	595-4900	or 595-4902
Escambia County Building Inspections/Permits	595-3550	
Escambia County Local Business Tax Receipt Department	438-6500	
Federal Aviation Administration (Regional Office)	205-876-1300	
Florida Fish and Wildlife Conservation Commission	(Panama City) 850-265-3676 (Tallahassee) 850-488-3641	
Solid Waste Management	937-2160	
State Fire Marshall	850-413-3170	
University of Florida	352-392-3261	

## NOTICE OF THE PUBLIC ACCESS REQUIREMENTS FOR INDIVIDUALS WITH DISABILITIES

This Notice provides you with important information regarding your obligations under the Americans with Disabilities Act (“ADA”), 42 U.S.C. § 12181 *et. seq.* This Notice does not completely describe the requirements of the ADA and must not be relied upon as legal advice. This Notice is intended to make you aware of the existence of the ADA, inform you of possible penalties for your failure to comply and provide you with sources you can contact if you need additional information.

**It is your responsibility to learn the requirements of the ADA and fully comply with its provisions. Your failure to do so may result in penalties including liability for damages, attorney’s fees and costs and significant civil money penalties.**

The Americans with Disabilities Act of 1990 is a Federal civil rights law that provides important legal rights to some 50 million Americans with disabilities. Title III of the ADA was enacted to eliminate the obstacles faced by persons with disabilities in obtaining the full and equal enjoyment of the goods and services provided by America’s businesses. Title III of the ADA became effective on January 26, 1992.

Title III of the ADA applies to places of *public accommodation* and *commercial facilities*. **It is your responsibility to seek additional information and determine whether the law applies to your business.** However, if you own, lease or operate a business that invites the public into a facility to do business, then your establishment probably is subject to Title III of the ADA. Examples of *public accommodations* include, but are not limited to, hotels, restaurants, bars, theatres, stadiums, auditoriums, bakeries, grocery stores, shopping centers, banks, shoe shops, dry cleaners, professional offices, gas stations, libraries, museums, parks, schools, gyms and most other business establishments that invite the public in to do business.

### DISCRIMINATION PROHIBITED

The ADA prohibits places of public accommodation from discriminating against an individual with a disability. It is unlawful to deny participation to, or provide a separate or unequal benefit to an individual or class of individuals on the basis of their disabilities. Goods, services, facilities, privileges, advantages, and accommodations must be provided in the most integrated setting possible.

For example, it is unlawful for a place of public accommodation or commercial facility to: 1) Impose or apply eligibility criteria that screen out individuals with disabilities from full participation in and equal enjoyment of any goods, services, facilities, privileges, and advantages and accommodations; 2) Fail to make reasonable modifications in policies, practices or procedures when such modifications are necessary to afford persons with disabilities equal access; 3) Fail to provide auxiliary aids and services to prevent individuals with disabilities from being segregated or denied equal participation or access; or 4) Fail to remove architectural and communication barriers that are structural in nature in existing facilities.

**This is not a complete list of prohibited activities. It is your responsibility to familiarize yourself with the requirements of the law and fully comply with its provisions.**

### EXAMPLES OF BARRIER REMOVAL

Structural barriers in your place of business may deny equal access to persons with disabilities and violate the ADA. All public accommodations must remove architectural barriers in existing facilities, including communication barriers that are structural in nature, where such removal is readily achievable. Some examples of steps you may be required to take to remove barriers to equal access by persons with disabilities include, but are not limited to, the following: 1) Installing ramps; 2) Making curb cuts in sidewalks and entrances;

- 3) Repositioning shelves; 4) Rearranging tables, chairs, display racks, vending machines, and other furniture;
- 5) Repositioning telephones; 6) Installing visual alarms; 7) Widening doors; 8) Installing accessible door hardware;
- 9) Installing grab bars in toilet stalls; 10) Rearranging toilet partitions to increase maneuvering space;
- 11) Insulating lavatory pipes to prevent burns; 12) Creating designated accessible parking spaces; and
- 13) Removing high pile, low density carpeting.

**This list is not exhaustive. It is your responsibility to familiarize yourself with the requirements of Title III of the ADA. Title III requires that you inspect your establishment and remove barriers to equal access in compliance with the applicable regulations located at 28 CFR Part 36. Your failure to comply with the ADA may result in penalties including damages, attorney's fees and costs and significant civil money penalties.**

The State of Florida enacted the Florida Americans with Disabilities Accessibility Implementation Act, Sections 553.501-.513, Florida Statutes. The purpose of the Act is to incorporate into the laws of the State of Florida the accessibility requirements of the ADA, while at the same time maintaining those provisions of Florida law that are more stringent than the ADA.

**Construction, alterations and barrier removal performed in the State of Florida must comply with the ADA and Florida Accessibility Code for Building Construction.**

### SOURCES OF ADDITIONAL INFORMATION

You may obtain additional information about the specific requirements of the ADA from the following agencies:

Governor's Commission on Disabilities  
 4030 Esplanade Way  
 Suite 315K  
 Tallahassee, FL 32399-0950  
[http://dms.myflorida.com/other\\_programs/commission\\_on\\_disabilities](http://dms.myflorida.com/other_programs/commission_on_disabilities)  
 (850) 487-3423 (Voice)  
 (850) 410-0684 (TTY)  
 (850) 414-8908 (Fax)

U.S. Department of Justice  
 Disability Rights Section  
 Civil Rights Division  
 PO Box 66738  
 Washington, DC 20035-6738  
[www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm)  
 (800) 514-0301 (Voice)  
 (800) 514-0383 (TTY)

### CENTERS FOR INDEPENDENT LIVING (FLORIDA)

**Cocoa Beach** - (321) 633-6011  
**Ft. Lauderdale** - (954) 722-6400  
**Ft. Myers** - (941) 277-1447  
**Ft. Pierce** - (772) 462-6180  
**Gainesville** - (352) 378-7474  
**Gulf Port** - (727) 384-6346  
**Holiday** - (727) 945-8933  
**Jacksonville** - (904) 399-8484  
**Key Largo** - (305) 453-3491  
**Lakeland** - (863) 413-2722  
**Lecanto** - (352) 527-8399  
**Miami** - (305) 751-8025  
**Ocala** - (352) 368-3788

**Okeechobee** - (863) 462-5350  
**Ormond Beach** - (386) 671-1960  
**Panama City** - (850) 769-6890  
**Pensacola** - (850) 595-5566  
**Royal Palm Beach** - (561) 798-7997  
**St. Petersburg** - (727) 577-0065  
**Sarasota** - (800) 299-0297  
**Stuart** - (772) 223-2653  
**Tallahassee** - (850) 575-9621  
**Tampa** - (813) 375-3965  
**West Palm Beach** - (561) 966-4288  
**Winter Park** - (407) 623-1070



**THE COUNTY OF ESCAMBIA**  
PENSACOLA, FLORIDA

Planning and Engineering  
Department

T. Lloyd Kerr, AICP  
Director



HAVE YOU CHECKED WITH YOUR LOCAL PLANNING & ENGINEERING DEPARTMENT TO BE SURE THAT YOUR ZONING DISTRICT ALLOWS YOU TO OPERATE YOUR BUSINESS? IF NOT, YOU ARE STRONGLY ENCOURAGED TO DO SO *BEFORE* YOU OBTAIN YOUR LOCAL BUSINESS TAX RECEIPT. PLEASE CALL OR VISIT YOUR LOCAL PLANNING AND ENGINEERING DEPARTMENT FIRST. IT'S THE RIGHT THING TO DO!

ZONING VERIFICATIONS CAN BE OBTAINED FROM THE ESCAMBIA COUNTY PLANNING & ENGINEERING DEPARTMENT LOCATED IN THE TOWN AND COUNTRY PLAZA AT 3300 NORTH PACE BOULEVARD, SUITE 300. OUR TELEPHONE NUMBER IS (850) 595-3461.

*THANKS FOR CHECKING IN!!*



## Appendix H

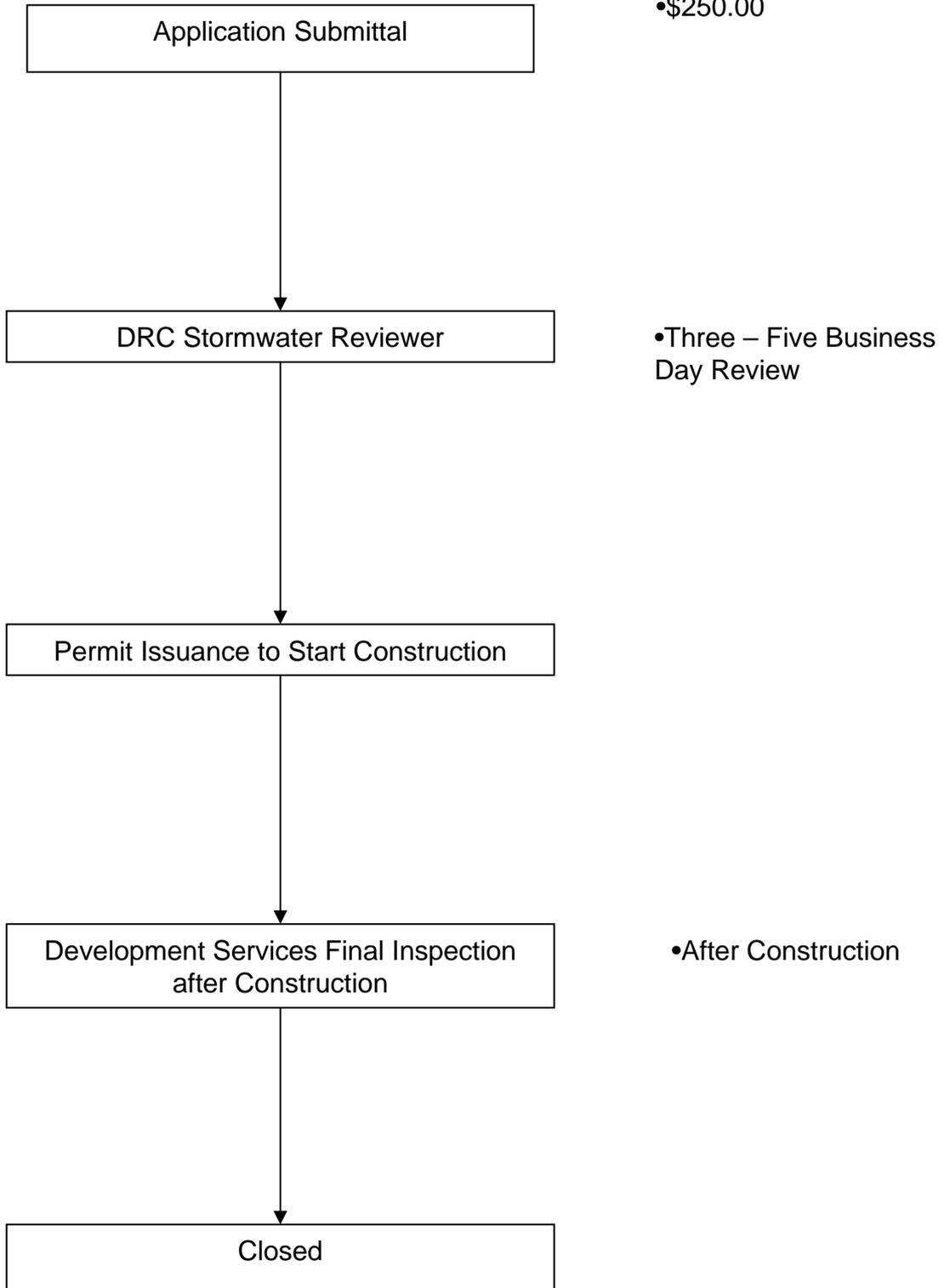
### Escambia County Development and Review Committee Forms

# Appendix H-1

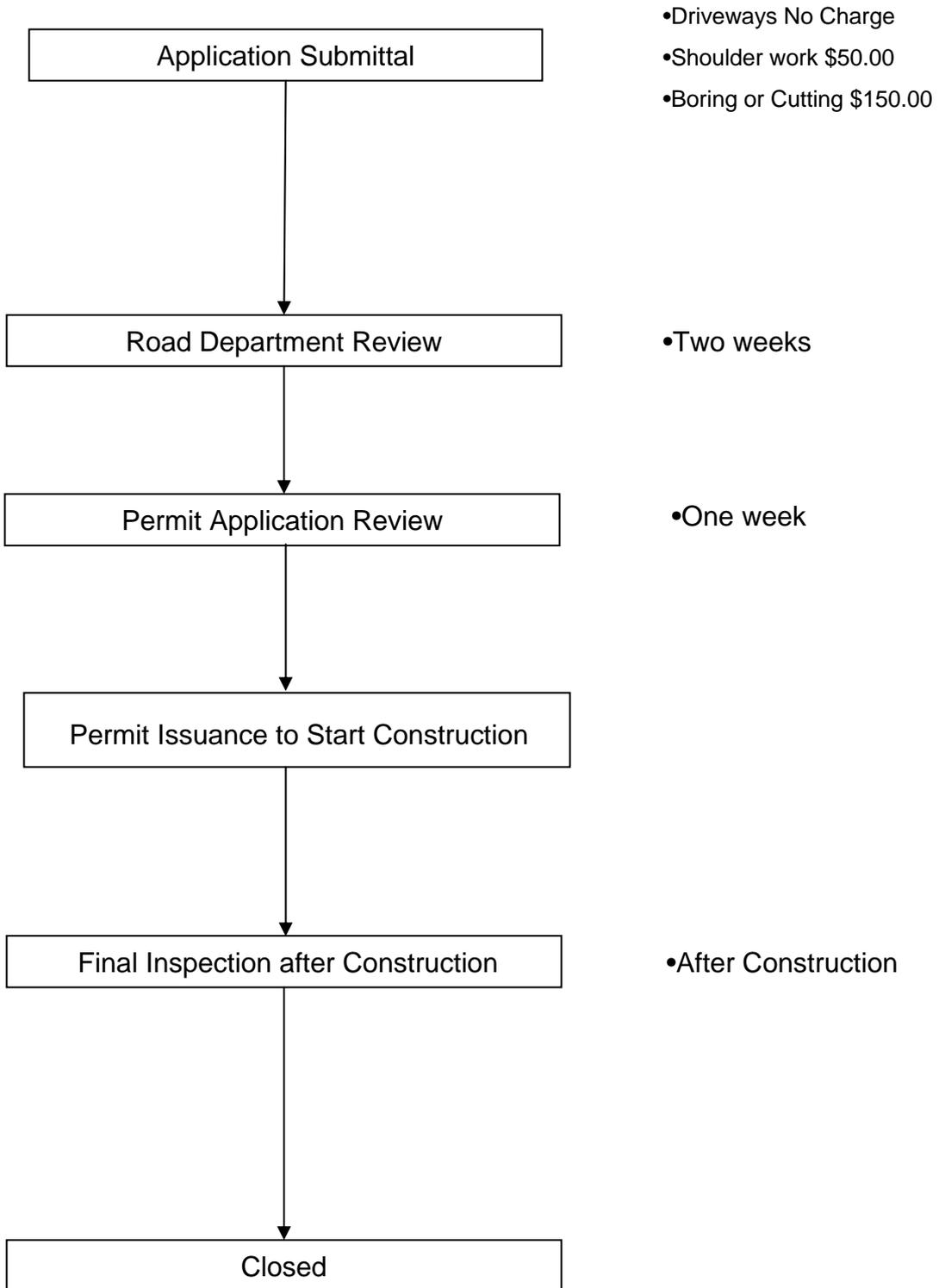
## Flow Charts



# Stormwater Management Permit

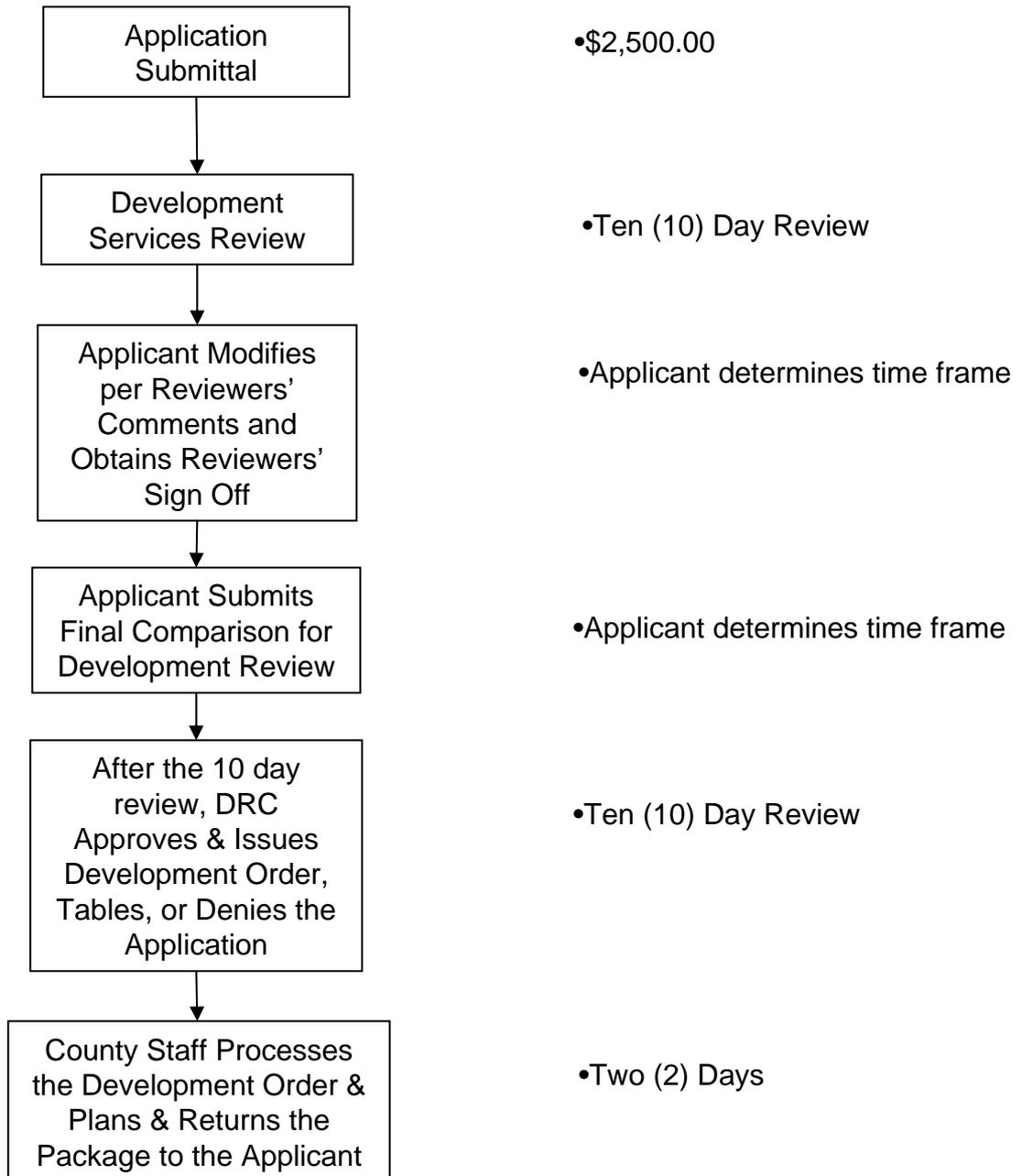


# DRIVEWAY & CONSTRUCTION ROW



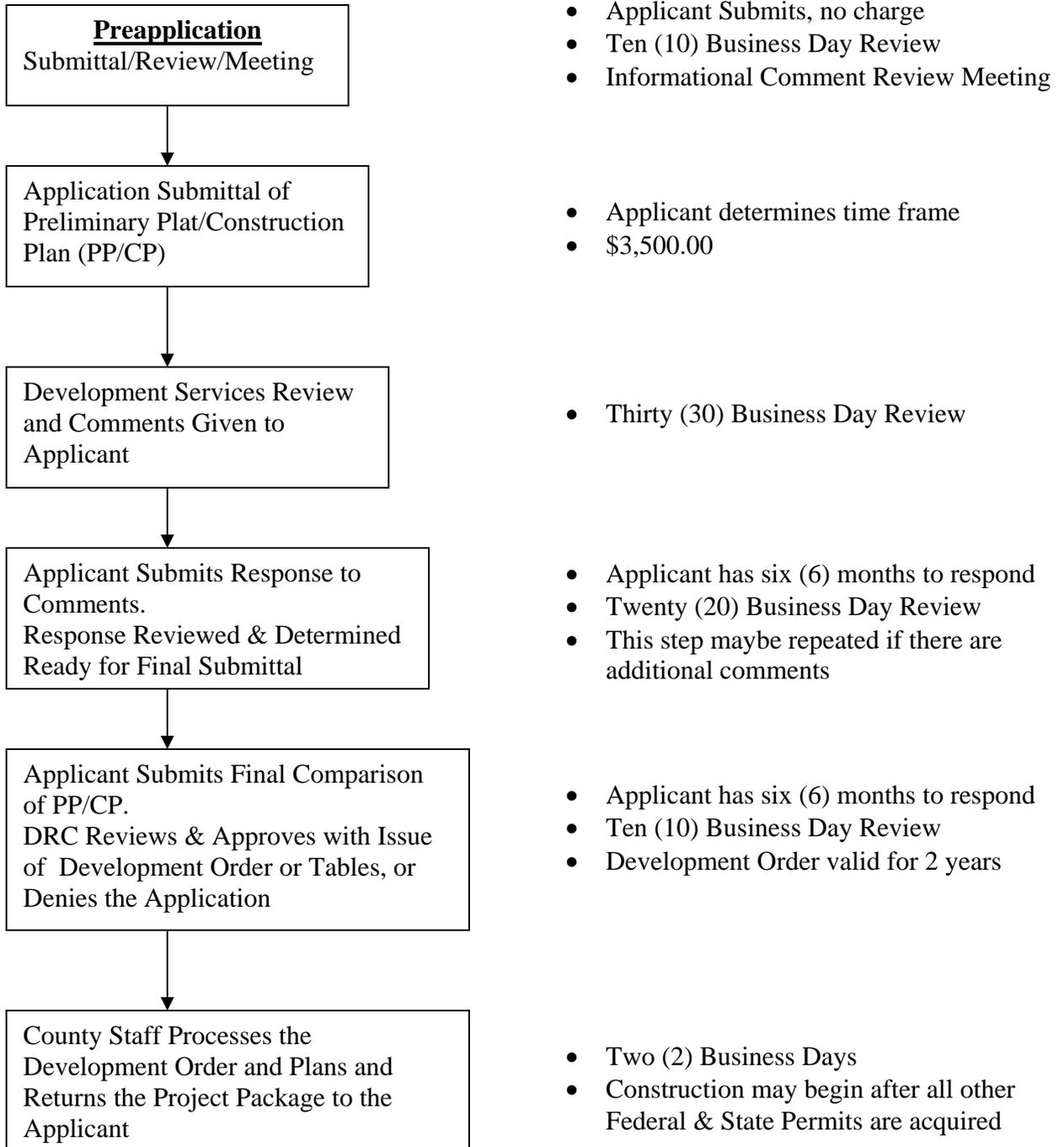
## DRC Approval Process

### Site Plans

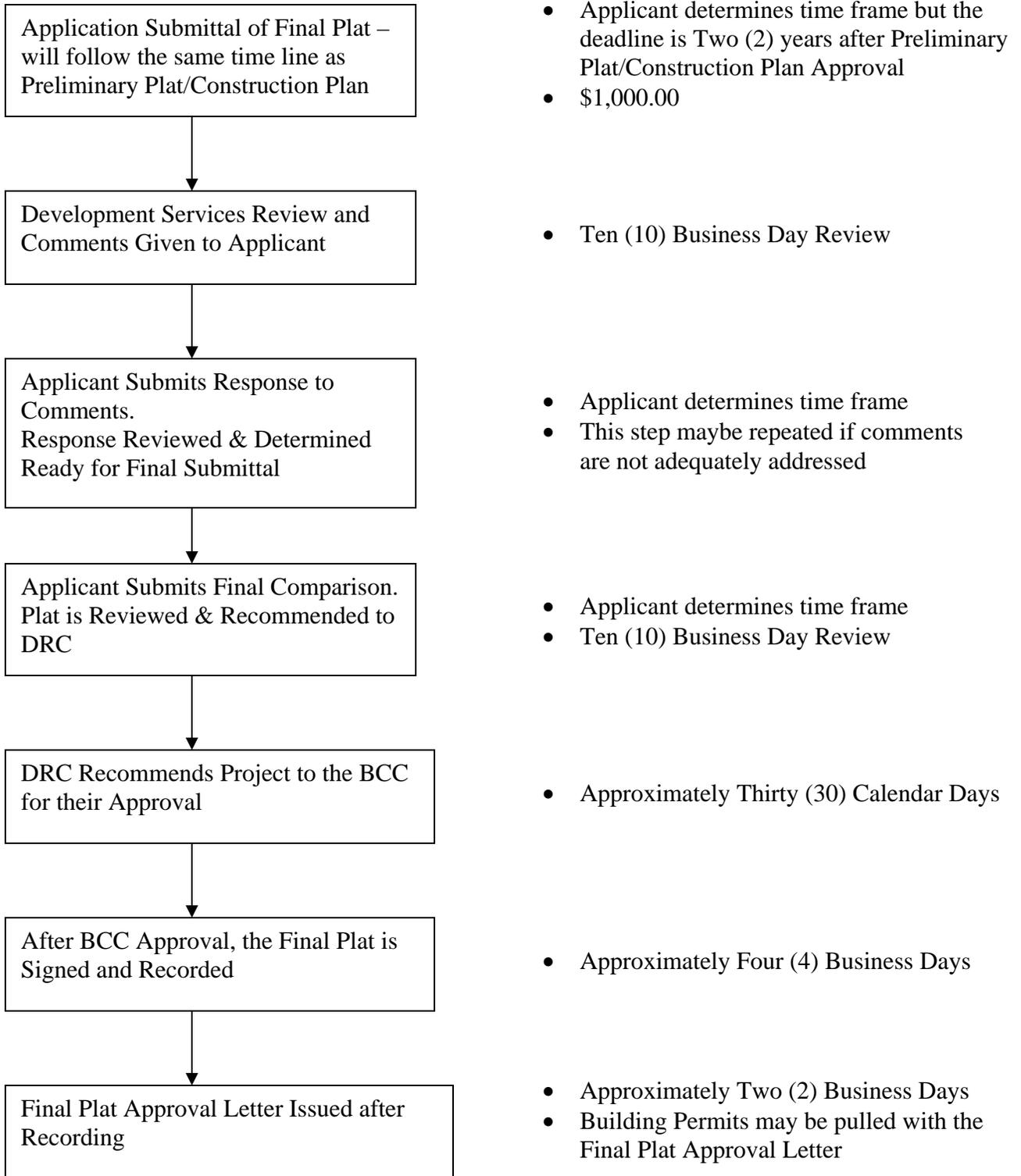


•Resource Permits follow this process also

**DRC Approval Process for Subdivisions**  
**(Initial Submittal To Preliminary Plat/Construction Plan Approval)**



**DRC Approval Process for Subdivisions**  
**(Initial Submittal of Final Plat To Approval)**



## Appendix H-2

### Fee Schedules

**Escambia County Planning Zoning Department**

<b>AMENDED FEE SCHEDULE</b>	(BCC approved 9-6-07)
<b>P&amp;Z: Front Counter Fee</b>	
LU Cert. Comm. Site Renovation	\$85
LU Cert. Residential Site Renovation	\$85
LU Cert. Comm. Site New Development	\$100
LU Cert. Res. Site New Development	\$100
LU Cert. - Fences	\$40
Site Insp. Alcohol	\$75
Off Premise Signs/Billboards	\$75
Site Insp. For Non-DRC approved signs	\$75
Admin. Variance to Setbacks Comm.	\$75
Admin. Variance to Setbacks Resident.	\$75
Land Use Letter	\$25
Zoning Verification (written)	\$25
Lot of Record Research	\$25
Mult. (3 or more) Requested verifications	\$25
Zoning Verification Computer	\$10
<b>P&amp;Z: DRC Permit Type</b>	
Site Plan - Major	\$2,500
Site Plan - Minor	\$1,000
Prelim. Plat	\$1,000
Final Plat	\$1,000
Stormwtr Mgmt Plan	\$250
Land Dist. Permit	\$250
Minor Subdivision	\$750
PUD	\$3,500
Final Re-Inspection	200
Pipe Video Inspection	150/hr; 3 hr min.
<b>P&amp;Z: Re-Zoning Hearing Examiner</b>	
Rezoning Request	\$1,500
Rezoning (Multiple Parcels)	\$2,500
(each additional parcel)	\$100
<b>P&amp;Z: Board of Adjustment</b>	
BOA Variance	\$500
BOA Conditional Use	\$1,500
BOA Administrative Appeal	\$800
BOA Vested Rights	\$800
BOA Dev. Order Extension	\$250
<b>P&amp;Z: Planning Board</b>	
Planning Board: Large Scale Amend.	\$3,500
Planning Board: Small Scale Amend.	\$2,500
Planning Board: Req. for Interpretation	\$250
<b>Code Enforcement</b>	
Litter Violation	\$100
Repeat Offender Code Violation	\$50-500
CDD&D Fee	\$0.375/cy
<b>NESD:</b>	
Wetland/Env. Sensitive evaluation	\$50
Dock permit evaluation	\$100
Wetland/Env. Sensitive verification	\$25
Site Specific Survey <10 acres	\$100
Site Specific Survey 10 - 49 acres	\$200
Site Specific Survey >50 acres	\$300
Permit Violation	4x fee
Sand Permit	\$50
Tree removal 2 trees plus mitigation	\$100
Tree Mitigation	\$200 per tree
Large Area Artificial Reef Site	\$100
Perdido Key Beach renoursh MSTU	\$144/unit/year
<b>Traffic Engineering</b>	
Parking Prohibition Petition	\$150
Road Block Permit	\$75
<b>GIS</b>	
Address Issuance non-DRC	\$20

## Appendix H-3

### Residential Development (Minor Developments) Forms

# SUBDIVISION (all types) PRE-APPLICATION CONFERENCE APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

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All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered **INCOMPLETE** and **NOT** accepted for processing. Pre-application Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a **COMPLETE** Pre-application Submittal Packages is 11:30 am every **WEDNESDAY**. There are no fees associated with a pre application conference.

---

**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent
- 2) One (1) copy of the Project Information Form Completely filled out prior to submittal. This form must be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will **NOT** be accepted.
- 3) One (1) copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- 4) One (1) section map with the project site clearly highlighted and project name labeled. Please note that you may request that these section maps be kept on file so that they may be used when an official application package is submitted.
- 5) One (1) copy of the preliminary development plans drawn to scale (no less than 1 to 20) that show all required information (see below). These preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11" x 17". If 24" X 36" each plan shall be folded or they will **NOT** be accepted.
- 6) One CD with all items listed above. Each set of documents must be in **PDF** format.
- The development plan must be labeled and include the following items:
  - a. The existing parcel's property reference number.
  - b. The area (acreage) of the parent parcel (pre-subdivision parcel.)
  - c. The area (acreage) of each parcel being created.
  - d. Dimensions of the parent parcel.
  - e. Dimensions of each new parcel, including the dimensions along roadways.
  - f. A north arrow.
  - g. The name(s) of the road(s) fronting the parent parcel.
  - h. The existing width of the private right-of-way.
  - i. The width of each proposed new right-of-way.
  - j. The parcel's Zoning District(s).
  - k. The parcel's Future Land Use Category(s).

## Subdivision Pre- Application Requirements cont.

- l. A note indicating that the street(s) is (are) to be private street(s).
- m. A note detailing water availability, sewer or septic service availability.
- n. A note detailing the location of fire hydrants.
- o. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes) Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the storm water from the property flows

# PROJECT INFORMATION FORM

Escambia County Planning & Engineering Department, 1190 W. Leonard St., Pensacola, FL 32501 (phone) 850-595-3472 (fax) 850-595-3703

**Allow 2 working days for the return of this form**

## SECTION 1-A: MANDATORY – THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Name: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Property Reference Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Is Site currently developed? NO \_\_\_ YES \_\_\_ If YES, describe existing development \_\_\_\_\_  
\_\_\_\_\_

Is a Conditional Use, Variance, Rezoning or Future Land Use Amendment required for the Proposed development? NO \_\_\_ YES \_\_\_

Select Type of Submittal:      Site Plan      Site Plan Minor(modify approved plan or construction under 2000SF)      Subdivision

### Site Plan Project Submittals

SQ. FT. of Building Footprint: \_\_\_\_\_

SQ. FT. of Impervious Surface  
(Including Bldg Footprint): \_\_\_\_\_

### Subdivision Project Submittals

Total # of Phases: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

# of Lots in Phase 1: \_\_\_\_\_ # of Lots in Phase 2: \_\_\_\_\_

# of Lots in Phase 3: \_\_\_\_\_ # of Lots in Phase 4: \_\_\_\_\_

## SECTION 2: This section to be completed by County Staff.

Parcel Future Land Use(s): \_\_\_\_\_ Surrounding Future Land Use(s): \_\_\_\_\_

Parcel Zoning District(s): \_\_\_\_\_ Surrounding Zoning Districts: \_\_\_\_\_

Airport Environment(s): \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Commissioner District: \_\_\_\_\_

Drainage Basin: \_\_\_\_\_ Hurricane Evacuation Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



**Property Owners:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Developer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Agent / Engineer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Provide the requested information in the space provided:**

Future Land Use Category(ies): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Has any part of the project site been previously involved in a Future Land Use Map Amendment, Application for Rezoning, Application for Conditional Use, Application for Variance, Application for Vested Rights, Appeal of Administrative Decision, other county review?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which type: \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_, Case # \_\_\_\_\_

Does the proposed project require a Variance, Conditional Use Approval, Rezoning, or a Future Land Use Change?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which: \_\_\_\_\_ If YES, attach written explanation.

**Provide the requested information in the space provided:**

Are there existing building(s) on site? No \_\_\_\_\_ Yes \_\_\_\_\_

Describe last use of building(s): \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Acreage to be disturbed: \_\_\_\_\_

Total Acres of Wetlands: \_\_\_\_\_ Total Acres of Wetlands to be disturbed: \_\_\_\_\_

Number of Trees on site: \_\_\_\_\_ Number of Trees to be removed: \_\_\_\_\_

# DEVELOPMENT REVIEW APPLICATION CERTIFICATION FORM

I affirm and certify that I am duly qualified as authorized agent to make such application; that I understand the questions asked in the application; that all information and statements submitted in any documents or plans concerning this application are accurate to the best of my knowledge and belief; that I understand the application, attachments, and fees become part of the Official Records of Escambia County and not returnable or refundable; that this application is of my own choosing and staff has explained all procedures relating to this request; that there are no guarantees as to the outcome of this request; that the application is being accepted subject to verification of information; that any false information knowingly given by me may result in denial of the application, and that additional information may be required by Escambia County in order to make a determination.

\_\_\_\_\_  
Name of Proposed Development

\_\_\_\_\_  
Authorized Agent's Signature

\_\_\_\_\_  
Date

Agents Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath.

He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current

\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Commission No. (Notary seal must be affixed)

**AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY**

As owner of the property located at \_\_\_\_\_, Pensacola, Florida, property reference number(s) \_\_\_\_\_, I hereby designate \_\_\_\_\_ for the sole purpose of completing this Development Review Application and to act on my behalf during the county's processing of the Development Review Application on the above referenced property.

This Limited Power of Attorney is granted on this \_\_\_\_\_ day of \_\_\_\_\_ the year of \_\_\_\_\_ and is effective until the County has rendered a decision on this request and any appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the Department of Growth Management.

\_\_\_\_\_  
Signature of Property Owner                      Date                      Printed Name of Owner

STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath. He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public                      Date                      Printed Name of Notary

\_\_\_\_\_  
My Commission Expires                      Commission No. (Notary seal must be affixed)

# MINOR DEVELOPMENT SITE PLAN APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

---

**All Minor Development Site Plan Application Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Application Packages shall be submitted at the Building Inspections Department, Town and Country Plaza, 3300 N. Pace Blvd., Suite 300. If you have questions concerning the submittal of an application package, call (850) 595-3632. The deadline to submit a COMPLETE Minor Development Application Package is 11:30 am every FRIDAY.**

---

**REQUIREMENTS: The following items shall be included in the application package submittal.**

- 1) A check made out to Escambia County for the initial \$1000.00 application submittal fee. Additional fees may be applicable (drainage impact fee, inspections, tree removal, etc.) once the application is approved.
- 2) One (1) copy of the completed Project Information Form
- 3) One (1) copy of the Development Review Application **completely** filled out.
- 4) A narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- 5) Proof of ownership (recorded deed or lease) for all (each) development parcel. Names on deed and legal description provided by the Property Appraiser must be the same.
- 6) A notarized written power of attorney or agent's affidavit authorizing a person (e.g., project engineer) other than the owner(s) to act on his behalf during the development review process.
- 7) One (1) set of the proposed site plans that show all required information (# 9 below). Plan are to be a minimum size of 11" x 17". If 24" X 36" or larger, each plan shall be folded or they will NOT be accepted. An example site plan is attached to this checklist.
- 8) One CD with all of the above information included. Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document.)  
Follow the attached Document naming list when putting the documents on the CD.

9) **The proposed site plan shall include, identify and detail the following items:**

A) Identify the following general information in a notation (note) on the site plan.

- 1) Property owners name, mailing address, telephone #, and fax #.
- 2) Applicants name, mailing address, telephone # and fax #, if different from owner.
- 3) Parcel's property reference number.
- 4) Acreage of the parcel
- 5) Parcel's Zoning District (contact 595-3550 for zoning information).
- 6) Parcel's Future Land Use (FLU) Category (contact 595-3550 for FLU information).
- 7) Name of person who prepared drawing/plan.
- 8) Date plan was prepared.

B) Identify the following location and directional information on the site plan.

- 1) A north arrow.
- 2) The scale of the drawing/site plan (i.e., 1 inch = 10 feet).
- 3) The name(s) of the road(s) fronting the parent parcel.
- 4) A vicinity map showing and labeling the adjacent roadways and cross streets.

C) Identify the following information in a notation (note) on the site plan.

- 1) A note detailing potable water service availability (i.e., ECUA, etc.)
- 2) A note detailing sewer service provider / availability (i.e., ECUA, etc.)
- 3) A note detailing if a septic tanks is existing or proposed
- 4) A note detailing the location and size of any water lines.
- 5) A note detailing the location of fire hydrants.
- 6) A note listing the total square footage amount of all existing impervious surface.
- 7) A note listing the total square footage amount of all proposed impervious surfaces.
- 8) A note detailing the calculations used to determine the net change in impervious surface area on the site from existing conditions to proposed conditions. Please note that impervious surfaces may include driveways, parking areas, sidewalks, asphalt or concrete pads, buildings and accessory structures.

D) Identify the following property boundary and setback information on the site plan.

- 1) Parcel's property boundary lines to scale or a proportional as possible.
- 2) Length and width dimensions of Parcel's property boundary lines.
- 3) Dashed / dotted lines indicating the parcel's building fronts, side and rear building setback line and the distance the setback lines are from the corresponding property line.
- 4) Dimensions along all roadways of the property boundary lines.

E) Identify the following for each existing or proposed structure on the property.

- 1) Draw all existing and proposed structures on the property.
- 2) Clearly label each as existing or proposed.
- 3) Identify the current and proposed use of each structure (i.e., shed, retail store, etc).
- 4) Note the total square footage of each.
- 5) Note the external dimensions, length and width, of each.
- 6) Identify the distance of each from the parcels property lines.
- 7) If multiple structures are on site, identify the distances between adjacent structures.
- 8) Identify location of existing and proposed dumpsters and the required screening.
- 9) Identify the location of any existing and proposed outdoor storage areas.
- 10) Identify the location of any existing of proposed septic tanks.

F) Identify the following for each driveway, parking area, sidewalk, etc.

- 1) Draw all existing and proposed driveways, parking areas, sidewalks, etc.
- 2) Clearly label each as existing or proposed.
- 3) Identify the type of construction material for each (i.e., asphalt, dirt, gravel, etc.).
- 4) Note the total square footage of each.
- 5) Note the external dimensions of each.
- 6) Note the width of each proposed road, drive aisle, right-of-way, etc.
- 7) Draw all existing and proposed parking spaces
- 8) Note the dimensions of each parking space (width and length)
- 9) Clearly label the total number of proposed and existing parking spaces

G) Identify the following information for any additional impervious surface on the property

- 1) Draw any additional existing and proposed impervious surfaces on the property.
- 2) Clearly label each as existing or proposed.
- 3) Identify the use of each additional impervious surface (i.e., loading ramp, etc).
- 4) Identify the type of construction material for each (i.e., asphalt, dirt, gravel, etc.)
- 5) Note the total square footage of each.
- 6) Note the external dimensions of each.

H) Identify the following information for drainage systems.

- 1) Show with arrows the direction that stormwater flows across the property. If the site is flat, indicate this by writing "FLAT" on the plat.
- 2) Draw any existing drainage systems on site (retention ponds, swales, culverts, pipes).
- 3) Draw any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets.
- 3) If there are no drainage systems adjacent to the site, indicate where stormwater flows from the property.

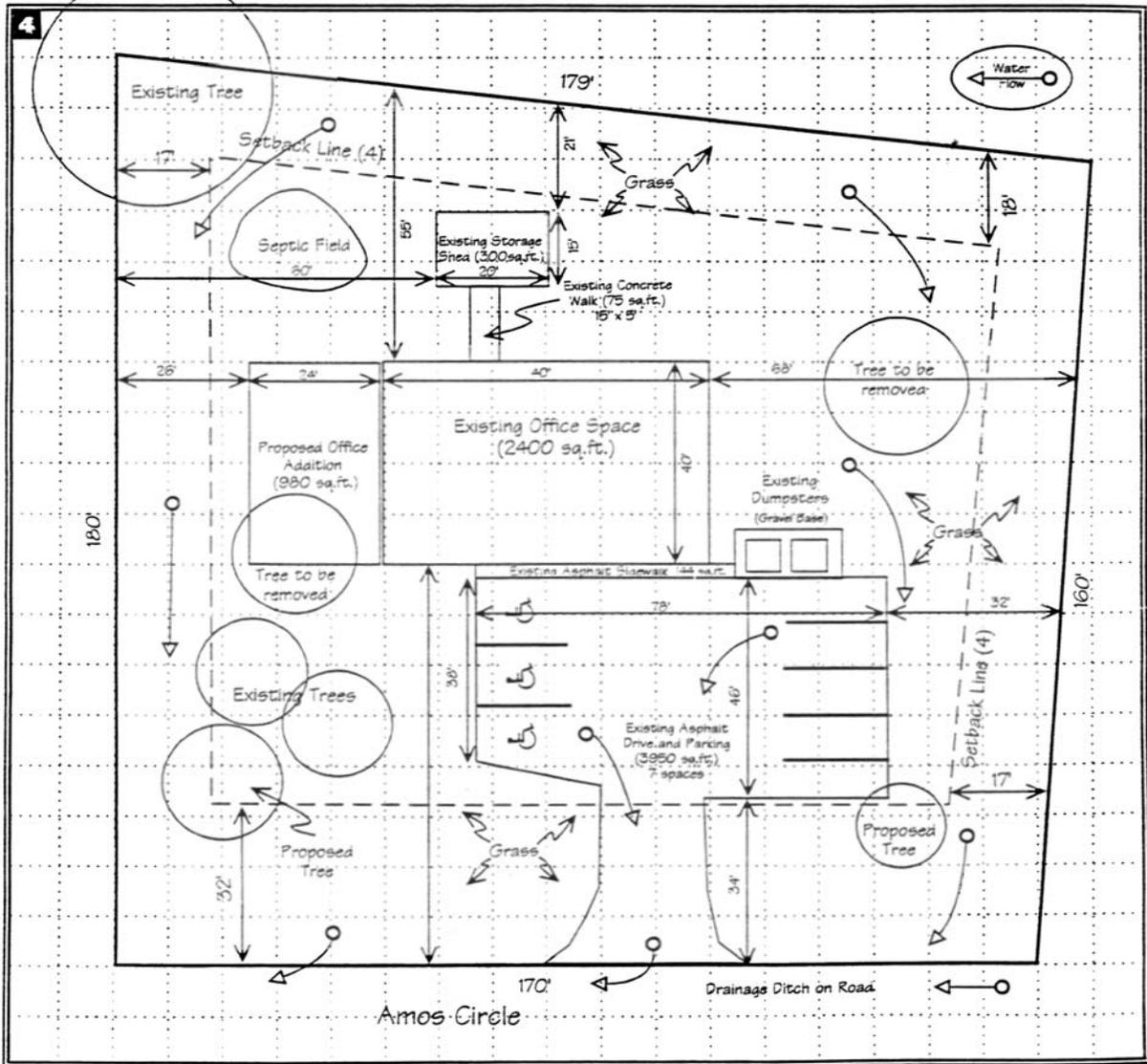
I) Identify the following information for any landscaped areas on the property

- 1) Clearly label each as existing or proposed.
- 2) Identify the type of landscaping material for each (i.e., grass, bushes, etc)
- 3) Note the total square footage of all existing landscaped areas
- 4) Note the total square footage of all proposed landscaped areas
- 5) Show the location of all existing trees 12" in diameter and larger, and indicate if they are proposed to remain or be removed.
- 6) Show and label the location of any new trees that will be planted.

# SAMPLE MINOR DEVELOPMENT SITE PLAN

Permit Number \_\_\_\_\_

<p><b>1</b></p> <p>Owner: <u>Arnold Roe</u></p> <p>Address: <u>1048 Aurora Ave</u></p> <p>Project Address: <u>1225 Amos Circle</u></p> <p>Phone: <u>555-9890</u></p> <p>Fax: <u>555-9891</u></p>	<p><b>2</b> Impervious Area Calculation <small>(Driveway + Parking + Asphalt + Buildings + Structures = X)</small></p> <p style="text-align: center;">Increase = 980 sq. Ft.</p>	<p><b>3</b> Location Map</p> 
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Mini-DRC Site Plan

**Escambia County As-Built Certification Form**

Upon completion of construction and prior to final inspection the engineer of record or another professional engineer registered in Florida must certify that the project construction adheres to the approved plans. A final certificate of occupancy or final acceptance will not be granted until the project has been certified.

**Part 1: Project Information**

_____		Planning/Building # _____
Project Name		
_____		Engineering # _____
Project Address		
_____		_____
Name and Title of Owner		Owner's Phone
_____		_____
Owner's Address	City	State Zip

**Part 2: Statement By Entity Responsibility For Maintenance (if other than County)**

The undersigned agrees to maintain and operate the Stormwater facilities to comply with Ordinance 96-3 Article 7.15.12. Responsibility for maintenance and operation may be transferred to another entity upon written notification to Escambia County Engineering Department.

_____		_____
Signature		Date
_____		_____
Name and Title		Owner's Phone
_____		_____
Address	City	State Zip

**Part 3: Statement By Registered Professional Engineer** (required by Ordinance 96-3 Article 7.15.11) This is to certify that project construction substantially adheres to the approved plans and the Land Development Code.. The engineering features of the project have been designed/examined by me. I also state the applicant has been furnished a maintenance and operation schedule for the Stormwater facilities (if applicable) and if stormwater facilities and associated features and appurtenances are maintained that no adverse impacts shall occur.

_____		_____	_____
Name of Engineer	Florida Reg. No.	Signature of Engineer	Date

_____		
Company Name		
_____		(Affix Seal)
Company Address		
_____		
City	State	Zip
		Attach As-built Drawings if applicable

Note: While not preferred, an as-built certification letter may be substituted for this form.

## **SITE PLAN FINAL COMPARISON SUBMITTAL REQUIREMENTS**

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All Final Comparison Submittal Packages shall contain the following items. Final Comparison Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning, by calling (850) 595-3472 to schedule an appointment Monday thru Friday. The deadline to submit a COMPLETE Site plan-Final Comparison Submittal Packages is 11:30 am every Friday.

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**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

**APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED BY ALL REVIEWERS PRIOR TO THE DRC COORDINATOR ACCEPTING THE FINAL COMPARISON PACKAGE.**

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 2) Disposition Report with all required signatures
- 3) One (1) copy of written Response to Comments that addresses all outstanding issues.
- 4) A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts & schedule an appointment.
- 5) Four (4) sets of site plan drawings signed and sealed. Each shall be folded or they will NOT be accepted.
- 6) Any other documentation that has been requested by the plan reviewers
- 7) A CD containing all items listed above. All drawings and documents are required to be in PDF format.

## Appendix H-4

### Planned Resort (Subdivisions) Forms

# Preliminary Plat/Construction Plans

# SUBDIVISION (all types) PRE-APPLICATION CONFERENCE APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

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All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered **INCOMPLETE** and **NOT** accepted for processing. Pre-application Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a **COMPLETE** Pre-application Submittal Packages is 11:30 am every **WEDNESDAY**. There are no fees associated with a pre application conference.

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**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent
- 2) One (1) copy of the Project Information Form Completely filled out prior to submittal. This form must be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will **NOT** be accepted.
- 3) One (1) copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- 4) One (1) section map with the project site clearly highlighted and project name labeled. Please note that you may request that these section maps be kept on file so that they may be used when an official application package is submitted.
- 5) One (1) copy of the preliminary development plans drawn to scale (no less than 1 to 20) that show all required information (see below). These preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11" x 17". If 24" X 36" each plan shall be folded or they will **NOT** be accepted.
- 6) One CD with all items listed above. Each set of documents must be in **PDF** format.
- The development plan must be labeled and include the following items:
  - a. The existing parcel's property reference number.
  - b. The area (acreage) of the parent parcel (pre-subdivision parcel.)
  - c. The area (acreage) of each parcel being created.
  - d. Dimensions of the parent parcel.
  - e. Dimensions of each new parcel, including the dimensions along roadways.
  - f. A north arrow.
  - g. The name(s) of the road(s) fronting the parent parcel.
  - h. The existing width of the private right-of-way.
  - i. The width of each proposed new right-of-way.
  - j. The parcel's Zoning District(s).
  - k. The parcel's Future Land Use Category(s).

## Subdivision Pre- Application Requirements cont.

- l. A note indicating that the street(s) is (are) to be private street(s).
- m. A note detailing water availability, sewer or septic service availability.
- n. A note detailing the location of fire hydrants.
- o. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes) Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the storm water from the property flows

# PROJECT INFORMATION FORM

Escambia County Planning & Engineering Department, 1190 W. Leonard St., Pensacola, FL 32501 (phone) 850-595-3472 (fax) 850-595-3703

**Allow 2 working days for the return of this form**

## SECTION 1-A: MANDATORY – THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Name: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Property Reference Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Is Site currently developed? NO \_\_\_ YES \_\_\_ If YES, describe existing development \_\_\_\_\_  
\_\_\_\_\_

Is a Conditional Use, Variance, Rezoning or Future Land Use Amendment required for the Proposed development? NO \_\_\_ YES \_\_\_

Select Type of Submittal:      Site Plan      Site Plan Minor(modify approved plan or construction under 2000SF)      Subdivision

### Site Plan Project Submittals

SQ. FT. of Building Footprint: \_\_\_\_\_

SQ. FT. of Impervious Surface  
(Including Bldg Footprint): \_\_\_\_\_

### Subdivision Project Submittals

Total # of Phases: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

# of Lots in Phase 1: \_\_\_\_\_ # of Lots in Phase 2: \_\_\_\_\_

# of Lots in Phase 3: \_\_\_\_\_ # of Lots in Phase 4: \_\_\_\_\_

## SECTION 2: This section to be completed by County Staff.

Parcel Future Land Use(s): \_\_\_\_\_ Surrounding Future Land Use(s): \_\_\_\_\_

Parcel Zoning District(s): \_\_\_\_\_ Surrounding Zoning Districts: \_\_\_\_\_

Airport Environment(s): \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Commissioner District: \_\_\_\_\_

Drainage Basin: \_\_\_\_\_ Hurricane Evacuation Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



**Property Owners:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Developer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Agent / Engineer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

---

**Provide the requested information in the space provided:**

Future Land Use Category(ies): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Has any part of the project site been previously involved in a Future Land Use Map Amendment, Application for Rezoning, Application for Conditional Use, Application for Variance, Application for Vested Rights, Appeal of Administrative Decision, other county review?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which type: \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_, Case # \_\_\_\_\_

Does the proposed project require a Variance, Conditional Use Approval, Rezoning, or a Future Land Use Change?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which: \_\_\_\_\_ If YES, attach written explanation.

---

**Provide the requested information in the space provided:**

Are there existing building(s) on site? No \_\_\_\_\_ Yes \_\_\_\_\_

Describe last use of building(s): \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Acreage to be disturbed: \_\_\_\_\_

Total Acres of Wetlands: \_\_\_\_\_ Total Acres of Wetlands to be disturbed: \_\_\_\_\_

Number of Trees on site: \_\_\_\_\_ Number of Trees to be removed: \_\_\_\_\_

# DEVELOPMENT REVIEW APPLICATION CERTIFICATION FORM

I affirm and certify that I am duly qualified as authorized agent to make such application; that I understand the questions asked in the application; that all information and statements submitted in any documents or plans concerning this application are accurate to the best of my knowledge and belief; that I understand the application, attachments, and fees become part of the Official Records of Escambia County and not returnable or refundable; that this application is of my own choosing and staff has explained all procedures relating to this request; that there are no guarantees as to the outcome of this request; that the application is being accepted subject to verification of information; that any false information knowingly given by me may result in denial of the application, and that additional information may be required by Escambia County in order to make a determination.

\_\_\_\_\_  
Name of Proposed Development

\_\_\_\_\_  
Authorized Agent's Signature

\_\_\_\_\_  
Date

Agents Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath.

He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current

\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Commission No. (Notary seal must be affixed)

**AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY**

As owner of the property located at \_\_\_\_\_, Pensacola, Florida, property reference number(s) \_\_\_\_\_, I hereby designate \_\_\_\_\_ for the sole purpose of completing this Development Review Application and to act on my behalf during the county's processing of the Development Review Application on the above referenced property.

This Limited Power of Attorney is granted on this \_\_\_\_\_ day of \_\_\_\_\_ the year of \_\_\_\_\_ and is effective until the County has rendered a decision on this request and any appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the Department of Growth Management.

\_\_\_\_\_  
Signature of Property Owner                      Date                      Printed Name of Owner

STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath. He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public                      Date                      Printed Name of Notary

\_\_\_\_\_  
My Commission Expires                      Commission No. (Notary seal must be affixed)

# PRELIMINARY PLAT / CONSTRUCTION PLAN APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Preliminary Plat / Construction Plan Submittal Packages shall contain the following items, as a minimum, or be considered **INCOMPLETE** and **NOT** accepted for processing. Preliminary Plat / Construction Plan Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Engineering by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a **COMPLETE** Preliminary Plat / Construction Plan Submittal Packages is **11:30 am every WEDNESDAY**.

**REQUIREMENTS: The DRC Coordinator shall check for the following item in the submittal package.**

## General Requirements

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
- 2) A check made out to Escambia County for initial submittal fees (Preliminary Plat = \$1,000.00 and Construction Plans = \$2,500.00, plus inspection fees if required, see below). Two separate checks are acceptable. Please call the DRC Coordinator in the Planning & Engineering Department at 595-3472 to verify submittal amounts and to schedule an appointment for submitting application packages.

Note: Money must be received prior to 3:00 pm

Construction Plans:

Inspection Fee for Subdivision:

Inspection Fee \$450.00 for less than 10 lots

Inspection Fee \$450.00 + 50.00 per lot > 10 lots = \_\_\_\_\_

- 3) One CD with all of the General, Preliminary Plat, **and** Construction Plan requirements included. Each document must be in an individual **PDF** format (ex. A five- page form is to be converted into ONE PDF document).

Note: Any document that is required to be signed and sealed the CD must reflect the embossed seal.

Follow the attached Document naming list when putting the documents on the CD.

## Preliminary Plat Requirements

- 1) One (1) copy of the Project Information Form completely filled out prior to submittal of the application package. **WARNING:** This form must have the street address of the project site or it will not be accepted.
- 2) One (1) original DRC application form completely filled out prior to submittal. This form must have the street address of the project site or it will not be accepted
- 3) One (1) set of preliminary plat plans, each bearing the signature and seal of the Engineer . Each shall be folded or they will **NOT** be accepted.
- 4) One current certified Boundary Survey identifying the amount of acreage and mean high water line, if applicable, as defined by Chapter 177, Part II, Florida Statutes, "Coastal Mapping".
- 5) One copy of Site Conditions Survey results (if required) shall be on file at time of application package submittal.
- 6) A notarized written power of attorney or agent's affidavit authorizing a person (i.e., project engineer) other than the owner(s) to act on his behalf during the development review process.

- 7) One (1) copy of the proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same.
- 8) One (1) section map with the project site clearly highlighted and project name labeled.
- 9) One (1) set of stormwater calculations. Each set must bear the signature and seal of the Engineer.
- 10) Letters of availability from all utility providers, to include the following:
  - 11) A letter or other documentation from the sanitary sewer purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If sanitary sewer is not available, approval from FDHRS and/or DEP is required prior to issuance of a development order.
  - 12) A letter or other documentation from the potable water purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If project is not served by a central water system, an extraction permit from NFWFMD is required prior to issuance of a development order.

Construction Plan Requirements

- 1) Three (3) sets of Subdivision Construction Plans, each plan must be folded
- 2) One (1) set of Stormwater Management Plan (includes narrative and calculations)
- 3) Geotechnical Data
- 4) Technical Specifications
- 5) One (1) set of Lot Grading Plan

Document Type	Person Providing Documents	Description
ACOE Letter of Non Jurisdiction	Provided by applicant	
ACOE/FDEP Dredge & Fill Application	Provided by applicant	
ACOE/FDEP Dredge & Fill Permit	Provided by applicant	
Administrative Denial Letter	Created by County Directors	
Administrative Variance	Created by County Directors	
Aerial Photo	Get from WF Regional Planning Counsel/Do not list the year	
Aerial Photo w/ Contours	Get from WF Regional Planning Counsel/Do not list the year	
Affidavit of Owner & Ltd Power of Atty	Provided by applicant	
BCC Improvement	Issued by County staff	
BCC Recommendation	Issued by County staff	
BCC Resume Action Page	Issued by County staff	
BCC Vacation Approval	Issued by County staff	
BOA Conditional Use Findings of Fact	Issued by County staff	
BOA Variance Finding of Fact	Issued by County staff	
Bond/Letter of Credit	Provided by applicant before BC approval	
By-Laws	Provided by applicant before BCC approval	
CCCL Permit	Coastal Construction Control Line permit/Provided by applicant	
Cert of Concurrency	Created by County Staff	
Cert of Occupancy	Created by County Staff	
Cert of Occupancy Site Insp Frm	Issued by County staff	
Cert of Tax Concurrency/SRIA Fee	Provided by applicant	
Certified Estimate of Construction	Provide by applicant	
Conservation Easement Deed	May be required by County department	
Construction Plan Approval Letter	Issued by County staff	
Construction Plan Route/Fee Sheet	Provided by County staff	
County Jurisdictional Approval Letter	Provide by County Staff	
Covenants and Restrictions	For Final Plats	
Development Order	Created by County Staff	
Drainage Impact Fees Sheet	Created by County Staff	
Drawing-Boundary Survey	Provided by applicant at submittal	
Drawing-Building Floor Plan	Provided by applicant at submittal	
Drawing-Building Elevation Plan	Provided by applicant at submittal	
Drawing-Construction Plan	Provided by applicant for preliminary plat submittal	
Drawing-Engineering As-Built	Provided by applicant	
Drawing-Final Plat	Drawing-provided by applicant for final plat submittals	
Drawing-Lot Grading Plan	rovided by applicant	
Drawing-Master Plan	Drawing-provided by applicant for master plan submittals	
Drawing-Plot Plan	Provided by applicant	
Drawing-Preliminary Plat	Drawing-provided by applicant for submittal	

Drawing-Section Map	Provided by applicant for submittal	
Drawing-Site Information Maps	Copy of zoning map, chris jones info., section map	
Drawing-Site Plan	Drawing-provided by applicant for commercial projects	
Drawing-Site Plan/Construction Plan	Combined Drawing-provided by applicant	
Drawing-Unplatted Subdivision	Drawing-provided by applicant	
DRC Application	Provided by Applicant	
DRC Comment Release Form	Created byCounty Staff	
DRC Comment/Route Sheet	Created byCounty Staff	
Easement Agreement	Provided by applicant before BCC approval	
ECUA Availability Letter	Letter that ECUA gives applicant	
ECUA Information Sheet	ECUA reviewer	
Encompass Receipt	Created by County Staff	
Engineering As-Built Cert. Form	Created by County Staff	
Engineering Fee Calculations	Created by County Staff	
Environmental Mitigation Plan	Provided by applicant as required	
Environmental Site Specific Survey	Provided by applicant or done by Esc. Co Soil/Water	
Enviro Threatened & Endangered Species	Given by applicant or done by Esc. Co Soil/Water	
FDEP Entity Letter	Provided by applicant	
FDEP Letter of Non Jurisdiction	Provided by applicant	
FDEP Stormwater Permit	Provided by applicant	
FDOT Drainage permit	Provided by applicant	
FDOT Driveway Permit	Provided by applicant	Required for all new or modified driveways
FDOT Non Compliance Violation		
FDOT Right of Way permit	Provided by applicant	
FDOT Utility Permit	Provided by applicant	
Final Plat Affidavit	Provided by applicant if necessary	
Final Plat Approval Letter	Created by county staff	
Final Plat Route Sheet	Created by County Staff	
Final Plat/Road Dept Insp Sign Off	Created by County Staff	
Geologic Description of Material	Provided by applicant	
Groundwater/Wellhead Impact Report	Provided by applicant	
Health Department Application	N/A	
Hold Harmless Agreement	Provided by applicant	
Inspection Punch List	County Staff	
Land Use Verification Form	County Staff	
Mortgage Adjoinder	Provided by applicant	
Natl Pollutant Dischrge Elimin Statmt	Provided by applicant	
Natl Pollutant Discharge Elimin Survy	Provided by applicant	
Other	To be used for new documents that are not named in our system	
Parking Agreement	Provided by applicant	
Photograph	County Staff	
Planning Board Recommendation	Created by County Staff	
Plat Recording Cashiers Form	Created by County Staff	

Plat Recording Cashiers Receipt	Created by County Staff	
Plat Recording Transmittal Letter	Provided by applicant	
Pre-Application Form	Provided by applicant	
Project Narrative	Provided by applicant	
Proof of Ownership	Deed, lease agreement,etc/ provided by applicant	
Proof of Recording memorandum	Created by County Staff	
Receipt	County Staff	
Recorded Deed or Easement	Provided by applicant	
Response to Comments	Provided by applicant with each final comparison submittal	
Review Comments-Access Management	Created by County Staff	Roads & DW locations
Review Comments-Addressing	Created by County Staff	
Review Comments-ECAT	Created by County Staff	
Review Comments-ECUA	Created by County Staff	
Review Comments-Fire Safety	Created by County Staff	
Review Comments-Growth Management	Created by County Staff	
Review Comments-Handicap Access	Created by County Staff	
Review Comments-Health Department	Created by County Staff	
Review Comments-NESD	Created by County Staff	
Review Comments-Stormwater	Created by County Staff	
Review Comments-Surveying	Created by County Staff	
Review Comments-Traffic Concurrency	Created by County Staff	
Reviewer Attachments	Created by County Staff	
Reviewer Comments	Created by County Staff	
Rezoning Final Order	Created by County Staff	
Sewer Tap Letter	Provided by applicant to Building Inspections	
Sewer Tap Final Acceptance Letter	Provided by ECUA	
Sewer Tap Approval Letter	Provided by ECUA	
Small Scale Amendment	Created by County Staff	
SRIA Approval	Created by SRIA/ provided by applicant when needed	
SRIA Fee Certificate	Created by SRIA/ provided by applicant when needed	
Stormwater Management Plan	Provided by applicant	
Street Name Approval Letter	Created by County Staff	
Street Name Sign Specification	Created by County Staff	
Subdivision Development Agreement	Provided by applicant	
Submittal Checklists	Created by County Staff	
Surveying Status Report	Created by County Staff	
Tax Certificate	Provided by applicant	
Taxes Paid/No Tax Liens Document	Provided by applicant	
Technical Specifications	Provide by County Staff	
Title Cert/Policy (<1.5 years old)	Provided by applicant	
Title Opinion	Provided by applicant	
Traffic Control Inspection Punchlist	Provided by County staff	
Traffic Impact Analysis Report	Provided by applicant when required	
Transmittal Letter	Provided by applicant	

Two Year Warranty	Provided by applicant	

**ENGINEERING FEE CALCULATIONS FOR NONRESIDENTIAL SITE PLANS:**

Eng # **99-?** Permit # **?**

Project Name: **?**

Total post development impervious area = **?** sqft.  
 Total proposed impervious area = **?** sqft.

Comments about fees: Date fees calculated: **?**

SUBMITTAL FEE: Encompass: FEE= **TBD**  
 Exemption = \$25, SQFT<10,000 =\$50, WSPPEXEMPT  
 SQFT>10,000 = \$100+ \$1 per 1000sqft over 10,000 WSPREVIEWC  
 Roundup sqft to the nearest 1000= **0** sqft.

RESUBMITTAL FEE: FEE= **\$0.00**

INSPECTION FEE: WSPINSPECT FEE= **TBD**  
 SQFT<2000 =\$50, SQFT>2000=\$100 (covers up to 2 inspections)  
 SUBSEQUENT INSPECTIONS - additional \$75

DRAINAGE IMPACT FEE FORMULA:

100% Retention= (Total post area)\*(11/12)\*(0.25) = **0.00** cubic feet

Volume retained in pond @discharge elevation = **0.00** cubic feet

Retention factor = 1 - (Retained volume / 100% Retention) = **#VALUE!**  
 Note: factor =.1 when 100%retention, = 1 when exempt

Fee calculation=(proposed area)\*(0.05)(retention factor)= **WCDRAIN ?** FEE= **TBD**  
 minimum \$10

NOTE:  
 All fees are due at final comparison submittal.

	FEE	FEE BALANCE
Review	TBD	\$0.00
Resubmit	\$0.00	\$0.00
Inspection	TBD	\$0.00
Drainage	TBD	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

SUBTOTAL =	<b>\$0.00</b>
AMOUNT PAID =	<b>\$50.00</b>
BALANCE DUE =	<b>TBD</b>

TBD=to be determined

Pond volume totals at discharge elevation for drainage impact fee calculation:

	cubic feet	Elevation	convert acre-feet to cubic feet		
Pond 1	<b>?</b>	<b>?</b>	<b>?</b>	acre-feet =	<b>0</b> cubic-feet
Pond 2	<b>0</b>	<b>?</b>	<b>0</b>	acre-feet =	<b>0</b> cubic-feet
Pond 3	<b>0</b>	<b>?</b>	<b>0</b>	acre-feet =	<b>0</b> cubic-feet
Total=	<b>0</b>		<b>0</b>	acre-feet =	<b>0</b> cubic-feet

Created by Chris Curb, REVISED OCT197

**Fees are subject to revision based upon status of review.**  
**Semi-impervious may be considered in fee calculations, depending upon coefficient.**  
 Ellyson Field Blanket Permit

Drainage Impact Fee is subject to revision based upon status of review

Semi-impervious areas are considered impervious for fee purposes.  
**n** This project is a resubmittal.

**N** This project is considered storm water exempt.  
 under the Ellyson Field Blanket Permit

**n** Submittal is insufficient/incomplete and requires a standard \$150 resubmittal fee.

**N** Work on this site was commenced w/o permits. Therefore fees are doubled

**n** Drainage fee is exempt; Federal, State, UWF, PJC, or County owned property.

**n** Add drainage factor override  
**0.81** Drainage factor Override

New/proposed impervious area per calcs= 61023 sqft.  
 New/proposed impervious area per application= 30763 sqft.  
 New/proposed impervious area per plans = 58008 sqft

Drainage impact fees are based upon existing design data,

Outfall volume retained in existing pond = 97500 cf

Volume retained at outfall elev 96.5 = .0301 ac-ft by interpolation

Fees are based upon impervious area per calculations.

Drainage impact fees based upon building atop existing asphalt.

TBD=to be determined  
 If fees are doubled refer to LDC Article 7.15.10, if you wish to dispute.

FEE TOT  
 TBD  
 \$0.00  
 \$0.00  
 \$0.00

Interpolation:

X1 =	<b>139.5</b>	Y1 =	<b>0.256</b>
X2 =	<b>140</b>	Y2 =	<b>0.522</b>
X =	<b>139.82</b>	Y =	<b>0.42624</b>

0.5                      0.32                      0.266

Recommend Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Conditional Approval: \_\_\_\_\_

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**CONSTRUCTION PLANS DEVELOPMENT REVIEW COMMENTS**

Reviewer: Thomas Brown, Jr Phone: 595-3434  
DRC Meeting Date: «DRCmeetingdate» Permit (DRC Planning ID) #: «EncompassNumber»  
Initial Review Date: «DateReviewed» Engineering Project ID # «EngineeringNumber»  
Project Name: «ProjectName»  
Project Address: «ProjectAddress»  
Applicant's Name & Phone: «Applicant»  
Type Submittal: Subdivision Construction Plans (CP)

**PLEASE ADDRESS THE FOLLOWING COMMENTS:**

Provide the traffic control signs listed below. Indicate their location on a plan sheet. Use the MUTCD sign codes on the plan.

Replace the street name sign detail depicted on Sheet \_\_\_ with the *County Standard Details* for Street Name Signs (revision of 6/6/96).

Note all road names and block address numbers to be placed on the street name signs. Please consult with Mr. Cathy Cantello, Addressing, at 595-3458 to obtain approved names and block numbers.

Show street name signs assemblies to be placed on the same corner as STOP signs, but on a separate post.

Note that street name signs will be located mid-way through the radius, and approximately 10 feet from the edge of pavement.

Show any existing traffic control signs on \_ which will need to be modified or removed due to this project (e.g., dead end sign, end-of-roadway barricade).

In lieu of barricades, install Case II red reflectors at the end of \_. Refer to FDOT Index 17349 for details. If a drop-off or other potential traffic hazard will be present at this location, construct a "temporary wood barricade" as shown on *County Standard Details* Sheet 6 of 6.

Install a 24" white stop bar on the \_bound approach of \_ at \_. Locate this line at the P.T. of the curb. Specify the use of thermoplastic material in conformance with Section 711 of the *FDOT Standard Specifications for Road and Bridge Construction* (1991).

The design of the \_ turn lane on \_ at \_ needs to conform with Index #301 of FDOT's *Roadway and Traffic Design Standards*. A \_\_\_ MPH design speed should be used to determine the length of the turn lane and transitions.

Note that all pavement markings will be thermoplastic and in conformance with Section 711 of the *FDOT Standard Specifications for Road and Bridge Construction* (1991).

Provide sufficient information with which to properly construct the turn lane on \_\_\_\_ (e.g., pavement design, cross sections, slope, drainage).

Provide a detail of the 'header curb' used for the perimeter of the median, or reference the use of FDOT Type D or F curbing.

Provide a 3-foot transition at the ends of the curb & gutter on \_ consistent with Index #300 of FDOT's *Roadway and Traffic Design Standards*.

[Request] Pavement width should be limited to 20 feet on \_ as a means to discourage high vehicle speeds.

Note the centerline radius for all horizontal curves. A minimum radius of 50 feet is required to provide a 15 MPH design speed. [re: ' 4.04.11(C)]

[Request] A 95-ft. centerline radius should be provided for \_ to provide a 20 MPH design speed since this road functions as a subdivision collector road.

Note the size of the \_ tree to be preserved in the median. The median needs to be of a sufficient width to provide a minimum clearance of 2.5 feet between the face of the curb and the trunk of the tree at its mature size.

Barrier curbing needs to be constructed in areas where the clearance between tree trunks and the edge of pavement is less than 6 feet. A minimum clearance of 2.5 feet between the face of the curb and the trunk of the trees needs to be provided.

Is landscaping proposed for the median? If so, a landscaping plan should be developed and made part of these construction plans, or, a plan may be reviewed and permitted separately.

Right turn and left turn access onto \_\_\_\_ for fire ladder trucks and school buses appear to be restricted by \_\_. Photocopies of the \_ plan with the turning path of an *AASHTO* BUS design vehicle is/are attached which illustrate the location and degree of the restriction.

State if sidewalks will be constructed by the developer or home builders. If sidewalks are proposed, note or show their location and width. Provide details consistent with Florida Accessibility Code (ramps, cross-slope, etc.).

Show how the east and west ends of the sidewalk along \_\_\_\_ will be treated to prevent potential hazards to pedestrians.

Note the sidewalk to be 5 feet in width.

Live oak trees are proposed to be planted within a few feet of sidewalks along \_\_\_\_\_. This will cause the sidewalk to be uneven in the future as trees reach mature size.

- Trees T12 and T16, shown to be saved, appear to conflict with the sidewalk. Alternatives include:
- a) Show how the sidewalk will meander around those trees. Indicate any sidewalk easements which may be required.
  - b) Obtain a permit to remove the trees from the right-of-way.

Provide a copy of the FDOT *Driveway/Connection Application* for the roadway connection to \_.

Provide a note which requires the contractor to maintain traffic on \_ in accordance with Section 102, *Standard Specifications for Road and Bridge Construction*, FDOT (2000).

Concur date: \_\_\_\_\_ Concur by: \_\_\_\_\_ Approval date: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Conditional Approval: \_\_\_\_\_

## **STORMWATER MANAGEMENT DEVELOPMENT REVIEW COMMENTS**

Reviewer: \_\_\_\_\_ Phone: 595-3492 Engineering Project ID # [engineering #]  
Date Received: [date received] Date Reviewed: [date reviewed] Encompass ID #: [planning id#]  
Project Name: [project name]  
Project Address: [project address] (NOTE: See attached fee calculations.)  
Applicant's Name & Phone: [applicant]  
Type Submittal: Commercial Site Plan (SP)

### **PLEASE ADDRESS THE FOLLOWING COMMENTS:**

#### **Part A-Aerial Photo:**

1. Submit an aerial photo with contours.
2. Clearly outline property boundaries of the site.

#### **Part B-Stormwater Narrative:**

1. Provide a general description of drainage for on site, abutting property and adjacent roadway, the project objectives and conclusions, pertinent information critical to the project, etc.
2. Explain any pertinent information from analyses of aerial topo, such as upland acreage, natural drainage patterns, and downgradient impacts associated with this project.
3. Include a brief summary of impacts to adjacent properties, receiving drainage system, and area-wide drainage systems for post development conditions. The stormwater design must provide reasonable assurance to protect adjacent properties and their associated structures, including but not limited to septic tanks, swimming pools, building foundations, etc.
4. Provide a general description of upland acreage, watercourses, waterbodies, and wetlands on or adjacent to the site or into which stormwater flows.
5. If design considers more than one sub-basin area or contributing upland acreage, then provide a brief description and acreages for sub-basins and upland acreage.
6. Include a brief summary of how environmentally sensitive areas, wetlands, and water bodies are to be protected.

#### **Part C- Soil Reports:**

1. A geotechnical soil analyses report is required for projects >10,000 total sq ft of impervious area.
2. The retention/detention design appears to be inconsistent with geotechnical report.
3. For projects <10,000 total square feet of impervious area, the Engineer of Record may use soil data obtained from the SCS Soil Survey map (USDA Soil Classification System). A statement of field verification of the soil and the anticipated wet season water table, and a copy of the applicable SCS soil map with the site location identified is required.
4. Typically a minimum of one (1) soil test per acre is required, depending upon extent of environmental/physical conditions of the site. Suggest soil data obtained from the SCS Soil Survey map and natural topography be used to determine suitable soil boring locations.
5. The water table elevation appears to be inconsistent with the design approach specified in the Stormwater management plan. Please clarify.

6. Identify the location, depth and extent of all soils defined as unsuitable/non-rated for development where development is proposed to encroach into areas containing such soils. For example, soils classified Fresh Water Swamp (Fs) may require additional construction measures and other applicable agency permits. Areas with high water table may require moisture resistant road base and should be included on the road cross section detail.
7. Ponding areas must be in suitable locations as indicated by the geotechnical engineer's soils report.
8. The stormwater design appears to be inconsistent with the geotechnical recommendations.

Part D- Other Agency Approvals:

1. An approved FDOT drainage connection permit or proof of exemption is required. However, a copy of the FDOT permit application, as submitted to FDOT, will suffice to initiate site work only while the FDOT permit is processing. An approved permit is required prior to issuance of a building permit for this site.
2. An approved Florida Department of Environmental Protection (FDEP) drainage permit (or proof of exemption) is required prior to Escambia County approval.
- 2a. [FYI] Escambia County is in receipt of Florida Department of Environmental Protection (FDEP) drainage permit number 17- for this development.
3. An Army Corp of Engineers (C.O.E.) or FDEP dredge and fill permit appears applicable for this project.
4. Santa Rosa Island Authority (SRIA) approval is required for development activities proposed at Pensacola Beach.
5. The Health Department approval for individual sewage disposal facilities (septic tanks) is requested prior to stormwater approval, in order to reduce design revisions.

Part E- Lot Coverage:

1. Label all areas with the type material coverage considered impervious, pervious, and semi-impervious.
2. Specify total net acreage within property boundaries.
3. Show dimensions for all existing and new/proposed impervious and semi-impervious areas.
4. Specify the total square footage of impervious area for
  - the existing impervious area for predevelopment conditions,
  - the new/proposed impervious area,
  - the impervious area for post development conditions.
5. Be specific with the material specifications for proposed parking areas consistent with design calculations, such as pervious # 4 gravel limerock or graystone or specify restrictions to not using concrete "washout" or compacted crushed limestone.
6. Include a brief description, detail and/or construction specification for proposed surface materials considered impervious or semi-impervious.
- 6b. If design considers gravel area to be pervious specify restrictions for not using concrete "washout" or compacted crushed limestone.
7. Specify lot coverage totals for existing and proposed impervious areas on plans.
8. Total lot coverage areas on plans, application, and calculations appear to be inconsistent.
9. Specify the total vegetative area to be cleared such that it may increase stormwater runoff rates.

Part F- Stormwater Exempt, Regional Exemption, or De Minimus Construction:

1. Demonstrate on plans how stormwater runoff is conveyed to receiving drainage system.

2. Show receiving drainage system has adequate capacity for post development conditions.
3. For projects within a regional area drainage system, a brief summary of the regional system including the lot coverage estimation/runoff coefficient, design capacity estimation/analyses of regional system, and post development impacts of the project is required to determine if the project is can be considered stormwater exempt. County record may be available for review.
4. For projects located in the Ellyson Field regional SW system, an approval letter from Daisy Steed, Industrial Park Mgr., (595-3421) is required to qualify for FDEP blanket permit/ SW exemption.
5. A certified statement from the engineer of record of no significant impact to adjacent properties or area-wide drainage system is required.
6. Based upon information submitted, this project does not appear to qualify for SW exemption.

Part G- FDEP Swale Exemption Criteria:

1. Provide calculations showing the proposed swale will percolate 80% of the runoff for a 3-year, 1-hour design storm in < 72 hours and function a “dry” system as per FAC 62-25.02 and 62-25.025.
2. Include a statement on plans and narrative, "this project qualifies for swale exemption."
3. Swale side slopes shall be equal to or greater than 3:1 or 6:1 width to depth cross-section ratio.
4. Include proper vegetative stabilization notes for side slopes; sod may be applicable.
5. Manmade inflow or outfall structures do not qualify for swale exemption criteria per FDEP policy.
6. This project does not appear to qualify for FDEP swale exemption; more information is required to provide reasonable assurance of compliance with FDEP regulations.
7. [Request] Since water quality is under FDEP jurisdiction, please provide notice to FDEP. The County will forward a copy of calculations and plans to FDEP, if necessary.

Part H- Stormwater Management Plan & Calculations:

1. Include design assumptions, statements, and conclusions to clarify variables and results.
2. Provide weighted runoff coefficient calculations, consistent with lot coverage totals.
3. Provide time of concentration calculations.
4. Provide drainage calculations for retention/detention facilities, at minimum, must satisfy one of the following:
  - a. For a positive drainage outfall system,  $Q_{post} < Q_{pre}$  for a 25-year frequency of critical duration, up to and including a 24-hour duration storm event, with metered positive discharge into an approved functioning drainage system.
  - b. For retention facilities designed with no positive outfall, the retention volume must be adequate to collect and percolate runoff from a 24-hour, 100-year design storm frequency including upland acreage runoff.
- 4a. [Suggestion] While total on site retention may appear to be satisfactory to collect and percolate runoff from a 24-hour, 100-year design storm frequency, a reasonable attempt to provide a positive drainage outfall design is suggested/encouraged. The County may assist in obtaining acquisition of easements for disposition of surface waters if such easements are prepared and planned by the applicant. In addition, a minimum of 1' freeboard should be provided in the pond.
- 4c. Submit revised calculations as applicable to meet FDOT requirements.
- 4d. Drainage calculations appear to be incomplete or inconsistent.
5. Provide a complete stormwater management plan with applicable stormwater calculations. Calculations must demonstrate compliance with Land Development Code 5.10.02A & 7.15.06.
6. Show total retention/detention storage volume calculations at the outfall elevation(s) of the discharge pipe,

at the weir elevation or overflow structure(s),  
at the top of pond elevation.

**Note:** Outline the computer generated volumes as specified.

7. Provide the retention storage volume at the outfall elevation.
8. Clearly identify 100-year pond stage elevations in calculations and suggest a minimum 1 foot “freeboard” for the top of pond elevation. Suggest applicable notes and details be added to plans to ensure adjacent properties and adjacent lots, will not flood in a 100-year storm.
9. Provide emergency overflow capability for a 25-year design storm for the detention pond.
10. Clarify  $Q_{pre} > Q_{post}$  within computer generated calculations up to an including a 24 hour event and identify the peak flowrate and maximum stage elevation.
11. Drainage construction of major channels or road crossings under Arterial or Collector roads must be designed not to flood in a 100-year storm.
12. Provide pond recharge calculations and FDEP required treatment volume calculation.
13. Provide drawdown calculations for sand chimney, subdrain, under drains, subsoil drains, side bank drains or trench drain structure(s)
14. Pond recharge calculations appear to be inconsistent with percolation rates of soil. [Concern] The geotechnical data for this site indicates \_\_\_\_
15. Design calculations appear to be inconsistent with percolation rates for sand chimney, subdrain, under drains, subsoil drains, side bank drains or trench drain structure(s).
16. Provide velocity calculations (based upon a 25-year design storm) for swales/open ditches consistent with stabilization method.
17. Typically, velocity of water shall not exceed 3 ft/sec in grassed ditches and 6ft/sec in paved ditches. Any ditch with grades steeper than 5% shall be paved or improved to eliminate erosion and sedimentation buildup in the lower elevations of the ditch.
18. Provide velocity calculations for all offsite flows consistent with energy dissipator design.
19. Calculations must be signed, sealed and dated by a registered Florida Professional Engineer.
20. Provide a drainage area map, indicating sub-basins, upland acreage, and off-site flows.size, etc.
21. Include a schematic diagram of proposed stormwater collection system indicating inlets, pipe sizes, lengths and slope, contributing drainage areas, capacity calculations, etc.
22. Wet detention design concept appears to be applicable to this project.; provide applicable calculations if applicable.
23. Include a drainage study for
24. Include gutter spread calculations, based upon a 25-year storm.

**Part I- Development in Areas of High Water Table or Flood Zones:**

1. Clearly identify on the plans all jurisdictional wetlands, isolated wetlands, water bodies, natural water courses, and receiving waters on or abutting the site.
2. Specify on plans the 100-year flood zone elevation data as indicated on the FIRM or FHBM prepared by FEMA. If applicable specify on plans CCCL, CHHA, and Shoreline Protection Zones.
3. [FYI] Refer to LDC Article 10 for development in flood zones or areas of high water table.
4. The bottom ditch/swale elevation must be a minimum 2 inches above the water table and function as a “dry” system.
5. If special flood hazard areas, shallow flooding areas, or coastal high flood hazard areas are applicable then clearly show and label these areas on the plans.
6. [FYI] A special engineering report certified by a registered professional engineer or architect for

flood-proofed structures may be required for proposed structures by the Building Safety Division in accordance with LDC article 10.

7. Where the permanent water table is < two (2) feet below the existing grade, a soil boring maybe required for septic tank design and foundation design.
8. Establish minimum finished floor elevations in relation to mean sea level for the lowest floor of all proposed structures relative to the applicable flood zone; specify on plans.
9. Include a “certificate of survey” from a Florida Registered Surveyor which clearly establishes a benchmarks for the minimum finish floor elevation for the applicable flood zone.
10. Describe the extent of any watercourse alterations or relocations resulting from development.

#### Part J- Wet-detention Design:

1. Provide calculations to show the SW facilities are designed in compliance with the Florida Development Manual (refer to pg. 6-60 and FAC 62-25.042) as it pertains to volume, residence time, treatment depth, littoral shelf, aquatic vegetation, and other applicable performance criteria.
2. Provide all applicable details specific to wet detention design.
3. Consider in design the minimum orifice diameter is three (3) inches. Provide applicable details which comply with this requirement for “bleeddown” devices.
4. Canals or lakes must be designed to have bank slopes steeper than 6:1, but flatter than 2:1, the entire banks slope from the design water surface to a point three (3) feet beyond the berm line must be grassed in a manner to guarantee a healthy growth of Pangola, Bahia or Bermuda, Centipede and/or other suitable grass.
5. Wet detention is applicable in site specific cases where the natural water table is high; wet detention is not applicable for perched water tables.

#### Part K- Stormwater Objectives and Performance Criteria:

1. Routing run off from upland/off-site acreage appears to be applicable to this design. Drainage should be routed through or around the development without impeding natural flow.
2. Show drainage conditions downstream of the project are not exacerbated due to this development.
3. Demonstrate site and designated offsite outfall has a positive outfall.
4. Revise design to facilitate groundwater recharge.
5. Show the new development will not degrade the functioning ability of the area-wide drainage system to adequately control stormwater runoff due to existing capacity, erosion or sedimentation.
6. Design requires the implementation of a stormwater management plan; refer to LDC Article 7.15.
7. Provide measures to prevent damage to wetlands and prevent untreated stormwater runoff from adversely impact receiving water bodies.
8. The design for this project does not appear to satisfy the stormwater objectives of the LDC 4.15.02
9. The owner’s permission recorded in writing is required for direct stormwater discharge onto private property. Provide an hold harmless/drainage easement.

#### Part L- General Items to Include on Plans:

1. Include a vicinity map of the area including site location with reference to principal roads.
2. Include a complete boundary/land survey including a legal description and the total acreage of the site. The survey should be certified by a registered surveyor.
- 2b. Include a complete legal description with the total acreage and specify the origin of land survey and legal description.
3. Add the project name, date, scale (preferably 1"= 20' if overall site scales to one sheet), north

arrow, and property tax/reference number(s) to the plans.

4. Add the owner's and/or developer's name(s), address(es) and phone number(s) to the plans.
5. Specify the rights-of-way widths and surface material of County or State roads along with their designated numbers (if applicable) which front the property or tract.
6. Add general dimensions for retention/detention area construction; primary length and width.
7. Add all applicable lot coverage dimensions for proposed improvements and layout for construction.
8. Specify the direction of flow for all surface drainage relevant to the project including on site, abutting properties, and adjacent streets.
9. Identify existing drainage system abutting the site or relevant to the proposed storm system. If none exists, then explain where the stormwater flows to or from the site.
10. Show the proposed drainage structures associated with the development with pipe sizes, lengths, invert elevations, flow direction, and descriptions.
11. Include the plan and profiles for all proposed streets and easements including centerline % slope of profiled roads, stormwater and sanitary sewer pipes with existing and proposed pipe length, slopes, inverts, and grades. If necessary based upon terrain, show right and left grading requirements.
12. Show culverts for all proposed drives when crossing existing or proposed roadside swales/ditches, unless other innovative measures can be applied such as a dip in the drive.
13. Each sheet signed, sealed and dated by a registered Florida Professional Engineer.

Part M- Vertical Control and Topographical Changes:

1. Show existing (pre-development) 1' contours on the plan referenced to either assumed or NGVD datum. For relatively flat sites provide adequate existing spot elevations.
2. Provide a benchmark (suggest 2) for vertical control, either assumed or based on NGVD Datum, with the description, location, and elevation.
3. Add additional spot elevations to clarify drainage as needed to demonstrate drainage patterns on site, abutting properties, adjacent roadways, and outfall areas.
4. Provide a complete grading/drainage plan by
  - showing how existing contours tie into proposed contours for proposed right-of-ways, swales, and ponds,
  - showing directional flow arrows to clarify drainage across proposed development
5. Show elevations of roadways in area(s) of connection(s) and ensure ponding or standing water in R/W is not apparent for post development conditions. When applicable provide measures to route standing or ponding water into onsite drainage system or County system.
6. Specify finished ground floor elevations for all structures.

Part N- Utility, Water, and Sewer Requirements:

1. Show all existing and proposed utilities (if any) within all abutting rights-of-way.
2. Show proposed water and sanitary sewer connection to proposed structures which do not conflict with existing or proposed stormwater system(s)
3. [FYI] A separate construction in right-of-way permit is required for the proposed installation of the..., to be pulled by a contractor bonded with the County.
4. Show all proposed utility crossings under existing county roadways to be bored, not open cut. Except under conditions of existing roadway degradation or reasonable justification, County roadways are bored under and not open cut.
5. If justification for open cutting of a County road is warranted and boring cannot be accomplished, then include County standard patch detail on plans. See attachment.

6. If sanitary sewage disposal is accommodated by septic tank and drain field lines, then show the location(s) on the plans; Septic tank drain field lines should be a minimum 15' from retention areas.
7. Show existing or proposed fire hydrant located within 500 feet from the furthest remote point of the building.

Part O- Stabilization, Erosion, and Sediment Control Measures:

1. Stabilized earth berms and/or swales should be constructed along property lines where developed run off to adjoining properties is possible. Provide detail with side slopes, elevations, dimensions, soil specifications, compaction, stabilization, construction specifications and etc. Side slopes steeper than 3:1 requires sod.
2. Include on plans measure to control erosion and sedimentation consistent with velocity calculation and in accordance with FDEP standards.
3. Include applicable details for erosion and sediment control device, timing for installation, and provision for their maintenance.
4. Show applicable locations of erosion/sediment control measures and label on plans.
5. Include on the pond details proper side slope stabilization notes. The entire bank slope shall be grassed in a manner to guarantees healthy growth grass (free from noxious weeds) such as Pangala, Argentine Bahia, Bermuda, Centipede or other suitable grass.
6. Side slopes or embankments steeper than 3:1 should be sodded and pinned, unless other effective measures can be applied such as geotextile materials. Specify method of stabilization on plans consistent with slope stabilization analyses.
7. Proposed open ditches or swales should be 6:1 of flatter, unless permanent stabilization is provided.
8. Work proposed within or next to the R/W with existing swales systems may require additional provisions to repair/restore existing drainage swales as needed to ensure adequate drainage. R/W shoulder stabilization should be in accordance with FDOT Standard Specifications for Road and Bridge Construction latest edition. Please note on plans.
9. Concrete MES are required for culverts; provide applicable detail.
10. Include on plans energy dissipators at discharge points of all pipes and flumes based upon applicable design velocities. Rip-rap dissipator detail(s) should include minimum stone weight (suggest 50 #), spread and depth dimensions. Splash pad dissipator detail(s) should include construction specifications, dimensions, material etc.
11. Topography or design layout appears conducive to erosion.
12. [Request] Preservation of natural vegetative buffer zones and existing trees will reduce impacts of erosion. Please note on plans provisions to reflect such preservation.
13. On sites > 1 acre, if > 1 contiguous acre is cleared, a ground cover sufficient to prevent erosion should be planted or otherwise stabilized within 10 working days on that portion of the site upon which further active construction will not be undertaken within 90 days; please note on plans.
14. For shoreline structures an anti-erosion impact statement should be included with a descriptive features of the site plan and proposed measures to be undertaken in order to prevent or minimize erosion of adjacent and down drift properties. This statement shall include any anticipated adverse impacts of the proposed structure.

Part P- County Standards and Details Applicable to Plans:

1. Include cross-section detail(s) of proposed pond(s) including side slopes, the top and bottom elevations, pond embankment stabilization notes, associated inflow/outflow structures, etc.

2. All retention areas shall be located a minimum 20' from any natural watercourse, river or stream
3. As per LDC 4.04.13 A 4, "Detention/retention areas should be fenced or restricted from public access or contain side slopes that are no steeper than 4:1, out to a depth of 2 feet below control elevation (approximately 8' horizontal feet from control elevation), *unless pond normal water elevation is less than 24" deep.*" As per Chapter 2-7-1 Escambia County Code of Ordinance (1968 act of State Legislature), "Enclosure of clay pits, caves, or other depressions *is required if so* located at such a depth that a child might conceivably drown ... to enclose the depression with a fence or other device of a height of 4 feet. The enclosure shall be of construction as to not be penetrable without the aid of tools or other devices." [Concern] Liability for the owner and/or engineer of record from a child drowning.
4. Sand chimney, subdrain, subsoil drains, or trench drain structure(s) details(s) should include the length, size, dimensions, elevations, specifications and materials for the perforated pipe, filter media, trench and etc.
5. Include a complete construction detail for sand chimney, underdrain, or side bank drain.
6. Weir/outlet (emergency overflow or "pop off") details should include dimensions, elevations, material specifications, reinforcement and stabilization specifications.
7. Include a complete construction detail for outlet structure.
8. All orifices should be less than a 3" diameter. All standpipes larger than a 15" diameter should be protected by a trash rack or grate; include details, materials and construction specs as applicable.
9. A minimum one (1) foot ground cover is required for all underground pipes; note on plans.
10. Stormwater pipes must be a minimum 18 inch diameter with concrete MES, if within County R/W or maintained by the County and be designed to accommodate a 25-year storm.
11. The driveway culvert size and slope should be designed to accommodate a 25-year storm and have 1' of ground cover. Indicate the other culverts size within the ditch system relevant to the culvert.
12. Indicate concrete mitered end sections along with their flow line elevations on all driveway pipes in County R/W or D/E. Include detail and construction specifications per FDOT standards.
13. Show culverts for all proposed drives when crossing existing or proposed roadside swales/ditches, unless other measures can be applied such as a dip in the drive or routing drainage on-site.
14. Include the type driveway connection as applicable with appropriate details and consideration to existing or proposed roadside drainage; see attached standards.
15. Provide standard concrete MES detail in plans. Refer to FDOT standards.
16. Minimum slope of all proposed conveyance swales, roads, and gutters must be 0.3%. Identify all slopes and/or elevations on plans and show directional flow arrows to clarify drainage.
17. Drainage easements (D/E) shall contain underground piping and must have sufficient width to accommodate pipe size; minimum 15 feet width. If the D/E is located with the S/D boundaries, then D/E is to be platted. If the D/E is outside boundary limits, then D/E is to be granted by separate instrument.
18. Drainage rights of ways (D/R/W) are required for open ditches and drainage swales as public dedicated or deeded R/W; minimum 15' feet width or as necessary for adequate maintenance access. D/E's are not acceptable for swales.
19. Include a cross section of all proposed swales/open ditches including side slopes, and the proper stabilization notes. Plan view should include % slope, elevations, contours, and grading requirements as necessary for construction purposes.
20. The maximum allowable design depth for swales/open ditches located in road right-of-way is three (3) feet. Edges of ditches shall be a minimum of six (6) feet from the outside edge of pavement.
21. If applicable include associated details and notes to control erosion or sedimentation within

- proposed swale system(s), based upon velocity calculations.
22. Road side swales or open ditches should not exceed 3 feet in depth and the edge of the ditch must be a minimum 4-6 foot from to the edge of the pavement.
  23. Show concrete valleys and associated details in areas of roadways in which stormwater runoff crosses the crown of a road.
  24. Show concrete flume detail(s) including dimensions, elevations, material specifications, reinforcement and stabilization specifications.
  25. County maintained ponds must be designed with side slopes which are no steeper than 3:1.
  26. The storm pipe material is not amenable or an approved material for construction within County R/W. Suggest HDPE or concrete pipe. Request not to use corrugated metal pipe due the poor durability and strength characteristics. If corrugated metal pipe is used it must be fully bituminous coated to allow an inside smooth surface.
  27. Local streets require 50' R/W when curb & gutter is utilized or 66' R/W if roadside swales are utilized.
  28. Standard County inlets are required; FDOT inlets are not acceptable unless ditch bottom inlets.
  29. High back curbs or raised shoulders appear to be applicable at \_\_\_\_.
  30. Ribbon curb or layback type curb should be used within County R/W. FDOT Type 'F' curbs are only applicable for medians within County R/W.

Part Q- Applicable Notes to Include on Plans:

1. "The project engineer (engineer of record) shall provide to Escambia County "as-built" record drawings for verification and approval by Escambia County one week prior to requesting a final inspection and certificate of occupancy, or provide "as-built" certification that the project construction adheres to the permitted plans and specifications. The "as-built" certification or the "as-built" record drawings must be signed, sealed and dated by a registered Florida Professional Engineer."
2. "The contractor shall install prior to the start of construction and maintain during construction all sediment control measures as required to retain all sediments on the site. Improper sediment control measures may result in Code Enforcement Violation. "
3. "Retention/detention areas shall be substantially complete prior to any construction activities that may increase stormwater runoff rates. The contractor shall control stormwater during all phases of construction and take adequate measures to prevent the excavated pond from blinding due to sediments."
4. "All disturbed areas which are not paved shall be stabilized with seeding, fertilizer and mulch, hydroseed and/or sod."
5. "All new building roof drains, down spouts, or gutters shall be routed to carry all stormwater to retention/detention areas."
6. "Developer/Contractor shall reshape per plan specifications, clean out accumulated silt, and stabilize retention/detention pond(s) at the end of construction when all disturbed areas have been stabilized and prior to request for inspection."
7. "Contractor shall maintain record drawings during construction which show "as-built" conditions of all work including piping, drainage structures, topo of pond(s), outlet structures, dimensions, elevations, grading etc. Record drawings shall be provided to the Engineer of Record prior to requesting final inspection."
8. "The owner or his agent shall arrange/schedule with the County a final inspection of the development upon completion and any intermediate inspections at (850) 595-3434. As-built

certification is required prior to request for final inspection/approval.”

9. “Notify Sunshine utilities 48 hours in advance prior to digging within R/W; 1-800-432-4770.”
10. “All aspects of the stormwater/drainage components and/or transportation components shall be completed prior to issuance of a final certificate of occupancy.”
11. “No deviations or revisions from these plans by the contractor shall be allowed without prior approval from both the design engineer and the Escambia County. Any deviations may result in delays in obtaining a certificate of occupancy”
12. “The contractor shall notify FDOT 48 hours in advance prior to initiating any work in the state rights-of way.”

#### Part R- Maintenance Requirements:

1. Provide a copy of a Maintenance Plan to both the County and the entity/owner responsible for maintenance which includes a listing setting forth scheduled maintenance needs and operation/maintenance instructions for the stormwater facilities and erosion repairs.
2. [Suggestion] Shallow ponds within the landscaped areas, minimization of steep pond side slopes, and equalization pipes between the detention areas would provide a safer detention pond and would not require a fence to restrict public access. In addition, 2:1 pond side slopes are difficult to maintain and are conducive to erosion.
3. Provide adequate access to stormwater facilities for maintenance purposes.
4. Due to limited design life and additional maintenance requirements, the use of underdrains is accepted, although discouraged. Request a reasonable explanation why natural percolation or the use of sand chimneys will not accommodate treatment and recharge requirements.
5. All areas and/or structures to be maintained by the County must be dedicated to the County by plat or separate instrument and accepted by the BCC.
6. Include on plans the location, width, purpose and maintenance responsibility for all proposed easements, facilities, or R/W's other than streets. (Private or Public?)

#### Part S-Comments For Your Information:

1. A Land Disturbing Permit is required prior to clearing land, disturbing land, or changing the land's topography, unless final approval of plans has been issued.
2. An “as-built” certification is required prior to final inspection.
3. The inspection fee covers 2 inspections; subsequent inspections due to negligence of the contractor or engineer of record will result in a \$75 additional inspection fee.

#### Part T- Additional Comments and Concerns:

#### Part U-Comments Based Initial Site Visit:

Note: All comments are based upon the Land Development Code ordinance 96-3 (LDC). Refer to Articles 3, 4, 7, and 10 of the LDC and Chapter 62-25 F.A.C. Please respond in writing if you wish to dispute any comment regarding this document.

file: h: \wpdocs\cac\ siteplan\ [planning id#] . SP

## Escambia County As-Built Certification Form

Upon completion of construction and prior to final inspection the engineer of record or another professional engineer registered in Florida must certify that the project construction adheres to the approved plans. A final certificate of occupancy or final acceptance will not be granted until the project has been certified.

### Part 1: Project Information

<u>[project name]</u> Project Name	Planning/Building # <u>[planning id#]</u>		
<u>[project address]</u> Project Address	Engineering # <u>[engineering #]</u>		
<hr/>			
Name and Title of Owner	Owner's Phone		
<hr/>			
Owner's Address	City	State	Zip

### Part 2: Statement By Entity Responsibility For Maintenance (if other than County)

The undersigned agrees to maintain and operate the Stormwater facilities to comply with Ordinance 96-3 Article 7.15.12. Responsibility for maintenance and operation may be transferred to another entity upon written notification to Escambia County Public Works Department.

<hr/> Signature	<hr/> Date		
<hr/> Name and Title	<hr/> Owner's Phone		
<hr/>			
Address	City	State	Zip

Part 3: Statement By Registered Professional Engineer (required by Ordinance 96-3 Article 7.15.11) This is to certify that project construction substantially adheres to the approved plans. The engineering features of the project have been designed/examined by me. I also state the applicant has been furnished a maintenance and operation schedule for the Stormwater facilities (if applicable).

<hr/> Name of Engineer	Florida Reg. No.	<hr/> Signature of Engineer	<hr/> Date
---------------------------	------------------	--------------------------------	---------------

---

  
Company Name

---

  
Company Address

---

  
City                      State                      Zip

(Affix Seal)

Attach As-built Drawings if applicable

Note: While not preferred, an as-built certification letter may be substituted for this form.

## Certificate of Occupancy Status - Site Inspection Form

Project Name: [project name]

Building/Planning # [planning id#]

Project Address: [project address]

Engineering # [engineering #]

Inspection report covers: Planning & Zoning Only  Engineering Only  Both Depts.

A certificate of occupancy was requested on \_\_\_\_\_ (date) for this project by \_\_\_\_\_, phone number \_\_\_\_\_. The results and status date of the site inspection for the requirements pertaining to the Land Development Code are as follows:

NOT REQUIRED \_\_\_\_\_ FAILED INSPECTION \_\_\_\_\_ TEMPORARY \_\_\_\_\_ FINAL \_\_\_\_\_

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

General comments or notes regarding the Inspection:

General Criteria:

YES    NO    NA

1. As-Built Drawing/Certification Received (Date: \_\_\_\_\_): \_\_\_\_\_

Note: As-Built Certification is required by the engineer of record prior to final CO.

2. County Records indicate other agency permits & issues are satisfied. \_\_\_\_\_

FDEP \_\_\_ FDOT \_\_\_ COE \_\_\_ Other \_\_\_\_\_

3. All complaints (if any) concerning off-site impacts resolved; erosion, screening, etc. \_\_\_\_\_

Stormwater Management Criteria:

4. Design requirements for retention/detention area satisfied. \_\_\_\_\_

5. Requirements for underdrain system/sand chimney satisfied. \_\_\_\_\_

6. Site grading requirements satisfied; swale construction, grading direction, etc. \_\_\_\_\_

7. All work in right-of-way is satisfactory; stabilization, ditches, sediments, etc. \_\_\_\_\_

8. All drainage structures built and appear to installed per plans. \_\_\_\_\_

9. Energy dissipators & "rip rap" installed at the end of pipes, flumes, etc. \_\_\_\_\_

10. Accumulated silts removed from pond. \_\_\_\_\_

Access Management Criteria:

11. Driveway connection(s) width, radii, flared dimensions, urban flared turnouts, 3' transition @ curb & gutter satisfied, aprons, turning lanes. \_\_\_\_\_

12. Color, location, size, pavement markings, traffic signs satisfied (parking stripes-white, handicap signs, etc) \_\_\_\_\_

13. Sidewalks are constructed and located per plans \_\_\_\_\_

Planning & Zoning Criteria:

14. All disturbed areas are stabilized with grass, seed/mulch, or landscaped per plans. \_\_\_\_\_

15. Parking areas are satisfied; appropriate number of spaces, islands, medians, etc. \_\_\_\_\_

16. Screening areas are satisfied; dumpster screening, privacy fences and veg. buffers \_\_\_\_\_

17. Building Setbacks are satisfied. \_\_\_\_\_

Additional requirements:

18.

Disclaimer: This project has been inspected by Escambia County for compliance with the requirements of the Land Development Code. This inspection report is based on a visual inspection and does not in any way relieve the professional engineer, contractor, owner, developer or responsible party from the design requirements of the permitted plans.

	<b>ENGINEERING DEPARTMENT Procedures</b>	<b>DATE</b> June 19, 2001
		<b>PROC. NO.</b>  01-02
<b>TITLE</b>  <b>Traffic Concurrency Procedures &amp; Impact Analysis Report Standards</b>	<b>RESPONS. ORG</b> Traffic Eng.	
	<b>PAGES</b> 5	

**Traffic Concurrency Procedures:**

- I. Applicant or Transportation Planner determines if the proposed development meets the Initial Test for Traffic Concurrency (re: §5.12.00, Land Development Code). Applicant should use the "Initial Test for Traffic Concurrency Worksheets" in Appendix "F" of the Escambia County *Concurrency Management System Procedural Manual*. Applicant can find the Land Development Code and the *Concurrency Management System Procedural Manual* at [www.co.escambia.fl.us/lde](http://www.co.escambia.fl.us/lde)
- II. Transportation Planner reviews the Initial Test for Traffic Concurrency for compliance with the Land Development Code (LDC).
- III. If Transportation Planner concurs that the project meets the Initial Test for Traffic Concurrency, the Transportation Planner will conduct a final review for traffic concurrency when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted for the site plan or preliminary plat.
- IV. If the project meets the final review for traffic concurrency, which the Transportation Planner conducts when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted, the Transportation Planner will initial the Route Sheet and sign the red stamp on the final comparisons of the site plan or preliminary plat.
- V. If the project does not meet the initial or final review for traffic concurrency, comments from the Transportation Planner will be provided to the Applicant. The Applicant shall determine method(s) to be used to maintain the adopted level of service for each impacted roadway segment. Possible methods include:
  - A. Applying applicable trip reduction methods such as internal trip capture rates and/or pass-by rates for service or commercial developments;
  - B. Conducting a Traffic Impact Analysis Report (TIAR);
  - C. Reducing the scope or scale of the proposed project so that demand does not exceed available capacity; or
  - D. Withdrawing the application.

- VI. Data from the selected method(s) shall be submitted to the Transportation Planner for review. If the Transportation Planner determines that the data submitted sufficiently illustrates that each impacted roadway segment does not exceed the adopted level of service, final comparisons may be submitted for final review of traffic concurrency after all other sign-offs have been obtained.
- VII. If a Traffic Impact Analysis Report (TIAR) is needed, the applicant is encouraged to discuss proposed methodologies with the Transportation Planner prior to preparing report. The report should be formatted in accordance with and contain the information outlined in the Traffic Impact Analysis Report (TIAR) Standards listed below. Please note the source(s) of all data and methodologies used in the report and attach copies of all raw traffic counts, calculations, and model outputs in an appendix to the report.
- VIII. See last page of this procedure for a flowchart of the traffic concurrency review process.

### **Traffic Impact Analysis Report (TIAR) Standards:**

#### **1. Trip generation:**

- < Determine trip generation using data and procedures contained in the latest edition of *Trip Generation*, Institute of Transportation Engineers (ITE).
- < Local or special trip generation rates based on comparable sites may be used if a substantial sample size is used and complete documentation is furnished. Guidance can be found in the *Trip Generation Handbook, An ITE Proposed Recommended Practice*.
- < For redevelopment sites, trips currently generated by existing development that will be removed may be deducted from total new site trips.
- < The applicant may consider applicable trip reduction methods such as internal trip capture rates and pass-by trip rates for service or commercial developments. The trip reduction methods should follow the recommendations of the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice* and are subject to review and approval by the Transportation Planner.

#### **2. Trip distribution and assignment:**

- < Distribute and assign new trips to the roadway system by using manual methods, “quick-response” methods, or the Florida Standard Urban Transportation Model Structure (FSUTMS) for the Pensacola Urbanized Area. FSUTMS files are available from the Pensacola Metropolitan Planning Organization (MPO) staff.
- < Manual distribution of new trips onto the impacted roadway segments is an acceptable method. For all trip distribution methods used, a map illustrating the impacted roadway segments and trip distribution on each segment is the preferred method of illustration. Roadway segments are delineated in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering.

- < In addition to a map, the number of new trips generated from the proposed development and distributed on each impacted roadway segment should be summarized in a format similar to that of the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.
- < For the purpose of this analysis, the distance provisions in Section 5.12.02 of the Land Development Code (LDC) are not applicable. Distribution and assignment of new trips onto the Escambia County roadway segments until the trips have an impact of 1% or less of the service volume for the adopted level of service (LOS) standard will be required.

### **3. Impact analysis:**

- < Analyze the weekday P.M. peak hour of adjacent street traffic (not daily volumes) for most land uses. Analysis of other hours and/or days may be more appropriate for special land uses which exhibit significantly different peak periods from the average weekday (e.g., amusement parks).
- < Determine if the level of service standard is met for all impacted roadway segments. A roadway segment shall be deemed to have adequate level of service when the level of service (LOS) for both directions of travel in the P.M. peak hour does not exceed the adopted LOS standard.
- < The latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering shall be used as the source for background (existing + allocated/committed) traffic, adopted level of service standards and roadway segment service volumes. Refinements to volumes may be made if adequately documented/justified to the satisfaction of the Transportation Planner.
- < Allocated (committed) trips from approved development that are not yet reflected in actual traffic counts will be provided in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.
- < General models (e.g., ART-TAB) may be used. Adjust default factors as necessary to the local characteristics of each roadway analyzed. If the analysis of the general model does not indicate that adequate level of service is provided, progressively more detailed models (e.g., ART-PLAN; *Highway Capacity Manual*, TRB Special Report 209; or *Highway Capacity Software*, Transportation Research Center, University of Florida) will need to be used as necessary to determine and document whether sufficient capacity is available.
- < Traffic counts (e.g., intersection turning movement counts, etc.) used in any analysis (e.g., ART-TAB, ART-PLAN, etc.) shall be no older than one year and originate from a Tuesday, Wednesday, or Thursday. Weekly adjustment rates published by the FDOT shall be used to seasonally adjust the counts to an annual average value.
- < Determine PM peak hour revised service volume (both directions) as part of the impact analysis. A revised service volume can be determined through ART-TAB, ART-PLAN, or other level of service analysis software.

- < A table should be used to summarize existing volume, allocated/committed volume, project volume, total (existing + allocated/committed + project) volume, and roadway capacities for each impacted roadway segment. The table should be similar to the Esambia County *Traffic Volume and Level Of Service Report*. This format is preferred, in lieu of narrative, as an efficient means to provide information.
- < Capacity improvements provided by roadway projects which are scheduled for construction within three years in the adopted work program of the Florida Department of Transportation (FDOT) and/or the Capital Improvement Program of the County are assumed to be existing in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.

**4. Mitigation:**

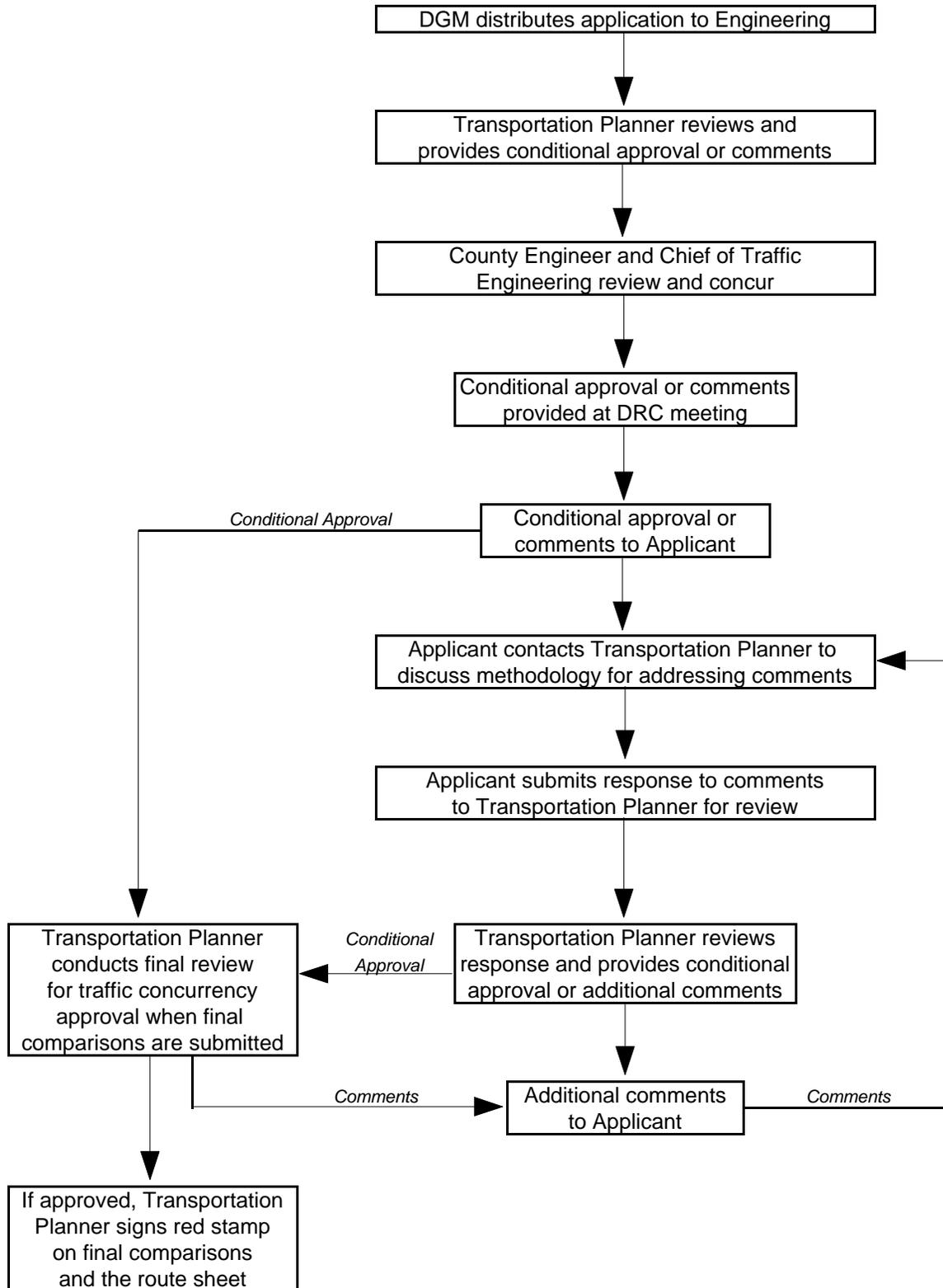
- < If improvements are needed as a result of the traffic impact analysis report and the Applicant agrees to construct or implement the improvements, the applicant shall prepare a mitigation report.
- < The mitigation report should document what improvements are proposed, how the improvements will maintain adequate level of service, who will design and construct or implement the improvements, and a schedule for completing the improvements. The mitigation report will require review and approval by the Transportation Planner.
- < For mitigation of a project with substantial impacts, such as Developments of Regional Impact (DRIs), the project will be reviewed through coordination with the Florida Department of Transportation (FDOT), West Florida Regional Planning Council (WFRPC), Department of Community Affairs (DCA), and/or other appropriate agencies.
- < If the adopted level of service for each impacted roadway segment cannot be maintained and mitigation is not provided, then the development will not be approved.

Contact Person: Vikki R. Garrett, Transportation Planner  
Phone: (850) 595-3434

Cindy W. Anderson, P.E.  
Cindy W. Anderson, P.E.

June 20, 2001  
Date

## TRAFFIC CONCURRENCY REVIEW PROCESS FLOWCHART



## INITIAL TEST FOR TRAFFIC CONCURRENCY WORKSHEETS

### DEVELOPMENT REVIEW COMMENTS

\_\_\_\_\_ Approved By: Date: \_\_\_\_\_

\_\_\_\_\_ Additional information or analysis needed. Date: \_\_\_\_\_

Project should meet traffic concurrency. A final review for traffic concurrency will be conducted after all other sign-offs have been obtained on the site plan final comparisons.

Rev 01/28/03

Eng #:

Planning ID #:

Pre-App: \_\_\_\_\_ MP: \_\_\_\_\_ PP: \_\_\_\_\_ SP:   X   Mini: \_\_\_\_\_

Project Name & Address:

Roadway Facility:

Project Description: District: \_\_\_\_\_ TAZ: \_\_\_\_\_

Worksheet Prepared By: Thomas Brown, Jr Phone: (850) 595-3434 Date: \_\_\_\_\_

### TRIP GENERATION

Source: latest edition of *Trip Generation*, ITE or data collected from related development may be accepted if sufficiently documented.

ITE Land Use:	ITE Code: _____	Page #: _____
Independent Variable:		
Size of Independent Variable:	[A]	
Average Rate for PH (4-6 P.M.) of Adjacent Street Traffic:	_____ [B]	
Driveway Trips (A*B), result from fitted curve equation or trips from locally collected data:	0.0 [C]	
Internal Capture Rate Percentage (if applicable):		0% [D]
Internal Trips (C*D):		0.0 [E]
Adjusted Driveway Trips (C-E):		0.0 [F]
Pass-By Trip Percentage (if applicable):		0% [G]
Pass-By Trips (F*G):		0.0 [H]
New Driveway Trips (F-H):		<u>    0    </u> [I]

### AREA OF INFLUENCE FOR TRIP DISTRIBUTION / ASSIGNMENT

Is the number of New Driveway Trips [I], greater than 50 for commercial or greater than 5% of the Service Volume (column 22) for residential? **NO** [J]

\_\_\_\_\_ If "YES" to [J], applicant is required to submit trip distribution for the proposed development. Applicant is encouraged to discuss methodology prior to preparing trip distribution.

  X   If "NO" to [J], continue with PART I: *De Minimis* Determination on the following page.



Recommend Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Conditional Approval: \_\_\_\_\_

---

**SITE PLAN DEVELOPMENT REVIEW COMMENTS**

Reviewer: Thomas Brown, Jr Phone: 595-3434  
DRC Meeting Date: «DRCmeetingdate» Permit (DRC Planning ID) #: «EncompassNumber»  
Initial Review Date: «DateReviewed» Engineering Project ID # «EngineeringNumber»  
Project Name: «ProjectName»  
Project Address: «ProjectAddress»  
Applicant's Name & Phone: «Applicant»  
Type Submittal: Site Plan (SP)  
Mini-Site Plan; Mini-DRC (SPM)

**PLEASE ADDRESS THE FOLLOWING COMMENTS:**

Part I - Access Management

---

No comments. No new or modified driveway(s) are proposed.

Note: Since building expansion is expected to increase traffic by more than 50%, access to this site will need to be modified to be in compliance with the Land Development Code (7.11.07B).

1. Please provide the following information, which is needed to review this application:

- Location of all existing and proposed driveways.
- Width of driveways and radius or flare dimensions.
- Type of trucks intended to serve the site. Describe how the trucks will access the site without the need to back into or from the right-of-way.
- Show all existing commercial driveways and/or streets within 125/245/440 feet of the proposed driveway. Proposed driveways need to align with, or be sufficiently offset from, existing driveways and streets.
- Vicinity map scale.

x. Show the driveway radii to be 35 feet. This size is adequate to serve an SU design vehicle within a 24' driveway. If pickup or van-size vehicles will be the largest vehicles, which need to access this site, then 25' radii are adequate.

x. Since \_\_\_\_\_ has curb & gutter, note or show the use of a *concrete urban flared turnout* per Plan C, Sheet 2 of 6, FDOT Index #515, for the driveway.

x. The proposed driveway, which connects to a paved County road, needs to be paved to the right-of-way line.

x. Describe how the right-of-way for \_ will be restored after removal of the existing driveway.

x. Construct a 5' x 55'/70' rectangular asphalt or concrete turnout for the driveway.

x. Note that non-handicap parking space lines will be white.

x. Note or show a 3' transition at the end of the driveway curb & gutter on \_ (re: transition detail in FDOT's *Roadway and Traffic Design Standards*, Index #300).

x. Note that all traffic control signs and markings used on the plan will conform with the *Manual On Uniform Traffic Control Devices* (MUTCD), FHWA, latest edition. Reference the sign codes contained in the MUTCD for all traffic control signs. Note the color and size of all pavement markings, referencing details in FDOT's *Roadway and Traffic Design Standards* where applicable.

x. One driveway is sufficient to serve the \_\_ <daily/peak hour> trip ends estimated to be generated/attracted by this site. Since \_ is functionally classified as a \_, the mobility function of \_ needs to be conserved through the application of access management principles.

Construct a \_\_ bound \_\_ turn lane on \_\_ for the \_\_. \_\_ trip ends to \_\_ are estimated for this movement during the afternoon peak hour assuming \_\_% of total trips will originate from the \_\_.

Provide sufficient information with which to properly construct the turn lane on \_\_ (e.g., pavement design and specifications, cross sections, slope, drainage, core samples during construction).

x. Construct a 5'-wide concrete sidewalk along the \_\_ frontage of this site since it is located within 1500 feet of a school [re: ' 7.11.05(A)]. Provide a cross-section of the area between the edge of pavement and right-of-way line which shows where and how the sidewalk will be constructed. Please be advised that the applicant will be responsible for all costs associated with construction of the sidewalk. Dedication of an easement parallel to the right-of-way in which to construct the sidewalk is an option if placement in the right-of-way is a problem.

Construct a 5'-wide concrete sidewalk along the \_\_ frontage of this site to connect with the existing sidewalk along \_\_ [re: ' 7.11.05(A)]. Provide a cross-section of the area between the edge of pavement and right-of-way line which shows where and how the sidewalk will be constructed. Please be advised that the applicant will be responsible for all costs associated with construction of the sidewalk. Dedication of an easement parallel to the right-of-way in which to construct the sidewalk is an option if placement in the right-of-way is a problem.

Provide a pedestrian circulation system (e.g., sidewalks) to allow safe travel between buildings and outparcels.

No entrances or exits shall direct traffic into adjacent residential areas i.e., \_\_\_\_ (6.05.1xE).

Provide a copy of the FDOT *Driveway/Connection Application* for the driveway onto \_.

[Advisory] A copy of the *Driveway Connection Permit* issued by the FDOT is required prior to issuance of a building permit.

## Part II - Right of Way

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Reserve any right-of-way needed to widen \_\_ identified in FDOT=s PD&E study. Please contact Mr. Jim DeVries, FDOT Urban Planning Manager, at 934-4030 for information.

The *Pensacola Urbanized Area Transportation Study, 2020 Plan Update*, has identified the need to widen \_ in the vicinity of the site to four lanes. More than \_ feet of additional right-of-way will very likely be required to construct a 4-lane divided roadway. Right-of-way acquisition associated with the future widening of \_ will affect the future internal operation of \_. Therefore, reservation of \_ feet of right of way or an additional building setback of \_ feet to accommodate future roadway improvements is requested.

Escambia County has programmed a project to widen \_ to four lanes and has identified the need to acquire \_ feet of right of way at this site. Therefore, **reservation** of \_ feet of frontage for right of way to accommodate future roadway improvements is required.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as a **local** road. The County standard right-of-way width for a local road with curb and gutter is 50 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as a **local** road. The County standard right-of-way width for a local road with swale drainage is 66 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as a **collector** road. The County standard right-of-way width for a collector road is 80 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as an **arterial** road. The County standard right-of-way width for an arterial road is 100 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

## **PRELIMINARY PLAT / CONSTRUCTION PLAN FINAL COMPARISON SUBMITTAL REQUIREMENTS**

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All Final Comparison Submittal Packages shall contain the following items. Final Comparison Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Engineering, by calling (850) 595-3472 to schedule an appointment Monday thru Friday. The deadline to submit a COMPLETE Final Comparison Submittal Packages is 11:30 am every Friday.

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**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

**General Requirements:**

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 2) A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator in the Planning & Engineering Department at 595-3472 to verify submittal amounts & schedule an appointment.
- 3) One CD with all of the General, Preliminary Plat, **and** Construction Plan requirements included. Each document must be in an individual **PDF** format (ex. A five- page form is to be converted into ONE PDF document).

**Preliminary Plat Requirements:**

- 1) Disposition Report with **all** required signatures.
- 2) One (1) copy of written Response to Comments that addresses all outstanding issues.
- 3) Four (4) sets of preliminary plat drawings signed and sealed. Each shall be folded or they will NOT be accepted.
- 4) Any other documentation that has been requested by the plan reviewers.

**Construction Plan Requirements:**

- 1) A minimum of five (5) sets of revised plans.
- 2) One (1) set of revised Stormwater Management Plan as necessary.
- 3) One (1) set of revised Technical Specifications as necessary.
- 4) Three (3) sets of the Lot Grading Plan.

Final Plat

# PROJECT INFORMATION FORM

Escambia County Planning & Engineering Department, 1190 W. Leonard St., Pensacola, FL 32501 (phone) 850-595-3472 (fax) 850-595-3703

**Allow 2 working days for the return of this form**

## SECTION 1-A: MANDATORY – THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Name: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Property Reference Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Is Site currently developed? NO \_\_\_ YES \_\_\_ If YES, describe existing development \_\_\_\_\_  
\_\_\_\_\_

Is a Conditional Use, Variance, Rezoning or Future Land Use Amendment required for the Proposed development? NO \_\_\_ YES \_\_\_

Select Type of Submittal:      Site Plan      Site Plan Minor(modify approved plan or construction under 2000SF)      Subdivision

### Site Plan Project Submittals

SQ. FT. of Building Footprint: \_\_\_\_\_

SQ. FT. of Impervious Surface  
(Including Bldg Footprint): \_\_\_\_\_

### Subdivision Project Submittals

Total # of Phases: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

# of Lots in Phase 1: \_\_\_\_\_ # of Lots in Phase 2: \_\_\_\_\_

# of Lots in Phase 3: \_\_\_\_\_ # of Lots in Phase 4: \_\_\_\_\_

## SECTION 2: This section to be completed by County Staff.

Parcel Future Land Use(s): \_\_\_\_\_ Surrounding Future Land Use(s): \_\_\_\_\_

Parcel Zoning District(s): \_\_\_\_\_ Surrounding Zoning Districts: \_\_\_\_\_

Airport Environment(s): \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Commissioner District: \_\_\_\_\_

Drainage Basin: \_\_\_\_\_ Hurricane Evacuation Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



**Property Owners:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Developer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Agent / Engineer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

---

**Provide the requested information in the space provided:**

Future Land Use Category(ies): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Has any part of the project site been previously involved in a Future Land Use Map Amendment, Application for Rezoning, Application for Conditional Use, Application for Variance, Application for Vested Rights, Appeal of Administrative Decision, other county review?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which type: \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_, Case # \_\_\_\_\_

Does the proposed project require a Variance, Conditional Use Approval, Rezoning, or a Future Land Use Change?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which: \_\_\_\_\_ If YES, attach written explanation.

---

**Provide the requested information in the space provided:**

Are there existing building(s) on site? No \_\_\_\_\_ Yes \_\_\_\_\_

Describe last use of building(s): \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Acreage to be disturbed: \_\_\_\_\_

Total Acres of Wetlands: \_\_\_\_\_ Total Acres of Wetlands to be disturbed: \_\_\_\_\_

Number of Trees on site: \_\_\_\_\_ Number of Trees to be removed: \_\_\_\_\_

# DEVELOPMENT REVIEW APPLICATION CERTIFICATION FORM

I affirm and certify that I am duly qualified as authorized agent to make such application; that I understand the questions asked in the application; that all information and statements submitted in any documents or plans concerning this application are accurate to the best of my knowledge and belief; that I understand the application, attachments, and fees become part of the Official Records of Escambia County and not returnable or refundable; that this application is of my own choosing and staff has explained all procedures relating to this request; that there are no guarantees as to the outcome of this request; that the application is being accepted subject to verification of information; that any false information knowingly given by me may result in denial of the application, and that additional information may be required by Escambia County in order to make a determination.

\_\_\_\_\_  
Name of Proposed Development

\_\_\_\_\_  
Authorized Agent's Signature

\_\_\_\_\_  
Date

Agents Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath.

He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current

\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Commission No. (Notary seal must be affixed)

**AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY**

As owner of the property located at \_\_\_\_\_, Pensacola, Florida, property reference number(s) \_\_\_\_\_, I hereby designate \_\_\_\_\_ for the sole purpose of completing this Development Review Application and to act on my behalf during the county's processing of the Development Review Application on the above referenced property.

This Limited Power of Attorney is granted on this \_\_\_\_\_ day of \_\_\_\_\_ the year of \_\_\_\_\_ and is effective until the County has rendered a decision on this request and any appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the Department of Growth Management.

\_\_\_\_\_  
Signature of Property Owner                      Date                      Printed Name of Owner

STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath. He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public                      Date                      Printed Name of Notary

\_\_\_\_\_  
My Commission Expires                      Commission No. (Notary seal must be affixed)

# FINAL PLAT APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

All Final Plat Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT be accepted for processing. Final Plat Application Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning, by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Final Plat Application Submittal Packages is 11:30 am every WEDNESDAY. For specific information required on the final plat, refer to each Department's Checklists.

**REQUIREMENTS: The DRC Coordinator shall check for the following item in the submittal package.**

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted, what phase and number of lots being submitted, and specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
- 2) One (1) copy of the Project Information form completely filled out prior to submittal of the application package. **WARNING:** This form must have the street name of the project site or it will not be accepted.
- 3) A copy of the Preliminary Plat Development Order/Special conditions.
- 4) A check made out to Escambia County for 1000.00 for initial submittal fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts & schedule an appointment.
- 5) One (1) set of final plat plans. Each shall be folded or they will NOT be accepted.
- 6) One (1) copies of a current certified Boundary Survey identifying amount of acreage and mean highwater line, if applicable.
- \*7) A Two year Warranty Agreement/Guarantee of roads/drainage easements. **If not submitted it may hold up approval.**
- 8) On (1) copy of the As-built Certification. **If not submitted it may delay BCC approval\***
- 9) Title certificate or policy less than 1.5 years old (LDC 4.02.07.B.6.q)
- 10) A copy of the Subdivision and Street Name Approval Letter provided by Addressing Department.
- \*11) Original Restrictive Covenants, By-Laws & Articles of Incorporation in recordable form.(LDC 4.02.07.B.6).  
NOTE:
- 12) Please sign all original recordable documents, in **blue** ink. Please include notation on all original recordable documents stating that after recording, return to County surveyor, 1190 W. Leonard Street, Pensacola, Florida 32501. If applicable seal's (raised Embossed) will be required.
- \*13) Mortgage Adjoinders/ Ratification of Plat
- \*14) Hold Harmless Agreements
- \*15) Deed for Conservation Easement (To be recorded)

\*16) Acknowledgement of Density Transfer  
**FINAL PLAT SUBMITTAL REQUIREMENTS, cont.**

\*17) Public Access Easement

\*18) Stormwater collection area warranty deed.

\*19) Public Utility & Drainage Easement Deed

20) One **CD** with all of the above information included.  
Each document must be in an individual PDF format (ex. A five- page form is to be converted into ONE PDF document.)  
Follow the attached Document naming list when putting the documents on the CD

**\*\*NOTE: ALL LEGAL DOCUMENTS MUST HAVE COUNTY LEGAL DEPARTMENT APPROVAL PRIOR TO DISPOSITION REPORT SIGN OFF AND FINAL COMPARISON SUBMITTAL.**

\* **These items are required at initial submittal if they apply to the project.**

Concur date: \_\_\_\_\_ Concur by: \_\_\_\_\_ Approval date: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Conditional Approval: \_\_\_\_\_

**SUBDIVISION FINAL PLAT DEVELOPMENT REVIEW COMMENTS**

Reviewer: Christopher (Chris) A. Curb Phone: 595-3411 Engineering Project ID # Engineering #  
Date Received: Date Received Date Reviewed: Date Reviewed Planning ID #: Planning #  
Project Name: Project Name  
Project Address: Project Address Number of lots: # of Lots  
Applicant's Name & Phone: Applicant Name/Phone

**PLEASE ADDRESS THE FOLLOWING COMMENTS:**

**Part A- Supplemental Information:**

1. Submit a copy of covenants and restriction to include the following:
  - A. Deed restrictions mandatory to the Home/Property Owners Association;
  - B. Property owner association documents, by whatever name called;
  - C. Ownership, operation, and maintenance responsibilities for stormwater areas, drainage facilities, including any required dedications;
  - D. Maintenance responsibility for conservation easements or environmentally sensitive areas.
  - E. Ownership, operation, and maintenance responsibilities for privately owned improvements, such as subdivision entrance markers, private stormwater facilities, private subdivision fence easements, and private recreational or common areas, including any required dedications.
  - F. Ownership, operation, and maintenance responsibilities for any private drainage easements.
  - G. Any other documentation or information necessary for a complete understanding of the provisions, terms or conditions (expressed or implied) on the final plat.
2. Pay drainage impact fee \$ and pond maintenance fee \$ ; all remaining final plat fees will be assessed by Cashier Form when the complete final plat package for recording is submitted and all comments are addressed.
3. Provide signed 2-year warranty “Guarantee of Roads and Drainage Improvements” agreement document.
4. Provide a copy of a proposed draft development agreement with a cost estimate for the improvements of which the County will jointly participate. This agreement will be forwarded to the County Attorney for review, approval, and recommendation to the Board of County Commissioners. This agreement must be approved prior to approval of the final plat.

**Part B- Physical/Environmental Conditions:**

1. Clearly identify all jurisdictional wetlands, greenbelts, water bodies, and natural water courses on or abutting the subdivision (if any). Show approximate wetland jurisdictional lines on the Plat, if applicable. If none exists, so state in note on the Plat.
2. Identify all conservation areas which are to be retained and note as “conservation easements”.
3. Locate and delineate special flood hazard areas as per the 100-year flood zone elevation data as indicated on the FIRM or FHBM prepared by FEMA. Also, state panel number and zone on plat. If applicable specify on plans CCCL, CHHA, and Shoreline Protection Zones.
4. When naturally running watercourse is located within the development and the watercourse is used for stormwater storage or is otherwise diverted or damned, the Locate and delineate special flood hazard areas as calculated for the 100-year flood zone elevation

Part C- Dedications, Out parcels, Private parcels, Other Improvements

1. Separately label and identify usage of all "Out" parcels.
2. Show parcels dedicated or reserved for public use and indicate purpose, conditions, or limitations.
3. Show reserved parcels (reserved common ownership) and indicate purpose, conditions, or limitations.
4. Include on plat the location, width, purpose and maintenance responsibility for all proposed easements, facilities, or R/W's other than streets. (Private or Public?)
5. Indicate the proposed pond as "public" or "private".
6. Subdivision entrance marker signs are to be dedicated private parcels or sign easements, owned and maintained by the Developer or Home Owners Association or other entity other than the County.
7. Provide adequate legal access to stormwater facilities for maintenance purposes. Dedicated right-of-way should be provided for adequate pond access between lots. However, a dedicated ingress/egress easement is sufficient, if a gravel drive is provided for access to the pond.

Part D- Objectives and Performance Criteria:

1. [FYI] The county encourages the developer to request the roads and streets, and the stormwater management system be dedicated to the county concurrently. If the developer so chooses to dedicate the roads and streets separate from the stormwater system, the roads and streets may be dedicated without the stormwater management system only if it is determined the roads and streets will not be negatively impacted if the stormwater management system should fail.
2. The owner's permission recorded in writing is required for direct stormwater discharge onto private property. Provide an hold harmless/indemnification agreement for the pond discharge to .... Contact Nancy Stuparich at the County Attorney's Office for updated agreement forms and/or confirmation of the agreement requirements. In addition, the same is required for drainage from roads dedicated to the County discharging to the private ponds.

Part E- Utilities:

1. Show private parcel or utility easements for applicable utility sites such as lift stations, power box, cable boxes, etc.

Part F- Drainage Easements and Drainage Right-of-Ways:

1. [FYI] Drainage easements (D/E) shall contain underground piping and must have sufficient width to accommodate pipe size; minimum 15 feet width. If the D/E is located with the S/D boundaries, then D/E is to be platted. If the D/E is outside boundary limits, then D/E is to be granted by separate instrument.
2. [FYI] Drainage rights of ways (D/R/W) are required for open ditches and drainage swales as public dedicated or deeded R/W; minimum 15' feet width or as necessary for adequate maintenance access. **D/E's are not acceptable for swales.**

Part G- Other Agency Approvals:

1. Provide a copy of the approved FDOT drainage/driveway connection permit or proof of exemption; plans were approved conditionally upon such permits.
2. Provide a copy of the approved Army Corp of Engineers (C.O.E.) or FDEP dredge and fill permits or proof of exemption; plans were approved conditionally upon such permits.

Part H - Inspection:

1. Outstanding inspection punch-list items require completion; see attached punch-list items. If improvements are not complete, provide surety in the amount equal to 110% of the estimated cost of incomplete improvements, as per LDC 4.03.01 B & C. Be advised all forms of surety require BCC approval, except for cash escrows.
2. A final inspection has not been requested and all improvements are not complete. If all improvements are not complete prior to recording the final plat, then provide surety in the amount equal to 110% of the estimated cost of incomplete improvements, as per LDC 4.03.01 B & C. Be advised all forms of surety require BCC approval, except for cash escrows.
3. A Subdivision Improvement Agreement is required, if improvements are not complete and inspected prior to recording the final plat. Subdivision improvement agreements expire 18 months after execution of the agreement. Upon expiration the County may exercise remedies for completion as specified in LDC 4.03.01 E.
4. Please notify us whether improvements are planned to be completed prior to final plat, a cash escrow will be provided for completion of improvements, or another form of surety will be provided.
5. [FYI] Inspection Checklist is attached for reference.
6. As-built certification required; see attached form. Revisions form approved plans require as-built drawings.

Part I- Additional Comments and Concerns:

Note: All comments are based upon the Land Development Code ordinance 96-3 (LDC). Please respond in writing if you wish to dispute any comment regarding this document.

file: h: \wpdocs\cac\subdivision\ Engineering #. FP



E. Developer shall not be responsible for damages by utilities or others where the County permits such work.

2. If in the judgment of the County Engineer or his designee, repairs to the above-referenced streets and drainage improvements become necessary, then upon notice from said County Engineer or his designee, at any time during the warranty period or as set forth in paragraph 4, below, said repairs shall be promptly made at the expense of Developer, who shall take out and remove all inferior or defective materials found in any of the work and replace the same with good and acceptable materials as necessary to bring the improvements under warranty into compliance with the certified "as built" drawings of the improvements following final inspection and preceding the commencement of the two-year maintenance period.

3. If during the two-year warranty period, the County Engineer or his designee determines that any of the Development's drainage improvements need emergency maintenance in order to comply with federal, state or local water quality regulations or if the County Engineer or his designee determines that any street or drainage or other infrastructure improvements require emergency repairs in order to protect the public health, safety or welfare then the County Engineer or his designee may demand in writing of Developer that such repairs or maintenance be completed within fifteen (15) calendar days. Should the Developer fail to complete such maintenance or repairs within fifteen (15) calendar days, then the County may perform such emergency maintenance or complete such emergency repairs. Developer shall be responsible for the costs of any such repairs or maintenance performed by the County. The County may require a surety from the Developer for any such reasonably expected repairs and maintenance and the County may use the surety to pay for or to be reimbursed for such maintenance and repairs. Should the cost of the maintenance and repairs exceed the available surety, the County may proceed, at the direction of the Board of County Commissioners, with the repairs or maintenance and subsequently demand such costs be paid by Developer. Should Developer not pay such costs within thirty (30) calendar days of the County's written request, then the County may pursue the collection of such costs in a court of competent jurisdiction.

4. If a defect or defects occur in any improvement from construction, design, materials or workmanship within the two-year warranty period, the County may demand that the Developer pay the County the costs of removing or repairing the defect or defects, even if the County performs the repairs and maintenance because of the defect or defects after the expiration of the two-year warranty period. The County may require a surety from the Developer to pay for or to be reimbursed for the costs of such maintenance or repairs to remedy the defect or defects. Should the cost of the maintenance and repairs exceed the available surety, the County may proceed, at the direction of the Board of County Commissioners, with the repairs or maintenance and subsequently demand such costs be paid by Developer. Should Developer not pay such costs within thirty (30) calendar days of the County's written request, then the County may pursue the collection of such costs in a court of competent jurisdiction.

5. If the County ever has to file a judicial action to enforce any provision of this Warranty, Developer agrees to pay County for all of its costs, including reasonable attorney's fees through appeal, if necessary, that County may incur in enforcing this Warranty Agreement. Each party to this Warranty Agreement agrees that venue for any such judicial action shall lie in Escambia County, Florida.

6. The parties hereto shall execute the original agreement with all attached original exhibits. The original shall be recorded into public records by the Clerk of the Board of County Commissioners, and one certified copy returned to the Engineering Department.

7. Developer agrees that during the warranty period Developer shall advise the County in writing of any change in address, contact information or corporate status.
8. When documented minor infrastructure improvement deficiencies exist as listed in Land Development Code § 4.03.03.C, the Developer hereby incorporates by reference herein all of the guarantees, warranties and covenants set forth above in paragraphs 1, 2, and 4 to guarantee the correction of the said documented minor infrastructure improvement deficiencies within the warranty period or as set forth in paragraph 4 above in accordance with federal, state, or County standards by the Developer or builder(s). Developer further agrees to provide a surety or financial security as more fully described below, in paragraph 9 which shall be in effect during the two-year warranty period and until the minor deficiencies are adequately addressed.–
9. In order to ensure the warranties provided herein a security deposit, a «type surety» (herein attached as Exhibit B) in the amount of \$«surety amount» shall be submitted by the Developer to County, based upon a certified cost estimate prepared and sealed by Developer's Engineer, subject to approval by the County Engineer. A copy of such certified/sealed estimate is attached hereto as Exhibit C, listing acceptable improvements with minor documented deficiencies to be evaluated by the County Engineer or designee at a future date and prior to release of warranty, including if applicable any proposed or required sidewalks to be installed by the builder(s). If the security is a cash escrow security, the County shall deposit such cash into an escrow fund, which may be deposited in an account with withdrawals conditioned upon the approval of the County Engineer or designee. At the end of the warranty period or responsibilities, all unused escrow funds, if any, shall be released to Developer. If the security provided by Developer is an irrevocable letter of credit, the original letter of credit shall be returned to the Developer and the County Administrator shall execute a waiver of the County's right to draw funds on the letter of credit, upon satisfactory completion of the warranty period as determined by the County Engineer or designee.
10. Developer's failure to provide sufficient infrastructure improvements may result in the denial of building permits and certificates of occupancy as provided for in § 4.03.02.A of the Escambia County Land Development Code if the County finds the infrastructure to be so deficient so as to render such permit or certificate an inconsistent development order.
11. Developer assures that it is financially stable, solvent and is fiscally capable of completing any repairs or other work that may become necessary under this warranty agreement.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature; COUNTY through its Board of County Commissioners signing by and through its Chairman and DEVELOPER signing by and through its «developers\_title».

WITNESS:  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

DEVELOPER/OWNER:  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: «developers\_title»  
  
SEAL  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_, by \_\_\_\_\_, who did take an oath and who:

\_\_\_\_ is/are personally known to me.  
\_\_\_\_ produced current Florida driver's license as identification.  
\_\_\_\_ produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary

(Notary Seal )

\_\_\_\_\_  
Name of Notary (printed)  
Commission No.: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

WITNESS:  
section if not signed by engineer):  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

ENGINEER OF RECORD (optional – remove this signature  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_

WITNESS:

By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

PRIME CONTRACTOR (optional – remove this signature section if not used if not signed by contractor):

By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 200\_

ATTEST: Ernie Lee Magaha  
Clerk of the Circuit Court

Escambia County, through its  
Board of County Commissioners

By: \_\_\_\_\_  
\_\_\_\_\_, Chairman  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_

By: \_\_\_\_\_  
Deputy Clerk

This instrument was prepared under the supervision of  
Alison Perdue Rogers, Deputy County Attorney  
Office of the County Attorney  
14 West Government St., Room 411  
Pensacola, Florida 32502

BCC APPROVED: \_\_\_\_\_

Exhibit A  
Legal Description of Development

NOTE: ATTACH AN EXHIBIT A LEGAL DECIPTION WHICH MATCHES THE FINAL PLAT AND INDICATE WHO  
PREPARED THE EXHIBIT A

Prepared by: \_\_\_\_\_  
\_\_\_\_\_

---

Exhibit B  
Type of surety provided

NOTE: ATTACH AN EXHIBIT B –PROOF OF SURETY (LETTER OF CREDIT, BOND, CHECK TO COUNTY)  
If a check is paid for surety to the County, exhibit B will need to include a copy of the receipt and copy of the check

Prepared by: \_\_\_\_\_  
\_\_\_\_\_

---

Exhibit C  
Certified Cost Estimate Prepared by the Engineer of Record for Portions of Acceptable Infrastructure with  
documented deficiencies for future evaluation by the Engineering prior to release of warranty & for Sidewalks (if  
applicable) to be installed by individual home builders

NOTE: ATTACH AN EXHIBIT B –PROOF OF SURETY (LETTER OF CREDIT, BOND, CHECK TO COUNTY)  
If a check is paid for surety to the County, exhibit B will include a copy of the receipt and copy of the check

Prepared by: \_\_\_\_\_  
\_\_\_\_\_

**TWO-YEAR WARRANTY AGREEMENT  
FOR STREETS AND DRAINAGE IMPROVEMENTS WITHOUT  
SURETY/FINANCIAL SECURITY**

**By: «developer\_name»  
Regarding: «Development»**

«developer\_name» (a corporation duly organized and existing under the laws of Florida and doing business in the State of Florida or a sole proprietor doing business in the State of Florida), with its principle place of business at \_\_\_\_\_ <<full address>> \_\_\_\_\_, has undertaken to develop and construct certain streets and drainage structures in and for \_\_\_\_\_ Development, more particularly described as follows:

See Exhibit "A" Attached (Legal Description) for «Development» PB \_\_\_\_ PG \_\_\_\_\_,

«developer\_name» hereinafter referred to as "Developer" wishes to have the streets and drainage improvements dedicated to the public and accepted by Escambia County, a political subdivision of the State of Florida, with its principle administrative offices at Post Office Box, 1591, 221 Palafox Place, Pensacola, Florida 32591 hereinafter referred to as "County" for maintenance. These streets and drainage improvements have been built in accordance with County standards, and a condition of the County accepting the streets and drainage improvements for maintenance is that the Developer agrees to assume warranty responsibility for these improvements for a period of two years from the date of acceptance by the County, and as set forth in paragraph 4, below.

As consideration for having the streets and drainage improvements accepted by the County, and for other good and sufficient consideration the receipt of which is hereby acknowledged by the parties hereto, Developer enters into this Agreement with County, guaranteeing said improvements as follows:

1. Developer warrants that it shall, for a period of two years from the date of the acceptance of the above-referenced streets and drainage improvements by the County (warranty period):
  - A. Take every reasonable precaution to protect the work from damage by the elements or from any cause whatsoever, and;
  - B. Developer, at its own expense, further warrants to repair and to make good all latent defects on account of workmanship or materials, which may be discovered during the two-year maintenance period, even if the County performs repairs and maintenance due to the defect or defects after the expiration of the two-year warranty period, and;
  - C. Developer shall provide and maintain suitable barricades and signs wherever necessary. Said signs and barricades shall be kept lighted from sunset to sunrise with suitable lights, and;
  - D. By executing this Agreement, Developer agrees to save and hold harmless the County, its officers, agents and employees from any and all claims for damage to persons or property, sustained as a result of any defect or occurring during the prosecution of the work, and;
  - E. Developer shall not be responsible for damages by utilities or others where the County permits such work.
2. If in the judgment of the County Engineer or his designee, repairs to the above-referenced streets and

drainage improvements become necessary, then upon notice from said County Engineer or his designee, at any time during the warranty period or as set forth in paragraph 4, below, said repairs shall be promptly made at the expense of Developer, who shall take out and remove all inferior or defective materials found in any of the work and replace the same with good and acceptable materials as necessary to bring the improvements under warranty into compliance with the certified "as built" drawings of the improvements following final inspection and preceding the commencement of the two-year maintenance period.

3. If during the two-year warranty period, the County Engineer or his designee determines that any of the Development's drainage improvements need emergency maintenance in order to comply with federal, state or local water quality regulations or if the County Engineer or his designee determines that any street or drainage or other infrastructure improvements require emergency repairs in order to protect the public health, safety or welfare then the County Engineer or his designee may demand in writing of Developer that such repairs or maintenance be completed within fifteen (15) calendar days. Should the Developer fail to complete such maintenance or repairs within fifteen (15) calendar days, then the County may perform such emergency maintenance or complete such emergency repairs. Developer shall be responsible for the costs of any such repairs or maintenance performed by the County. The County has determined no surety is required from Developer. However, the County may proceed, at the direction of the Board of County Commissioners, with the repairs or maintenance and subsequently demand such costs be paid by Developer. Should Developer not pay such costs within thirty (30) calendar days of the County's written request, then the County may pursue the collection of such costs in a court of competent jurisdiction.

4. If a defect or defects occur in any improvement from construction, design, materials or workmanship within the two-year warranty period, the County may demand that the Developer pay the County the costs of removing or repairing the defect or defects, even if the County performs the repairs and maintenance because of the defect or defects after the expiration of the two-year warranty period. The County has determined no surety is required from Developer. However, the County may proceed, at the direction of the Board of County Commissioners, with the repairs or maintenance and subsequently demand such costs be paid by Developer. Should Developer not pay such costs within thirty (30) calendar days of the County's written request, then the County may pursue the collection of such costs in a court of competent jurisdiction.

5. If the County ever has to file a judicial action to enforce any provision of this Warranty, Developer agrees to pay County for all of its costs, including reasonable attorney's fees through appeal, if necessary, that County may incur in enforcing this Warranty Agreement. Each party to this Warranty Agreement agrees that venue for any such judicial action shall lie in Escambia County, Florida.

6. The parties hereto shall execute the original agreement with all attached original exhibits. The original shall be recorded into public records by the Clerk of the Board of County Commissioners, and one certified copy returned to the Engineering Department.

7. Developer agrees that during the warranty period Developer shall advise the County in writing of any change in address, contact information or corporate status.

8. When documented minor infrastructure improvement deficiencies exist as listed in Land Development Code § 4.03.03.C, the Developer hereby incorporates by reference herein all of the guarantees, warranties and covenants set forth above in paragraphs 1, 2, and 4 to guarantee the correction of the said documented minor infrastructure improvement deficiencies within the warranty period or as set forth in paragraph 4 above in accordance with federal, state, or County standards by the Developer or builder(s).

9. The County has determined that no surety is required from Developer. However, Developer is financially responsible for all warranties, improvements and repairs required by this Agreement.

10. Developer's failure to provide sufficient infrastructure improvements may result in the denial of building permits and certificates of occupancy as provided for in § 4.03.02.A of the Escambia County Land Development Code if the County finds the infrastructure to be so deficient so as to render such permit or certificate an inconsistent development order.

11. Developer assures that it is financially stable, solvent and is fiscally capable of completing any repairs or other work that may become necessary under this warranty agreement.

IN WITNESS THEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature; COUNTY through its Board of County Commissioners signing by and through its Chairman and DEVELOPER signing by and through its «developers\_title».

WITNESS:  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

DEVELOPER/OWNER:  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: «developers\_title» SEAL  
  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_, by \_\_\_\_\_, who did take an oath and who:

\_\_\_\_ is/are personally known to me.  
\_\_\_\_ produced current Florida driver's license as identification.  
\_\_\_\_ produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary

(Notary Seal )

\_\_\_\_\_  
Name of Notary (printed)  
Commission No.: \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

WITNESS:  
By: \_\_\_\_\_

ENGINEER OF RECORD (optional – remove this signature section if not signed by engineer):  
By: \_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_

WITNESS:  
section if not signed by contractor):  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

PRIME CONTRACTOR (optional – remove this signature  
By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_

Escambia County, through its  
Board of County Commissioners  
By: \_\_\_\_\_  
\_\_\_\_\_, Chairman  
\_\_\_\_\_ day of \_\_\_\_\_, 200\_

ATTEST: Ernie Lee Magaha  
Clerk of the Circuit Court

By: \_\_\_\_\_  
Deputy Clerk

This instrument was prepared under the supervision of  
Alison Perdue Rogers, Deputy County Attorney  
Office of the County Attorney  
14 West Government St., Room 411  
Pensacola, Florida 32502

BCC APPROVED: \_\_\_\_\_

Exhibit A  
Legal Description of Development

NOTE: ATTACH AN EXHIBIT A LEGAL DESCRIPTION WHICH MATCHES THE FINAL PLAT AND INDICATE WHO  
PREPARED THE EXHIBIT A

Prepared by: \_\_\_\_\_  
\_\_\_\_\_

**ENGINEERING DEPARTMENT  
2008 BCC RECOMMENDATION DEADLINES  
FINAL PLATS ONLY**

<b>LEGAL REVIEW SUBMITTAL DEADLINE</b> DOC.'S to LEGAL for REVIEW	<b>FINAL COMPARISON SUBMITTAL DEADLINE</b> SUBMITTAL COMPLETED	<b>DEVELOPMENT REVIEW COMMITTEE APPROVAL DATE</b>	<b>ENGINEERING BCC DEADLINE</b> BY 9:00 A.M.	<b>COUNTY ADMIN. DEADLINE</b> BY 9:00 AM	<b>BCC MEETING</b> 5:30 P.M.	
11/29/07	12/07/07	12/19/07		12/12/08	12/19/07	01/10/08
12/10/07	12/18/07	01/02/08		01/04/08	01/14/08	01/24/08
12/17/06	12/27/07	01/09/08		01/04/08	01/14/08	01/24/08
12/26/08	01/04/08	01/16/08		01/17/08	01/28/08	02/07/08
01/03/08	01/11/08	01/23/08		01/17/08	01/28/08	02/07/08
01/09/08	01/18/08	01/30/08		01/31/08	02/11/08	02/21/08
01/16/08	01/25/08	02/06/08		01/31/08	02/11/08	02/21/08
01/24/08	02/01/08	02/13/08		02/14/08	02/25/08	03/06/08
01/31/08	02/07/08	02/20/08		02/28/08	03/10/08	03/20/08
02/06/08	02/15/08	02/27/08		02/28/08	03/10/08	03/20/08
02/13/08	02/22/08	03/05/08		02/28/08	03/10/08	03/20/08
02/21/08	02/29/08	03/12/08		03/13/08	03/24/08	04/03/08
02/28/08	03/07/08	03/19/08		03/13/08	03/28/08	04/03/08
03/06/08	03/14/08	03/26/08		03/27/08	04/07/08	04/17/08
03/13/08	03/20/08	04/02/08		04/10/08	04/21/08	05/01/08
03/19/08	03/28/08	04/09/08		04/10/08	04/21/08	05/01/08
03/27/08	04/04/08	04/16/08		04/24/08	05/05/08	05/15/08
04/03/08	04/11/08	04/23/08		04/24/08	05/05/08	05/15/08
04/10/08	04/18/08	04/30/08		05/13/08	05/22/08	06/05/08
04/17/08	04/25/08	05/07/08		05/13/08	05/22/08	06/05/08
04/24/08	05/02/08	05/14/08		05/13/08	02/22/08	06/05/08
05/01/08	05/09/08	05/21/08		05/29/08	06/09/08	06/19/08
05/08/08	05/16/08	05/28/08		05/29/08	06/09/08	06/19/08
05/15/08	05/23/08	06/04/08		05/29/08	06/09/08	06/19/08
05/22/06	05/30/08	06/11/08		06/17/08	06/26/08	07/10/08
05/29/08	06/06/08	06/18/08		06/17/08	06/26/08	07/10/08
06/05/08	06/13/08	06/25/08		07/02/08	07/14/08	07/24/08
06/12/08	06/20/08	07/02/08		07/02/08	07/14/08	07/24/08
06/19/08	06/27/08	07/09/08		07/02/08	07/14/08	07/24/08
06/26/08	07/03/08	07/16/08		07/17/08	07/28/08	08/07/08
07/02/08	07/11/08	07/23/08		07/17/08	07/28/08	08/07/08
07/10/08	07/18/08	07/30/08		08/01/08	08/11/08	08/21/06
07/17/08	07/25/08	08/06/08		08/01/08	08/11/08	08/21/06
07/24/08	08/01/08	08/13/08		08/13/08	08/22/08	09/04/08
07/31/08	08/08/08	08/20/08		08/13/08	08/22/08	09/04/08
08/07/08	08/15/08	08/27/08		08/28/08	09/08/08	09/18/08
08/14/08	08/22/08	09/03/08		09/11/08	09/22/08	10/02/08
08/21/08	08/29/08	09/10/08		09/11/08	09/22/08	10/02/08
08/28/08	09/05/08	09/17/08		09/11/08	09/22/08	10/02/08
09/04/08	09/12/08	09/24/08		09/25/08	10/06/08	10/16/08
09/11/08	09/19/08	10/01/08		09/25/08	10/06/08	10/16/08
09/18/08	09/26/08	10/08/08		10/16/08	10/27/08	11/06/08
09/25/08	10/03/08	10/15/08		10/16/08	10/27/08	11/06/08
10/02/08	10/10/08	10/22/08		10/30/08	11/07/08	11/20/08
10/09/08	10/17/08	10/29/08		10/30/08	11/07/08	11/20/08
10/16/08	10/24/08	11/05/08		11/17/08	12/01/08	12/11/08
10/23/08	10/31/08	11/12/08		11/17/08	12/01/08	12/11/08
10/30/08	11/07/08	11/19/08		11/17/08	12/01/08	12/11/08
11/06/08	11/14/08	11/26/08		12/10/08	12/19/08	01/08/09
11/10/08	11/19/08	12/03/08		12/10/08	12/19/08	01/08/09
11/18/08	11/26/08	12/10/08		12/10/08	12/19/08	01/08/09
11/25/08	12/05/08	12/17/08		12/10/08	12/19/08	01/08/09
12/04/08	12/12/08	12/23/2008 Tuesday				
				01/05/09		01/22/09
12/16/08	12/24/08	01/07/09		01/05/09		01/22/09
12/19/08	12/31/08	01/14/09		01/05/09		01/22/09
12/30/08	01/09/09	01/21/09		01/26/09		02/12/09

**NOTE:** Meeting dates and therefore submittal dates may be subject to change without notice.

Please obtain an updated schedule before submitting a project for Development Review.

Revised 05-01-08: Edit typos for County Admin Deadline for 06/2008

H:\ENG\DRC\2008 BCC DEADLINES.xls

Conservation Easement  
Corporation

Prepared by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name and address)

CONSERVATION EASEMENT  
(Corporation)

THIS GRANT OF A CONSERVATION EASEMENT made this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between \_\_\_\_\_, a corporation organized under the laws of the State of \_\_\_\_\_, whose mailing address is \_\_\_\_\_ (“Grantor,” which term shall include the singular and plural, masculine and feminine), and Escambia County, a political subdivision of the State of Florida, acting by and through its duly authorized Board of County Commissioners, whose mailing address is 221 Palafox Place, Pensacola, Florida 32502 (Grantee).

WITNESSETH

WHEREAS Grantor is the owner of certain real property located in Escambia County, Florida; and

WHEREAS, Grantee requires, as a condition precedent to the development or use of the property, conveyance from the Grantor of a Conservation Easement pursuant to Section 704.06, Florida Statutes; and

WHEREAS Grantor has agreed to grant a Conservation Easement to Grantee in and over Grantor’s property under the terms and conditions set forth in this document; and

WHEREAS the intent of the Conservation Easement is to ensure that the property will be retained and maintained in perpetuity predominantly in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement;

NOW, THEREFORE, Grantor, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, does hereby grant to Grantee and Grantee’s successors and assigns, a perpetual Conservation Easement in and over the following described property (Property):

See legal description attached as Exhibit A

This easement is granted with the following express conditions:

1. All wetlands on the Property shall be maintained in perpetuity in their present enhanced or created condition and consistent with Section 704.06 of the Florida Statutes.
2. Grantee or its authorized representative is entitled to enter the Property in a reasonable manner and at reasonable times to ensure compliance with the conditions of the Conservation

Easement.

3. The following activities are prohibited on the Property:

a) Construction or placing of buildings, roads, signs, billboards or other advertising, utilities, or other structures on or above the ground.

b) Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste, or unsightly or offensive materials.

c) Removal or destruction of trees, shrubs, or other vegetation, with the exception of nuisance and exotic plant species as may be required by Grantee.

d) Excavation, dredging, or removal of loam, peat, gravel, soil, rock or other material substance in such manner as to affect the surface.

e) Surface use except for purposes that permit wetlands or water areas to remain predominantly in their natural condition.

f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation.

g) Acts or uses detrimental to such retention of land or water areas.

h) Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance.

4. The Grantor agrees to bear all costs and liability relating to the operation and maintenance of the lands subject to this Conservation Easement in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement.

5. The Conservation Easement runs with the land and is binding on the Grantor and their successors and assigns, and all subsequent owners of the Property.

6. The Conservation Easement may be enforced by injunction or proceeding in equity or at law. Grantor agrees that venue for any enforcement action lies exclusively in the circuit court of the First Judicial Circuit in Escambia County, Florida. In any enforcement action in which the Grantee prevails, Grantee is entitled to recover reasonable attorney's fees and costs in the trial and appellate courts, in addition to the cost of restoring the land to the natural vegetative and hydrologic conditions existing at the time of execution of this Conservation Easement. These remedies are in addition to any other remedy, fine or penalty that may be available at law or equity.

7. Any forbearance on behalf of the Grantee to exercise its rights in the event of the failure of Grantor to comply with the provisions of this Conservation Easement shall not be deemed or construed to be a waiver of the Grantee's rights in the event of any subsequent failure of the Grantor to comply.

SIGNED IN THE PRESENCE OF:

**GRANTOR:**

\_\_\_\_\_  
(name of corporation)

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(printed name/title)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_ as \_\_\_\_\_ (title) of \_\_\_\_\_ (name of corporation) on behalf of the corporation. He/She ( ) is personally known to me, or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

(Notary Seal)

**ACCEPTANCE**

This Conservation Easement accepted by Escambia County, Florida on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as authorized by the Board of County Commissioners of Escambia County, Florida at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_,

BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA

By: \_\_\_\_\_  
Kevin W. White, Chairman

ATTEST: Ernie Lee Magaha  
Clerk of the Court

\_\_\_\_\_  
Deputy Clerk

Conservation Easement

Limited Liability Company

Prepared by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name and address)

CONSERVATION EASEMENT  
(Limited Liability Company)

THIS GRANT OF A CONSERVATION EASEMENT made this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between \_\_\_\_\_, a limited liability company organized under the laws of the State of \_\_\_\_\_, whose mailing address is \_\_\_\_\_ (“Grantor,” which term shall include the singular and plural, masculine and feminine), and Escambia County, a political subdivision of the State of Florida, acting by and through its duly authorized Board of County Commissioners, whose mailing address is 221 Palafox Place, Pensacola, Florida 32502 (Grantee).

WITNESSETH

WHEREAS Grantor is the owner of certain real property located in Escambia County, Florida; and

WHEREAS, Grantee requires, as a condition precedent to the development or use of the property, conveyance from the Grantor of a Conservation Easement pursuant to Section 704.06, Florida Statutes; and

WHEREAS Grantor has agreed to grant a Conservation Easement to Grantee in and over Grantor’s property under the terms and conditions set forth in this document; and

WHEREAS the intent of the Conservation Easement is to ensure that the property will be retained and maintained in perpetuity predominantly in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement;

NOW, THEREFORE, Grantor, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, does hereby grant to Grantee and Grantee’s successors and assigns, a perpetual Conservation Easement in and over the following described property (Property):

See legal description attached as Exhibit A

This easement is granted with the following express conditions:

1. All wetlands on the Property shall be maintained in perpetuity in their present enhanced or created condition and consistent with Section 704.06 of the Florida Statutes.
2. Grantee or its authorized representative is entitled to enter the Property in a reasonable manner and at reasonable times to ensure compliance with the conditions of the Conservation

Easement.

3. The following activities are prohibited on the Property:

a) Construction or placing of buildings, roads, signs, billboards or other advertising, utilities, or other structures on or above the ground.

b) Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste, or unsightly or offensive materials.

c) Removal or destruction of trees, shrubs, or other vegetation, with the exception of nuisance and exotic plant species as may be required by Grantee.

d) Excavation, dredging, or removal of loam, peat, gravel, soil, rock or other material substance in such manner as to affect the surface.

e) Surface use except for purposes that permit wetlands or water areas to remain predominantly in their natural condition.

f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation.

g) Acts or uses detrimental to such retention of land or water areas.

h) Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance.

4. The Grantor agrees to bear all costs and liability relating to the operation and maintenance of the lands subject to this Conservation Easement in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement.

5. The Conservation Easement runs with the land and is binding on the Grantor and their successors and assigns, and all subsequent owners of the Property.

6. The Conservation Easement may be enforced by injunction or proceeding in equity or at law. Grantor agrees that venue for any enforcement action lies exclusively in the circuit court of the First Judicial Circuit in Escambia County, Florida. In any enforcement action in which the Grantee prevails, Grantee is entitled to recover reasonable attorney's fees and costs in the trial and appellate courts, in addition to the cost of restoring the land to the natural vegetative and hydrologic conditions existing at the time of execution of this Conservation Easement. These remedies are in addition to any other remedy, fine or penalty that may be available at law or equity.

7. Any forbearance on behalf of the Grantee to exercise its rights in the event of the failure of Grantor to comply with the provisions of this Conservation Easement shall not be deemed or construed to be a waiver of the Grantee's rights in the event of any subsequent failure of the Grantor to comply.

SIGNED IN THE PRESENCE OF:

**GRANTOR:**

\_\_\_\_\_  
(name of limited liability company)

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(printed name)  
\_\_\_\_\_  
(select one title:  
Manager/Member/Managing Member)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_ as \_\_\_\_\_ (select one title: Manager/Member/Managing Member) of \_\_\_\_\_ (name of limited liability company). He/She ( ) is personally known to me, or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

(Notary Seal)

**ACCEPTANCE**

This Conservation Easement accepted by Escambia County, Florida on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as authorized by the Board of County Commissioners of Escambia County, Florida at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_,

BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA

By: \_\_\_\_\_  
Kevin W. White, Chairman

ATTEST: Ernie Lee Magaha

Conservation Easement

Multiple Owners

Prepared by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name and address)

CONSERVATION EASEMENT  
(Multiple Owners)

THIS GRANT OF A CONSERVATION EASEMENT made this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between \_\_\_\_\_, and \_\_\_\_\_, whose mailing address is \_\_\_\_\_ (“Grantor,” which term shall include the singular and plural, masculine and feminine), and Escambia County, a political subdivision of the State of Florida, acting by and through its duly authorized Board of County Commissioners, whose mailing address is 221 Palafox Place, Pensacola, Florida 32502 (Grantee).

WITNESSETH

WHEREAS Grantor is the owner of certain real property located in Escambia County, Florida; and

WHEREAS, Grantee requires, as a condition precedent to the development or use of the property, conveyance from the Grantor of a Conservation Easement pursuant to Section 704.06, Florida Statutes; and

WHEREAS Grantor has agreed to grant a Conservation Easement to Grantee in and over Grantor’s property under the terms and conditions set forth in this document; and

WHEREAS the intent of the Conservation Easement is to ensure that the property will be retained and maintained in perpetuity predominantly in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement;

NOW, THEREFORE, Grantor, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, does hereby grant to Grantee and Grantee’s successors and assigns, a perpetual Conservation Easement in and over the following described property (Property):

See legal description attached as Exhibit A

This easement is granted with the following express conditions:

1. All wetlands on the Property shall be maintained in perpetuity in their present enhanced or created condition and consistent with Section 704.06 of the Florida Statutes.

2. Grantee or its authorized representative is entitled to enter the Property in a reasonable manner and at reasonable times to ensure compliance with the conditions of the Conservation

Easement.

3. The following activities are prohibited on the Property:

a) Construction or placing of buildings, roads, signs, billboards or other advertising, utilities, or other structures on or above the ground.

b) Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste, or unsightly or offensive materials.

c) Removal or destruction of trees, shrubs, or other vegetation, with the exception of nuisance and exotic plant species as may be required by Grantee.

d) Excavation, dredging, or removal of loam, peat, gravel, soil, rock or other material substance in such manner as to affect the surface.

e) Surface use except for purposes that permit wetlands or water areas to remain predominantly in their natural condition.

f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation.

g) Acts or uses detrimental to such retention of land or water areas.

h) Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance.

4. The Grantor agrees to bear all costs and liability relating to the operation and maintenance of the lands subject to this Conservation Easement in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement.

5. The Conservation Easement runs with the land and is binding on the Grantor and their successors and assigns, and all subsequent owners of the Property.

6. The Conservation Easement may be enforced by injunction or proceeding in equity or at law. Grantor agrees that venue for any enforcement action lies exclusively in the circuit court of the First Judicial Circuit in Escambia County, Florida. In any enforcement action in which the Grantee prevails, Grantee is entitled to recover reasonable attorney's fees and costs in the trial and appellate courts, in addition to the cost of restoring the land to the natural vegetative and hydrologic conditions existing at the time of execution of this Conservation Easement. These remedies are in addition to any other remedy, fine or penalty that may be available at law or equity.

7. Any forbearance on behalf of the Grantee to exercise its rights in the event of the failure of Grantor to comply with the provisions of this Conservation Easement shall not be deemed or construed to be a waiver of the Grantee's rights in the event of any subsequent failure of the Grantor to comply.

SIGNED IN THE PRESENCE OF:

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

**GRANTORS:**

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_. He/She ( ) is personally known to me, ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

(Notary Seal)

\_\_\_\_\_  
Printed Name of Notary Public

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_. He/She ( ) is personally known to me, ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

(Notary Seal)

**ACCEPTANCE**

This Conservation Easement accepted by Escambia County, Florida on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, as authorized by the Board of County Commissioners of Escambia County, Florida at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_,

**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA**

By: \_\_\_\_\_  
Kevin W. White, Chairman

ATTEST: Ernie Lee Magaha  
Clerk of the Court

\_\_\_\_\_  
Deputy Clerk

Conservation Easement

Individual Owner

Prepared by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name and address)

CONSERVATION EASEMENT  
(Individual Owner)

THIS GRANT OF A CONSERVATION EASEMENT made this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between \_\_\_\_\_, whose mailing address is \_\_\_\_\_ (“Grantor,” which term shall include the singular and plural, masculine and feminine), and Escambia County, a political subdivision of the State of Florida, acting by and through its duly authorized Board of County Commissioners, whose mailing address is 221 Palafox Place, Pensacola, Florida 32502 (Grantee).

WITNESSETH

WHEREAS Grantor is the owner of certain real property located in Escambia County, Florida; and

WHEREAS, Grantee requires, as a condition precedent to the development or use of the property, conveyance from the Grantor of a Conservation Easement pursuant to Section 704.06, Florida Statutes; and

WHEREAS Grantor has agreed to grant a Conservation Easement to Grantee in and over Grantor’s property under the terms and conditions set forth in this document; and

WHEREAS the intent of the Conservation Easement is to ensure that the property will be retained and maintained in perpetuity predominantly in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement;

NOW, THEREFORE, Grantor, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, does hereby grant to Grantee and Grantee’s successors and assigns, a perpetual Conservation Easement in and over the following described property (Property):

See legal description attached as Exhibit A

This easement is granted with the following express conditions:

1. All wetlands on the Property shall be maintained in perpetuity in their present enhanced or created condition and consistent with Section 704.06 of the Florida Statutes.
2. Grantee or its authorized representative is entitled to enter the Property in a reasonable manner and at reasonable times to ensure compliance with the conditions of the Conservation Easement.

3. The following activities are prohibited on the Property:

a) Construction or placing of buildings, roads, signs, billboards or other advertising, utilities, or other structures on or above the ground.

b) Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste, or unsightly or offensive materials.

c) Removal or destruction of trees, shrubs, or other vegetation, with the exception of nuisance and exotic plant species as may be required by Grantee.

d) Excavation, dredging, or removal of loam, peat, gravel, soil, rock or other material substance in such manner as to affect the surface.

e) Surface use except for purposes that permit wetlands or water areas to remain predominantly in their natural condition.

f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation.

g) Acts or uses detrimental to such retention of land or water areas.

h) Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance.

4. The Grantor agrees to bear all costs and liability relating to the operation and maintenance of the lands subject to this Conservation Easement in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement.

5. The Conservation Easement runs with the land and is binding on the Grantor and their successors and assigns, and all subsequent owners of the Property.

6. The Conservation Easement may be enforced by injunction or proceeding in equity or at law. Grantor agrees that venue for any enforcement action lies exclusively in the circuit court of the First Judicial Circuit in Escambia County, Florida. In any enforcement action in which the Grantee prevails, Grantee is entitled to recover reasonable attorney's fees and costs in the trial and appellate courts, in addition to the cost of restoring the land to the natural vegetative and hydrologic conditions existing at the time of execution of this Conservation Easement. These remedies are in addition to any other remedy, fine or penalty that may be available at law or equity.

7. Any forbearance on behalf of the Grantee to exercise its rights in the event of the failure of Grantor to comply with the provisions of this Conservation Easement shall not be deemed or construed to be a waiver of the Grantee's rights in the event of any subsequent failure of the Grantor to comply.

SIGNED IN THE PRESENCE OF:

**GRANTOR:**

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_. He/She ( ) is personally known to me, ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

(Notary Seal)

**ACCEPTANCE**

This Conservation Easement accepted by Escambia County, Florida on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, as authorized by the Board of County Commissioners of Escambia County, Florida at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_,

BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA

By: \_\_\_\_\_  
Kevin W. White, Chairman

ATTEST: Ernie Lee Magaha  
Clerk of the Court

\_\_\_\_\_  
Deputy Clerk

Conservation Easement

Other Legal Entity

Prepared by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name and address)

CONSERVATION EASEMENT  
(Other Legal Entity)

THIS GRANT OF A CONSERVATION EASEMENT made this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between \_\_\_\_\_, a \_\_\_\_\_ (type of legal entity), whose mailing address is \_\_\_\_\_ (“Grantor,” which term shall include the singular and plural, masculine and feminine), and Escambia County, a political subdivision of the State of Florida, acting by and through its duly authorized Board of County Commissioners, whose mailing address is 221 Palafox Place, Pensacola, Florida 32502 (Grantee).

WITNESSETH

WHEREAS Grantor is the owner of certain real property located in Escambia County, Florida; and

WHEREAS, Grantee requires, as a condition precedent to the development or use of the property, conveyance from the Grantor of a Conservation Easement pursuant to Section 704.06, Florida Statutes; and

WHEREAS Grantor has agreed to grant a Conservation Easement to Grantee in and over Grantor’s property under the terms and conditions set forth in this document; and

WHEREAS the intent of the Conservation Easement is to ensure that the property will be retained and maintained in perpetuity predominantly in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement;

NOW, THEREFORE, Grantor, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, does hereby grant to Grantee and Grantee’s successors and assigns, a perpetual Conservation Easement in and over the following described property (Property):

See legal description attached as Exhibit A

This easement is granted with the following express conditions:

1. All wetlands on the Property shall be maintained in perpetuity in their present enhanced or created condition and consistent with Section 704.06 of the Florida Statutes.
2. Grantee or its authorized representative is entitled to enter the Property in a reasonable manner and at reasonable times to ensure compliance with the conditions of the Conservation

Easement.

3. The following activities are prohibited on the Property:

a) Construction or placing of buildings, roads, signs, billboards or other advertising, utilities, or other structures on or above the ground.

b) Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste, or unsightly or offensive materials.

c) Removal or destruction of trees, shrubs, or other vegetation, with the exception of nuisance and exotic plant species as may be required by Grantee.

d) Excavation, dredging, or removal of loam, peat, gravel, soil, rock or other material substance in such manner as to affect the surface.

e) Surface use except for purposes that permit wetlands or water areas to remain predominantly in their natural condition.

f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation.

g) Acts or uses detrimental to such retention of land or water areas.

h) Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance.

4. The Grantor agrees to bear all costs and liability relating to the operation and maintenance of the lands subject to this Conservation Easement in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement.

5. The Conservation Easement runs with the land and is binding on the Grantor and their successors and assigns, and all subsequent owners of the Property.

6. The Conservation Easement may be enforced by injunction or proceeding in equity or at law. Grantor agrees that venue for any enforcement action lies exclusively in the circuit court of the First Judicial Circuit in Escambia County, Florida. In any enforcement action in which the Grantee prevails, Grantee is entitled to recover reasonable attorney's fees and costs in the trial and appellate courts, in addition to the cost of restoring the land to the natural vegetative and hydrologic conditions existing at the time of execution of this Conservation Easement. These remedies are in addition to any other remedy, fine or penalty that may be available at law or equity.

7. Any forbearance on behalf of the Grantee to exercise its rights in the event of the failure of Grantor to comply with the provisions of this Conservation Easement shall not be deemed or construed to be a waiver of the Grantee's rights in the event of any subsequent failure of the Grantor to comply.

SIGNED IN THE PRESENCE OF:

Grantor

\_\_\_\_\_  
(name of legal entity)

Witness \_\_\_\_\_

Print Name \_\_\_\_\_

Witness \_\_\_\_\_

Print Name \_\_\_\_\_

By: \_\_\_\_\_

(signature)

\_\_\_\_\_  
(printed name/title)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_ as \_\_\_\_\_ (title) of \_\_\_\_\_ (name of legal entity). He/She ( ) is personally known to me, or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

(Notary Seal)

**ACCEPTANCE**

This Conservation Easement accepted by Escambia County, Florida on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as authorized by the Board of County Commissioners of Escambia County, Florida at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 200\_\_,

BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA

By: \_\_\_\_\_

Kevin W. White, Chairman

ATTEST: Ernie Lee Magaha  
Clerk of the Court

\_\_\_\_\_  
Deputy Clerk

Conservation Easement

Husband and Wife

Prepared by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(name and address)

CONSERVATION EASEMENT  
(Husband and Wife)

THIS GRANT OF A CONSERVATION EASEMENT made this \_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, by and between \_\_\_\_\_, and \_\_\_\_\_, husband and wife, whose mailing address is \_\_\_\_\_ (“Grantor,” which term shall include the singular and plural, masculine and feminine), and Escambia County, a political subdivision of the State of Florida, acting by and through its duly authorized Board of County Commissioners, whose mailing address is 221 Palafox Place, Pensacola, Florida 32502 (Grantee).

WITNESSETH

WHEREAS Grantor is the owner of certain real property located in Escambia County, Florida; and

WHEREAS, Grantee requires, as a condition precedent to the development or use of the property, conveyance from the Grantor of a Conservation Easement pursuant to Section 704.06, Florida Statutes; and

WHEREAS Grantor has agreed to grant a Conservation Easement to Grantee in and over Grantor’s property under the terms and conditions set forth in this document; and

WHEREAS the intent of the Conservation Easement is to ensure that the property will be retained and maintained in perpetuity predominantly in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement;

NOW, THEREFORE, Grantor, for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, does hereby grant to Grantee and Grantee’s successors and assigns, a perpetual Conservation Easement in and over the following described property (Property):

See legal description attached as Exhibit A

This easement is granted with the following express conditions:

1. All wetlands on the Property shall be maintained in perpetuity in their present enhanced or created condition and consistent with Section 704.06 of the Florida Statutes.
2. Grantee or its authorized representative is entitled to enter the Property in a reasonable manner and at reasonable times to ensure compliance with the conditions of the Conservation

Easement.

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a) Construction or placing of buildings, roads, signs, billboards or other advertising, utilities, or other structures on or above the ground.

b) Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, waste, or unsightly or offensive materials.

c) Removal or destruction of trees, shrubs, or other vegetation, with the exception of nuisance and exotic plant species as may be required by Grantee.

d) Excavation, dredging, or removal of loam, peat, gravel, soil, rock or other material substance in such manner as to affect the surface.

e) Surface use except for purposes that permit wetlands or water areas to remain predominantly in their natural condition.

f) Activities detrimental to drainage, flood control, water conservation, erosion control, soil conservation, or fish and wildlife habitat preservation.

g) Acts or uses detrimental to such retention of land or water areas.

h) Acts or uses detrimental to the preservation of the structural integrity or physical appearance of sites or properties of historical, architectural, archaeological, or cultural significance.

4. The Grantor agrees to bear all costs and liability relating to the operation and maintenance of the lands subject to this Conservation Easement in the natural vegetative and hydrologic condition existing at the time of execution of this Conservation Easement.

5. The Conservation Easement runs with the land and is binding on the Grantor and their successors and assigns, and all subsequent owners of the Property.

6. The Conservation Easement may be enforced by injunction or proceeding in equity or at law. Grantor agrees that venue for any enforcement action lies exclusively in the circuit court of the First Judicial Circuit in Escambia County, Florida. In any enforcement action in which the Grantee prevails, Grantee is entitled to recover reasonable attorney's fees and costs in the trial and appellate courts, in addition to the cost of restoring the land to the natural vegetative and hydrologic conditions existing at the time of execution of this Conservation Easement. These remedies are in addition to any other remedy, fine or penalty that may be available at law or equity.

7. Any forbearance on behalf of the Grantee to exercise its rights in the event of the failure of Grantor to comply with the provisions of this Conservation Easement shall not be deemed or construed to be a waiver of the Grantee's rights in the event of any subsequent failure of the Grantor to comply.

SIGNED IN THE PRESENCE OF:

**GRANTOR:**

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_. He/She ( ) is personally known to me, ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

(Notary Seal)

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

Witness \_\_\_\_\_  
Print Name \_\_\_\_\_

By: \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

STATE OF FLORIDA  
COUNTY OF ESCAMBIA

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_, by \_\_\_\_\_. He/She ( ) is personally known to me, ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Printed Name of Notary Public

(Notary Seal)

**ACCEPTANCE**

This Conservation Easement accepted by Escambia County, Florida on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, as authorized by the Board of County Commissioners of Escambia County, Florida at its meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_,

**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA**

ATTEST: Ernie Lee Magaha  
Clerk of the Court

By: \_\_\_\_\_  
Kevin W. White, Chairman

\_\_\_\_\_  
Deputy Clerk

Clerk of the Court

---

Deputy Clerk

# FINAL PLAT FINAL COMPARISON SUBMITTAL REQUIREMENTS

---

All Final Comparison Submittal Packages shall contain the following items. Final Comparison Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning, by calling (850) 595-3472 to schedule an appointment Monday thru Friday. The deadline to submit a COMPLETE Final Plat-Final Comparison Submittal Packages is 11:30 am every Friday.

---

**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

**APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED BY ALL REVIEWERS PRIOR TO THE DRC COORDINATOR ACCEPTING THE FINAL COMPARISON PACKAGE.**

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 2) One (1) copy of written Response to Comments that addresses all outstanding issues.
- 3) A digital copy of the final plat in “DWG” or “DXF” format containing the State Plane coordinate values of 3 survey monuments shown on the plat. This is will be forwarded to the Plat Survey reviewer.
- 4) A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts & schedule an appointment.
- 5) Four (4) sets of final plat plans with all signatures. Each shall be folded or they will NOT be accepted.
- 6) One (1) copy of Construction Plan approval letter.
- 7) One (1) copy of the Preliminary Plat approval letter
- 8) All associated documents to be recorded with final plat.
- 9) Documented improvement deficiencies.
- 10) Permission for County survey field crews to perform monument check.
- 11) A CD containing all items listed above. All drawings and documents are required to be in PDF
- 12) A certificate of tax concurrency from the tax collector or SRIA fee certificate (LDC 4.02.07.B.4-5).
- \*NOTE: ALL LEGAL DOCUMENTS MUST HAVE COUNTY LEGAL DEPARTMENT APPROVAL PRIOR TO DISPOSITION REPORT SIGN OFF AND FINAL COMPARISON SUBMITTAL**

**Escambia County As-Built Certification Form**

Upon completion of construction and prior to final inspection the engineer of record or another professional engineer registered in Florida must certify that the project construction adheres to the approved plans. A final certificate of occupancy or final acceptance will not be granted until the project has been certified.

**Part 1: Project Information**

_____		Planning/Building # _____
Project Name		
_____		Engineering # _____
Project Address		
_____		_____
Name and Title of Owner		Owner's Phone
_____		_____
Owner's Address	City	State Zip

**Part 2: Statement By Entity Responsibility For Maintenance (if other than County)**

The undersigned agrees to maintain and operate the Stormwater facilities to comply with Ordinance 96-3 Article 7.15.12. Responsibility for maintenance and operation may be transferred to another entity upon written notification to Escambia County Engineering Department.

_____		_____
Signature		Date
_____		_____
Name and Title		Owner's Phone
_____		_____
Address	City	State Zip

**Part 3: Statement By Registered Professional Engineer** (required by Ordinance 96-3 Article 7.15.11) This is to certify that project construction substantially adheres to the approved plans and the Land Development Code.. The engineering features of the project have been designed/examined by me. I also state the applicant has been furnished a maintenance and operation schedule for the Stormwater facilities (if applicable) and if stormwater facilities and associated features and appurtenances are maintained that no adverse impacts shall occur.

_____		_____	_____
Name of Engineer	Florida Reg. No.	Signature of Engineer	Date

_____		
Company Name		
_____		(Affix Seal)
Company Address		
_____		
City	State	Zip
		Attach As-built Drawings if applicable

Note: While not preferred, an as-built certification letter may be substituted for this form.

# Unplatted Subdivision

# SUBDIVISION (all types) PRE-APPLICATION CONFERENCE APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

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All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered **INCOMPLETE** and **NOT** accepted for processing. Pre-application Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a **COMPLETE** Pre-application Submittal Packages is 11:30 am every **WEDNESDAY**. There are no fees associated with a pre application conference.

---

**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on the documents shall be consistent
- 2) One (1) copy of the Pre-Application Form Completely filled out prior to submittal. This form must be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will **NOT** be accepted.
- 3) One (1) copy of a narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- 4) One (1) section map with the project site clearly highlighted and project name labeled. Please note that you may request that these section maps be kept on file so that they may be used when an official application package is submitted.
- 5) One (1) copy of the preliminary development plans drawn to scale (no less than 1 to 20) that show all required information (see below). These preliminary plans do not need the signature and seal of the engineer. Plans are to be a minimum size of 11" x 17". If 24" X 36" each plan shall be folded or they will **NOT** be accepted.
- 6) One CD with all items listed above. Each set of documents must be in **PDF** format.
- The development plan must be labeled and include the following items:
  - a. The existing parcel's property reference number.
  - b. The area (acreage) of the parent parcel (pre-subdivision parcel.)
  - c. The area (acreage) of each parcel being created.
  - d. Dimensions of the parent parcel.
  - e. Dimensions of each new parcel, including the dimensions along roadways.
  - f. A north arrow.
  - g. The name(s) of the road(s) fronting the parent parcel.
  - h. The existing width of the private right-of-way.
  - i. The width of each proposed new right-of-way.
  - j. The parcel's Zoning District(s).
  - k. The parcel's Future Land Use Category(s).

## Subdivision Pre- Application Requirements cont.

- l. A note indicating that the street(s) is (are) to be private street(s).
- m. A note detailing water availability, sewer or septic service availability.
- n. A note detailing the location of fire hydrants.
- o. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes) Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the storm water from the property flows

# PROJECT INFORMATION FORM

Escambia County Planning & Engineering Department, 1190 W. Leonard St., Pensacola, FL 32501 (phone) 850-595-3472 (fax) 850-595-3703

**Allow 2 working days for the return of this form**

## SECTION 1-A: MANDATORY – THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Name: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Property Reference Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Is Site currently developed? NO \_\_\_ YES \_\_\_ If YES, describe existing development \_\_\_\_\_  
\_\_\_\_\_

Is a Conditional Use, Variance, Rezoning or Future Land Use Amendment required for the Proposed development? NO \_\_\_ YES \_\_\_

Select Type of Submittal:      Site Plan      Site Plan Minor(modify approved plan or construction under 2000SF)      Subdivision

### Site Plan Project Submittals

SQ. FT. of Building Footprint: \_\_\_\_\_

SQ. FT. of Impervious Surface  
(Including Bldg Footprint): \_\_\_\_\_

### Subdivision Project Submittals

Total # of Phases: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

# of Lots in Phase 1: \_\_\_\_\_ # of Lots in Phase 2: \_\_\_\_\_

# of Lots in Phase 3: \_\_\_\_\_ # of Lots in Phase 4: \_\_\_\_\_

## SECTION 2: This section to be completed by County Staff.

Parcel Future Land Use(s): \_\_\_\_\_ Surrounding Future Land Use(s): \_\_\_\_\_

Parcel Zoning District(s): \_\_\_\_\_ Surrounding Zoning Districts: \_\_\_\_\_

Airport Environment(s): \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Commissioner District: \_\_\_\_\_

Drainage Basin: \_\_\_\_\_ Hurricane Evacuation Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



**Property Owners:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Developer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Agent / Engineer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

---

**Provide the requested information in the space provided:**

Future Land Use Category(ies): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Has any part of the project site been previously involved in a Future Land Use Map Amendment, Application for Rezoning, Application for Conditional Use, Application for Variance, Application for Vested Rights, Appeal of Administrative Decision, other county review?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which type: \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_, Case # \_\_\_\_\_

Does the proposed project require a Variance, Conditional Use Approval, Rezoning, or a Future Land Use Change?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which: \_\_\_\_\_ If YES, attach written explanation.

---

**Provide the requested information in the space provided:**

Are there existing building(s) on site? No \_\_\_\_\_ Yes \_\_\_\_\_

Describe last use of building(s): \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Acreage to be disturbed: \_\_\_\_\_

Total Acres of Wetlands: \_\_\_\_\_ Total Acres of Wetlands to be disturbed: \_\_\_\_\_

Number of Trees on site: \_\_\_\_\_ Number of Trees to be removed: \_\_\_\_\_

# DEVELOPMENT REVIEW APPLICATION CERTIFICATION FORM

I affirm and certify that I am duly qualified as authorized agent to make such application; that I understand the questions asked in the application; that all information and statements submitted in any documents or plans concerning this application are accurate to the best of my knowledge and belief; that I understand the application, attachments, and fees become part of the Official Records of Escambia County and not returnable or refundable; that this application is of my own choosing and staff has explained all procedures relating to this request; that there are no guarantees as to the outcome of this request; that the application is being accepted subject to verification of information; that any false information knowingly given by me may result in denial of the application, and that additional information may be required by Escambia County in order to make a determination.

\_\_\_\_\_  
Name of Proposed Development

\_\_\_\_\_  
Authorized Agent's Signature

\_\_\_\_\_  
Date

Agents Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,

year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath.

He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current

\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Commission No. (Notary seal must be affixed)

**AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY**

As owner of the property located at \_\_\_\_\_, Pensacola, Florida, property reference number(s) \_\_\_\_\_, I hereby designate \_\_\_\_\_ for the sole purpose of completing this Development Review Application and to act on my behalf during the county's processing of the Development Review Application on the above referenced property.

This Limited Power of Attorney is granted on this \_\_\_\_\_ day of \_\_\_\_\_ the year of \_\_\_\_\_ and is effective until the County has rendered a decision on this request and any appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the Department of Growth Management.

\_\_\_\_\_  
Signature of Property Owner                      Date                      Printed Name of Owner

STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath. He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public                      Date                      Printed Name of Notary

\_\_\_\_\_  
My Commission Expires                      Commission No. (Notary seal must be affixed)

# UNPLATTED SUBDIVISION APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

---

All Unplatted Subdivision Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Application Packages shall be to the submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Unplatted Subdivision Submittal Package is 11:30 am each WEDNESDAY.

---

**REQUIREMENTS:** The following items shall be included in the application submittal package.

- 1) Proof that, prior to submittal of an Unplatted Subdivision Application Submittal Package, applicant scheduled, attended and completed a Pre-Application Meeting with the Plan Review Committee. To arrange this meeting, call the DRC Coordinator in the Department of Planning & Zoning at 595-3472.
- 2) A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of the requirements in this checklist are being addressed. The project name on all documents shall be consistent.
- 3) One (1) copy of the **Project Information Form** completely filled out prior to submittal of the application package.
- 4) One (1) original Development Review Application (DRC) completely filled out in entirety. This form must have the street address of the project site or it will not be accepted.
- 5) A check made out to Escambia County for the initial \$750.00 application submittal fee. Additional fees may be applicable (drainage impact fee, inspections, tree removal, etc.) once the application is approved.
- 6) A CD that contains all paper documents submitted. Each document on the CD must be in an individual PDF format.
- 7) One (1) copy of the proof of ownership (recorded deed or lease) for all (each) development parcel. Names on deed and legal description provided by the Property Appraiser must be the same.
- 8) A notarized written power of attorney or agent's affidavit authorizing a person (e.g., project engineer) other than the owner(s) to act on his behalf during the development review process.
- 9) A copy of the Subdivision and Street Name Approval Letter provided by the Addressing Department, if new roads are proposed.
- 10) Letters of availability from all utility providers, to include the following:
- 11) A letter or other documentation from the sanitary sewer purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If sanitary sewer is not available, approval from FDHRS and/or DEP is required prior to issuance of a development order.
- 12) A letter or other documentation from the potable water purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If project is not served by a central water system, an extraction permit from NFWFMD is required prior to issuance of a development order.

- 13) Restrictive Covenants, if any, indicating that the street(s) is (are) private street(s), if applicable (LDC 4.01.05.B.) The applicant is responsible for recording of any Restrictive Covenants.
- 14) One (1) copy of a narrative on the number of street access points on the road segment directly impacted by the proposed development.
- 15) One (1) copy of a legal description for each proposed new lot. Please be aware that the legal descriptions for the new lots must be recorded in the public record within two (2) years form the date of project approval
- 16) An Unplatted Subdivision Affidavit that includes owners name and the legal descriptions for each lot. This shall be recorded in the public records at the expense of the applicant.
- 17) One (1) current certified Boundary Surveys identifying the total amount of acreage and mean high water line, if applicable, as defined by Chapter 177, Part II, Florida Statutes, "Coastal Mapping". The survey procedure used to determine the MHWL must be approved by the Department of Environmental Protection, Bureau of Survey and Mapping.
- 18) One (1) copy of the proposed subdivision development plans. If 24" X 36" each plan shall be folded or they will NOT be accepted. The development plans shall be labeled and include the following items:
  - a. The existing parcel's property reference number.
  - b. The area (acreage) of the parent parcel (pre-subdivision parcel.)
  - c. The area (acreage) of each parcel being created.
  - d. Dimensions of the parent parcel.
  - e. Dimensions of each new parcel, including the dimensions along roadways.
  - f. A north arrow.
  - g. A scale of the drawing/development plan.
  - h. The name(s) of the road(s) fronting the parent parcel.
  - i. The existing width of the private right-of-way.
  - j. The name(s) of each proposed new private right-of-way.
  - k. The width of each proposed new right-of-way.
  - l. The parcel's Zoning District(s).
  - m. The parcel's Future Land Use Category(ies).
  - n. The name of the person who prepared the drawing/plan.
  - o. The name of the owner of the parent parcel.
  - p. The date the plan was prepared.
  - q. A note indicating that the street(s) is(are) to be private street(s).
  - r. A note detailing potable water service availability.
  - s. A note detailing the location and size of any water lines.
  - t. A note detailing the location of fire hydrants.
  - u. A note detailing sewer service availability or septic tank usage.
  - v. A driveway connection typical detail.
  - w. A vicinity map.
- 19) One (1) section maps with the project site clearly highlighted and project name labeled.
- 20) One (1) set of drainage plans and calculations prepared and certified by a licensed professional engineer. Each set must bear the signature and seal of the Engineer. If the development is de minimis or exempt from stormwater requirements provide a letter certifying so from a licensed professional engineer.
- 21) One (1) set of grading plans showing the proposed grading direction of lots to conform with Section 4.02.06.D of the Escambia County Land Development Code. Directional flow arrows may be utilized for this purpose.

## UNPLATTED SUBDIVISION FINAL COMPARISON SUBMITTAL REQUIREMENTS

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All Final Comparison Submittal Packages shall contain the following items. Final Comparison Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning, by calling (850) 595-3472 to schedule an appointment Monday thru Friday. The deadline to submit a COMPLETE Preliminary Plat-Final Comparison Submittal Packages is 11:30 am every Friday.

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**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

**APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED BY ALL REVIEWERS PRIOR TO THE DRC COORDINATOR ACCEPTING THE FINAL COMPARISON PACKAGE.**

- 1) Disposition Report with all required signatures
- 2) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 3) One (1) copy of written Response to Comments that addresses all outstanding issues.
- 4) A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts & schedule an appointment.
- 5) Four (4) sets of site plan drawings signed and sealed. Each shall be folded or they will NOT be accepted.
- 6) An other documentation that has been requested by the plan reviewers
- 7) A CD containing all items listed above. All drawings and documents are required to be in PDF format.

**Escambia County As-Built Certification Form**

Upon completion of construction and prior to final inspection the engineer of record or another professional engineer registered in Florida must certify that the project construction adheres to the approved plans. A final certificate of occupancy or final acceptance will not be granted until the project has been certified.

**Part 1: Project Information**

_____		Planning/Building # _____
Project Name		
_____		Engineering # _____
Project Address		
_____		_____
Name and Title of Owner		Owner's Phone
_____		_____
Owner's Address	City	State Zip

**Part 2: Statement By Entity Responsibility For Maintenance (if other than County)**

The undersigned agrees to maintain and operate the Stormwater facilities to comply with Ordinance 96-3 Article 7.15.12. Responsibility for maintenance and operation may be transferred to another entity upon written notification to Escambia County Engineering Department.

_____		_____
Signature		Date
_____		_____
Name and Title		Owner's Phone
_____		_____
Address	City	State Zip

**Part 3: Statement By Registered Professional Engineer** (required by Ordinance 96-3 Article 7.15.11) This is to certify that project construction substantially adheres to the approved plans and the Land Development Code.. The engineering features of the project have been designed/examined by me. I also state the applicant has been furnished a maintenance and operation schedule for the Stormwater facilities (if applicable) and if stormwater facilities and associated features and appurtenances are maintained that no adverse impacts shall occur.

_____		_____	_____
Name of Engineer	Florida Reg. No.	Signature of Engineer	Date

_____		
Company Name		
_____		(Affix Seal)
Company Address		
_____		
City	State	Zip
		Attach As-built Drawings if applicable

Note: While not preferred, an as-built certification letter may be substituted for this form.

## Appendix H-5

### Commercial Forms

# SITE PLAN PRE-APPLICATION CONFERENCE APPLICATION SUBMITTAL PACKAGE REQUIREMENTS

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All Pre-application Conference Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Pre-application Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Pre-application Submittal Packages is 11:30 am every WEDNESDAY. There are no fees associated with a pre application conference.

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**REQUIREMENTS: The DRC Coordinator shall check for the following item in the submittal package.**

- 1) A transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements are being addressed. The project name on the documents shall be consistent
- 2) One (1) copy of the Project Information Form Completely filled out prior to submittal. This form shall be faxed to the DRC Coordinator 2 days (48 hours) before submitting the pre-application package or the application package will NOT be accepted.
- 3) One (1) set of preliminary development plans (See attached for items to be included on drawing). These preliminary plans do not need the signature and seal of the engineer. Each shall be folded or they will NOT be accepted.
- 4) A narrative explaining the proposed development. Include information of size of property, # of units, square footage of buildings, zoning district, future land use category, water and sewer services, wetland impacts, density transfers include, access, stormwater management, etc.
- 5) One (1) section map with the project site clearly highlighted and project name labeled. Please note that you may request that these section maps be kept on file so that they may be used when an official application package is submitted.
- 6) One CD with all of the above information included. Each document must be in an individual PDF format (ex: A five page form is to be converted into ONE PDF document.)
- The development plan must be labeled and include the following items:**
  - \_\_\_\_\_ 1. Draw or sketch the property boundaries to scale or, in as much as possible, proportionally to its dimensions. Include the actual dimensions (length) of each side of the property. Using a dotted line, show the required building setback distance.
  - \_\_\_\_\_ 2. Draw and label all structures that are located on the property, both existing and proposed List the current and proposed use of the structures.

H:\PZ\DRC\Checklists\Pre-applicationPackageChecklists\Pre-ApplicationSubmittalRequirementsChecklist1.doc

- \_\_\_\_\_ 3. Show the total square footage (length x width) of each existing or proposed structures.
- \_\_\_\_\_ 4. (a) Show the total square footage (length x width) of existing and proposed impervious areas (areas that cannot absorb water; e.g., concrete, asphalt, buildings, other structures). (b) Show these dimensions on the site plan (distances of length and width). (c) Include distances of impervious areas to the property line.
- \_\_\_\_\_ 5. Show the driveways and parking area dimensions, label as existing or proposed, and indicate the type of material that they are constructed or will be constructed of (concrete, asphalt, dirt, gravel, grass, etc.). Include the number of parking spaces existing and proposed.
- \_\_\_\_\_ 6. Show distances of all structures to the property line.
- \_\_\_\_\_ 7. Show, with arrows, the direction that water flows across the property. If the site is flat, state this on the plan.
- \_\_\_\_\_ 8. Show all existing drainage systems on the site (retention ponds, swales, culverts, pipes). Include any existing drainage systems in the right-of-way (roadside ditches, curbs, drainage inlets). If there are no drainage systems adjacent to the site, indicate, as best as possible, where the storm water from the property flows.
- \_\_\_\_\_ 9. Show all outside waste facilities. This would include dumpsters, storage areas, proposed or existing septic tank areas, or indication of sewer availability.
- \_\_\_\_\_ 10. Label all landscape areas as such. Grass areas are considered landscape areas. Show location of all trees on the property, and indicate if these trees are proposed to remain or be removed.

# PROJECT INFORMATION FORM

Escambia County Planning & Engineering Department, 1190 W. Leonard St., Pensacola, FL 32501 (phone) 850-595-3472 (fax) 850-595-3703

**Allow 2 working days for the return of this form**

## SECTION 1-A: MANDATORY – THIS SECTION TO BE COMPLETED BY APPLICANT

Applicant/Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Name: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Property Reference Number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Address: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Is Site currently developed? NO \_\_\_ YES \_\_\_ If YES, describe existing development \_\_\_\_\_  
\_\_\_\_\_

Is a Conditional Use, Variance, Rezoning or Future Land Use Amendment required for the Proposed development? NO \_\_\_ YES \_\_\_

Select Type of Submittal:      Site Plan      Site Plan Minor(modify approved plan or construction under 2000SF)      Subdivision

### Site Plan Project Submittals

SQ. FT. of Building Footprint: \_\_\_\_\_

SQ. FT. of Impervious Surface  
(Including Bldg Footprint): \_\_\_\_\_

### Subdivision Project Submittals

Total # of Phases: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

# of Lots in Phase 1: \_\_\_\_\_ # of Lots in Phase 2: \_\_\_\_\_

# of Lots in Phase 3: \_\_\_\_\_ # of Lots in Phase 4: \_\_\_\_\_

## SECTION 2: This section to be completed by County Staff.

Parcel Future Land Use(s): \_\_\_\_\_ Surrounding Future Land Use(s): \_\_\_\_\_

Parcel Zoning District(s): \_\_\_\_\_ Surrounding Zoning Districts: \_\_\_\_\_

Airport Environment(s): \_\_\_\_\_ Overlay District(s): \_\_\_\_\_ Commissioner District: \_\_\_\_\_

Drainage Basin: \_\_\_\_\_ Hurricane Evacuation Zone: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_



**Property Owners:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Developer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Agent / Engineer:** Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Provide the requested information in the space provided:**

Future Land Use Category(ies): \_\_\_\_\_ Zoning District(s): \_\_\_\_\_

Has any part of the project site been previously involved in a Future Land Use Map Amendment, Application for Rezoning, Application for Conditional Use, Application for Variance, Application for Vested Rights, Appeal of Administrative Decision, other county review?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which type: \_\_\_\_\_, Date \_\_\_\_/\_\_\_\_/\_\_\_\_, Case # \_\_\_\_\_

Does the proposed project require a Variance, Conditional Use Approval, Rezoning, or a Future Land Use Change?  
No \_\_\_\_\_ Yes \_\_\_\_\_ If YES, which: \_\_\_\_\_ If YES, attach written explanation.

**Provide the requested information in the space provided:**

Are there existing building(s) on site? No \_\_\_\_\_ Yes \_\_\_\_\_

Describe last use of building(s): \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_ Total Acreage to be disturbed: \_\_\_\_\_

Total Acres of Wetlands: \_\_\_\_\_ Total Acres of Wetlands to be disturbed: \_\_\_\_\_

Number of Trees on site: \_\_\_\_\_ Number of Trees to be removed: \_\_\_\_\_

# DEVELOPMENT REVIEW APPLICATION CERTIFICATION FORM

I affirm and certify that I am duly qualified as authorized agent to make such application; that I understand the questions asked in the application; that all information and statements submitted in any documents or plans concerning this application are accurate to the best of my knowledge and belief; that I understand the application, attachments, and fees become part of the Official Records of Escambia County and not returnable or refundable; that this application is of my own choosing and staff has explained all procedures relating to this request; that there are no guarantees as to the outcome of this request; that the application is being accepted subject to verification of information; that any false information knowingly given by me may result in denial of the application, and that additional information may be required by Escambia County in order to make a determination.

\_\_\_\_\_  
Name of Proposed Development

\_\_\_\_\_  
Authorized Agent's Signature

\_\_\_\_\_  
Date

Agents Name (print): \_\_\_\_\_

Company Name: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: Work (\_\_\_\_\_) \_\_\_\_\_ Fax:(\_\_\_\_\_) \_\_\_\_\_

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ ,

year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath.

He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current

\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Commission No. (Notary seal must be affixed)

**AFFIDAVIT OF OWNERSHIP AND LIMITED POWER OF ATTORNEY**

As owner of the property located at \_\_\_\_\_, Pensacola, Florida, property reference number(s) \_\_\_\_\_, I hereby designate \_\_\_\_\_ for the sole purpose of completing this Development Review Application and to act on my behalf during the county's processing of the Development Review Application on the above referenced property.

This Limited Power of Attorney is granted on this \_\_\_\_\_ day of \_\_\_\_\_ the year of \_\_\_\_\_ and is effective until the County has rendered a decision on this request and any appeal period has expired. The owner reserves the right to rescind this Limited Power of Attorney at any time with a written, notarized notice to the Department of Growth Management.

\_\_\_\_\_  
Signature of Property Owner                      Date                      Printed Name of Owner

STATE of \_\_\_\_\_  
COUNTY of \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, year of \_\_\_\_\_ by \_\_\_\_\_ who ( ) did ( ) did not take an oath. He/she is ( ) personally known to me, ( ) produced current Florida/Other driver's license, and/or ( ) produced current \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public                      Date                      Printed Name of Notary

\_\_\_\_\_  
My Commission Expires                      Commission No. (Notary seal must be affixed)

# SITE PLAN APPLICATION PACKAGE SUBMITTAL REQUIREMENTS

---

All Site Plan Application Submittal Packages shall contain the following items, as a minimum, or be considered INCOMPLETE and NOT accepted for processing. Site Plan Application Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning by calling (850) 595-3472 to schedule an appointment Monday thru Wednesday. The deadline to submit a COMPLETE Site Plan Submittal Packages is 11:30 am every WEDNESDAY. For specific information required on the site plan, refer to each Department's Checklists.

---

**REQUIREMENTS:** The DRC Coordinator shall check for the following items in the submittal package.

- 1) The original transmittal letter from the applicant naming the project, identifying the materials being submitted and specifically commenting on how (if) each of these requirements are being addressed. The project name on all documents shall be consistent.
- 2) A check made out to Escambia County for submittal fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts and to schedule an appointment for submitting application packages.
- 3) One (1) set of site plans, each bearing the signature and seal of the engineer. The drawings shall be folded or they will NOT be accepted.
- 4) One (1) copy of a current certified Boundary Survey identifying the amount of acreage and mean high water line, if applicable, as defined by Chapter 177, Part II, Florida Statutes, "Coastal Mapping".
- 5) One (1) copy of the Project Information Form completely filled out prior to submittal of the application package. **WARNING:** This form must have the street address of the project site or it will not be accepted.
- 6) Site Conditions Survey results (if required) shall be on file at time of application package submittal.
- 7) The original DRC application form completely filled out prior to submittal. **WARNING:** This form must have the street address of the project site or it will not be accepted.
- 8) A notarized written power of attorney or agent's affidavit authorizing a person (e.g., project engineer) other than the owner(s) to act on his behalf during the development review process.
- 9) One (1) copy of the proof of ownership (recorded deed) for all (each) development parcels. Names on deed and legal description provided by Tax Appraiser must be the same.
- 10) One (1) section map with the project site clearly highlighted and project name labeled.
- 11) One (1) set of stormwater calculations. It must bear the signature and seal of the Engineer.
- 12) One set of scaled drawings of the sides, front and rear of the building or structure, generalized floor plan uses and square footage of each proposed use of all buildings or structures.
- 13) One (1) original copy of a letter or other documentation from the sanitary sewer purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If sanitary sewer is not available, approval from FDHRS and/or DEP is required prior to issuance of a development order.
- 14) One (1) original copy of a letter or other documentation from the potable water purveyor that adequate capacity within its system is available and the Level of Service (LOS) is maintained. If project is not

served by a central water system, an extraction permit from NFWFMD is required prior to issuance of a development order.

- 15) One CD with all of the above information included. Each documents must be in an individual PDF format (ex. A five page form is to be converted into ONE PDF document.)  
Follow the attached Document naming list when putting the documents on the CD.

Document Type	Person Providing Documents	Description
ACOE Letter of Non Jurisdiction	Provided by applicant	
ACOE/FDEP Dredge & Fill Application	Provided by applicant	
ACOE/FDEP Dredge & Fill Permit	Provided by applicant	
Administrative Denial Letter	Created by County Directors	
Administrative Variance	Created by County Directors	
Aerial Photo	Get from WF Regional Planning Counsel/Do not list the year	
Aerial Photo w/ Contours	Get from WF Regional Planning Counsel/Do not list the year	
Affidavit of Owner & Ltd Power of Atty	Provided by applicant	
BCC Improvement	Issued by County staff	
BCC Recommendation	Issued by County staff	
BCC Resume Action Page	Issued by County staff	
BCC Vacation Approval	Issued by County staff	
BOA Conditional Use Findings of Fact	Issued by County staff	
BOA Variance Finding of Fact	Issued by County staff	
Bond/Letter of Credit	Provided by applicant before BC approval	
By-Laws	Provided by applicant before BCC approval	
CCCL Permit	Coastal Construction Control Line permit/Provided by applicant	
Cert of Concurrency	Created by County Staff	
Cert of Occupancy	Created by County Staff	
Cert of Occupancy Site Insp Frm	Issued by County staff	
Cert of Tax Concurrency/SRIA Fee	Provided by applicant	
Certified Estimate of Construction	Provide by applicant	
Conservation Easement Deed	May be required by County department	
Construction Plan Approval Letter	Issued by County staff	
Construction Plan Route/Fee Sheet	Provided by County staff	
County Jurisdictional Approval Letter	Provide by County Staff	
Covenants and Restrictions	For Final Plats	
Development Order	Created by County Staff	
Drainage Impact Fees Sheet	Created by County Staff	
Drawing-Boundary Survey	Provided by applicant at submittal	
Drawing-Building Floor Plan	Provided by applicant at submittal	
Drawing-Building Elevation Plan	Provided by applicant at submittal	
Drawing-Construction Plan	Provided by applicant for preliminary plat submittal	
Drawing-Engineering As-Built	Provided by applicant	
Drawing-Final Plat	Drawing-provided by applicant for final plat submittals	
Drawing-Lot Grading Plan	Provided by applicant	
Drawing-Master Plan	Drawing-provided by applicant for master plan submittals	
Drawing-Plot Plan	Provided by applicant	
Drawing-Preliminary Plat	Drawing-provided by applicant for submittal	
Drawing-Section Map	Provided by applicant for submittal	
Drawing-Site Information Maps	Copy of zoning map, chris jones info., section map	
Drawing-Site Plan	Drawing-provided by applicant for commercial projects	
Drawing-Site Plan/Construction Plan	Combined Drawing-provided by applicant	
Drawing-Unplatted Subdivision	Drawing-provided by applicant	

DRC Application	Provided by Applicant	
DRC Comment Release Form	Created by County Staff	
DRC Comment/Route Sheet	Created by County Staff	
Easement Agreement	Provided by applicant before BCC approval	
ECUA Availability Letter	Letter that ECUA gives applicant	
ECUA Information Sheet	ECUA reviewer	
Encompass Receipt	Created by County Staff	
Engineering As-Built Cert. Form	Created by County Staff	
Engineering Fee Calculations	Created by County Staff	
Environmental Mitigation Plan	Provided by applicant as required	
Environmental Site Specific Survey	Provided by applicant or done by Esc. Co Soil/Water	
Enviro Threatened & Endangered Species	Given by applicant or done by Esc. Co Soil/Water	
FDEP Entity Letter	Provided by applicant	
FDEP Letter of Non Jurisdiction	Provided by applicant	
FDEP Stormwater Permit	Provided by applicant	
FDOT Drainage permit	Provided by applicant	
FDOT Driveway Permit	Provided by applicant	Required for all ne
FDOT Non Compliance Violation		
FDOT Right of Way permit	Provided by applicant	
FDOT Utility Permit	Provided by applicant	
Final Plat Affidavit	Provided by applicant if necessary	
Final Plat Approval Letter	Created by county staff	
Final Plat Route Sheet	Created by County Staff	
Final Plat/Road Dept Insp Sign Off	Created by County Staff	
Geologic Description of Material	Provided by applicant	
Groundwater/Wellhead Impact Report	Provided by applicant	
Health Department Application	N/A	
Hold Harmless Agreement	Provided by applicant	
Inspection Punch List	County Staff	
Land Use Verification Form	County Staff	
Mortgage Adjoinder	Provided by applicant	
Natl Pollutant Dischrge Elimin Statmt	Provided by applicant	
Natl Pollutant Discharge Elimin Survy	Provided by applicant	
Other	To be used for new documents that are not named in our system	
Parking Agreement	Provided by applicant	
Photograph	County Staff	
Planning Board Recommendation	Created by County Staff	
Plat Recording Cashiers Form	Created by County Staff	
Plat Recording Cashiers Receipt	Created by County Staff	
Plat Recording Transmittal Letter	Provided by applicant	
Pre-Application Form	Provided by applicant	
Project Narrative	Provided by applicant	
Proof of Ownership	Deed, lease agreement, etc/ provided by applicant	
Proof of Recording memorandum	Created by County Staff	
Receipt	County Staff	
Recorded Deed or Easement	Provided by applicant	
Response to Comments	Provided by applicant with each final comparison submittal	
Review Comments-Access Management	Created by County Staff	Roads & DW locat
Review Comments-Addressing	Created by County Staff	

Review Comments-ECAT	Created by County Staff	
Review Comments-ECUA	Created by County Staff	
Review Comments-Fire Safety	Created by County Staff	
Review Comments-Growth Management	Created by County Staff	
Review Comments-Handicap Access	Created by County Staff	
Review Comments-Health Department	Created by County Staff	
Review Comments-NESD	Created by County Staff	
Review Comments-Stormwater	Created by County Staff	
Review Comments-Surveying	Created by County Staff	
Review Comments-Traffic Concurrency	Created by County Staff	
Reviewer Attachments	Created by County Staff	
Reviewer Comments	Created by County Staff	
Rezoning Final Order	Created by County Staff	
Sewer Tap Letter	Provided by applicant to Building Inspections	
Sewer Tap Final Acceptance Letter	Provided by ECUA	
Sewer Tap Approval Letter	Provided by ECUA	
Small Scale Amendment	Created by County Staff	
SRIA Approval	Created by SRIA/ provided by applicant when needed	
SRIA Fee Certificate	Created by SRIA/ provided by applicant when needed	
Stormwater Management Plan	Provided by applicant	
Street Name Approval Letter	Created by County Staff	
Street Name Sign Specification	Created by County Staff	
Subdivision Development Agreement	Provided by applicant	
Submittal Checklists	Created by County Staff	
Surveying Status Report	Created by County Staff	
Tax Certificate	Provided by applicant	
Taxes Paid/No Tax Liens Document	Provided by applicant	
Technical Specifications	Provide by County Staff	
Title Cert/Policy (<1.5 years old)	Provided by applicant	
Title Opinion	Provided by applicant	
Traffic Control Inspection Punchlist	Provided by County staff	
Traffic Impact Analysis Report	Provided by applicant when required	
Transmittal Letter	Provided by applicant	
Two Year Warranty	Provided by applicant	

### SITE INSPECTION APPLICATION

Owner:		Address:			
City:		State:		Zip:	
Phone #: (home)		(work)		Fax #:	
Property Address:					
Property Reference Number:					
<b>Section:</b>	<b>Township:</b>	<b>Range:</b>	<b>Parcel:</b>	<b>Lot:</b>	<b>Block:</b>
Zoning:			Future Land Use Classification		
Driving Directions:					

INSPECTOR'S SECTION (Office Use Only)					
<i>Type of Inspection:</i>					
<input type="checkbox"/> Finding of Fact	<input type="checkbox"/> Farm Animals	<input checked="" type="checkbox"/> Alcohol Uses			
<input type="checkbox"/> Mobile Home Placement	<input type="checkbox"/> Commercial Uses	<input type="checkbox"/> Sign			
<input type="checkbox"/> Mobile Home Replacement	<input type="checkbox"/> Other _____				
Purpose of Inspection:					
Findings of Inspection:					
Inspector's Name/Signature				Date:	
Director, Dept. of Growth Management/Signature:					
<input type="checkbox"/> Approved		<input type="checkbox"/> Denied		Date:	

**Escambia County As-Built Certification Form**

Upon completion of construction and prior to final inspection the engineer of record or another professional engineer registered in Florida must certify that the project construction adheres to the approved plans. A final certificate of occupancy or final acceptance will not be granted until the project has been certified.

**Part 1: Project Information**

_____		Planning/Building # _____
Project Name		
_____		Engineering # _____
Project Address		
_____		_____
Name and Title of Owner		Owner's Phone
_____		_____
Owner's Address	City	State Zip

**Part 2: Statement By Entity Responsibility For Maintenance (if other than County)**

The undersigned agrees to maintain and operate the Stormwater facilities to comply with Ordinance 96-3 Article 7.15.12. Responsibility for maintenance and operation may be transferred to another entity upon written notification to Escambia County Engineering Department.

_____		_____
Signature		Date
_____		_____
Name and Title		Owner's Phone
_____		_____
Address	City	State Zip

**Part 3: Statement By Registered Professional Engineer** (required by Ordinance 96-3 Article 7.15.11) This is to certify that project construction substantially adheres to the approved plans and the Land Development Code.. The engineering features of the project have been designed/examined by me. I also state the applicant has been furnished a maintenance and operation schedule for the Stormwater facilities (if applicable) and if stormwater facilities and associated features and appurtenances are maintained that no adverse impacts shall occur.

_____		_____	_____
Name of Engineer	Florida Reg. No.	Signature of Engineer	Date

\_\_\_\_\_  
Company Name

(Affix Seal)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City State Zip Attach As-built Drawings if applicable

Note: While not preferred, an as-built certification letter may be substituted for this form.

Concur date: \_\_\_\_\_ Concur by: \_\_\_\_\_ Approval date: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Conditional Approval: \_\_\_\_\_

## **STORMWATER MANAGEMENT DEVELOPMENT REVIEW COMMENTS**

Reviewer: \_\_\_\_\_ Phone: 595-3492 Engineering Project ID # [engineering #]  
Date Received: [date received] Date Reviewed: [date reviewed] Encompass ID #: [planning id#]  
Project Name: [project name]  
Project Address: [project address] (NOTE: See attached fee calculations.)  
Applicant's Name & Phone: [applicant]  
Type Submittal: Commercial Site Plan (SP)

### **PLEASE ADDRESS THE FOLLOWING COMMENTS:**

#### **Part A-Aerial Photo:**

1. Submit an aerial photo with contours.
2. Clearly outline property boundaries of the site.

#### **Part B-Stormwater Narrative:**

1. Provide a general description of drainage for on site, abutting property and adjacent roadway, the project objectives and conclusions, pertinent information critical to the project, etc.
2. Explain any pertinent information from analyses of aerial topo, such as upland acreage, natural drainage patterns, and downgradient impacts associated with this project.
3. Include a brief summary of impacts to adjacent properties, receiving drainage system, and area-wide drainage systems for post development conditions. The stormwater design must provide reasonable assurance to protect adjacent properties and their associated structures, including but not limited to septic tanks, swimming pools, building foundations, etc.
4. Provide a general description of upland acreage, watercourses, waterbodies, and wetlands on or adjacent to the site or into which stormwater flows.
5. If design considers more than one sub-basin area or contributing upland acreage, then provide a brief description and acreages for sub-basins and upland acreage.
6. Include a brief summary of how environmentally sensitive areas, wetlands, and water bodies are to be protected.

#### **Part C- Soil Reports:**

1. A geotechnical soil analyses report is required for projects >10,000 total sq ft of impervious area.
2. The retention/detention design appears to be inconsistent with geotechnical report.
3. For projects <10,000 total square feet of impervious area, the Engineer of Record may use soil data obtained from the SCS Soil Survey map (USDA Soil Classification System). A statement of field verification of the soil and the anticipated wet season water table, and a copy of the applicable SCS soil map with the site location identified is required.
4. Typically a minimum of one (1) soil test per acre is required, depending upon extent of environmental/physical conditions of the site. Suggest soil data obtained from the SCS Soil Survey map and natural topography be used to determine suitable soil boring locations.
5. The water table elevation appears to be inconsistent with the design approach specified in the Stormwater management plan. Please clarify.

6. Identify the location, depth and extent of all soils defined as unsuitable/non-rated for development where development is proposed to encroach into areas containing such soils. For example, soils classified Fresh Water Swamp (Fs) may require additional construction measures and other applicable agency permits. Areas with high water table may require moisture resistant road base and should be included on the road cross section detail.
7. Ponding areas must be in suitable locations as indicated by the geotechnical engineer's soils report.
8. The stormwater design appears to be inconsistent with the geotechnical recommendations.

Part D- Other Agency Approvals:

1. An approved FDOT drainage connection permit or proof of exemption is required. However, a copy of the FDOT permit application, as submitted to FDOT, will suffice to initiate site work only while the FDOT permit is processing. An approved permit is required prior to issuance of a building permit for this site.
2. An approved Florida Department of Environmental Protection (FDEP) drainage permit (or proof of exemption) is required prior to Escambia County approval.
- 2a. [FYI] Escambia County is in receipt of Florida Department of Environmental Protection (FDEP) drainage permit number 17- for this development.
3. An Army Corp of Engineers (C.O.E.) or FDEP dredge and fill permit appears applicable for this project.
4. Santa Rosa Island Authority (SRIA) approval is required for development activities proposed at Pensacola Beach.
5. The Health Department approval for individual sewage disposal facilities (septic tanks) is requested prior to stormwater approval, in order to reduce design revisions.

Part E- Lot Coverage:

1. Label all areas with the type material coverage considered impervious, pervious, and semi-impervious.
2. Specify total net acreage within property boundaries.
3. Show dimensions for all existing and new/proposed impervious and semi-impervious areas.
4. Specify the total square footage of impervious area for
  - the existing impervious area for predevelopment conditions,
  - the new/proposed impervious area,
  - the impervious area for post development conditions.
5. Be specific with the material specifications for proposed parking areas consistent with design calculations, such as pervious # 4 gravel limerock or graystone or specify restrictions to not using concrete "washout" or compacted crushed limestone.
6. Include a brief description, detail and/or construction specification for proposed surface materials considered impervious or semi-impervious.
- 6b. If design considers gravel area to be pervious specify restrictions for not using concrete "washout" or compacted crushed limestone.
7. Specify lot coverage totals for existing and proposed impervious areas on plans.
8. Total lot coverage areas on plans, application, and calculations appear to be inconsistent.
9. Specify the total vegetative area to be cleared such that it may increase stormwater runoff rates.

Part F- Stormwater Exempt, Regional Exemption, or De Minimus Construction:

1. Demonstrate on plans how stormwater runoff is conveyed to receiving drainage system.

2. Show receiving drainage system has adequate capacity for post development conditions.
3. For projects within a regional area drainage system, a brief summary of the regional system including the lot coverage estimation/runoff coefficient, design capacity estimation/analyses of regional system, and post development impacts of the project is required to determine if the project is can be considered stormwater exempt. County record may be available for review.
4. For projects located in the Ellyson Field regional SW system, an approval letter from Daisy Steed, Industrial Park Mgr., (595-3421) is required to qualify for FDEP blanket permit/ SW exemption.
5. A certified statement from the engineer of record of no significant impact to adjacent properties or area-wide drainage system is required.
6. Based upon information submitted, this project does not appear to qualify for SW exemption.

Part G- FDEP Swale Exemption Criteria:

1. Provide calculations showing the proposed swale will percolate 80% of the runoff for a 3-year, 1-hour design storm in < 72 hours and function a “dry” system as per FAC 62-25.02 and 62-25.025.
2. Include a statement on plans and narrative, "this project qualifies for swale exemption."
3. Swale side slopes shall be equal to or greater than 3:1 or 6:1 width to depth cross-section ratio.
4. Include proper vegetative stabilization notes for side slopes; sod may be applicable.
5. Manmade inflow or outfall structures do not qualify for swale exemption criteria per FDEP policy.
6. This project does not appear to qualify for FDEP swale exemption; more information is required to provide reasonable assurance of compliance with FDEP regulations.
7. [Request] Since water quality is under FDEP jurisdiction, please provide notice to FDEP. The County will forward a copy of calculations and plans to FDEP, if necessary.

Part H- Stormwater Management Plan & Calculations:

1. Include design assumptions, statements, and conclusions to clarify variables and results.
2. Provide weighted runoff coefficient calculations, consistent with lot coverage totals.
3. Provide time of concentration calculations.
4. Provide drainage calculations for retention/detention facilities, at minimum, must satisfy one of the following:
  - a. For a positive drainage outfall system,  $Q_{post} < Q_{pre}$  for a 25-year frequency of critical duration, up to and including a 24-hour duration storm event, with metered positive discharge into an approved functioning drainage system.
  - b. For retention facilities designed with no positive outfall, the retention volume must be adequate to collect and percolate runoff from a 24-hour, 100-year design storm frequency including upland acreage runoff.
- 4a. [Suggestion] While total on site retention may appear to be satisfactory to collect and percolate runoff from a 24-hour, 100-year design storm frequency, a reasonable attempt to provide a positive drainage outfall design is suggested/encouraged. The County may assist in obtaining acquisition of easements for disposition of surface waters if such easements are prepared and planned by the applicant. In addition, a minimum of 1' freeboard should be provided in the pond.
- 4c. Submit revised calculations as applicable to meet FDOT requirements.
- 4d. Drainage calculations appear to be incomplete or inconsistent.
5. Provide a complete stormwater management plan with applicable stormwater calculations. Calculations must demonstrate compliance with Land Development Code 5.10.02A & 7.15.06.
6. Show total retention/detention storage volume calculations at the outfall elevation(s) of the discharge pipe,

at the weir elevation or overflow structure(s),  
at the top of pond elevation.

**Note:** Outline the computer generated volumes as specified.

7. Provide the retention storage volume at the outfall elevation.
8. Clearly identify 100-year pond stage elevations in calculations and suggest a minimum 1 foot “freeboard” for the top of pond elevation. Suggest applicable notes and details be added to plans to ensure adjacent properties and adjacent lots, will not flood in a 100-year storm.
9. Provide emergency overflow capability for a 25-year design storm for the detention pond.
10. Clarify  $Q_{pre} > Q_{post}$  within computer generated calculations up to an including a 24 hour event and identify the peak flowrate and maximum stage elevation.
11. Drainage construction of major channels or road crossings under Arterial or Collector roads must be designed not to flood in a 100-year storm.
12. Provide pond recharge calculations and FDEP required treatment volume calculation.
13. Provide drawdown calculations for sand chimney, subdrain, under drains, subsoil drains, side bank drains or trench drain structure(s)
14. Pond recharge calculations appear to be inconsistent with percolation rates of soil. [Concern] The geotechnical data for this site indicates \_\_\_\_
15. Design calculations appear to be inconsistent with percolation rates for sand chimney, subdrain, under drains, subsoil drains, side bank drains or trench drain structure(s).
16. Provide velocity calculations (based upon a 25-year design storm) for swales/open ditches consistent with stabilization method.
17. Typically, velocity of water shall not exceed 3 ft/sec in grassed ditches and 6ft/sec in paved ditches. Any ditch with grades steeper than 5% shall be paved or improved to eliminate erosion and sedimentation buildup in the lower elevations of the ditch.
18. Provide velocity calculations for all offsite flows consistent with energy dissipator design.
19. Calculations must be signed, sealed and dated by a registered Florida Professional Engineer.
20. Provide a drainage area map, indicating sub-basins, upland acreage, and off-site flows.size, etc.
21. Include a schematic diagram of proposed stormwater collection system indicating inlets, pipe sizes, lengths and slope, contributing drainage areas, capacity calculations, etc.
22. Wet detention design concept appears to be applicable to this project.; provide applicable calculations if applicable.
23. Include a drainage study for
24. Include gutter spread calculations, based upon a 25-year storm.

Part I- Development in Areas of High Water Table or Flood Zones:

1. Clearly identify on the plans all jurisdictional wetlands, isolated wetlands, water bodies, natural water courses, and receiving waters on or abutting the site.
2. Specify on plans the 100-year flood zone elevation data as indicated on the FIRM or FHBM prepared by FEMA. If applicable specify on plans CCCL, CHHA, and Shoreline Protection Zones.
3. [FYI] Refer to LDC Article 10 for development in flood zones or areas of high water table.
4. The bottom ditch/swale elevation must be a minimum 2 inches above the water table and function as a “dry” system.
5. If special flood hazard areas, shallow flooding areas, or coastal high flood hazard areas are applicable then clearly show and label these areas on the plans.
6. [FYI] A special engineering report certified by a registered professional engineer or architect for

flood-proofed structures may be required for proposed structures by the Building Safety Division in accordance with LDC article 10.

7. Where the permanent water table is < two (2) feet below the existing grade, a soil boring maybe required for septic tank design and foundation design.
8. Establish minimum finished floor elevations in relation to mean sea level for the lowest floor of all proposed structures relative to the applicable flood zone; specify on plans.
9. Include a “certificate of survey” from a Florida Registered Surveyor which clearly establishes a benchmarks for the minimum finish floor elevation for the applicable flood zone.
10. Describe the extent of any watercourse alterations or relocations resulting from development.

#### Part J- Wet-detention Design:

1. Provide calculations to show the SW facilities are designed in compliance with the Florida Development Manual (refer to pg. 6-60 and FAC 62-25.042) as it pertains to volume, residence time, treatment depth, littoral shelf, aquatic vegetation, and other applicable performance criteria.
2. Provide all applicable details specific to wet detention design.
3. Consider in design the minimum orifice diameter is three (3) inches. Provide applicable details which comply with this requirement for “bleeddown” devices.
4. Canals or lakes must be designed to have bank slopes steeper than 6:1, but flatter than 2:1, the entire banks slope from the design water surface to a point three (3) feet beyond the berm line must be grassed in a manner to guarantee a healthy growth of Pangola, Bahia or Bermuda, Centipede and/or other suitable grass.
5. Wet detention is applicable in site specific cases where the natural water table is high; wet detention is not applicable for perched water tables.

#### Part K- Stormwater Objectives and Performance Criteria:

1. Routing run off from upland/off-site acreage appears to be applicable to this design. Drainage should be routed through or around the development without impeding natural flow.
2. Show drainage conditions downstream of the project are not exacerbated due to this development.
3. Demonstrate site and designated offsite outfall has a positive outfall.
4. Revise design to facilitate groundwater recharge.
5. Show the new development will not degrade the functioning ability of the area-wide drainage system to adequately control stormwater runoff due to existing capacity, erosion or sedimentation.
6. Design requires the implementation of a stormwater management plan; refer to LDC Article 7.15.
7. Provide measures to prevent damage to wetlands and prevent untreated stormwater runoff from adversely impact receiving water bodies.
8. The design for this project does not appear to satisfy the stormwater objectives of the LDC 4.15.02
9. The owner’s permission recorded in writing is required for direct stormwater discharge onto private property. Provide an hold harmless/drainage easement.

#### Part L- General Items to Include on Plans:

1. Include a vicinity map of the area including site location with reference to principal roads.
2. Include a complete boundary/land survey including a legal description and the total acreage of the site. The survey should be certified by a registered surveyor.
- 2b. Include a complete legal description with the total acreage and specify the origin of land survey and legal description.
3. Add the project name, date, scale (preferably 1"= 20' if overall site scales to one sheet), north

- arrow, and property tax/reference number(s) to the plans.
4. Add the owner's and/or developer's name(s), address(es) and phone number(s) to the plans.
  5. Specify the rights-of-way widths and surface material of County or State roads along with their designated numbers (if applicable) which front the property or tract.
  6. Add general dimensions for retention/detention area construction; primary length and width.
  7. Add all applicable lot coverage dimensions for proposed improvements and layout for construction.
  8. Specify the direction of flow for all surface drainage relevant to the project including on site, abutting properties, and adjacent streets.
  9. Identify existing drainage system abutting the site or relevant to the proposed storm system. If none exists, then explain where the stormwater flows to or from the site.
  10. Show the proposed drainage structures associated with the development with pipe sizes, lengths, invert elevations, flow direction, and descriptions.
  11. Include the plan and profiles for all proposed streets and easements including centerline % slope of profiled roads, stormwater and sanitary sewer pipes with existing and proposed pipe length, slopes, inverts, and grades. If necessary based upon terrain, show right and left grading requirements.
  12. Show culverts for all proposed drives when crossing existing or proposed roadside swales/ditches, unless other innovative measures can be applied such as a dip in the drive.
  13. Each sheet signed, sealed and dated by a registered Florida Professional Engineer.

Part M- Vertical Control and Topographical Changes:

1. Show existing (pre-development) 1' contours on the plan referenced to either assumed or NGVD datum. For relatively flat sites provide adequate existing spot elevations.
2. Provide a benchmark (suggest 2) for vertical control, either assumed or based on NGVD Datum, with the description, location, and elevation.
3. Add additional spot elevations to clarify drainage as needed to demonstrate drainage patterns on site, abutting properties, adjacent roadways, and outfall areas.
4. Provide a complete grading/drainage plan by
  - showing how existing contours tie into proposed contours for proposed right-of-ways, swales, and ponds,
  - showing directional flow arrows to clarify drainage across proposed development
5. Show elevations of roadways in area(s) of connection(s) and ensure ponding or standing water in R/W is not apparent for post development conditions. When applicable provide measures to route standing or ponding water into onsite drainage system or County system.
6. Specify finished ground floor elevations for all structures.

Part N- Utility, Water, and Sewer Requirements:

1. Show all existing and proposed utilities (if any) within all abutting rights-of-way.
2. Show proposed water and sanitary sewer connection to proposed structures which do not conflict with existing or proposed stormwater system(s)
3. [FYI] A separate construction in right-of-way permit is required for the proposed installation of the..., to be pulled by a contractor bonded with the County.
4. Show all proposed utility crossings under existing county roadways to be bored, not open cut. Except under conditions of existing roadway degradation or reasonable justification, County roadways are bored under and not open cut.
5. If justification for open cutting of a County road is warranted and boring cannot be accomplished, then include County standard patch detail on plans. See attachment.

6. If sanitary sewage disposal is accommodated by septic tank and drain field lines, then show the location(s) on the plans; Septic tank drain field lines should be a minimum 15' from retention areas.
7. Show existing or proposed fire hydrant located within 500 feet from the furthest remote point of the building.

Part O- Stabilization, Erosion, and Sediment Control Measures:

1. Stabilized earth berms and/or swales should be constructed along property lines where developed run off to adjoining properties is possible. Provide detail with side slopes, elevations, dimensions, soil specifications, compaction, stabilization, construction specifications and etc. Side slopes steeper than 3:1 requires sod.
2. Include on plans measure to control erosion and sedimentation consistent with velocity calculation and in accordance with FDEP standards.
3. Include applicable details for erosion and sediment control device, timing for installation, and provision for their maintenance.
4. Show applicable locations of erosion/sediment control measures and label on plans.
5. Include on the pond details proper side slope stabilization notes. The entire bank slope shall be grassed in a manner to guarantees healthy growth grass (free from noxious weeds) such as Pangala, Argentine Bahia, Bermuda, Centipede or other suitable grass.
6. Side slopes or embankments steeper than 3:1 should be sodded and pinned, unless other effective measures can be applied such as geotextile materials. Specify method of stabilization on plans consistent with slope stabilization analyses.
7. Proposed open ditches or swales should be 6:1 of flatter, unless permanent stabilization is provided.
8. Work proposed within or next to the R/W with existing swales systems may require additional provisions to repair/restore existing drainage swales as needed to ensure adequate drainage. R/W shoulder stabilization should be in accordance with FDOT Standard Specifications for Road and Bridge Construction latest edition. Please note on plans.
9. Concrete MES are required for culverts; provide applicable detail.
10. Include on plans energy dissipators at discharge points of all pipes and flumes based upon applicable design velocities. Rip-rap dissipator detail(s) should include minimum stone weight (suggest 50 #), spread and depth dimensions. Splash pad dissipator detail(s) should include construction specifications, dimensions, material etc.
11. Topography or design layout appears conducive to erosion.
12. [Request] Preservation of natural vegetative buffer zones and existing trees will reduce impacts of erosion. Please note on plans provisions to reflect such preservation.
13. On sites > 1 acre, if > 1 contiguous acre is cleared, a ground cover sufficient to prevent erosion should be planted or otherwise stabilized within 10 working days on that portion of the site upon which further active construction will not be undertaken within 90 days; please note on plans.
14. For shoreline structures an anti-erosion impact statement should be included with a descriptive features of the site plan and proposed measures to be undertaken in order to prevent or minimize erosion of adjacent and down drift properties. This statement shall include any anticipated adverse impacts of the proposed structure.

Part P- County Standards and Details Applicable to Plans:

1. Include cross-section detail(s) of proposed pond(s) including side slopes, the top and bottom elevations, pond embankment stabilization notes, associated inflow/outflow structures, etc.

2. All retention areas shall be located a minimum 20' from any natural watercourse, river or stream
3. As per LDC 4.04.13 A 4, "Detention/retention areas should be fenced or restricted from public access or contain side slopes that are no steeper than 4:1, out to a depth of 2 feet below control elevation (approximately 8' horizontal feet from control elevation), *unless pond normal water elevation is less than 24" deep.*" As per Chapter 2-7-1 Escambia County Code of Ordinance (1968 act of State Legislature), "Enclosure of clay pits, caves, or other depressions *is required if so* located at such a depth that a child might conceivably drown ... to enclose the depression with a fence or other device of a height of 4 feet. The enclosure shall be of construction as to not be penetrable without the aid of tools or other devices." [Concern] Liability for the owner and/or engineer of record from a child drowning.
4. Sand chimney, subdrain, subsoil drains, or trench drain structure(s) details(s) should include the length, size, dimensions, elevations, specifications and materials for the perforated pipe, filter media, trench and etc.
5. Include a complete construction detail for sand chimney, underdrain, or side bank drain.
6. Weir/outlet (emergency overflow or "pop off") details should include dimensions, elevations, material specifications, reinforcement and stabilization specifications.
7. Include a complete construction detail for outlet structure.
8. All orifices should be less than a 3" diameter. All standpipes larger than a 15" diameter should be protected by a trash rack or grate; include details, materials and construction specs as applicable.
9. A minimum one (1) foot ground cover is required for all underground pipes; note on plans.
10. Stormwater pipes must be a minimum 18 inch diameter with concrete MES, if within County R/W or maintained by the County and be designed to accommodate a 25-year storm.
11. The driveway culvert size and slope should be designed to accommodate a 25-year storm and have 1' of ground cover. Indicate the other culverts size within the ditch system relevant to the culvert.
12. Indicate concrete mitered end sections along with their flow line elevations on all driveway pipes in County R/W or D/E. Include detail and construction specifications per FDOT standards.
13. Show culverts for all proposed drives when crossing existing or proposed roadside swales/ditches, unless other measures can be applied such as a dip in the drive or routing drainage on-site.
14. Include the type driveway connection as applicable with appropriate details and consideration to existing or proposed roadside drainage; see attached standards.
15. Provide standard concrete MES detail in plans. Refer to FDOT standards.
16. Minimum slope of all proposed conveyance swales, roads, and gutters must be 0.3%. Identify all slopes and/or elevations on plans and show directional flow arrows to clarify drainage.
17. Drainage easements (D/E) shall contain underground piping and must have sufficient width to accommodate pipe size; minimum 15 feet width. If the D/E is located with the S/D boundaries, then D/E is to be platted. If the D/E is outside boundary limits, then D/E is to be granted by separate instrument.
18. Drainage rights of ways (D/R/W) are required for open ditches and drainage swales as public dedicated or deeded R/W; minimum 15' feet width or as necessary for adequate maintenance access. D/E's are not acceptable for swales.
19. Include a cross section of all proposed swales/open ditches including side slopes, and the proper stabilization notes. Plan view should include % slope, elevations, contours, and grading requirements as necessary for construction purposes.
20. The maximum allowable design depth for swales/open ditches located in road right-of-way is three (3) feet. Edges of ditches shall be a minimum of six (6) feet from the outside edge of pavement.
21. If applicable include associated details and notes to control erosion or sedimentation within

- proposed swale system(s), based upon velocity calculations.
22. Road side swales or open ditches should not exceed 3 feet in depth and the edge of the ditch must be a minimum 4-6 foot from to the edge of the pavement.
  23. Show concrete valleys and associated details in areas of roadways in which stormwater runoff crosses the crown of a road.
  24. Show concrete flume detail(s) including dimensions, elevations, material specifications, reinforcement and stabilization specifications.
  25. County maintained ponds must be designed with side slopes which are no steeper than 3:1.
  26. The storm pipe material is not amenable or an approved material for construction within County R/W. Suggest HDPE or concrete pipe. Request not to use corrugated metal pipe due the poor durability and strength characteristics. If corrugated metal pipe is used it must be fully bituminous coated to allow an inside smooth surface.
  27. Local streets require 50' R/W when curb & gutter is utilized or 66' R/W if roadside swales are utilized.
  28. Standard County inlets are required; FDOT inlets are not acceptable unless ditch bottom inlets.
  29. High back curbs or raised shoulders appear to be applicable at \_\_\_\_.
  30. Ribbon curb or layback type curb should be used within County R/W. FDOT Type 'F' curbs are only applicable for medians within County R/W.

Part Q- Applicable Notes to Include on Plans:

1. "The project engineer (engineer of record) shall provide to Escambia County "as-built" record drawings for verification and approval by Escambia County one week prior to requesting a final inspection and certificate of occupancy, or provide "as-built" certification that the project construction adheres to the permitted plans and specifications. The "as-built" certification or the "as-built" record drawings must be signed, sealed and dated by a registered Florida Professional Engineer."
2. "The contractor shall install prior to the start of construction and maintain during construction all sediment control measures as required to retain all sediments on the site. Improper sediment control measures may result in Code Enforcement Violation. "
3. "Retention/detention areas shall be substantially complete prior to any construction activities that may increase stormwater runoff rates. The contractor shall control stormwater during all phases of construction and take adequate measures to prevent the excavated pond from blinding due to sediments."
4. "All disturbed areas which are not paved shall be stabilized with seeding, fertilizer and mulch, hydroseed and/or sod."
5. "All new building roof drains, down spouts, or gutters shall be routed to carry all stormwater to retention/detention areas."
6. "Developer/Contractor shall reshape per plan specifications, clean out accumulated silt, and stabilize retention/detention pond(s) at the end of construction when all disturbed areas have been stabilized and prior to request for inspection."
7. "Contractor shall maintain record drawings during construction which show "as-built" conditions of all work including piping, drainage structures, topo of pond(s), outlet structures, dimensions, elevations, grading etc. Record drawings shall be provided to the Engineer of Record prior to requesting final inspection."
8. "The owner or his agent shall arrange/schedule with the County a final inspection of the development upon completion and any intermediate inspections at (850) 595-3434. As-built

certification is required prior to request for final inspection/approval.”

9. “Notify Sunshine utilities 48 hours in advance prior to digging within R/W; 1-800-432-4770.”
10. “All aspects of the stormwater/drainage components and/or transportation components shall be completed prior to issuance of a final certificate of occupancy.”
11. “No deviations or revisions from these plans by the contractor shall be allowed without prior approval from both the design engineer and the Escambia County. Any deviations may result in delays in obtaining a certificate of occupancy”
12. “The contractor shall notify FDOT 48 hours in advance prior to initiating any work in the state rights-of way.”

#### Part R- Maintenance Requirements:

1. Provide a copy of a Maintenance Plan to both the County and the entity/owner responsible for maintenance which includes a listing setting forth scheduled maintenance needs and operation/maintenance instructions for the stormwater facilities and erosion repairs.
2. [Suggestion] Shallow ponds within the landscaped areas, minimization of steep pond side slopes, and equalization pipes between the detention areas would provide a safer detention pond and would not require a fence to restrict public access. In addition, 2:1 pond side slopes are difficult to maintain and are conducive to erosion.
3. Provide adequate access to stormwater facilities for maintenance purposes.
4. Due to limited design life and additional maintenance requirements, the use of underdrains is accepted, although discouraged. Request a reasonable explanation why natural percolation or the use of sand chimneys will not accommodate treatment and recharge requirements.
5. All areas and/or structures to be maintained by the County must be dedicated to the County by plat or separate instrument and accepted by the BCC.
6. Include on plans the location, width, purpose and maintenance responsibility for all proposed easements, facilities, or R/W's other than streets. (Private or Public?)

#### Part S-Comments For Your Information:

1. A Land Disturbing Permit is required prior to clearing land, disturbing land, or changing the land's topography, unless final approval of plans has been issued.
2. An “as-built” certification is required prior to final inspection.
3. The inspection fee covers 2 inspections; subsequent inspections due to negligence of the contractor or engineer of record will result in a \$75 additional inspection fee.

#### Part T- Additional Comments and Concerns:

#### Part U-Comments Based Initial Site Visit:

Note: All comments are based upon the Land Development Code ordinance 96-3 (LDC). Refer to Articles 3, 4, 7, and 10 of the LDC and Chapter 62-25 F.A.C. Please respond in writing if you wish to dispute any comment regarding this document.

file: h: \wpdocs\cac\ siteplan\ [planning id#] . SP

## Escambia County As-Built Certification Form

Upon completion of construction and prior to final inspection the engineer of record or another professional engineer registered in Florida must certify that the project construction adheres to the approved plans. A final certificate of occupancy or final acceptance will not be granted until the project has been certified.

### Part 1: Project Information

<u>[project name]</u> Project Name	Planning/Building # <u>[planning id#]</u>		
<u>[project address]</u> Project Address	Engineering # <u>[engineering #]</u>		
<hr/>			
Name and Title of Owner	Owner's Phone		
<hr/>			
Owner's Address	City	State	Zip

### Part 2: Statement By Entity Responsibility For Maintenance (if other than County)

The undersigned agrees to maintain and operate the Stormwater facilities to comply with Ordinance 96-3 Article 7.15.12. Responsibility for maintenance and operation may be transferred to another entity upon written notification to Escambia County Public Works Department.

<hr/> Signature	<hr/> Date		
<hr/> Name and Title	<hr/> Owner's Phone		
<hr/>			
Address	City	State	Zip

Part 3: Statement By Registered Professional Engineer (required by Ordinance 96-3 Article 7.15.11) This is to certify that project construction substantially adheres to the approved plans. The engineering features of the project have been designed/examined by me. I also state the applicant has been furnished a maintenance and operation schedule for the Stormwater facilities (if applicable).

<hr/> Name of Engineer	Florida Reg. No.	<hr/> Signature of Engineer	<hr/> Date
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Company Name

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Company Address

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City                      State                      Zip

(Affix Seal)

Attach As-built Drawings if applicable

Note: While not preferred, an as-built certification letter may be substituted for this form.

## Certificate of Occupancy Status - Site Inspection Form

Project Name: [project name]

Building/Planning # [planning id#]

Project Address: [project address]

Engineering # [engineering #]

Inspection report covers: Planning & Zoning Only  Engineering Only  Both Depts.

A certificate of occupancy was requested on \_\_\_\_\_ (date) for this project by \_\_\_\_\_, phone number \_\_\_\_\_. The results and status date of the site inspection for the requirements pertaining to the Land Development Code are as follows:

NOT REQUIRED \_\_\_\_\_ FAILED INSPECTION \_\_\_\_\_ TEMPORARY \_\_\_\_\_ FINAL \_\_\_\_\_

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspector

\_\_\_\_\_  
Date

General comments or notes regarding the Inspection:

General Criteria:

	YES	NO	NA
1. As-Built Drawing/Certification Received (Date: _____): <small>Note: As-Built Certification is required by the engineer of record prior to final CO.</small>	___	___	___
2. County Records indicate other agency permits & issues are satisfied. FDEP___ FDOT___ COE___ Other_____	___	___	___
3. All complaints (if any) concerning off-site impacts resolved; erosion, screening, etc.	___	___	___

Stormwater Management Criteria:

4. Design requirements for retention/detention area satisfied.	___	___	___
5. Requirements for underdrain system/sand chimney satisfied.	___	___	___
6. Site grading requirements satisfied; swale construction, grading direction, etc.	___	___	___
7. All work in right-of-way is satisfactory; stabilization, ditches, sediments, etc.	___	___	___
8. All drainage structures built and appear to installed per plans.	___	___	___
9. Energy dissipators & "rip rap" installed at the end of pipes, flumes, etc.	___	___	___
10. Accumulated silts removed from pond.	___	___	___

Access Management Criteria:

11. Driveway connection(s) width, radii, flared dimensions, urban flared turnouts, 3' transition @ curb & gutter satisfied, aprons, turning lanes.	___	___	___
12. Color, location, size, pavement markings, traffic signs satisfied (parking stripes-white, handicap signs, etc)	___	___	___
13. Sidewalks are constructed and located per plans	___	___	___

Planning & Zoning Criteria:

14. All disturbed areas are stabilized with grass, seed/mulch, or landscaped per plans.	___	___	___
15. Parking areas are satisfied; appropriate number of spaces, islands, medians, etc.	___	___	___
16. Screening areas are satisfied; dumpster screening, privacy fences and veg. buffers	___	___	___
17. Building Setbacks are satisfied.	___	___	___

Additional requirements:

18.

Disclaimer: This project has been inspected by Escambia County for compliance with the requirements of the Land Development Code. This inspection report is based on a visual inspection and does not in any way relieve the professional engineer, contractor, owner, developer or responsible party from the design requirements of the permitted plans.

Recommend Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Conditional Approval: \_\_\_\_\_

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**SITE PLAN DEVELOPMENT REVIEW COMMENTS**

Reviewer: Thomas Brown, Jr Phone: 595-3434  
DRC Meeting Date: «DRCmeetingdate» Permit (DRC Planning ID) #: «EncompassNumber»  
Initial Review Date: «DateReviewed» Engineering Project ID # «EngineeringNumber»  
Project Name: «ProjectName»  
Project Address: «ProjectAddress»  
Applicant's Name & Phone: «Applicant»  
Type Submittal: Site Plan (SP)  
Mini-Site Plan; Mini-DRC (SPM)

**PLEASE ADDRESS THE FOLLOWING COMMENTS:**

Part I - Access Management

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No comments. No new or modified driveway(s) are proposed.

Note: Since building expansion is expected to increase traffic by more than 50%, access to this site will need to be modified to be in compliance with the Land Development Code (7.11.07B).

1. Please provide the following information, which is needed to review this application:

- Location of all existing and proposed driveways.
- Width of driveways and radius or flare dimensions.
- Type of trucks intended to serve the site. Describe how the trucks will access the site without the need to back into or from the right-of-way.
- Show all existing commercial driveways and/or streets within 125/245/440 feet of the proposed driveway. Proposed driveways need to align with, or be sufficiently offset from, existing driveways and streets.
- Vicinity map scale.

x. Show the driveway radii to be 35 feet. This size is adequate to serve an SU design vehicle within a 24' driveway. If pickup or van-size vehicles will be the largest vehicles, which need to access this site, then 25' radii are adequate.

x. Since \_\_\_\_\_ has curb & gutter, note or show the use of a *concrete urban flared turnout* per Plan C, Sheet 2 of 6, FDOT Index #515, for the driveway.

x. The proposed driveway, which connects to a paved County road, needs to be paved to the right-of-way line.

x. Describe how the right-of-way for \_ will be restored after removal of the existing driveway.

x. Construct a 5' x 55'/70' rectangular asphalt or concrete turnout for the driveway.

x. Note that non-handicap parking space lines will be white.

x. Note or show a 3' transition at the end of the driveway curb & gutter on \_ (re: transition detail in FDOT's *Roadway and Traffic Design Standards*, Index #300).

x. Note that all traffic control signs and markings used on the plan will conform with the *Manual On Uniform Traffic Control Devices* (MUTCD), FHWA, latest edition. Reference the sign codes contained in the MUTCD for all traffic control signs. Note the color and size of all pavement markings, referencing details in FDOT's *Roadway and Traffic Design Standards* where applicable.

x. One driveway is sufficient to serve the \_\_ <daily/peak hour> trip ends estimated to be generated/attracted by this site. Since \_ is functionally classified as a \_\_, the mobility function of \_ needs to be conserved through the application of access management principles.

Construct a \_\_ bound \_\_ turn lane on \_\_ for the \_\_. \_\_ trip ends to \_\_ are estimated for this movement during the afternoon peak hour assuming \_\_% of total trips will originate from the \_\_.

Provide sufficient information with which to properly construct the turn lane on \_\_ (e.g., pavement design and specifications, cross sections, slope, drainage, core samples during construction).

x. Construct a 5'-wide concrete sidewalk along the \_\_ frontage of this site since it is located within 1500 feet of a school [re: ' 7.11.05(A)]. Provide a cross-section of the area between the edge of pavement and right-of-way line which shows where and how the sidewalk will be constructed. Please be advised that the applicant will be responsible for all costs associated with construction of the sidewalk. Dedication of an easement parallel to the right-of-way in which to construct the sidewalk is an option if placement in the right-of-way is a problem.

Construct a 5'-wide concrete sidewalk along the \_\_ frontage of this site to connect with the existing sidewalk along \_\_ [re: ' 7.11.05(A)]. Provide a cross-section of the area between the edge of pavement and right-of-way line which shows where and how the sidewalk will be constructed. Please be advised that the applicant will be responsible for all costs associated with construction of the sidewalk. Dedication of an easement parallel to the right-of-way in which to construct the sidewalk is an option if placement in the right-of-way is a problem.

Provide a pedestrian circulation system (e.g., sidewalks) to allow safe travel between buildings and outparcels.

No entrances or exits shall direct traffic into adjacent residential areas i.e., \_\_ (6.05.1xE).

Provide a copy of the FDOT *Driveway/Connection Application* for the driveway onto \_.

[Advisory] A copy of the *Driveway Connection Permit* issued by the FDOT is required prior to issuance of a building permit.

## Part II - Right of Way

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Reserve any right-of-way needed to widen \_\_ identified in FDOT=s PD&E study. Please contact Mr. Jim DeVries, FDOT Urban Planning Manager, at 934-4030 for information.

The *Pensacola Urbanized Area Transportation Study, 2020 Plan Update*, has identified the need to widen \_ in the vicinity of the site to four lanes. More than \_ feet of additional right-of-way will very likely be required to construct a 4-lane divided roadway. Right-of-way acquisition associated with the future widening of \_ will affect the future internal operation of \_. Therefore, reservation of \_ feet of right of way or an additional building setback of \_ feet to accommodate future roadway improvements is requested.

Escambia County has programmed a project to widen \_ to four lanes and has identified the need to acquire \_ feet of right of way at this site. Therefore, **reservation** of \_ feet of frontage for right of way to accommodate future roadway improvements is required.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as a **local** road. The County standard right-of-way width for a local road with curb and gutter is 50 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as a **local** road. The County standard right-of-way width for a local road with swale drainage is 66 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as a **collector** road. The County standard right-of-way width for a collector road is 80 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

x. [Request] The *Escambia County Comprehensive Plan* has functionally classified \_ as an **arterial** road. The County standard right-of-way width for an arterial road is 100 feet. Since \_ has only \_ feet of existing right-of-way, reservation of a \_=-wide strip of land for right-of-way to accommodate future roadway improvements is requested.

	<b>ENGINEERING DEPARTMENT Procedures</b>	<b>DATE</b> June 19, 2001
		<b>PROC. NO.</b>  01-02
<b>TITLE</b>  <b>Traffic Concurrency Procedures &amp; Impact Analysis Report Standards</b>	<b>RESPONS. ORG</b> Traffic Eng.	
	<b>PAGES</b> 5	

**Traffic Concurrency Procedures:**

- I. Applicant or Transportation Planner determines if the proposed development meets the Initial Test for Traffic Concurrency (re: §5.12.00, Land Development Code). Applicant should use the "Initial Test for Traffic Concurrency Worksheets" in Appendix "F" of the Escambia County *Concurrency Management System Procedural Manual*. Applicant can find the Land Development Code and the *Concurrency Management System Procedural Manual* at [www.co.escambia.fl.us/lde](http://www.co.escambia.fl.us/lde)
- II. Transportation Planner reviews the Initial Test for Traffic Concurrency for compliance with the Land Development Code (LDC).
- III. If Transportation Planner concurs that the project meets the Initial Test for Traffic Concurrency, the Transportation Planner will conduct a final review for traffic concurrency when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted for the site plan or preliminary plat.
- IV. If the project meets the final review for traffic concurrency, which the Transportation Planner conducts when all other sign-offs have been obtained for the site plan or preliminary plat and final comparisons have been submitted, the Transportation Planner will initial the Route Sheet and sign the red stamp on the final comparisons of the site plan or preliminary plat.
- V. If the project does not meet the initial or final review for traffic concurrency, comments from the Transportation Planner will be provided to the Applicant. The Applicant shall determine method(s) to be used to maintain the adopted level of service for each impacted roadway segment. Possible methods include:
  - A. Applying applicable trip reduction methods such as internal trip capture rates and/or pass-by rates for service or commercial developments;
  - B. Conducting a Traffic Impact Analysis Report (TIAR);
  - C. Reducing the scope or scale of the proposed project so that demand does not exceed available capacity; or
  - D. Withdrawing the application.

- VI. Data from the selected method(s) shall be submitted to the Transportation Planner for review. If the Transportation Planner determines that the data submitted sufficiently illustrates that each impacted roadway segment does not exceed the adopted level of service, final comparisons may be submitted for final review of traffic concurrency after all other sign-offs have been obtained.
- VII. If a Traffic Impact Analysis Report (TIAR) is needed, the applicant is encouraged to discuss proposed methodologies with the Transportation Planner prior to preparing report. The report should be formatted in accordance with and contain the information outlined in the Traffic Impact Analysis Report (TIAR) Standards listed below. Please note the source(s) of all data and methodologies used in the report and attach copies of all raw traffic counts, calculations, and model outputs in an appendix to the report.
- VIII. See last page of this procedure for a flowchart of the traffic concurrency review process.

### **Traffic Impact Analysis Report (TIAR) Standards:**

#### **1. Trip generation:**

- < Determine trip generation using data and procedures contained in the latest edition of *Trip Generation*, Institute of Transportation Engineers (ITE).
- < Local or special trip generation rates based on comparable sites may be used if a substantial sample size is used and complete documentation is furnished. Guidance can be found in the *Trip Generation Handbook, An ITE Proposed Recommended Practice*.
- < For redevelopment sites, trips currently generated by existing development that will be removed may be deducted from total new site trips.
- < The applicant may consider applicable trip reduction methods such as internal trip capture rates and pass-by trip rates for service or commercial developments. The trip reduction methods should follow the recommendations of the latest edition of the *Trip Generation Handbook, An ITE Proposed Recommended Practice* and are subject to review and approval by the Transportation Planner.

#### **2. Trip distribution and assignment:**

- < Distribute and assign new trips to the roadway system by using manual methods, “quick-response” methods, or the Florida Standard Urban Transportation Model Structure (FSUTMS) for the Pensacola Urbanized Area. FSUTMS files are available from the Pensacola Metropolitan Planning Organization (MPO) staff.
- < Manual distribution of new trips onto the impacted roadway segments is an acceptable method. For all trip distribution methods used, a map illustrating the impacted roadway segments and trip distribution on each segment is the preferred method of illustration. Roadway segments are delineated in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering.

- < In addition to a map, the number of new trips generated from the proposed development and distributed on each impacted roadway segment should be summarized in a format similar to that of the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.
- < For the purpose of this analysis, the distance provisions in Section 5.12.02 of the Land Development Code (LDC) are not applicable. Distribution and assignment of new trips onto the Escambia County roadway segments until the trips have an impact of 1% or less of the service volume for the adopted level of service (LOS) standard will be required.

### **3. Impact analysis:**

- < Analyze the weekday P.M. peak hour of adjacent street traffic (not daily volumes) for most land uses. Analysis of other hours and/or days may be more appropriate for special land uses which exhibit significantly different peak periods from the average weekday (e.g., amusement parks).
- < Determine if the level of service standard is met for all impacted roadway segments. A roadway segment shall be deemed to have adequate level of service when the level of service (LOS) for both directions of travel in the P.M. peak hour does not exceed the adopted LOS standard.
- < The latest edition of the Escambia County *Traffic Volume and Level Of Service Report* prepared by Traffic Engineering shall be used as the source for background (existing + allocated/committed) traffic, adopted level of service standards and roadway segment service volumes. Refinements to volumes may be made if adequately documented/justified to the satisfaction of the Transportation Planner.
- < Allocated (committed) trips from approved development that are not yet reflected in actual traffic counts will be provided in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.
- < General models (e.g., ART-TAB) may be used. Adjust default factors as necessary to the local characteristics of each roadway analyzed. If the analysis of the general model does not indicate that adequate level of service is provided, progressively more detailed models (e.g., ART-PLAN; *Highway Capacity Manual*, TRB Special Report 209; or *Highway Capacity Software*, Transportation Research Center, University of Florida) will need to be used as necessary to determine and document whether sufficient capacity is available.
- < Traffic counts (e.g., intersection turning movement counts, etc.) used in any analysis (e.g., ART-TAB, ART-PLAN, etc.) shall be no older than one year and originate from a Tuesday, Wednesday, or Thursday. Weekly adjustment rates published by the FDOT shall be used to seasonally adjust the counts to an annual average value.
- < Determine PM peak hour revised service volume (both directions) as part of the impact analysis. A revised service volume can be determined through ART-TAB, ART-PLAN, or other level of service analysis software.

- < A table should be used to summarize existing volume, allocated/committed volume, project volume, total (existing + allocated/committed + project) volume, and roadway capacities for each impacted roadway segment. The table should be similar to the Escambia County *Traffic Volume and Level Of Service Report*. This format is preferred, in lieu of narrative, as an efficient means to provide information.
- < Capacity improvements provided by roadway projects which are scheduled for construction within three years in the adopted work program of the Florida Department of Transportation (FDOT) and/or the Capital Improvement Program of the County are assumed to be existing in the latest edition of the Escambia County *Traffic Volume and Level Of Service Report*.

#### **4. Mitigation:**

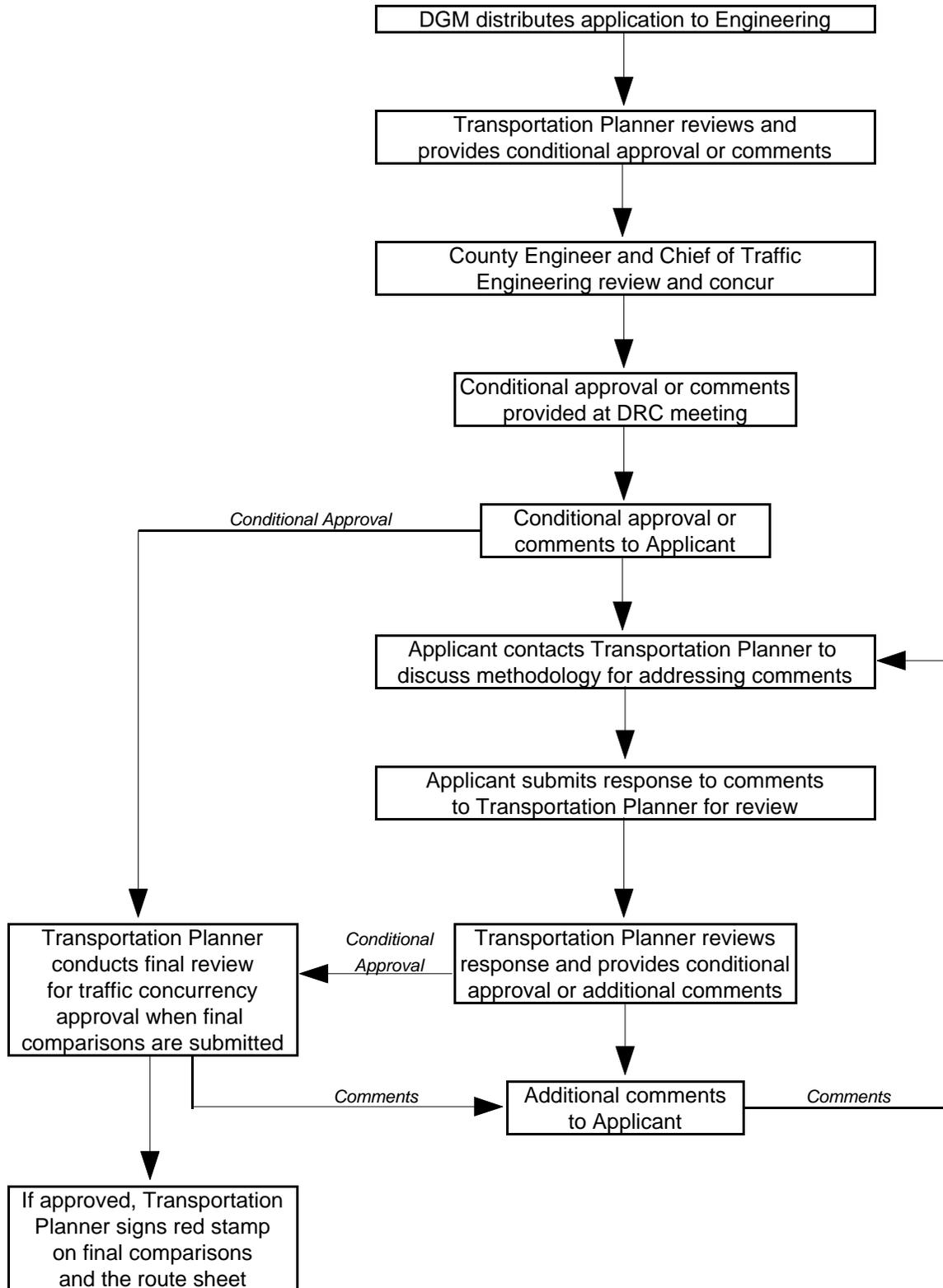
- < If improvements are needed as a result of the traffic impact analysis report and the Applicant agrees to construct or implement the improvements, the applicant shall prepare a mitigation report.
- < The mitigation report should document what improvements are proposed, how the improvements will maintain adequate level of service, who will design and construct or implement the improvements, and a schedule for completing the improvements. The mitigation report will require review and approval by the Transportation Planner.
- < For mitigation of a project with substantial impacts, such as Developments of Regional Impact (DRIs), the project will be reviewed through coordination with the Florida Department of Transportation (FDOT), West Florida Regional Planning Council (WFRPC), Department of Community Affairs (DCA), and/or other appropriate agencies.
- < If the adopted level of service for each impacted roadway segment cannot be maintained and mitigation is not provided, then the development will not be approved.

Contact Person: Vikki R. Garrett, Transportation Planner  
Phone: (850) 595-3434

Cindy W. Anderson, P.E.  
Cindy W. Anderson, P.E.

June 20, 2001  
Date

# TRAFFIC CONCURRENCY REVIEW PROCESS FLOWCHART



## INITIAL TEST FOR TRAFFIC CONCURRENCY WORKSHEETS

### DEVELOPMENT REVIEW COMMENTS

\_\_\_\_\_ Approved By: Date: \_\_\_\_\_

\_\_\_\_\_ Additional information or analysis needed. Date: \_\_\_\_\_

Project should meet traffic concurrency. A final review for traffic concurrency will be conducted after all other sign-offs have been obtained on the site plan final comparisons.

Rev 01/28/03

Eng #:

Planning ID #:

Pre-App: \_\_\_\_\_ MP: \_\_\_\_\_ PP: \_\_\_\_\_ SP:   X   Mini: \_\_\_\_\_

Project Name & Address:

Roadway Facility:

Project Description: District: \_\_\_\_\_ TAZ: \_\_\_\_\_

Worksheet Prepared By: Thomas Brown, Jr Phone: (850) 595-3434 Date: \_\_\_\_\_

### TRIP GENERATION

Source: latest edition of *Trip Generation*, ITE or data collected from related development may be accepted if sufficiently documented.

ITE Land Use:	ITE Code: _____	Page #: _____
Independent Variable:		
Size of Independent Variable:	[A]	
Average Rate for PH (4-6 P.M.) of Adjacent Street Traffic:	_____ [B]	
Driveway Trips (A*B), result from fitted curve equation or trips from locally collected data:	0.0 [C]	
Internal Capture Rate Percentage (if applicable):		0% [D]
Internal Trips (C*D):		0.0 [E]
Adjusted Driveway Trips (C-E):		0.0 [F]
Pass-By Trip Percentage (if applicable):		0% [G]
Pass-By Trips (F*G):		0.0 [H]
New Driveway Trips (F-H):		<u>    0    </u> [I]

### AREA OF INFLUENCE FOR TRIP DISTRIBUTION / ASSIGNMENT

Is the number of New Driveway Trips [I], greater than 50 for commercial or greater than 5% of the Service Volume (column 22) for residential? **NO** [J]

\_\_\_\_\_ If "YES" to [J], applicant is required to submit trip distribution for the proposed development. Applicant is encouraged to discuss methodology prior to preparing trip distribution.

  X   If "NO" to [J], continue with PART I: *De Minimis* Determination on the following page.



## SITE PLAN FINAL COMPARISON SUBMITTAL REQUIREMENTS

---

All Final Comparison Submittal Packages shall contain the following items. Final Comparison Submittal Packages shall be submitted to the DRC Coordinator, in the Department of Planning & Zoning, by calling (850) 595-3472 to schedule an appointment Monday thru Friday. The deadline to submit a COMPLETE Site plan-Final Comparison Submittal Packages is 11:30 am every Friday.

---

**REQUIREMENTS:** The DRC Coordinator shall check for the following item in the submittal package.

**APPLICANT MUST HAVE THE DISPOSITION REPORT SIGNED BY ALL REVIEWERS PRIOR TO THE DRC COORDINATOR ACCEPTING THE FINAL COMPARISON PACKAGE.**

- 1) Transmittal letter from the applicant naming the project, identifying the materials being submitted. The project name on all documents shall be consistent.
- 2) Disposition Report with all required signatures
- 3) One (1) copy of written Response to Comments that addresses all outstanding issues.
- 4) A check made out to Escambia County for any remaining fees. Please call the DRC Coordinator in the Planning & Zoning Department at 595-3472 to verify submittal amounts & schedule an appointment.
- 5) Four (4) sets of site plan drawings signed and sealed. Each shall be folded or they will NOT be accepted.
- 6) Any other documentation that has been requested by the plan reviewers
- 7) A CD containing all items listed above. All drawings and documents are required to be in PDF format.

## Appendix H-6

# Land and Tree Management Permit Application



Escambia County, Florida

**LAND AND TREE MANAGEMENT PERMIT  
APPLICATION**

**★DO NOT TAKE ANY ACTION UNTIL THIS PERMIT IS APPROVED**

FOR REVIEW OF THIS APPLICATION, PLEASE PROVIDE:

- COMPLETION OF THE ATTACHED FORM
- TWO SITE PLANS OR SKETCHES OF THE PROPERTY SHOWING AREAS OR TREES  
PROPOSED FOR REMOVAL

Neighborhood and Environmental Services Department  
1190 West Leonard Street  
Pensacola FL 32501

# LAND AND TREE MANAGEMENT PERMIT

**Activities Covered Under Permit:** Activities such as clearing, filling, excavating, grading, protected tree removal and changing the natural topography are covered under this permit, provided such land disturbing activities do not result in adverse impacts to adjoining properties, waterbodies, watercourses, wetlands, environmentally sensitive lands, adjacent roadways or drainage systems, etc. Construction of infrastructure or addition of impervious area is not covered under this permit.

PERMIT # \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_

LAND DISTURBING       TREE       SPECIAL CONDITION

OWNER/AGENT \_\_\_\_\_ PHONE # \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ ZONING \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ ACREAGE \_\_\_\_\_

PROPERTY REFERENCE # \_\_\_\_\_ ACREAGE TO BE DISTURBED \_\_\_\_\_

DESCRIBE LAND ACTIVITIES PROPOSED (for land shown on attached site plan) \_\_\_\_\_

# OF PROTECTED TREES PROPOSED FOR REMOVAL \_\_\_\_\_ FEES (office use only) \_\_\_\_\_

APPROVED     DENIED    \_\_\_\_\_ DATE \_\_\_\_\_

Doyle Butler, Environmental Services Division

COMMENTS \_\_\_\_\_

**Responsibility of Owner/Agent:** If necessary the owner/applicant shall incorporate measures to prevent erosion, sedimentation and/or flooding which may result from land disturbance activities. Silt fences, temporary sediment traps, temporary holding ponds, stabilization of disturbed areas with grass may be required to control erosion, sedimentation and/or flooding. The undersigned is fully aware of these responsibilities and will comply with these requirements.

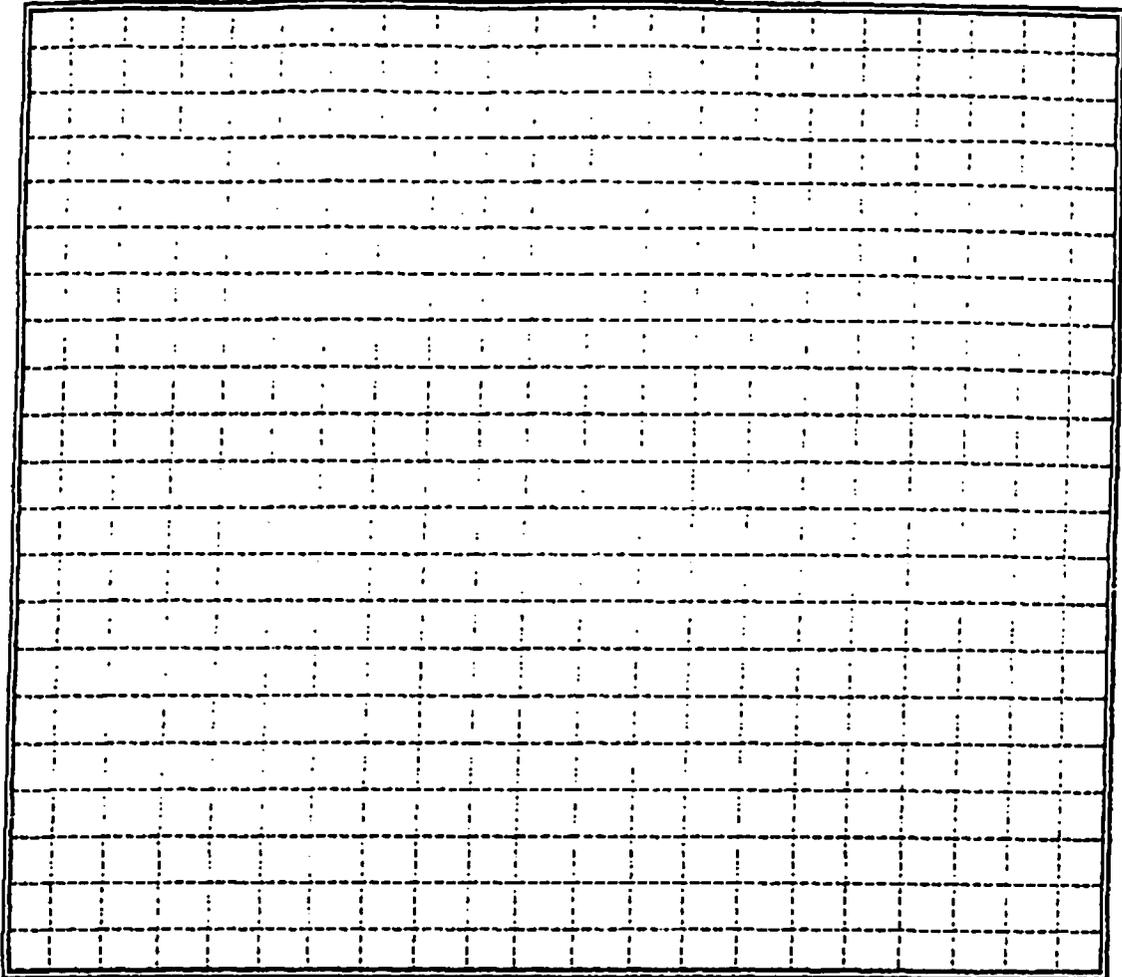
The undersigned agrees to grant permission for authorized Escambia County personnel to conduct all necessary site inspections associated with this permit.

SIGNATURE OF OWNER/AGENT\* \_\_\_\_\_ DATE \_\_\_\_\_

\*A signed letter authorizing agent to act on the property owner's behalf will be required prior to processing

**Disclaimer:** Escambia County shall not be held responsible for any losses or damages in the event that activities covered under this permit negatively impact adjacent properties, waterbodies, watercourses, wetlands, environmentally sensitive lands, adjacent roadways or drainage systems, etc.

PERMIT # \_\_\_\_\_



Site Plan Sketch

Please sketch on the above sheet the land proposed for clearing and/or trees proposed for removal. The sketch should include:

- = an outline of the parcel
- = the location of buildings or other structures
- = the location of roads adjacent to or crossing the property the boundaries of proposed land clearing
- = the location of protected trees proposed for removal
- = the location and amount of any proposed fill
- = arrows showing the current flow of water/drainage
- = arrows showing the proposed flow of water/drainage, if proposed activity will change flow direction
- = an arrow showing the direction of NORTH

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date



## Appendix H-7

# Stormwater Management Permit

# STORMWATER MANAGEMENT PERMIT

**Activities Covered Under Permit:** Activities such as converting agricultural land to non-agricultural uses; changing the use of land causing a change in natural flow patterns of predevelopment conditions; altering any ditches, dikes, terraces, berms, swales, or other stormwater management facility; filling, excavating, grading, and changing the natural topography are covered under this permit, provided such stormwater management activities do not result in adverse impacts to adjoining properties, waterbodies, watercourses, wetlands, adjacent roadways or drainage systems, etc. Construction of infrastructure or addition of impervious area is not covered under this permit.

PERMIT # \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ PERMIT EXPIRES: \_\_\_\_\_  
(1-year expiration unless specified)

- |   |  |
|---|--|
| <input type="checkbox"/> DRAINAGE ALTERATION        | <input type="checkbox"/> POND MODIFICATION |
| <input type="checkbox"/> MAINTENANCE REHABILITATION | <input type="checkbox"/> SPECIAL CONDITION |

OWNER/APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ENGINEER OF RECORD: \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ OTHER PERMITS#: \_\_\_\_\_  
(if applicable)

SITE ADDRESS \_\_\_\_\_ ACREAGE: \_\_\_\_\_

SITE PROPERTY REFERENCE #: Section \_\_\_ Township \_\_\_ Range \_\_\_ Subd \_\_\_ Lot \_\_\_ Block \_\_\_

Provide: \_\_\_ Site Plan \_\_\_ Vicinity Map \_\_\_ Stormwater Management Plan \_\_\_ Narrative

DESCRIBE ACTIVITIES PROPOSED (for land shown on attached site plan): \_\_\_\_\_

REVIEW FEES: \$250.00 INSPECTION FEES: (office use only) \_\_\_\_\_

APPROVED  DENIED \_\_\_\_\_ DATE: \_\_\_\_\_  
Drainage Engineer

APPROVED  DENIED \_\_\_\_\_ DATE: \_\_\_\_\_  
Joy D. Blackmon, P.E.; County Engineer

Permit Condition:  Reason for Denial: \_\_\_\_\_

**Responsibility of Owner/Applicant:** As necessary the owner/applicant shall incorporate measures to prevent erosion, sedimentation, and/or flooding which may result from stormwater management activities. Silt fences, temporary sediment traps, temporary holding ponds, stabilization of disturbed areas with grass may be required to control erosion, sedimentation and/or flooding. The undersigned is fully aware of these responsibilities and will comply with these requirements.

SIGNATURE OF OWNER/APPLICANT \_\_\_\_\_ DATE: \_\_\_\_\_

When completed, call Maurice Mortara 595-3475 to schedule inspection.

**Disclaimer:** Escambia County shall not be held responsible for any losses or damages in the event that activities covered under this permit negatively impact adjacent properties, waterbodies, watercourses, wetlands, adjacent roadways or drainage systems, etc.

ESCAMBIA COUNTY STORM WATER REVIEW CRITERIA FOR PLAN APPROVAL

PG 1 OF 3

PLANS:

- SIGNED AND SEALED BY A FLORIDA REGISTERED PROFESSIONAL ENGINEER
- INCLUDE POND DISCHARGE STRUCTURE DETAILS AND PROFILE OF POND
- SHOW POND DIMENSIONS, SIDE SLOPES AND STABILIZATION
- SHOW ELEVATIONS & CONTOUR LINES TO DETERMINE FLOW PATTERNS, TRANSPORT OF RUNOFF INTO PONDS VIA SWALES, ROAD INVERTS, PIPES, ETC. FOR PREDEVELOPMENT & POST DEVELOPMENT CONDITIONS. SHOW HOW PROPOSED CONTOURS CONNECT TO EXISTING CONTOURS
- INCLUDE CROSS-SECTION OF ALL SWALES WITH SIDE SLOPES, WIDTH, DEPTH, AND STABILIZATION & IDENTIFY LOCATION OF SWALES
- CLEARLY IDENTIFY LOCATION OF F.D.E.P. & C.O.E. WETLANDS JURISDICTIONAL AREAS
- INCLUDE EXISTING & PROPOSED INVERT ELEVATIONS OF PIPES, DRAINAGE INLETS & DRAINAGE STRUCTURES ON SITE, ADJOINING ROADWAYS, & ADJOINING PROPERTIES (IF ASSOCIATED W/SITE DRAINAGE)
- INCLUDE CONSTRUCTION DETAILS FOR ALL ASPECTS OF STORM WATER FACILITIES
- SHOW LOCATION OF EROSION/SEDIMENT CONTROL MEASURES, PROVIDE ASSOCIATED DETAILS, AND APPLICABLE NOTES FOR PLACEMENT BEFORE LAND DISTURBANCE AND ROUTINE MAINTENANCE PROVISIONS TO ENSURE SEDIMENTS ARE RETAINED ON SITE
- INCLUDE BENCHMARKS WITH ELEVATION & DESCRIPTION FOR VERTICAL CONTROL
- INCLUDE EXISTING & PROPOSED IMPERVIOUS AREAS TOTALS
- INCLUDE PROJECT NAME, DATE, SCALE, AND NORTH ARROW
- INCLUDE OWNER'S/DEVELOPER'S NAME, ADDRESS, AND PHONE NUMBER
- INCLUDE PROJECT LOCATION MAP & LEGAL DESCRIPTION
- INCLUDE APPLICABLE CONSTRUCTION NOTES

STORM WATER NARRATIVE:

- INCLUDE A GENERAL DESCRIPTION OF SITE, PROJECT, OBJECTIVES, GENERAL DESCRIPTION OF ADJACENT PROPERTY DRAINAGE (IF UPLAND), DESCRIPTION OF POND DISCHARGE, IMPACT TO ADJOINING PROPERTY OR RECEIVING DRAINAGE SYSTEM, SPECIAL PROBLEMS, UNCLEAR AREAS OF OWNERSHIP, ETC. BREVITY IS NOT A VIRTUE
- IF UPLAND ACREAGE IS NEGLIGIBLE, PROVIDE REASONABLE EXPLANATION

AERIAL PHOTO:

- AERIAL PHOTO SHOULD HAVE CONTOURS
- PROPERTY BOUNDARIES OF SITE SHOULD BE CLEARLY OUTLINED
- IDENTIFY (IF APPLICABLE) ANY CREEKS OR NATURAL WATER COURSES IN THE GENERAL VICINITY OF THE PROJECT SITE
- IF UPLAND ACREAGE IS APPARENT FROM AERIAL TOPO, THEN ADDRESS IN STORMWATER NARRATIVE AND CALCULATIONS (IF NECESSARY)

OTHER PERMITS & AGENCIES

- FDEP STORMWATER PERMIT, UNLESS PROJECT QUALIFIES FOR FDEP SWALE EXEMPTION
- F.D.O.T. DRAINAGE CONNECTION PERMIT FOR ALL STORMWATER DISCHARGE TO F.D.O.T. DRAINAGE SYSTEMS; REQUIRES A 100-YEAR DESIGN STORM
- F.D.E.P./COE DREDGE & FILL PERMIT FOR ANY CONSTRUCTION ACTIVITIES WITHIN WETLANDS OR PROOF OF EXEMPTION

FIELD REPORTS:

- A SOIL ANALYSIS REPORT, INCLUDING BUT NOT LIMITED TO PERMEABILITY RESULTS EXPECTED IN THE BOTTOM OF THE POND, ANTICIPATED WET SEASON WATER TABLE ELEVATION, SOIL STRATIFICATION, ETC.
-

FIELD REPORTS CONTINUED:

- ON PROJECTS WITH LESS THAN 10,000 SF OF NEW IMPERVIOUS COVERAGE, THE ENGINEER OF RECORD MAY USE THE SCS SOIL SURVEY MAP, PROVIDED A FIELD VERIFICATION ANALYSIS IS PERFORMED, WHICH INDICATE THERE IS EVIDENCE OF GOOD PERMEABLE SOIL IN A 2'-4' RANGE BELOW THE BOTTOM OF THE POND AND THE WATER TABLE IS BELOW THE 2'-4' RANGE (DEPENDING ON SEASONAL WATER TABLE ELEVATION)
- ON PROJECTS WITH GREATER THAN 10,000 SF OF NEW IMPERVIOUS COVERAGE, A GEOTECHNICAL REPORT SHOULD BE SUBMITTED
- THESE REPORTS CAN BE USED TO CALCULATE 72 HOUR POND VOLUME RECHARGE

STORM WATER CALCULATIONS:

- ANY STATEMENTS TO CLARIFY VARIABLES & RESULTS
- PROJECT ACREAGE, TOTAL EXISTING AND PROPOSED IMPERVIOUS AREA
- RUNOFF COEFFICIENTS & TIME OF CONCENTRATION USED IN CALCULATIONS
- F.D.O.T. ZONE 1 RAINFALL INTENSITY CURVES SHOULD BE USED IN CALCULATIONS
- DEMONSTRATE THAT THE POST DEVELOPMENT RUNOFF RATES DO NOT EXCEED THE PREDEVELOPMENT RATES FOR A 25 YEAR DESIGN STORM FREQUENCY
- CLEARLY SHOW  $Q_{pre} > Q_{post}$  FOR A 25 YEAR STORM
- FOR PONDS WITHOUT A POSITIVE OUTFALL A 100-YEAR STORM TOTAL RETENTION MAY BE UTILIZED, PROVIDED THERE IS NO IMPACT TO ADJACENT PROPERTY; MUST CONSIDER ADDITIONAL STORAGE AND GOOD PERCOLATION/POND RECHARGE
- SUGGEST 1' FREEBOARD IN DESIGN OF RETENTION AREAS
- VOLUME REQUIRED FOR METHOD OF TREATMENT USED, VOLUME RECOVERY TIME (LESS THAN 72 HOURS), FILTER & POND BOTTOM PERCOLATION PERFORMANCE & SWALE CALCULATIONS (IF APPROPRIATE)
- PROVIDE POND VOLUMES AT OUTFALL ELEVATION OF DISCHARGE PIPE, WEIR ELEVATION, TOP OF POND, F.D.E.P HALF-INCH VOLUME, ETC.
- VELOCITY CALCULATIONS FOR ALL CONVEYANCE SWALES APPLICABLE TO DETERMINE STABILIZATION REQUIREMENTS OF THE SWALES

F.D.E.P SWALE EXEMPTION (THE COUNTY MAY REQUIRE NOTICE TO F.D.E.P):

- COMPLY WITH CHAPTER 62-25.02(16) & 62-25.025(5) F.A.C. (SWALE EXEMPTION CRITERIA)
- STATE ON THE PLANS AND/OR NARRATIVE, "THE PROJECT QUALIFIES FOR F.D.E.P SWALE EXEMPTION
- CALCULATIONS WHICH DEMONSTRATE 80% OF THE RUNOFF FROM A 3-YEAR/1 HOUR DESIGN STORM WILL PERCOLATE IN LESS THAN 72 HOURS
- CALCULATIONS WHICH DEMONSTRATE  $Q_{pre} > Q_{post}$  FOR 25 YEAR STORM; SEE ABOVE CRITERIA FOR STORMWATER CALCULATIONS
- PROVIDE CROSS-SECTION OF SWALE WITH SIDE SLOPES NO STEEPER THAN 3:1 WITH PROPER VEGETATIVE STABILIZATION
- MANMADE INFLOW OR OUTFALL STRUCTURES DO NOT QUALIFY

WET DETENTION:

- INCLUDE CALCULATIONS & TESTS TO SHOW COMPLIANCE WITH ALL CRITERIA CONTAINED IN THE FLORIDA DEVELOPMENT MANUAL (PG. 6-60) AS PERTAINS TO VOLUME, RESIDENCE TIMES, AND TREATMENT DEPTHS, LITTORAL SHELF, AQUATIC VEGETATION & OTHER PERFORMANCE CRITERIA.
- COMPLY WITH CHAPTER 62-25.042 F.A.C. (WETLANDS STORMWATER FACILITIES)
- CALCULATIONS WHICH DEMONSTRATE  $Q_{pre} > Q_{post}$  FOR 25 YEAR STORM; SEE ABOVE CRITERIA FOR STORMWATER CALCULATIONS

ADDITIONAL COMMENTS

- PLANS, STORMWATER NARRATIVE AND CALCULATIONS SHOULD BE COMPLETE; THE REVIEWER SHOULD NOT HAVE TO MAKE ANY ASSUMPTIONS.
- SEPARATE CONSTRUCTION IN RIGHT-OF-WAY PERMITS ARE REQUIRED FOR ANY NEW UTILITY WORK CROSSING COUNTY RIGHT-OF-WAYS

APPLICABLE NOTES TO INCLUDE ON PLANS:

1. "THE PROJECT ENGINEER (ENGINEER OF RECORD) SHALL PROVIDE TO ESCAMBIA COUNTY "AS-BUILT" RECORD DRAWINGS FOR VERIFICATION AND APPROVAL BY ESCAMBIA COUNTY ONE WEEK PRIOR TO REQUESTING A FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY, OR PROVIDE "AS-BUILT" CERTIFICATION THAT THE PROJECT CONSTRUCTION ADHERES TO THE PERMITTED PLANS AND SPECIFICATIONS. THE "AS-BUILT" CERTIFICATION OR THE "AS-BUILT" RECORD DRAWINGS MUST BE SIGNED, SEALED AND DATED BY A REGISTERED FLORIDA PROFESSIONAL ENGINEER."
2. "THE CONTRACTOR SHALL INSTALL PRIOR TO THE START OF CONSTRUCTION AND MAINTAIN DURING CONSTRUCTION ALL SEDIMENT CONTROL MEASURES AS REQUIRED TO RETAIN ALL SEDIMENTS ON THE SITE. IMPROPER SEDIMENT CONTROL MEASURES MAY RESULT IN CODE ENFORCEMENT VIOLATION."
3. "RETENTION/DETENTION AREAS SHALL BE SUBSTANTIALLY COMPLETE PRIOR TO ANY CONSTRUCTION ACTIVITIES THAT MAY INCREASE STORMWATER RUNOFF RATES. THE CONTRACTOR SHALL CONTROL STORMWATER DURING ALL PHASES OF CONSTRUCTION AND TAKE ADEQUATE MEASURES TO PREVENT THE EXCAVATED POND FROM BLINDING DUE TO SEDIMENTS."
4. "ALL DISTURBED AREAS WHICH ARE NOT PAVED SHALL BE STABILIZED WITH SEEDING, FERTILIZER AND MULCH, HYDROSEED AND/OR SOD."
5. "ALL NEW BUILDING ROOF DRAINS, DOWN SPOUTS, OR GUTTERS SHALL BE ROUTED TO CARRY ALL STORMWATER TO RETENTION/DETENTION AREAS."
6. "DEVELOPER/CONTRACTOR SHALL RESHAPE PER PLAN SPECIFICATIONS, CLEAN OUT ACCUMULATED SILT, AND STABILIZE RETENTION/DETENTION POND(S) AT THE END OF CONSTRUCTION WHEN ALL DISTURBED AREAS HAVE BEEN STABILIZED AND PRIOR TO REQUEST FOR INSPECTION."
7. "CONTRACTOR SHALL MAINTAIN RECORD DRAWINGS DURING CONSTRUCTION WHICH SHOW "AS-BUILT" CONDITIONS OF ALL WORK INCLUDING PIPING, DRAINAGE STRUCTURES, TOPO OF POND(S), OUTLET STRUCTURES, DIMENSIONS, ELEVATIONS, GRADING ETC. RECORD DRAWINGS SHALL BE PROVIDED TO THE ENGINEER OF RECORD PRIOR TO REQUESTING FINAL INSPECTION."
8. "THE OWNER OR HIS AGENT SHALL ARRANGE/SCHEDULE WITH THE COUNTY A FINAL INSPECTION OF THE DEVELOPMENT UPON COMPLETION AND ANY INTERMEDIATE INSPECTIONS AT (850) 595-3434. AS-BUILT CERTIFICATION IS REQUIRED PRIOR TO REQUEST FOR FINAL INSPECTION/APPROVAL."
9. "NOTIFY SUNSHINE UTILITIES 48 HOURS IN ADVANCE PRIOR TO DIGGING WITHIN R/W; 1-800-432-4770."
10. "ALL ASPECTS OF THE STORMWATER/DRAINAGE COMPONENTS AND/OR TRANSPORTATION COMPONENTS SHALL BE COMPLETED PRIOR TO ISSUANCE OF A FINAL CERTIFICATE OF OCCUPANCY."
11. "NO DEVIATIONS OR REVISIONS FROM THESE PLANS BY THE CONTRACTOR SHALL BE ALLOWED WITHOUT PRIOR APPROVAL FROM BOTH THE DESIGN ENGINEER AND THE ESCAMBIA COUNTY. ANY DEVIATIONS MAY RESULT IN DELAYS IN OBTAINING A CERTIFICATE OF OCCUPANCY"
12. "THE CONTRACTOR SHALL NOTIFY FDOT 48 HOURS IN ADVANCE PRIOR TO INITIATING ANY WORK IN THE STATE RIGHTS-OF WAY."

## Appendix I

### Species Plant List for Coastal Dune and Beaches in Escambia County, FL

## Species Plant List for Coastal Dune and Beaches in Escambia County, FL

Scientific Name	Common Name	Height	Container	Primary & Secondary Dune	Inter-dunal	Scrub dune
<b>Trees</b>						
<i>Magnolia grandiflora</i>	Southern Magnolia	60'-90'	1gTP,3gTP,D			X
<i>Osmanthus americanus</i>	Wild Olive	70'	1gTP,3gTP,D			X
<i>Pinus clausa</i>	Sand Pine	20'	1gTP,3gTP,D			X
<i>Pinus elliottii</i>	Slash Pine	80'-100'	1gTP,3gTP,D			X
<i>Quercus geminata</i>	Sand Live Oak	30'	1gTP,3gTP,D			X
<i>Quercus myrtifolia</i>	Myrtle Oak	40'	1gTP,3gTP,D			X
<i>Quercus virginiana maritima</i>	Sand Live Oak	40'-50'	1gTP,3gTP,D			X
<b>Medium to Large Shrubs &amp; Small Trees</b>						
<i>Callicarpa americana</i>	Beautyberry	5'	1gTP,TB,D			X
<i>Ilex vomitoria</i>	Yaupon Holly	20'	1gTP,TB,D			X
<i>Iva frutescens</i>	Marsh-Elder	11'	1gTP,TB,D		X	
<i>Rhus copallina</i>	Winged Sumac	10' (30')	1gTP,TB,D		X	X
<i>Serenoa repens</i>	Saw Palmetto	10' (30')	1gTP,TB,D			X
<b>Small Shrubs &amp; Ground Covers</b>						
<i>Schizachyrium (formerly maritimum)</i>	Bluestem		LT,TB	X		X
<i>Asclepias humistrata</i>	Sandhill Milkweed		LT,TB			X
<i>Bignonia capreolata</i>	Cross Vine		LT,TB			X
<i>Cakile constricta</i>	Sea Rocket		LT,TB	X		
<i>Ceratiola ericoides</i>	Seaside Rosemary		LT,TB			X
<i>Chrysoma pauciflosculosa</i>	Seaside Goldenrod		LT,TB	X		X
(T) <i>Chrysopsis gossypina cruiseana</i>	Cruise's Golden Aster		LT,TB	X		X
<i>Conradina canescens</i>	Beach Heather		LT,TB	X		X
<i>Cyperus sp.</i>	Sedge		LT,TB		X	
<i>Heterotheca subaxillaris</i>	Aster (Camphor weed)		LT,TB	X		X
<i>Hydrocotyle bonariensis</i>	Pennywort		LT,TB	X	X	X
<i>Ipomoea pes-caprae</i>	Railroad Vine		LT,TB	X		
<i>Ipomoea imperati (formerly stolonifera)</i>	Beach Morning Glory		LT,TB	X		
<i>Licania michauxii</i>	Gopher Apple		LT,TB			X
<i>Panicum amarum</i>	Beach Grass		LT,TB	X	X	
(E) <i>Polygonella macrophylla</i>	Large-leaved Jointweed		LT,TB			X
<i>Tradescantia ohiensis</i>	Spiderwort		LT,TB		X	X
<i>Uniola paniculata</i>	Sea Oats		LT,TB	X		X

**The use of installed irrigation, mulch, whether artificial or natural material, and landscape fabric is prohibited.**

T & E = State of Florida protected plant. Planting is strongly encouraged to help recover the species. Make sure the nursery you purchase the plant from is in the Association of Florida Native Plants; they follow all State regulations to grow and sell protected species.

\*Trees living in coastal dunes do not reach "normal heights." They tend to be stunted and "pruned" by the wind, sand, and salt spray. Plant small specimens preferably in protected areas such as on the landward side of the dunes.

## Appendix J

### Piping and Snowy Plover Non-breeding Season Survey Guidelines



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE

### **Piping and Snowy Plover Non-breeding Season Survey Guidelines\***

June 2007

\*In coordination with the Florida Fish and Wildlife Conservation Commission, we recommend these guidelines for conducting piping and snowy plover non-breeding season surveys. These guidelines combine the survey protocol from the International Piping Plover Census and the International Shorebirds Survey (ISS). Please note that these guidelines only pertain to routine plover population monitoring and that a separate set of guidelines may be recommended for the purposes of evaluating potential project impacts.

1. Sites should be selected based on geographic features, suitability of habitat, and ability for you to adequately and consistently survey the site.
2. We have prepared a survey form for your use (enclosed). We also have the form in an Excel file if you need it. Let us know.
3. Monitoring should be conducted July 15 through May 15 which mostly follow ISS census dates listed below. The ISS schedule usually results in three surveys per month. If this is not feasible, try to do at least two surveys per month on the ISS census dates. Surveys should be conducted on ISS dates plus or minus 2 days (example: a survey scheduled for the 15<sup>th</sup> could be conducted on any day from the 13<sup>th</sup> through the 17<sup>th</sup>.)

#### Spring Migration

February 25  
March 5  
March 25  
April 5  
April 15  
April 25  
May 5  
May 15

#### Fall Migration

July 15  
July 25  
August 5  
August 15  
August 25  
September 5  
September 15  
September 25  
October 5

#### Winter

October 15  
October 25  
November 5  
November 15  
November 25  
December 5  
December 15  
December 25  
January 5  
January 15  
January 25  
February 5  
February 15

4. To the extent possible, surveys should be conducted when birds are feeding. The best time is at low tide, but surveys can also be conducted on a falling or rising tide provided that the feeding areas are not completely covered. During high tide, birds will be roosting. Although piping plovers often roost near feeding areas, the birds will be much more difficult to locate.
5. If conducting the surveys by ATV or vehicle, driving speeds should be limited to 5 mph (8 kph) so that birds may be more easily observed. Avoid driving on feeding areas (e.g., flats) during low tides and avoid driving over the wrack line or areas of dense seaweed which provide food and cover for shorebirds.
6. Do not drive on the upper beach, in the dunes, or over beach vegetation.
7. If beach scarps or high tides require driving above the high tide line, avoid those areas with known sea turtle nests or shorebird breeding areas (combined nesting seasons for turtles and shorebirds are from February through October 31).
8. Avoid conducting surveys during poor weather conditions (e.g., high winds, rain).
9. Negative data is as important as positive data. Indicate when you have surveyed and no birds were observed.
10. Although piping and snowy plovers are the target species for the surveys, any additional observations of other species will help us to identify shorebird concentration areas and management needs.
11. The FWS and the FWC would appreciate receiving copies of your survey data. Please provide the information to the following individuals:

Patty Kelly  
U.S. Fish and Wildlife Service  
1601 Balboa Avenue  
Panama City, FL 32405  
(850) 769-0552 x228  
Fax (850) 763-2177  
Patricia\_Kelly@fws.gov

John Himes  
Florida Fish and Wildlife Conservation  
Commission  
3911 Highway 2321  
Panama City, FL 32409-1658  
(850) 265-3676  
Fax (850) 747-5690  
John.Himes@MyFWC.com

**Above all, have fun and please try and minimize disturbance to the birds!**

**Piping Plover and Snowy Plover Survey Results in FL Panhandle**

Surveyor(s) name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ start GPS \_\_\_\_\_ end GPS \_\_\_\_\_

Ownership if known: public \_\_\_\_\_ private \_\_\_\_\_

Time surveyed: from \_\_\_\_\_ to \_\_\_\_\_ Temperature: \_\_\_\_\_ C° or F° \_\_\_\_\_

Tide stage: low \_\_\_\_\_ Mid \_\_\_\_\_ High \_\_\_\_\_ (rising \_\_\_\_\_/falling \_\_\_\_\_)

Disturbance: Number of people on beach \_\_\_\_\_ Number of dogs leashed \_\_\_\_\_ unleashed \_\_\_\_\_

**# of Piping plovers seen:** \_\_\_\_\_

Circle location: dunes foredune mid-beach tidal zone bay shoreline mudflat other \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

**# of Snowy plovers seen:** \_\_\_\_\_

Circle location: dunes foredune mid-beach tidal zone bay shoreline mudflat other \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

**# of Red Knots seen:** \_\_\_\_\_

Circle location: dunes foredune mid-beach tidal zone bay shoreline mudflat other \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

Bands seen: Right Leg \_\_\_\_\_ Left Leg \_\_\_\_\_ GPS \_\_\_\_\_

Other Species Seen:	Number:	Comments:
Black-bellied Plover		
American Golden Plover		
Wilson's Plover		
Semipalmated Plover		
Killdeer		
American Oystercatcher		
Greater Yellowlegs		
Lesser Yellowlegs		
Solitary Sandpiper		
Willet		
Spotted Sandpiper		
Whimbrel		
Marbled Godwit		
Ruddy Turnstone		
Sanderling		
Semipalmated Sandpiper		
Western Sandpiper		
Least Sandpiper		
White-rumped Sandpiper		
Baird's Sandpiper		
Pectoral Sandpiper		
Dunlin		
Stilt Sandpiper		
Peep sp.		
Short-billed Dowitcher		
Long-billed Dowitcher		
Other:		

Please send copies to: Patty Kelly, USFWS, 1601 Balboa Avenue, Panama City, FL 32405 or fax to 850/763-2177 (Ph: 850/769-0552) and John Himes FWCC, 3911 Highway 2321, Panama City, FL 32409 or fax 850/747-5690 (Ph: 850/265-3676). Thank You.



## Appendix K

### Sea Turtle Disorientation Report Form

# FWC MARINE TURTLE DISORIENTATION REPORT FORM

*If you have any questions please contact FWC at the Tequesta Field Laboratory (561) 575-5407*

**Fax reports to: (561) 743-6228 or Email reports to: [SeaTurtleLighting@MyFWC.com](mailto:SeaTurtleLighting@MyFWC.com)**

**Send reports to: Disorientation Reports, FWC, 19100 SE Federal Highway, Tequesta, FL 33455**

Turtle Permit #: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

Telephone (include area code): \_\_\_\_\_ E-mail address: \_\_\_\_\_

Location of Disoriented Nest: (address, beach name and/or nearest landmark): \_\_\_\_\_

GPS Coordinates of nest location (*in the WGS projection in decimal degrees i.e., Lat 26.845412 Long -80.458796*):

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Local nest ID#: \_\_\_\_\_ Zone nest was located in: \_\_\_\_\_

Addresses/landmarks hatchlings disoriented towards: \_\_\_\_\_

What type(s) of light(s) were identified as a probable/possible lighting source? (please circle)

- |                |                                      |                             |
|----------------|--------------------------------------|-----------------------------|
| parking lot    | street light                         | condominium (interior)      |
| dune crossover | single family home (interior)        | condominium (exterior)      |
| restaurant/bar | single family home (exterior)        | sky glow/urban glow         |
| pier           | too many lights present to determine | no possible lights observed |
| sign           | other: _____                         |                             |

*\*If you circled "Too many lights present to determine" please circle what lights were present in area*

Describe lighting source(s); include number, fixture type & location of lights observed (use back if necessary): \_\_\_\_\_

GPS Coordinates of light sources, or the properties with the light sources that caused the disorientation:

Lat<sup>1</sup> \_\_\_\_\_ Long<sup>1</sup> \_\_\_\_\_ Lat<sup>2</sup> \_\_\_\_\_ Long<sup>2</sup> \_\_\_\_\_  
 Lat<sup>3</sup> \_\_\_\_\_ Long<sup>3</sup> \_\_\_\_\_ Lat<sup>4</sup> \_\_\_\_\_ Long<sup>4</sup> \_\_\_\_\_

*Please report GPS Coordinates in the WGS projection in decimal degrees (i.e., Lat 26.845412 Long -80.458796)*

Incident was documented during (circle one): MORNING SURVEY    NIGHT SURVEY

Was this a caged nest? YES\*\* \_\_\_\_\_ NO \_\_\_\_\_ \*\*If yes: (circle one)    RESTRAINING    SELF-RELEASING

Was a temporary light barrier used (i.e. Silt screen)?    YES \_\_\_\_\_ NO \_\_\_\_\_



Was this a relocated nest?    YES \_\_\_\_\_ NO \_\_\_\_\_

Was the incident photographed?    YES \_\_\_\_\_ NO \_\_\_\_\_

Was the nest located?    YES \_\_\_\_\_ NO \_\_\_\_\_

Was the nest excavated?    YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, provide date of excavation? \_\_\_\_\_

**ADULT EVENT:** Nest  False Crawl  **HATCHLING EVENT**

	LOGGERHEAD	GREEN	LEATHERBACK	UNIDENTIFIED
No. OF TURTLES DISORIENTED				
No. OF TURTLES FOUND DEAD				
No. OF TURTLES FOUND ALIVE				
No. OF DISORIENTED TURTLES REACHING WATER				

Additional comments (please elaborate and use back if necessary): \_\_\_\_\_

Was local authority provided a copy of this report? YES \_\_\_\_\_ NO \_\_\_\_\_

City: \_\_\_\_\_  County: \_\_\_\_\_  Other: \_\_\_\_\_

Signature of Observer \_\_\_\_\_

Date \_\_\_\_\_

## Appendix L

### Sea Turtle Obstructed Nesting Attempt (ONA) Report Form

# FWC MARINE TURTLE OBSTRUCTED NESTING ATTEMPT (ONA) REPORT FORM

*If you have any questions please contact FWC at the Tequesta Field Laboratory (561) 575-5407*

**Fax reports to: (561) 743-6228 or Email reports to: [SeaTurtleLighting@MyFWC.com](mailto:SeaTurtleLighting@MyFWC.com)**

**Send reports to: ONA Reports, FWC, 19100 SE Federal Highway, Tequesta, FL 33455**

Turtle Permit #: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

Telephone (include area code): \_\_\_\_\_ E-mail address: \_\_\_\_\_

Species:  Loggerhead  Green  Leatherback  Other: \_\_\_\_\_

Crawl resulted in: Nest  False Crawl

Location of nest or false crawl (address, beach name and/or nearest landmark): \_\_\_\_\_

GPS Coordinates of nest or false crawl location:

*(in the WGS projection in decimal degrees i.e., Lat 26.845412 Long -80.458796):*

Latitude \_\_\_\_\_ Longitude \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_

Local nest ID#: \_\_\_\_\_ Zone nest/false crawl was located in: \_\_\_\_\_

Obstruction(s) encountered: (please circle)

Beach furniture	Dune Crossover	Escarpment	Rock Outcropping	Special Events Equipment
Boat	Groins	Marine Debris	Rock Revetment	Tent
Cabana	Geotube/Sandbags	Nourishment Equipment	Seawall	Umbrella

Other Obstruction (please describe): \_\_\_\_\_

Describe Event: \_\_\_\_\_

\_\_\_\_\_  
Signature of Observer

\_\_\_\_\_  
Date

Event photograph attached

# Appendix M

## Intergovernmental Agreement



**BOARD OF COUNTY COMMISSIONERS**  
Escambia County, Florida

**DEPARTMENT:** Neighborhood and Environmental Services

**FROM:** Keith Wilkins, Director *kw*

**DATE:** November 28, 2005

**ISSUE:** Agreement to establish a Perdido Key Beach Mouse Conservation Management Fund

**RECOMMENDATION:**

That the Board take the following action regarding an Agreement between Escambia County, the United States Fish and Wildlife Service (FWS), and Florida Fish and Wildlife Conservation Commission (FWC):

- A. Approve an Agreement between Escambia County, FWS, and FWC to establish a PKBM conservation management fund which shall be used for PKBM conservation purposes; and
- B. Authorize the Chairman to sign the Agreement.

**BACKGROUND:**

In January 2004, the US Fish and Wildlife Service (FWS) and Florida Fish and Wildlife Conservation Commission (FWC) trapped an endangered Perdido Key Beach Mouse on a private development site near the Perdido Key State Recreation Area. This trapping confirmed the presence of the PKBM and associated endangered species habitat. Endangered status by the FWS and FWC is the highest protection given to a species by these agencies.

Because of the confirmation, the agencies began to require incidental take permits and habitat conservation plans to be submitted for development within habitat areas. As a part of the permitting process, mitigation may be required after avoidance and minimization have occurred. Due to limited mitigation opportunities available on Perdido Key, Escambia County staff has worked with the agencies to establish a Perdido Key Conservation Management Fund through this Agreement as a compensatory in-lieu of mitigation fee alternative available for County, State and Federal mitigation requirements.

**BUDGETARY IMPACT:**

N/A

BCC: December 8, 2005

RE: Agreement to establish a Perdido Key Beach Mouse Conservation Fund

November 28, 2005

Page 2 of 2

**LEGAL CONSIDERATIONS/SIGN-OFF:**

The Agreement has been reviewed and approved as to legal form and sufficiency by Alison Perdue, Deputy County Attorney.

**PERSONNEL:**

N/A

**POLICY/REQUIREMENT FOR BOARD ACTION/DISCUSSION:**

This action is consistent with Board's adopted Comprehensive goal to "properly manage and conserve the important natural resources of the County..."

**IMPLEMENTATION REQUIREMENTS:**

N/A

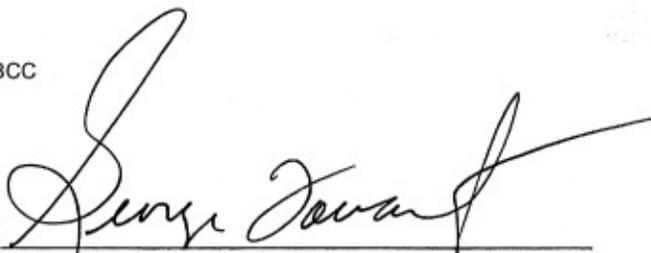
**COORDINATION WITH OTHER AGENCIES/PERSONS:**

NESD staff will continue coordination with agencies and citizens to implement this Agreement.

KW/td

H:\NESD\BCC Recommendations\Environmental Quality\Beach Mouse Agreement BCC

CONCUR:



George Touart, County Administrator

## INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into by and among the **United States Fish and Wildlife Service (Service)**, 1601 Balboa Ave., Panama City, Florida 32405, the **State of Florida Fish and Wildlife Conservation Commission (FWC)**, 620 S. Meridian St., Tallahassee, Florida 32399, and **Escambia County (County)**, a political subdivision of the State of Florida, with administrative offices at Third Floor, County Courthouse 223 Palafox Place, Pensacola, Florida 32502.

**WHEREAS**, the Perdido Key Beach Mouse (*Peromyscus polionotus trissyllepsis*) (PKBM), which is listed as endangered on Federal and State endangered species lists, occurs in the wild only on Perdido Key. Historically, this subspecies of the old field mouse ranged the entire length of Perdido Key (16.9 miles) in Alabama and Florida from Perdido Inlet east to the Pensacola Bay Inlet and occupied all suitable habitat. Optimal PKBM habitat is currently thought to be comprised of a heterogeneous mix of interconnected habitats including primary, secondary, scrub dunes and interdunal areas; and

**WHEREAS**, Perdido Key, Florida is a Gulf of Mexico barrier island located south of Pensacola, Florida. The eastern 80% of Perdido Key is in northwest Florida and the western 20% is in southeast Alabama. The natural environment of Perdido Key is heavily impacted by development that continues at a rapid pace. Access to Perdido Key is provided by State Road 292 which divides the gulf front beaches and primary dunes on the south side of the road from the interdunal swales, secondary dunes, and scrub on the north side of the road. Most of the privately-owned lands on both sides of the road have been developed into condominiums, businesses and single family homes. Plans are being made to convert many of the single family homes into condominiums. The natural coastal ecosystem is being managed at Perdido Key

State Park and at the Johnson Beach Perdido Key Unit of Gulf Islands National Seashore; and

**WHEREAS**, the parties have mutual interests, missions and goals that substantially overlap with regard to regulation of activities that affect the PKBM. The Service desires to work with FWC and the County and take such steps as may be required for the development, advancement, management, conservation, and protection of fish and wildlife resources. The FWC desires to manage fish and wildlife resources for their long-term well being and for the benefit of people by employing the latest scientific data and techniques to conserve a broad array of fish and wildlife resources in Florida. The County policy is to plan, guide and direct development activities to protect human life . . . and promote the conservation, use and protection of natural resources (See Comprehensive Plan, Section 11.01 Purpose, Policy 11.A.1.5:LDC Mitigation Provisions, Policy 11.B.4.1: Interagency Cooperation and Policy 11.B.4.2: Endangered Species); and

**WHEREAS**, the parties have cooperated on the development of a PKBM Conservation Strategy, a copy of which is attached to this Agreement, and will continue to cooperate on revising this Strategy as needed in the PKBM conservation effort; and

**WHEREAS**, in keeping with this background and these mutual and overlapping missions and goals, the parties desire to establish a unified administrative mechanism to manage and spend funds generated from various sources for PKBM conservation; and

**WHEREAS**, the parties declare that this Agreement makes the most efficient use of their powers by enabling them to cooperate with each other for mutual advantage and thereby provide services and facilities pursuant to a form of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs and development of the local community. and

**WHEREAS**, the County has agreed to establish and administer a fund for these purposes, subject to certain restrictions as set forth herein, with the Escambia County Neighborhood and Environmental Services Department expected to be the County department in charge of the daily operation and decisions regarding this fund.

**NOW THEREFORE**, in consideration of the premises hereinabove stated and the obligations hereinafter set forth, the parties agree as follows:

**I. PURPOSE** The purpose of this Agreement is to establish the PKBM Conservation Management Fund (CMF) which shall be used for PKBM conservation purposes.

**II. AUTHORITIES** It is understood and agreed that each party operates under its own legal authorities, policies and administration, and each party's obligations under this Agreement are thereby limited. It shall be the responsibility of each party to interpret its own authorities and policies, and make decisions as required under law and policies applicable to each. This Agreement is hereby entered into under the following authorities, and other applicable law:

1. The Service: The Fish and Wildlife Coordination Act, 16 U.S.C. 661; the Fish and Wildlife Act of 1956, 16 U.S.C. 742f(a)(4); and the Endangered Species Act of 1973, as amended, 16 U.S.C. 1531 et seq.
2. The FWC: Article IV, Section 9, Florida Constitution.
3. The County: Art. VIII, §1, Fla. Const.; §125.01(1)(p), Fla. Stat.; § 163.01, Fla. Stat.; §7.13.00 of the Escambia County Land Development Code; Escambia County Comprehensive Plan Policies 11.B.4.1 and 11.B.4.2

**III. TERM**

The effective date of this Agreement is the date of the last signature affixed hereto. This Agreement shall remain in effect until terminated in accordance with paragraph VII below. Escambia County will file a fully executed copy of this Agreement with the clerk of the circuit

court in Escambia, Bay and Leon Counties, Florida where the parties are located, in accordance with section 163.01(11), Fla. Stat., to ensure the effectiveness of the Agreement under that section.

#### IV. OBLIGATIONS OF THE PARTIES

1. The Service Agrees:

- A. That the County shall have the authority to manage and administer the CMF as provided in this Agreement.
- B. When appropriate, to inform Federal permit applicants and other potential donors of the procedures for making contributions and donations to the CMF.

2. The FWC Agrees:

- A. That the County shall have the authority to manage and administer the CMF as provided in this Agreement.
- B. When appropriate, to inform State permit applicants and other potential donors of the procedures for making contributions and donations to the CMF.

3. The County Agrees:

- A. To establish, manage, maintain and administer the CMF as provided in this Agreement.
- B. When appropriate, to inform County permit applicants and other potential donors of the procedures for making contributions and donations to the CMF.
- C. To collect the mitigation contribution per acre of impact established by the Service and FWC and deposit such contribution into the CMF. The mitigation contribution described in the unified mitigation option agreed to by the parties is \$100,000 per acre of impact.

#### V. SOURCES OF FUNDS FOR THE CMF

1. The Service: Applicants who seek Federal permits or authorizations (section 10 or section 7) from the Service may voluntarily contribute conservation funds as a means of

mitigating and/or minimizing the effects of their projects on the PKBM. Decisions as to whether these funds shall be placed in the CMF will be made solely by the Applicant in consultation with the Service. If it is determined that these funds should be placed in the CMF, the Service shall inform the applicant of the procedures for contributing funds to the CMF. If the funds are not placed in the CMF, the Service will assist the applicant in determining how such funds should be spent to further PKBM conservation.

2. The FWC: Applicants who seek FWC permits may voluntarily contribute conservation funds as a means of mitigating the effects of their projects on the PKBM. Decisions as to whether these funds shall be placed in the CMF will be made by the FWC. If it is determined that these funds should be placed in the CMF, the FWC shall inform the applicant of the procedures for contributing funds to the CMF. If the funds are not placed in the CMF, the FWC will determine how such funds should be spent to further PKBM conservation.

3. The County: ~~The County will contribute those in-lieu fees provided by applicants as a component of County approved mitigation plans to offset adverse impacts to the PKBM. Permit applicants may be required to contribute to the CMF as part of conservation measures agreed to under County governmental authorizations.~~ The County will serve as the fiscal intermediary by administering the CMF and will collect, manage and administer mitigation contributions on behalf of the Service and FWC in accordance with this Agreement.

4. Other: The CMF may receive contributions, voluntary donations, allocations, appropriations and/or grants from sources not identified in this Agreement and these funds shall be used for PKBM conservation purposes. Recurring Funds may be accepted from homeowner/condo associations as part of the conditions of required governmental permits. Interest and investment income generated from CMF funds will also be retained in the CMF.

## **VI. CMF MANAGEMENT AND ADMINISTRATION**

The parties agree that the County will manage and administer the CMF for PKBM conservation purposes. It is anticipated that the Escambia County Neighborhood and Environmental Services Department will administer the CMF on behalf of the County. The parties agree that the County will:

1. Establish the CMF under the existing Escambia County Land Development Code (LDC) Article 7.13.00, Wetlands and Environmentally Sensitive Lands, for the sole purpose of PKBM conservation. The County shall manage and administer the CMF in accordance with applicable County procedures and standards for similar funds established pursuant to LDC Article 7.13.03.E, and in accordance with section 163.01(11), Fla. Stat. The fiscal year for the CMF will be the County fiscal year.
2. Act as a fiduciary agent for funds received and deposited into the CMF, regardless of source, until such time as such funds and any income there from are utilized to further PKBM conservation.
3. Maintain CMF funds in a separate and segregated account so that CMF funds shall not be commingled with other County funds.
4. Manage, account for, expend, disburse, and invest CMF funds. Investments shall be made in such a manner as to ensure liquidity and realize no less than a market rate of return. All income (including interest and investment income) accruing to the CMF shall be deposited in the CMF and used for PKBM purposes only. Unspent CMF funds in any accounting period will revert to the CMF. This Agreement only anticipates those investments allowed under Florida law.
5. Manage and administer the CMF in accordance with generally accepted accounting principals.
6. Maintain CMF records, receipts, vouchers, payables, books and all other information and documentation relating to the management and administration of the CMF, including but not limited to all sources, application and expenditures of CMF funds and income.
7. Establish multiple cost centers within the CMF; for example, a cost center for funding non-recurring projects such as land acquisition and a cost center for recurring projects such as PKBM monitoring. The cost of County employees or County staff time dedicated to PKBM conservation shall be eligible expenditures for PKBM conservation services from the CMF, as approved under VI, 12, of this Agreement.

8. With the agreement of the Service and FWC, establish procedures for distribution of CMF funds upon termination in accordance with this Agreement; and for refunds to permittees upon potential termination of unexecuted permits.
9. Allow representatives of the Service and the FWC to periodically inspect, review and audit any and all information or documentation relating to the management and administration of the CMF, including but not limited to source and application of all CMF funds, books, vouchers, records, reports, canceled checks, receipts, and payables.
10. Obtain an annual independent audit of the CMF, and prepare an annual report on the status of the CMF reflecting CMF income and disbursements.
11. Maintain all CMF information and/or documentation for a period of seven (7) years, including but not limited to information and documentation existing upon the termination of this Agreement. However, the Florida Public Records Law, ch. 119, Fla. Stat. and the Records and Information Management destruction schedules developed pursuant to §257.36, Fla. Stat. shall govern all CMF records and these provisions will control should there be a conflict with any other term of this Agreement.
12. Disburse monies from the CMF to fund PKBM conservation projects and services that have received the approval of the Service, the FWC, and the County. CMF funds may be used only for such projects and services.

## **VII. TERMINATION**

1. Any party may terminate this Agreement with or without cause by giving sixty (60) days written notice of termination, which termination will be effective at 5:00 p.m. eastern time on the sixtieth (60<sup>th</sup>) day after receipt of such notice (or on a later day stated in the notice). After the receipt by all parties of the notice of termination, no further expenditures will be made from the CMF, except such expenditures necessary to meet then existing obligations. The parties understand and acknowledge that if there is any increase in the \$100,000 up-front mitigation contribution described in the unified mitigation option agreed to by the parties, the County reserves the right to terminate this Agreement in accordance with this paragraph VII. 1.
2. All notices required or sent pursuant to this Agreement shall be delivered to the

parties (to the attention of the signatories of this Agreement) at the addresses above or such changed address or addressee as may be provided by written notice. A notice or communication shall be deemed received by the addressee on the next business day having been placed in overnight mail with the U.S. Postal Service, or other overnight express service such as FedEx, UPS, or similar service. Notices sent by means other than overnight delivery shall be deemed received when actually received by the addressee.

3. Within forty-five (45) days of receiving a written notice of termination, the County shall provide the parties an accounting of all remaining funds and outstanding obligations. After outstanding obligations have been paid, any remaining funds (including income accrued to the CMF) shall be distributed within thirty (30) days after the date of termination, as follows: one third to FWC or an entity designated by FWC for use for PKBM conservation and management in accordance with state law, one third to the County or an entity designated by the County for continued use for PKBM conservation and management, and one third to an entity designated in writing by the Service for continued use for PKBM conservation and management. The parties acknowledge that the Wildlife Foundation of Florida (WFF), a citizen support organization of FWC established under Florida Statutes section 372.0215, is a qualified entity for receipt of funds upon any termination; and the WFF has indicated its willingness to administer the funds for the purposes set forth in this Agreement.

4. Upon termination of this Agreement, no further funds will be accepted into the CMF. With regard to any recurring payments such as homeowner's association fees, the parties shall make arrangements to have such funds distributed as follows: one third to FWC or an entity designated by FWC for use for PKBM conservation and management in accordance with state law, one third to the County or an entity designated by the County for continued use for

PKBM conservation and management, and one third to an entity designated in writing by the Service for continued use for PKBM conservation and management.

## VIII. REQUIRED CLAUSES

### 1. Federal Clauses

- A. Non-Discrimination. All activities pursuant to this Agreement and the provisions of Executive Order No. 11246, 3 C.F.R. 339 (1964-65) shall be in compliance with the requirements of Title VII of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d, et seq.); Title V, Section 504 of the Rehabilitation Act of 1973 (87 Stat. 394; 29 U.S.C. 794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. 6101, et seq.); and all other applicable Federal laws, regulations, and policies prohibiting discrimination on the grounds of race, color, national origin, handicap, religion, sex, or sexual orientation, in providing for facilities and services to the public.
- B. Public Laws. Nothing contained in this Agreement shall be deemed to be inconsistent with or contrary to the purpose of or intent of any Act of Congress or any other law or regulation.
- C. Appropriations. Nothing contained in this Agreement shall be construed as binding the Service to expend in any one fiscal year any sum in excess of appropriations made by Congress, and available for the purpose of this Agreement for that fiscal year, or as involving the United States in any contract or other obligation for the further expenditure of money in excess of such appropriations.

### 2. State Clauses

- A. Non-discrimination. No person, on the grounds of race, creed, color, national origin, age, sex or disability, shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in the performance of this Agreement.
- B. Prohibition of Discriminatory Vendors. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact

business with any public entity.

- C. Public Entity Crimes. In accordance with Section 287.133(2)(a), F.S., a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not perform work as a grantee, contractor, supplier, subcontractor, consultant or by any manner under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.
- D. Legislative Appropriation. For contracts whose term extends beyond the State fiscal year in which encumbered funds were appropriated, the State of Florida's performance and obligation to pay is contingent upon an annual appropriation by the Legislature.

## **IX. OTHER PROVISIONS**

1. This Agreement, including but not limited to the PKBM Conservation Strategy and CMF policies, management, administration, budget, expenditures and investments, shall be reviewed by staff representatives of the parties annually. During such review, the parties shall consider adjustments needed, if any, including but not limited to whether the mitigation formula, any special assessments or other contributions can be adjusted or eliminated altogether. In the review, the parties shall consider monies available to pursue the Conservation Strategy, success in implementing the Conservation Strategy, need, feasibility of Conservation Strategy goals and other relevant circumstances.

2. All records created and maintained in conjunction with this Agreement shall be public records in accordance with the laws applicable to the parties.

3. Each party hereto agrees that it shall be liable for the negligent or wrongful acts or omissions of its employees, agents and assigns only to the extent liable under applicable law.

Nothing in this Agreement shall be interpreted or construed as constituting a waiver by any party of sovereign immunity or statutory limitations on liability.

4. This Agreement may not be assigned in whole or in part without the written approval of all parties. Any such assignment or attempted assignment shall be null and void.

5. This Agreement has been delivered in the State of Florida and shall be construed in accordance with the laws of Florida. Wherever possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Agreement shall be prohibited or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Agreement.

6. The parties hereto do not intend nor shall this Agreement be construed to grant any rights, privileges or interest to any person not a party to this Agreement.

7. No provision of this Agreement shall be interpreted as or constitute a commitment or requirement that the parties take any actions in contravention of any law or regulation.

8. As part of the consideration for this Agreement, the parties hereby waive trial by jury in any action or proceeding brought by any party against any other party pertaining to any matter whatsoever arising out of or in any way connected with this Agreement, or with the products or services provided under this Agreement, including but not limited to any claim of quantum meruit.

9. This Agreement, including all incorporated attachments, constitutes the full and complete agreement among the parties. No other promises, written or oral, have been made by any party hereto.

10. This Agreement may only be modified by unanimous written agreement of the parties.

~

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed through their duly authorized signatories on the day and year last written below.

U. S. Fish and Wildlife Service

\_\_\_\_\_  
Gail Carmody  
Field Supervisor  
Panama City, Florida Field Office

Date

Florida Fish and Wildlife Conservation Commission

\_\_\_\_\_  
Kenneth Haddad  
Director  
Florida Fish and Wildlife Conservation Commission

Date

BOARD OF COUNTY COMMISSIONERS  
ESCAMBLA COUNTY, FLORIDA

By: \_\_\_\_\_  
D. M. "Mike" Whitehead, Chairman

ATTEST: ERNIE LEE MAGAHA  
Clerk of the Circuit Court

By: \_\_\_\_\_  
Deputy Clerk

(SEAL)

=

## Appendix N

### PBS&J Perdido Key Beach Mouse Habitat Aerial Photo-Interpretation Methodology Summary



**Escambia County Perdido Key Programmatic Habitat Conservation Plan  
PBS&J Perdido Key Beach Mouse Habitat Aerial Photo-Interpretation  
Methodology Summary  
May 2009**

**Introduction**

PBS&J has been tasked with conducting a programmatic habitat conservation plan (HCP) for Perdido Key, Florida by the Escambia County Board of County Commissioners. The Programmatic HCP will cover Escambia County owned lands as well as private property on Perdido Key, FL, with the exception of Perdido Key State Park, and Gulf Islands National Seashore. The PBS&J project team reviewed the USFWS critical habitat data against high resolution aerials (2007). The PBS&J project team determined that a more in-depth aerial photo-interpretation of PKBM habitat with updated, high resolution aerials would be necessary to estimate the total acreage of PKBM habitat on Perdido Key relative to the development of the programmatic HCP and subsequent ITP application.

**Materials and Data Sources**

ArcGIS 9.2 with service pack 3  
2007 High Resolution Aerial Photography from I.F. Rooks – Flight Date of 2/7/07  
2004 DOQQ Aerial Photography from LABINS  
National Wetland Inventory Shapefiles from [www.fgdl.org](http://www.fgdl.org)  
USGS Soil Data Shapefiles from [www.fgdl.org](http://www.fgdl.org)  
ITP permit data from USFWS containing previously permitted parcels and permits under review  
USFWS Critical Habitat Shapefile  
FNAI Data  
Parcel Data from Escambia County Property Appraiser  
Field maps created by PBS&J specifically for the project

**Methodology**

To create a shapefile of the PBS&J aerial photo-interpreted PKBM habitat on Perdido Key, FL (which excludes PKBM habitat areas in Alabama, Perdido Key State Park, and Gulf Islands National Seashore), the PBS&J project team began with the USFWS PKBM designated critical habitat shapefile. All PKBM habitat areas in Alabama (according the attribute table in the USFWS PKBM designated critical habitat shapefile) were removed from the USFWS critical habitat shapefile. All USFWS PKBM designated habitat areas in Perdido Key State Park and Gulf Islands National Seashore (according the attribute table in the USFWS PKBM designated critical habitat shapefile) were removed from the USFWS PKBM designated critical habitat shapefile. The remaining data represents USFWS PKBM designated critical habitat on Perdido Key available for use in estimating aerial photo-interpreted PKBM habitat for the programmatic HCP/HCP Plan Area.



PBS&J used ArcGIS 9.2 to overlay the USFWS PKBM designated critical habitat remaining after the above mentioned deletions (from here on called the PBS&J aerial photo-interpreted PKBM habitat) over 2004 DOQQ aerial photographs (pre Hurricane Ivan) and 2007 high resolution aerial photography. Houses, parking lots, roads, driveways, and any other impervious areas observed on the 2007 high resolution aerial photography within areas designated as USFWS PKBM designated critical habitat were removed from the PBS&J aerial photo-interpreted PKBM habitat shapefile. On occasion, the PBS&J reviewer would observe a house foundation or an obviously discernable, previously impacted patch of bare sand in the 2007 high resolution aeriels which would trigger the PBS&J reviewer to toggle in ArcGIS to the 2004 DOQQ aerial to verify if a pre-existing house, parking lot, driveway, etc. was on the site prior to Hurricane Ivan. In this situation, the 2004 DOQQ aerial photography and the 2007 high resolution aerial photography were used to remove the area designated as USFWS PKBM designated critical habitat. This was done since there are several instances where houses in the 2004 DOQQ aerial photographs were almost not visible due to the quality of the photographs. The white sand of Perdido Key in conjunction with metal or light colored roofs found on many beach houses can cause a white out effect in an aerial photograph.

The first two paragraphs of this methodology section cover the deletions PBS&J made from the USFWS PKBM designated critical habitat shapefile which, at this point in the process, is the PBS&J aerial photo-interpreted PKBM habitat. PBS&J reviewers added, to the PBS&J aerial photo-interpreted signature similar to areas already within the USFWS PKBM designated critical habitat. These features included bare sand areas when located adjacent to or within areas which had the aerial photograph signature of PKBM habitat. Areas where vegetation appeared to be very dense scrub were not added to the habitat shapefile. Also, areas that appeared to have construction debris, gravel, or Bahama rock were not added to the habitat shapefile. While reviewing areas for the presence of PKBM habitat, PBS&J reviewers used the National Wetland Inventory (NWI) map, USGS soil map GIS overlays, and photo-interpretation capabilities.

Once the initial PBS&J aerial photo-interpretation was completed, the PBS&J project team created field maps illustrating the PBS&J aerial photo-interpreted PKBM habitat overlay with 2007 aerial photography. Members of the PBS&J project team, using these maps, conducted limited ground-truthing fieldwork in April 2008. Due to trespassing concerns, the fieldwork was conducted from public road rights-of-way. The objective of this fieldwork was to evaluate aerial photo signatures to ensure areas identified as PKBM habitat during the aerial photo-interpretation were indeed habitat. Detailed notes were collected during the fieldwork, and the PBS&J project team used the data at the office to refine the PBS&J aerial photo-interpreted PKBM habitat shapefile.

After completion of the fieldwork and subsequent revision to the PBS&J aerial photo interpreted PKBM habitat, the PBS&J project team met with the USFWS and the FFWCC on June 25, 2008 to review the photo interpreted habitat among other project related items. At the meeting, USFWS and FFWCC identified some parcels for which both agencies had conducted PKBM habitat site visits. After the meeting, USFWS forwarded the PBS&J project team a shapefile with parcels for which the USFWS had



performed site visits and the status of those sites (i.e. parcel has habitat or parcel does not have habitat). PBS&J reviewed this data, and there were a limited amount of parcels where PBS&J indicated PKBM habitat existed that USFWS indicated did not have habitat. The PBS&J project team made these adjustments to arrive at the current PBS&J aerial photo-interpreted PKBM habitat shapefile.

## **Conclusions**

The total acreage of USFWS PKBM designated critical habitat on Perdido Key (excluding Perdido Key State Park, Gulf Islands National Seashore, and areas in Alabama) is 269 acres. The total PBS&J aerial photo-interpreted PKBM habitat on Perdido Key (excluding Perdido Key State Park, Gulf Islands National Seashore, and areas in Alabama) is 273.43 acres, of which 2.88 acres is located on Escambia County county-owned property.

# Appendix O

## Administrative Records

## **Perdido Key Programmatic HCP Meetings**

### **Technical Meetings**

- ❖ December 13, 2007 – Kick off Meeting
- ❖ March 19, 2008 – Project Discussion/Document Development
- ❖ June 25, 2008 – SR 292 and Document Development
- ❖ August 7, 2008 – Zoning Districts & HCP/EA examples
- ❖ September 24, 2008 – HCP/EA Table of Contents
- ❖ January 28, 2009 – Impact Acreage Calculation & Discussion
- ❖ April 22, 2009 – HCP/EA Progress Update
- ❖ August 12, 2009 – HCP/EA Progress Update
- ❖ September 30, 2009 – Final Technical Meeting

### **Steering Committee**

- ❖ April 28, 2008
- ❖ August 11, 2008
- ❖ March 16, 2009

### **Public Workshops and Stakeholder Involvement**

- ❖ April 9, 2009
- ❖ June 29, 2009
- ❖ September 24, 2009

Perdido Key Programmatic Habitat Conservation Plan  
Project No. 310392  
Escambia County, Florida  
Agency Coordination Kickoff Meeting  
December 13, 2007  
1:00 P.M. to 3:00 P.M. – Panama City Beach, FL  
Meeting Minutes

**Participating Attendees\*:** Eric Schneider (PBS&J), Bill J. Lynn (PBS&J), Bill C. Lynn (PBS&J), Nika Parker (PBS&J), Scott Zengel (PBS&J), Tim Day (Escambia County), Anne Harvey (DEP), David Colbert (DEP), John Bente (DEP), Melissa Tucker (FFWCC), Lorna Patrick (USFWS), Patty Kelly (USFWS), Mary Mittiga (USFWS), Sandra Sneckenberger (USFWS)

**I. Staff and Agency Introductions**

Eric began the meeting approximately 1:30 pm.

**II. Project Introduction**

A. Project Area – entire Perdido Key, including SR 292, but excluding Perdido Key state Park and Gulf Islands National Seashore

B. Focal Species

1. PKBM

2. Four nesting sea turtles (Loggerhead, green, leatherback, and Kemp's Ridley)

3. Non-breeding Piping Plover

4. Other Species

○ Red Knot

○ Snowy Polver

○ Least Turn

○ State listed plant species

○ Melissa Tucker (FFWCC) stated she would check on any other plant species that need to be addressed.

**III. Document Development**

A. Programmatic vs Individual

1. Habitat Conservation Plan

2. Environmental Assessment

3. Incidental Take Permit

○ Will be programmatic

○ Lorna Patrick said we need to think about any other County activities that we want to cover. Vendors on the beach, driving on the beach, etc.

○ DEP is getting a state-wide coastal programmatic HCP but is behind schedule

○ Anne Harvey with DEP brought up the point that as of February 2004, all state parks must abide by County building regulations – this may change some guidelines

○ Patty Kelly can provide the life history of the Piping Plover – sightings have been made on the Old River shoreline side, but not on the Gulf of Mexico side

○ Skimmers, oyster catchers, red knots – present outside state park

○ Patty Kelly stated the Red Knot is waiting to be listed

○ Need to consider and include species that may become federally listed

○ Scope does not include National Marine Fisheries – HCP starts above the mean high water line. USFWS mentioned the need to make sure this is stated early in the documents.

- Approximately 5 HCP/ITPs are in process for Perdido Key currently
- Individuals can still apply for HCP/ITP during the process of the programmatic HCP
- Eric should receive the following from USFWS: HCP – Hurricane clean up – FEMA state wide
- Proposed alternatives will be outlined in the EA not the HCP
- It was recommended to utilize recently issued HCPs as example; one challenge is including the roadway with the rest of the considerations for the Key
- Mitigation or compensation for the ITP should be in the HCP
- Socioeconomic, noise factors, etc can be “canned” language from the current PD&E study
- USFWS suggested to start with the Table of Contents and build the HCP from there
- Tim Day inquired about the possibility of WCI being included on the programmatic HCP/ITP if WCI are not issued a separate authorization and does not get the Section 7 completed. Discussion followed that the number of acres involved in take for WCI is relatively large and may utilize more than a proportionate amount of take appropriated for the entire Key.
- It was also noted that USFWS would have to look at the distribution of how the County’s take is used
- The County currently has 3 beach front parcels; the rest are privately owned. All remaining suitable beach mouse habitat is now considered critical habitat

#### IV. Discussion of Future Agency Coordination and Anticipated Efforts

- Make sure State Fish and Wildlife and FDEP State Parks are included
- Must form a steering committee including stakeholders and conduct regular committee meetings to be recorded for the process
- The agency meetings can be the technical advisory meetings; must just provide meeting minutes
- Patty Kelly requested a field trip
- Outreach component will involved a website – the County is working on
- Must have quarterly public meeting including the steering committee
- Technical advisory meeting must be quarterly – can be in person or conference call

#### V. Closing Comments

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Quarterly Technical Committee Meeting  
March 19, 2008  
10:00 A.M. to 12:00 P.M. – Panama City Beach, FL  
AGENDA**

**Attendees\*:** Eric Schneider (PBS&J), Bill J. Lynn (PBS&J), Nika Parker (PBS&J), Anne Harvey (FDEP Park Service – via phone), Melissa Tucker (FFWCC – via phone), John Bente (FDEP Park Service), John Himes (FFWCC), Tom Ostertag (FFWCC), Lorna Patrick (USFWS), Mary Mittiga (USFWS)

**I. Staff and Agency Introductions**

**II. Project Discussion**

**A. Private property**

- Single Family use
  - Individual conservation easements will apply – standard avoidance
  - County will be responsible for performing individual reviews to ensure minimization is accomplished to the maximum extent
  - Deed restrictions will be required and recorded for each property
- Multifamily use
  - Will likely require conservation easement(s) to mitigate impacts
- USFWS Coastal Construction Practices
  - County currently working with the USFWS to draft a Turtle Lighting ordinance
  - Lorna Patrick to send the updated Walton County ordinance as a reference document
  - If a turtle lighting ordinance is approved by the USFWS prior to the Perdido Key Programmatic ITP issuance, the County could utilize components of the turtle lighting ordinance towards mitigation credit
- Building Plans
  - County will be required to review all proposed building plans
  - Site evaluation typically required to determine/evaluate existing condition of beach mouse habitat on the property
  - USFWS currently utilizes pre-Ivan aerials (2004 DOQQs) to interpret beach mouse habitat
  - John Bente suggested delineation of habitat from the pre-Ivan aerials and overlay to the 2007 aerials – PBS&J currently does this with interpreting habitat
  - FFWCC typically requires 2:1 mitigation ratio for offsetting impacts through the State ITP; no set ratio for on property mitigation or off property; however, they prefer on site mitigation/conservation
  - Corridors can be included towards mitigation efforts; County also has easements
  - Business Plan was based on current dwelling cap; USFWS & FFWCC tried to specify how much beach mouse habitat would be

lost (roughly 80 acres); Roadway was not included in dwelling cap impact estimates

- Business Plan would be required to be reanalyzed if cap is lifted; was mentioned that considerations for roadway improvements could be included at that time
- Sand and/or native vegetation is considered habitat; planting native vegetation could be considered restoration and could provide lift; what is restored is subtracted from ITP
- Connection to adjacent suitable habitat would have higher consideration for mitigation lift
- Native plantings adjacent to the structures would need to connect to other habitat buffers for relevant mitigation credit
- Remaining Property – Conservation Easements
  - Lorna Patrick and John Himes to provide more information in future technical meetings
  - Easements are required to be recorded with the County ; may need to be linked with Code Enforcement inspections to ensure the easements or deed restrictions are being followed
  - Anne Harvey suggested creating a list of invasive/exotic plants that would be prohibited from use on the Key
  - Property owners are required to notify the USFWS when a property with a HCP/ITP is sold to a new owner. Once PK Programmatic HCP is implemented, the County will need to be provided the notice of sale information by the property owner as well
  - Lost Key is currently pursuing a Section 7 authorization. The option may exist for Lost Key to utilize the PK Programmatic HCP process if issues have not been resolved with their current Section 7 processing. The amount of proposed take involved with Lost Key would need to be fully analyzed in respect to the overall take associated with a PK Programmatic HCP.
  - Sidewalks are considered take of habitat.
  - Lorna and John to come up with a list of questions associated with mitigation and what is acceptable
  - Boardwalks from the back of the house to the beach are considered to minimize habitat impacts; discussion of ADA compliance considerations
  - USFWS to send data with existing HCPs and those in application
- County Property
  - Public Beach Access – Fire Station and Chamber of Commerce – State property leased to the County
  - Anne Harvey will send what requirements are needed to update the management plan associated with use of State lands; County has not updated the plan for agreement of use of State Lands for the Chamber of Commerce site
  - Vehicle beach access needs to be addressed
  - Predator proof trash cans could be considered mitigation
  - Considerations for all possible impacts to habitat should be incorporated in documents; including driving on the beach, surveys, etc
  - Need to incorporate considerations to include guidelines of post-storm and emergency personnel use of beach

- Beach Management Plan could be a supplemental component to the HCP as well as animal control
- Current Ordinance – prevents placing animal control/feral cat traps on private property unless approved by the land owner – may need to amend this ordinance; possibly if property owner agrees to the HCP, then they will approve/allow trapping
- John Himes to send list of criteria required for State ITP
- Project includes: Private property, Roadway and County property

**B. State Road 292 (Perdido Key Drive)**

- Critical Habitat vs. Habitat
- Preliminary aerial interpretation and field reviews conducted
  - Some ground truthing has been completed; 100% of ROW was used as a footprint for acreage
  - USFWS estimated range of habitat impact with the ROW is 14-44 acres
- Ongoing efforts to minimize proposed roadway design typicals
  - Considerations to distinguish habitat functions and quality for mitigation purposes within the park and outside the park
  - Some properties have been identified as beneficial for future purchase; Habitat acquisition will need to be addressed as a viable mitigation option
  - How will the County mitigate the roadway as opposed to private use?
- Wildlife Crossings
  - Still working on development; discussions have included potential research, but specific conditions will need to be considered for appropriate data analysis and comparisons
  - USFWS suggested Earl Bowden Way in Santa Rosa County as a test site
  - 441 through Payne's Prairie contains wildlife passages (including dry culverts) – contact Alice Bard
  - St. Joseph State Park has a road that needs to be improved; in design, not bid yet
- Conservation Corridors
  - Would need to look at the value of the mitigation and link to other habitat corridors
  - If impacts are proposed to occur within a pre-existing structure or driveway footprint, it is not considered take by FFWCC
  - Habitat restoration/Feral Cat Removal in Gulf State Park may be an idea for mitigation for the roadway – Suggested by Mary Mittiga
  - Lighting – turtle-friendly lighting and less light – for mitigation; currently 27 lights along the roadway can be seen from the beach; Anne Harvey will send the list documenting location of potential problem lights
  - Condo lights; tennis court lights (Vista del Mar); parking lot lights – County could possibly fund light retro-fitting activities to bring lights into compliance with a finalized turtle lighting ordinance and obtain mitigation credit

### **III. Document Development**

#### **A. Biology/Life History**

- PKBM
- Sea turtles
- Red Knot
  - Nothing specific to Perdido Key at this time
- Snowy Plover
- Piping Plover
  - Summary from shorebird meeting to be placed on website for public access

### **IV. Steering Committee Update**

- A group of 5 people were selected by the Escambia County BOCC
- First meeting is proposed in late April
- Trish Adams from FWS in Vero Beach has produced a powerpoint presentation for the HCP for the entire State – Lorna Patrick will forward to use as a reference

### **V. Discussion of Future Agency Coordination and Anticipated Efforts**

- Meetings will be held Quarterly

### **VI. Closing Comments**

- Meeting adjourned at 11:58 AM

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Quarterly Technical Committee Meeting  
June 25, 2008  
9:00 A.M. to 11:00 A.M. – Panama City Beach, FL  
AGENDA**

**Attendees\*:** Eric Schneider (PBS&J), Bill J. Lynn (PBS&J), Justin Casey (PBS&J), Ernie Ladkani (PBS&J), Nika Parker (PBS&J), Tim Day (Escambia County), Janet Mizzi (USFWS), Lorna Patrick (USFWS), Mary Mittiga (USFWS), Patty Kelly (USFWS), Sandra Sneckenberger (USFWS via phone), John Himes (FFWCC), Tom Ostertag (FFWCC via phone), Rick Clark (NPS via phone), Melissa Tucker (FFWCC via phone)

**I. Staff and Agency Introductions**

**II. Project Discussion**

**A. State Road 292 (Perdido Key Drive) (Note: This section was covered after II B.)**

- New proposed roadway typicals (within Perdido Key State Park) presentation with discussion of ongoing efforts to minimize and avoid impacts
  - Ernie Ladkani provided a display board with a proposed typical for Perdido Key Drive outside of the Perdido Key State Park and two proposed roadway typicals for Perdido Key Drive within the FDOT right-of-way through Perdido Key State Park.
  - Two separate curb types are currently proposed as options within the FDOT right-of-way through Perdido Key State Park: F-type curb and E-type curb.
  - Design detail dimensions for these two curb types were discussed.
  - PDFs of the typicals and curb types will be distributed to meeting attendees.
  - One advantage of E-type curb is a lower profile that would be easier for a mouse to negotiate
  - One advantage of F-type curb is providing more protection for adjacent sidewalks and reduces the overall width of the roadway typical impacts
  - Spaced curb cuts can be incorporated into the design of either type of curb
  - Potential habitat impacts are as follows:
    - **Type F - No offset from existing Centerline**  
**Total Acreage Impact Estimate: 10.38 Acres**  
**Acreage Impact Estimates Within Right-of-Way Through Perdido Key State Park = 4.30 Acres**
    - **Type F - 6-Foot offset from existing Centerline to the south within the State Park.**  
**Total Acreage Impact Estimate: 12.34 Acres**  
**Acreage Impact Estimates Within Right-of-Way Through Perdido Key State Park = 6.26 Acres**
    - **Type F - 8-Foot offset from existing Centerline**  
**Total Acreage Impact Estimate: 10.64 Acres**  
**Acreage Impact Estimates Within Right-of-Way Through Perdido Key State Park = 4.56 Acres**

- Type E – 3.5-Foot offset from existing Centerline  
 - **Considering 11’9” vegetated space between curb and pedestrian feature as potential habitat.**

**Total Acreage Impact Estimate: 10.71 Acres**

**Acreage Impact Estimates Within Right-of-Way Through Perdido Key State Park = 4.63 Acres**

- **Considering 11’9” vegetated space between curb and pedestrian feature as not habitat.**

**Total Acreage Impact Estimate: 13.36 Acres**

**Acreage Impact Estimates Within Right-of-Way Through Perdido Key State Park = 7.28 Acres**

- A question was presented relative to minimizing impacts to habitat or change the center line to preserve optimal features such as dunes and habitat? Open discussion with no final determination of opinion.
- Questions were presented relative to E-type curbs and the area between the road/curb and pedestrian features (sidewalk). Discussion occurred relative to whether this is considered temporary impacts, thus providing functional mitigation, or whether this area is to be considered permanent impact. The discussions did not result in definitive answers to the questions.
- A potential roadway shift to the North could possibly affect dune habitat, but more detailed field work would be required.
- Questions presented regarding the bike path included: Does there have to be a pedestrian facility on each side of the roadway or can it be combined as a multi-use path outside of the State Park limits?
- Tim Day (Escambia County) stated that Escambia County would prefer to have sidewalk access on either side of the roadway.
- Janet Mizzi requested the depiction of palm trees be taken out of the design typical of the median on the roadway outside of the state park.
- John Himes stated that the impacts may possibly be considered temporary relative the 11’ 9” vegetated space between the Type E curb and pedestrian features, as long as it would be sufficiently constructed to be suitable habitat. Further discussion about this issue is still necessary.
- Ernest Ladkani said the possibility of a boardwalk instead of a sidewalk has been considered and discussed, but decided against due to several issues.
- Depending on how different impacts are considered, whether temporary or permanent, the F-type curb may be a better solution.
- A separate meeting was suggested to further discuss roadway typicals relative to the ETDM process and PD&E study. Ernest Ladkani will be coordinating this meeting
- Discussed previously presented typicals outside of the Perdido Key State Park limits
- Preliminary aerial interpretation/field review discussion

- Maps were provided for review of aerial interpretation of beach mouse habitat.
- Wildlife Crossings
  - 10 potentially suitable locations outside of Perdido Key State Park
  - Certain habitat qualifier considerations for dense scrub may preclude some of the denser scrub areas from being suitable beach mouse habitat. Density of oak leaf cover may be one determining component of habitat suitability.
  - There were no significant issues presented with the 7 beach mouse crossings west of Perdido Key State Park.
  - No potential issues presented with the 3 potential beach mouse crossing locations east of the state park. A comment was relative to considering the possible proximity to a proposed entrance road to the WCI property, but no final plans have been approved for the construction of an entrance at this location.
  - John Himes asked if habitat manipulation, such as controlled burning would be feasible to enhance habitat suitability. It is possible to consider this as a mitigative measure on a case by case basis relative to site-specific conditions
  - Approximately 8 potential beach mouse crossing areas were identified based on habitat suitability within the FDOT right-of-way through Perdido Key State Park.
  - Any potential beach mouse crossing feature would be located within the FDOT right-of-way through Perdido Key State Park and would be designed without impacts to park property
  - A handout was provided to show examples of different grating design options considered as potential beach mice crossing features.
  - Grating design, placement and functionality was further discussed. Eric Schneider provided several conceptual renderings showing different possible options of grating placement and functionality.
  - Minimal grates incorporating solid plates seemed to be a preferred option.
  - Mary Mittiga asked if any potential test areas were found for testing the crossing features. Eric Schneider stated that several areas were reviewed, but none seemed to fit specific comparison criteria of roadway width and traffic usage. Further discussions relative to this topic will be scheduled.
  - Several voiced that wildlife crossing design possibilities needed to be tested to some extent to determine whether the crossings would be used by beach mice.
  - This item was tabled until the next PD&E meeting or a meeting specific to discussing beach mice and roadway crossings.
- Conservation Corridors
 

This item was briefly discussed, but will be addressed in future HCP technical meetings.

## B. Private property

- Preliminary aerial interpretation/field review discussion
  - Aerials were provided for discussion of photo-interpreted beach mouse habitat.

- Some areas were identified to be not suitable for consideration as beach mouse habitat. Those areas were identified on the aerials presented during the exercise and noted for further editing.
- Landscape approach to conservation corridors/easements
  - PBS&J will continue to look at suitable beach mouse habitat to maximize the possible movement corridors.

### III. Document Development

#### A. Biology/Life History

- Bill J. Lynn asked if data could be used from the latest Biological Opinion (BO) issued for Escambia County Beach nourishment. Lorna Patrick said it could; however, she said to cite the specific literature within the BO not just the BO itself
- Bill J. Lynn requested site specific data for the Red Knot. John Himes said he could provide that data.

#### B. HCP - Status and Trends

- Information was requested on the snowy plover. John Himes stated the 2006 data was the latest.
- It was suggested to check with Ann Harvey with DEP.
- It was noted that during Hurricane Opal, Johnson Beach was breeched, but the area specific to the Programmatic HCP project was not.

#### C. Threats Assessment

#### D. Other HCP document preparation components

#### E. EA – Update on Document Preparation

- What are the current alternatives? For the typicals, there has been 1 for outside the park and 14-15 for inside the Perdido Key State Park limits
- Janet Mizzi suggested having an additional alternative for the roadway typical outside of the Perdido Key State Park limits for additional comparison; possibly use an alternative that shows the full median width instead of the shorter median that is being used.
- Lorna Patrick suggested showing the use of a multi-use path as a possible alternative instead of sidewalks on both sides of the road for outside the Perdido Key State Park limits.
- Need to show the acreage difference and quantify any minimization alternatives and then justify why it is needed.
- Mary Mittiga suggested waiting to analyze the alternatives until they have been narrowed down further.

### IV. Steering Committee Update

- Brief from meeting held on April 28, 2008
  - Eric Schneider updated everyone on the steering committee meeting held.
  - There were several members of the public at the meeting.
  - The next meeting will be conducted to take written questions and provide written responses as opposed to a verbal question answer session.
  - Questions of applicability of the endangered species act to private property were raised during the Steering Committee meeting.

### V. Discussion of Future Agency Coordination and Anticipated Efforts

- Lorna Patrick provided a cd with GIS information regarding Perdido Key properties in application and/or issued incidental take permits.
- Lorna Patrick also stated she would like to see the alternatives for the Programmatic HCP other than proposed roadway impacts. A smaller, separate meeting will be held with her to review those.
- Next quarterly meeting will be held in September.

**VI.** Closing Comments - None

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Impact Alternatives Meeting  
August 7, 2008  
10:00 A.M. to 12:00 A.M. – Panama City Beach, FL  
AGENDA**

**Attendees\*:** Eric Schneider (PBS&J), Bill J. Lynn (PBS&J), Brad Rosenblatt (PBS&J), Nika Parker (PBS&J), Lorna Patrick (USFWS) , Janet Mizzi (USFWS), Tim Day (Escambia County), John Himes (FFWCC – via phone), Melissa Tucker (FFWCC – via phone), and Anne Harvey (FDEP Park Service – via phone)

**I. Staff and Agency Introductions**

**II. Perdido Key Zoning Districts Discussion**

- 6.05.06. R-1PK Residential district (Perdido Key), low density**
- 6.05.08. R-2PK Residential District (Perdido Key) medium density.**
- 6.05.10. R-3PK Residential district (Perdido Key) high density.**
- 6.05.15. C-1PK (Perdido Key) commercial district.**
- 6.05.15.01. CCPK (Perdido Key) commercial core district.**
- 6.05.15.02. CGPK (Perdido Key) commercial gateway district.**
- 6.05.15.03. PRPK planned resort district (Perdido Key) medium density.**

Note: These zoning district descriptions are available at <http://www.municode.com> search for Escambia County, Florida. Once the Escambia County, Florida code page comes up go to the bottom left corner and click the “More” link and then click on Article 6 for specific Perdido Key Zoning Regulations listed above and discussed below.

- Eric Schneider provided a word document with the Zoning Districts for Perdido Key with highlighted sections to cover.
- Eric Schneider proposed basing impact alternatives analysis upon the present zoning of Perdido Key in the defined Project Area.
- Discussion was given for the various set backs of building site requirements.
- These discussions related to corridors and how to estimate potential impacts.
- Eric Schneider proposed to analyze the amount of habitat remaining based upon current building site requirements and set backs.
- Currently zoning requires 35% open space of the total parcel area. Eric inquired if additional mitigation credit could be assumed for going above this current requirement or if it should be a requirement of the HCP that they go above the current percentage. Janet Mizzi suggested making it a requirement in the HCP to go above the current 35% and Lorna agreed that would be something to look at.
- Bill J. Lynn asked if there was any standard set by the USFWS and FFWCC regarding corridor size.
- The Monroe County Key Deer HCP was discussed and referenced as a suitable example with similarities to the PK HCP conditions.
- Janet Mizzi stated the USFWS goes by the scientific literature recommendations of 10% of the total linear length for a base corridor size. Lorna stated she would provide a reference.

- Under Section F. “Landscaping” #2. Escambia County can add as a “Conservation Measure” in the Programmatic HCP it’s current requirement of:

*“When county landscaping or buffer regulations conflict with requirements of state or federal authorizations, including biological opinions, technical assistance letters or concurrence letters, the conditions in those state or federal documents shall prevail.”*

- Exotics and non-natives are ruled out by Section F. #2. In the Landscape section, item #2 always supersedes item #3.
- Lorna Patrick commented that the possibility to update/expand the native plant list for Perdido Key could be a component of the HCP
- Under Item #4 “Xeriscape Principles” in the landscape section, it was recommended to remove “D”- Mulches and organic soil amendments to improve water-holding capacity of soil may only be applied north of Perdido Key Drive. USFWS does not recommend mulches or organic soil amendments in HCP’s. Tim Day stated that this language can be changed.
- Building heights are being revised in the current Comp Plan to encourage developers to place their parking structures underneath the buildings. Currently limited to eight stories with potential to revise to ten stories plus two for parking.
- Discussion occurred relative to revising language referring to parking island requirements in Section F # 6 B. These were removed in previous HCP negotiations.
- Emergency response accessibility around building perimeters must be ensured.
- Eric asked if the 100 feet buffer requirements to adjacent property for restaurants can be used as a mitigation conservation measure. Lorna and Janet said it depends on the conditions and only if it is native habitat or restored/landscaped to native habitat as an incentive.
- Janet and Lorna stated that even though the county requires maintaining 35% open space, on average, only 25-26% impacted area is being allowed in the HCP’s. On average 75% of open space is being protected through the HCP’s.
- Lorna Patrick presented a spreadsheet of the current percentage of protected habitat from existing and currently HCP’s in negotiation. It was also stated that by removing Florencia from the list, the percentage of protection would be even higher.

### **III. Project Potential Impact Discussion**

#### **A. HCP Examples**

- Lorna Patrick will forward the FFWCC (Jeff Gore) final report for the current status of the PKBM and other subspecies of beach mice.
- Eric discussed the concept of potential offsite mitigation and Escambia County being responsible for the long term land management, as provided in an example of the Monroe County Key Deer HCP.
- Lorna said we need to define what “offsite” mitigation is. Is it in the plan area or truly offsite such as in Alabama PKBM habitat? Some felt that as long as the mitigation is suitable habitat in the range of the beach mouse, then it could possibly be considered.
- Janet Mizzi said offsite mitigation could potentially be investigated as including public areas not exclusive of Florida public land.

- John Himes said he did not know if the FFWCC could accept offsite mitigation within another state's jurisdiction. Overall, he likes the idea though. John stated that he would check into the feasibility.
- Melissa Tucker said that the FFWCC could possibly make a case for why the State of Florida could accept offsite mitigation in Alabama for the PKBM. This needs to be stated in the HCP as well as why or why not to be considered.
- Lorna Patrick said that some mitigation opportunities might exist outside of the defined project area.
- Discussion occurred relative to the Florida Point Unit of Gulf State Park on the Alabama side of Perdido Key.
- An Alabama/Florida Memorandum of Understanding (MOU) could be investigated to detail legal concerns. John Himes stated that a similar thing was done concerning the Red Knot with the State of Florida and New Jersey. John will find the information and send it out.
- The City of Orange Beach might need to be included in such a MOU.

### **B. EA Example Conditions**

- Eric wondered if a standard buffer/corridor could be determined for analysis such as those in Serenity HCP at PK while still meeting parking requirements.
- Lorna stated conflicts arise with parking and turning radius. A requirement in the HCP could reference all parking to be located under residential structures.
- Tim Day stated this may not always be economically feasible for smaller condos.
- Dune walkovers and other similar structures (decks) were discussed and whether handrails should be an inclusive requirement to all affected developments.
- Consensus was that handrails would prevent people from traversing through beach mouse habitat. The concern of aerial predations was raised and discussed. Lorna and Janet stated having handrails was more beneficial to the PKBM than worrying about aerial predation. Bill J. Lynn asked if handrails could be designed to be non-perching. Consensus was that possible design options exists.
- Sand fencing was mentioned and Lorna stated sand fencing is not necessarily a preferred approach. Planting native vegetation may be a preferred approach.
- Tim would like an exemption stated that sand fencing may be used if plant material is not available; for instance, after a hurricane.
- Eric stated that there would be special conditions in the HCP in regards to post-hurricane considerations.

### **C. BO Language**

- Conservation Easements and Deed Restrictions need to be discussed further. While Conservation Easements are easy for large developers or multi-family, it may not be for small developers or individuals.
- Public education was discussed as a component to include in conservation measures of the HCP.
- Janet Mizzi stated that educational requirements may not be needed for small/single family developments.
- The friendly beach program currently existing through the Sea Grant Extension was discussed, with the possibility for this to be an avenue to obtain educational literature or signage.

#### **D. EA/HCP Format Example**

- Eric presented the Golden Cheek Warbler HCP for Austin and Travis County, Texas.
  - This was an example of an individual HCP and not a regional HCP
  - Some of the alternatives discussed were:
    - a. Build within previous footprints only.
    - b. Build under the current zoning conditions.
    - c. Make it a case by case effort.
    - d. Only allow a maximum amount of habitat to be impacted (for example, 30%).
    - e. Build according to proposed Comp Plan revisions.
  - It was stated that there needs to be only 3 or 4 feasible alternatives including a No Action alternative.
- **Monroe County Big Pine/No Name Key Florida Key Deer HCP**
    - Eric Schneider presented this HCP
    - Three alternatives were discussed (pg. 51).
    - Eric Schneider mentioned that tier system of habitat assessment utilized in Monroe County example (pg. 43).
    - Janet Mizzi said the Tier System used in the Big Pine Key HCP might not work for Perdido Key since all habitat is considered when analyzing impacts and the intent of habitat analysis is to not differentiate quality of habitat.
    - Tim asked if there was an opportunity to establish a tier system based on location of parcel and the overall possible conservation value. He mentioned that there are areas that provide an example of this possible designation.
    - Tier system might be possible and could be used to prioritize mitigation.
    - A request was to provide links for documents used in the meeting as well as reference to document page numbers when the minutes are sent out.
    - A copy of the EA for Monroe County HCP will be located.

Follow up discussion from Tim Day:

- Mitigation might be needed for shorebirds at PK. Tim Day mentioned that shorebird mitigation is required in the Perdido Key beach re-nourishment project.
- Consideration of active snowy plover locations should be incorporated into potential mitigation language.
- Black Skimmers and Least Terns might need to be added to the Programmatic HCP, as per John Himes.
- John Himes suggested that the Red Knot could be dropped from the list; however, Janet Mizzi requested Red Knot to remain included.
- Tim Day wondered if some shorebirds could be addressed in the Federal HCP while others could be addressed in a state permit.

Eric confirmed with the USFWS that the Southwest Escambia County Steering Committee meetings would serve as adequate public notification and input for this Programmatic HCP.

#### **IV. Discussion of Future Agency Coordination and Anticipated Efforts**

#### **V. Closing Comments**

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Quarterly Technical Committee Meeting  
September 24, 2008  
9:00 A.M. to 11:00 A.M. CDT  
PBS&J Office - Panama City Beach, FL  
Meeting Minutes**

**Proposed Attendees\*:** Eric Schneider (PBS&J), Nika Parker (PBS&J), Mary Mittiga (USFWS), John Bente (DEP Park Service), Lorna Patrick (USFWS), Tom Ostertag (FFWCC), John Himes via phone (FFWCC), and Anne Harvey via phone (DEP Park Service)

**I. Staff and Agency Introductions**

**II. Document Development – Table of Contents**

A. Habitat Conservation Plan - TOC

- Discuss of draft review comments from meeting participants
- Discuss Escambia County representation of permitting process/zoning designations. Can these be condensed?
- Monitoring and management of listed species efforts: county vs private

- Specific meeting notes are located in the TOC

B. Environmental Assessment - TOC

- Discussion of draft review comments from meeting participants
- Discuss Affected Environment sections
- Discussion of Minimization Measures and how to represent Pre, during and post construction impacts together in reference table format

- Specific meeting notes are located in the TOC

**III. Steering Committee Update**

- Brief from meeting held on August 11, 2008

- Next meeting presentations are in October and December

**IV. Discussion of Future Agency Coordination and Anticipated Efforts**

- Eric Schneider will send an updated draft TOC reflecting the changes/recommendations from the technical meeting
- Proposed Draft HCP and possibly EA for review by the Technical Committee and Escambia County in December 2008
- Next Quarterly Technical Committee meeting is proposed to be in mid-January 2009 to allow Technical Committee sufficient time to review draft documents within holiday schedules.
- A technical meeting will be set to discuss the draft and any changes/edits.
- Eric will meet and discuss with Tim Day potential dates to present the Draft HCP documents to the Board of County Commissioners.
- Eric inquired which staff from the agencies would be the most appropriate to review the Draft HCP documents. The following agency staff were identified:
  - Mary Anne Poole – FFWCC; cc John Himes and Tom Ostertag
  - John Bente, Anne Harvey and Harold Mitchell – Florida Park Service
  - Lorna Patrick, Mary Mittiga, Patty Kelly, and Janet Mizzi - USFWS

**V. Closing Comments**

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Draft Document Review  
Technical Committee Meeting  
January 28, 2009  
9:00 A.M. to 12:00 A.M. CDT  
PBS&J Office - Panama City Beach, FL  
Meeting Minutes**

**Attendees\*:** Eric Schneider (PBS&J), Justin Casey (PBS&J), Nika Parker (PBS&J), Bill J. Lynn (PBS&J), John Himes (FFWCC), Lorna Patrick (USFWS), Janet Mizzi (USFWS), Harold Mitchell (USFWS), John Bente (FLDEP Park Service), Timothy Day (Escambia County), Tom Ostertag (FFWCC), Laurinda Brown (FFWCC - via phone), Anne Harvey (FLDEP Park Service - via phone)

**I. Staff and Agency Introductions**

**II. Estimated Habitat Impact Acreage Calculation Discussion**

- Ensure that the HCP clearly represents the removal of SR 292 improvements from the considerations and calculations of impact for this HCP. Potential impacts to PKBM habitat within the SR 292 ROW still needs to be considered relative to private developments requiring turnlanes and or driveways. Impacts from utility services should also be considered.
- Turn lane construction impacts from future developments associated with this HCP are to be included in the HCP. To develop an average acreage for turn lanes, PBS&J reviewed 13 right turn lanes between Perdido Key State Park and the Florida Alabama state line. The average acreage per turn lane was nine hundredths of an acre (0.09) which PBS&J rounded to a tenth of an acre (0.10) to be conservative. PBS&J estimates that there are 16 areas for which turn lanes could possibly be required in the future. The average acreage per turn lane (0.10) multiplied by the potential future turn lanes required (16) equals 1.6 acres of potential future impacts to PKBM habitat as a result of turn lanes within the SR 292 FDOT right-of-way. PBS&J then rounded this number to 2 acres to be conservative.
- Discussion led to the need to delineate each type of proposed take and the amount of acreage associated with each type e.g. private development, County road maintenance etc.
- Driveway impacts should also be considered and may be based on estimation of size of parcels.
- Methods need to be detailed for calculation of each type of take acreage calculated
- Tim Day will coordinate with the County traffic staff to determine existing turn lanes on PK.
- Need still exists how to evaluate individual property owner's mitigation requirements for turn lanes. USFWS indicated that the turn lanes will need offsite mitigation because it is considered unavoidable take. Onsite protection of habitat is part of the minimization process for each project.
  - Acreage of the turn lane would be included in the overall acreage of take for an individual proposed development
- PBS&J photo interpreted acreage calculation excluded habitat in the SR 292 ROW and excluded habitat seaward of the shoreline protection zone (1975 CCCL).

- PBS&J photo interpreted PKBM habitat is estimated at 188.23 acres (which does not include habitat waterward of the shoreline protection zone or SR 292 ROW)
  - 156.12 – north of SR 292
  - 32.11 – south of SR 292
- Lorna Patrick stated that County and private land PKBM acreages should be estimated separately
- Trends of USFWS permitted take were reviewed to establish a percentage for analyzing future potential take acreage calculations.
- One scenario of estimating take was presented by PBS&J for discussion with a spreadsheet and included the following possible analysis of future estimated take of the total photo interpreted estimated 188.23 acres of PKBM habitat.
  - 50% developed North of 292 = 78.06
  - 40% developed South of 292 = 12.84
  - Total 90.90 (includes County property; does not include State Park or GUIIS)
- This was considered by the group as a worst case scenario and may not truly reflect what has been issued in the ITPs- USFWS was going to go back and review previous issued ITPs.
- An original PKBM acreage estimate from a working including the USFWS, FFWCC, and Escambia County estimated was 80 acres of take out of 240 acres of estimated PKBM habitat
- Further discussion about take calculation included a need to estimate take to PKBM from utility installation and upgrades within the ROW
  - Some take would be permanent and some would be temporary
- Lorna stated that take issued through Section 7s should be considered in further discussion to determine take
- Discuss in EA under cumulative impacts
- Four separate PKBM acreage calculation estimates were reiterated:
  - Private lands
  - County owned lands
  - SR 292 ROW Turn Lane estimates
  - SR 292 ROW Utility estimates

### **III.** Discuss Draft Programmatic Habitat Conservation Plan - Agency Review and Comments

- Hand written comments by several USFWS staff were made on the Draft HCP.
- Most comments were self explanatory while others were selected for review and discussion
- A separate document from USFWS containing review comments was provided listing further editing comments, but was not discussed at the meeting.

### **IV.** Discuss Draft Environmental Assessment - Agency Review and Comments

- Was not discussed during the meeting due to time spent on HCP

### **V.** Steering Committee Update

- Brief discussion of the recent change of committee members

### **VI.** Discuss Proposed Project Schedule

- General discussion about proposed schedule including proposed Steering Committee and public workshop dates.

- Draft schedule proposes the Final Draft HCP & EA to be submitted to the Escambia County Board of Commissioners for approval and then forwarded to the USFWS for processing by the end of May 2009.

**VII.** Closing Comments

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Draft Document Review  
Technical Committee Meeting  
April 22, 2009  
9:00 A.M. to 10:00 A.M. CDT  
PBS&J Office - Panama City Beach, FL  
AGENDA**

**Attendees:** Eric Schneider (PBS&J), Justin Casey (PBS&J), Nika Parker (PBS&J), Bill J. Lynn (PBS&J), Lorna Patrick (USFWS), Janet Mizzi (USFWS), Harold Mitchell (USFWS), John Bente (FDEP), John Himes (FFWCC)

**I.** Staff and Agency Introductions

**II.** Progress Update

- HCP Public Workshop April 9, 2009
  - Attendees at the workshop were Lorna Patrick, Janet Mizzi, Harold Mitchell, Tim Day, Lloyd Kerr, Justin Casey, and Eric Schneider
  - No other attendees were present
- Draft Environmental Assessment Review
  - A teleconference has been conducted for additional clarification of the USFWS review comments
  - Proposing to have draft EA with edits completed before the end of May
- Future Meetings
  - EA West End Committee
    - Meets the 3<sup>rd</sup> Monday of each month
  - EA Public Workshop
    - Will include HCP as well since there was no public attendance at the HCP public workshop on April 9<sup>th</sup> – recommended by USFWS
  - Tim is handling response to public comments
  - USFWS would like to see the public comments; could possibly set up a separate teleconference to discuss
  - Eric will follow up with Tim to find out when the EA will be made available to the public online
  - It was noted that the edited version of the EA should be made public

**III.** Discuss Draft Programmatic Habitat Conservation Plan – USFWS Review

- Need to add a table to show the conservation/minimization measures
- Take issue
  - PKBM permitted take thus far has been in R-3 or R-1 zoning
  - USFWS is considering a phased approach for take of PKBM (ex: 10 acres in 5 years); however, the take must continue to meet other criteria
  - USFWS would like to know how many acres of PKBM habitat has been interpreted within each zoning district
  - USFWS is also proposing to look at the differences of PKBM habitat within single family vs multi-family zoned areas

- A question related to “How are requests for variances allowed under the current comp plan?” was discussed and tabled until Tim Day could comment
- Justin will calculate the photo interpreted PKBM habitat per zoning district/area and will forward the acreages to Lorna
- A map that shows the zoning districts on PK is included in the appendices of the HCP
- John Himes said that as of July 1<sup>st</sup> any cases of dual federal and state listed species, the State will defer to USFWS. John will give specifics when they become available.
  - USFWS had a question as to whether this includes sea turtles and manatees?
  - John will research

#### IV. Discuss Proposed Project Schedule

- Committee of the Whole Meeting – possibly present draft documents for HCP & EA in June or possibly July

#### V. Closing Comments

- A separate teleconference was proposed to discuss additional topics that would require Tim Day’s participation. These items include:
  - Cats – USFWS would like a total prohibition of cats on Perdido Key
  - Take acreage – continued discussion of PKBM habitat acreage to be considered for take
  - Incentives for reducing amount to pay for mitigation (possible example: pervious parking = reduction)
    - Possibly discuss this again after 1<sup>st</sup> year of HCP; during the annual assessment
    - Could possibly have a list that could change and evolve
  - Variance for parking under buildings – Tim Day to provide
  - Schedule EA public workshop
  - County’s draft wildlife lighting ordinance

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
EA Draft Document Review Teleconference  
May 21, 2009  
10:30 A.M. CDT  
Meeting Minutes**

Participants: Eric Schneider (PBS&J), Lorna Patrick (USFWS), Janet Mizzi (USFWS), Tim Day (Escambia County)

Meeting began with discussion of items that were remaining from the April 22, 2009 HCP Technical meeting.

- Prohibition of cats on Perdido Key

- Lorna and Janet stated that the total prohibition of cats on Perdido Key would be preferred as an inclusion in the HCP.
- Tim mentioned that the County may have difficulty in establishing a blanket PK wide prohibition on cats. Prohibition of cats for anyone utilizing the ITP issued for the programmatic HCP would be feasible and is included in the current HCP draft.
- Lorna and Janet made another reference to a PK wide prohibition of cats.
- Tim stated he would follow-up on this request with County legal staff for an opinion.
- Lorna is to send information about how other areas have accomplished similar restrictions.

- Public Comments received for the HCP

- PKA has provided comments
- Comments generally support the structure and content of the Draft HCP
- Some recommendations were made and will be continued to be considered

- EA Public Workshop

- A second public meeting has been scheduled to present and receive public comment regarding the working draft of the HCP and associated EA. It is scheduled at the Perdido Bay United Methodist Church at 6:30 p.m. on June 29th. A presentation will be given by PBS&J regarding the continuing development of the Plan with public comments to be received afterwards. Written comment may be submitted at any time through July 20th. All

questions and comments will be posted on the Escambia County website.

- Variance for parking under buildings

- Tim mentioned that there are proposed changes to the Comp Plan and LDC to include variances for developments to incorporate a 10 + 2 (10 residential levels with 2 parking levels) which would exceed the current height restrictions.
- This is perceived as a positive component to the HCP, since it would allow for reduced parking impacts from a development.
- Lorna and Janet mentioned that some statement needs to be developed to include in the HCP referencing the description of the changes and the expected timeline of implementation.
- Tim said he would send the verbiage to Eric to include in the HCP.

- Use of pervious pavers to reduce impacts from impervious surfaces

- Potential use of pervious pavers may relate to reduced stormwater pond sizes and may relate to reduced impacts to PKBM habitat, where applicable.
- Financial incentive and cost savings potential of this approach is not specifically known. The topic will be brought up at the next HCP public meeting for consideration and public comment.

- The acres of aerial photo interpreted PKBM habitat estimated by PBS&J to be 273.43, is conceptually approved by the USFWS. The USFWS is still working on the take acreage for the programmatic HCP. A take acreage number is likely to be determined prior to the public workshop on June 29.

Discussion relative to flood zones and PKBM habitat within the different flood zones on PK were discussed. The USFWS is looking at possibly providing for more conservation of habitat within certain areas based on flood zone designation and other factors. The USFWS will be collecting more information on this issue while the take number is being determined. A phased approach to issuing take has also been considered in determining the take acreage.

- Discussion of the remaining Draft EA comments concluded the teleconference. Eric mentioned he would be working on the draft EA to send to the USFWS for review prior to making it available to the public for review and comment. The anticipated date of public availability for the Draft EA is June 1<sup>st</sup>.

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Draft Document Review  
Technical Committee Meeting  
August 12, 2009  
10:00 A.M. to 12:00 P.M. CDT  
PBS&J Office - Panama City Beach, FL  
AGENDA**

**Proposed Attendees\*:** Eric Schneider (PBS&J), Nika Parker (PBS&J), Tim Day (Escambia County), John Himes (FFWCC), , Tova Spector (FDEP Park Service), Ben Frater (USFWS), Anne Harvey (FDEP Park Service – via phone), Riley Hoggard (via phone), Lorna Patrick (USFWS), Harold Mitchell (USFWS)

**I.** Staff and Agency Introductions

**II.** Progress Update

- A HCP Public Workshop was held on June 29, 2009

**III.** Discuss Draft ITP Acreage – USFWS/FFWCC Document

- Large Developments
  - Tim Day – A possible scenario with the phased take approach could include a large development such as WCI possibly utilizing the acreage allotment during a particular phase of take
  - Lorna Patrick – WCI should be a phased development so that may not be a problem
  - Tim - requested if there could be specific performance levels to advance take
  - Lorna - asked Tim to give some proposed language
  - Tim – Siegler property, Magnolia West and WCI represent the large developments that could possibly use a large amount of take
  - Lorna said they could factor in high elevation for special cases and asked Tim to write something up
  - Lorna explained the baseline is all Section 7s, anything that has been given take and anything that has been given approval
- Priority Areas from USFWS
  - Lorna will send PDF of map between State Park and GUIS that illustrates elevations used to analyze for priority area.
- Incentives appropriate
  - It was decided to delete the incentives stated
- 4<sup>th</sup> Bullet on page 2
  - This would apply to anyone who has a building permit. Lorna will find some language to support. If supporting language is not available, it will be taken out.
  - Tim stated he would like to keep the business plan valid
- Rezoning Scenario
  - The County is currently in the process of a County wide rezoning effort. This would possibly mean a reduction in the number of different zones on Perdido

Key. Possibly going from 6 zoning districts to 4 on Perdido Key. This should be added to the foreseen changes section.

- Single Family Handled Differently?
  - Open discussion
- What happens if State/Federal Parks don't want to participate?
  - The County may need to have an agreement with GUIIS, and State Park. Would need to be a MOA OR MOU

#### Miscellaneous notes

- Tim mentioned that the County considers take to be at the building permit level
- There needs to be an agreement that would cover anything new that may be received by USFWS between the current time frame and issuance of the HCP
- Clarification needed on how SR 292 is referenced in draft take language from the USFWS. SR 292 is not included in the 65.9 acres of take. EIS to be developed for SR 292 would be processed and considered separately from the overall phased take for the HCP.
- There was discussion of conservation corridors. Lorna mentioned there is nothing in the existing document for maintenance. Needs to add language in the conservation easement for maintenance. This needs to include adjacent properties and if access to structures is required, restoration of the conservation corridor would be required.
- John Himes states we can use personal communication with him as reference for ferrets
- There was further discussion on cats. Tim felt it would be politically difficult to say people can not have cats after they have grandfathered pets, particularly in areas outside of the PKBM habitat areas
- Harold Mitchell mentioned a town that had outlawed outdoor cats. He will find the reference
- Tim made suggestions of the ban be for anyone who applies for take; increase trapping in known areas; increase fines; and enhanced education
- Lorna stated a possibility may be if the number of cats increases to a certain point then an ordinance banning cats could be put into place
- Lorna stated she would look at some language if Tim would draft. The main point is to keep cats from being outdoors. Possibly make it performance based
- Ben stated consideration for any cat that is outside be on a leash. Currently a cat has to be on a leash only if off their owner's property

#### IV. Discuss Proposed Project Schedule

- Revisions will be made by 8/21 and sent to PBS&J to include in HCP

#### V. Future Meetings

- Public Workshop
  - Possibly set it up for 2<sup>nd</sup> week of September
- Technical Committee Meeting
  - October
- BOCC Meeting
  - First meeting in November

#### VI. Closing Comments

**Perdido Key  
Programmatic Habitat Conservation Plan  
Escambia County, Florida  
Draft Document Review  
Final Technical Committee Meeting  
September 30, 2009  
10:00 A.M. to 12:00 P.M. CDT  
PBS&J Office - Panama City Beach, FL  
AGENDA**

**Attendees:** Eric Schneider (PBS&J), Nika Parker (PBS&J), Craig Hedman (PBS&J), Lorna Patrick (USFWS), Ben Frater (USFWS), via Phone - Tim Day (Escambia County), Riley Hoggard (GUIS), Melissa Tucker (FFWCC), Tova Spector (FDEP Park Service), John Bente (FDEP Park Service), Tom Ostertag (FFWCC)

**I. Staff and Agency Introductions**

**II. Progress Update**

- Final HCP/EA Public Workshop September 24, 2009
  - Workshop was well attended
  - County will continue to receive public comments – Alan Dennis provided public comment at the workshop
  - The steering committee will make a presentation to the BCC in the near future to ask for support
  - The HCP/EA will not go in front of the planning commission

**III. Discuss Final Draft HCP**

- Commercial Development
  - There is a discrepancy among the density of the unit breakdowns in dwelling units and hotel units. The business plan was not based on hotel units. It was based on residential units.
  - Will charge the max density with the highest and best use
  - Tim would like a reasonable conversion for hotel units or need to update the business plan to take commercial into account
  - Possibly look at prorating if multiple acres are not developed on a parcel
  - Need to look at hotel in PRPK – zoning density is 5 units/acre
  - Lorna Patrick will look at the business plan again
  - The question of additions was raised. Tim Day stated that substantial improvements would go by the 50% rule or if they impact beach mouse habitat
  - Eric Schneider asked where commercial take should be included in the Direct Impacts section or Permitting process
  - Lorna Said to include it in Direct Impacts (Section 8.1) and explain it in this section but also include in the Mitigation/In-Lieu Section (12.3) for the calculations. Under Section 9.3 – Commercial – reference Sections 8.1 & 12.3

- Tim will provide a table similar to residential to include a brief description on implementation
- Conservation Easement Forms Discussion
  - Lorna Patrick requested we add a title page before each conservation easement stating what the CE covers.
  - Need Appendices in TOC (Nika Parker will add)
  - Lorna asked about the restrictions on CEs. They currently do not allow debris clean up after hurricanes
  - Ben Frater asked if a clause could be added to include approvals from USFWS and FFWC?
  - Tim will check with the County attorneys to see if it can be added
  - Lorna & Ben will add to the ITP
  - Eric will check Section 16 to make sure everything is covered
- Final Discussion on Phased Take
  - No discussion
- Final Comments on Draft HCP
  - Any edits made will be identified
  - New additions will be posted to the County's site
  - Ben addressed the concept of "no surprise". Ben will read Section 17 and make comments for possible changes

#### **IV. Discuss Final Draft EA**

- Eric will insert the take language into the EA
- Eric will send to Tim to put on the County website

#### **V. Distribution of Meeting Minutes, Agendas Etc.**

- Items will be in the Administrative Record in HCP Appendix
- Eric will send a copy to those in attendance of the meeting

#### **VI. PBS&J Final QA/QC**

- PBS&J will move into final QA/QC in mid-October to finalize documents for delivery to the County by early Nov.

#### **VII. Future Meetings**

- BOCC Committee of the Whole Meeting
- BOCC Meeting

#### **VIII. Closing Comments**

- Open discussion about planting native vegetation within areas that have been previously approved for impact and allowing exemption to impact those areas even where vegetation has been planted and authorized for impact.

Overview of  
 Habitat Conservation Plans  
 and the  
 Incidental Take Permitting  
 Process  
**Perdido Key Programmatic HCP**  
 Eric Schneider – Project Manager  
 Bill Lynn – Senior Scientist





With Information Provided By:

## Definitions

**Take** is defined under section 9 of the Endangered Species Act as harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect any threatened or endangered species.

**Harm** is defined as significant habitat modification where it kills or injures a listed species through impairment of essential behavior (e.g., nesting or reproduction).

## Definitions

**Habitat Conservation Plan** - ensures there is adequate minimizing and mitigating of the effects of the authorized incidental take.

**Incidental Take Permit** - Section 10 of the ESA authorizes the incidental take of a threatened or endangered species

## What is a Habitat Conservation Plan?

- Reduces conflicts between endangered species conservation and important economic activities such as development.
- Provides a lawful mechanism for permitting non-Federal projects that will result in “incidental take” of Federally listed species.
- Describes the anticipated impacts to protected wildlife and how they can be minimized and mitigated.

## Who is Eligible to Participate

- Private landowners
- Corporations
- Tribal governments
- State and local governments
- Other non-Federal landowners



## What is the Difference between Section 7 and Section 10

**Section 7** – Coordination of Federal actions with the Fish and Wildlife Service when Federal action affects listed species

- Federal nexus exists  
e.g., Army Corps of Engineers, FEMA, etc.
- Biological Opinion required where action is likely to adversely affect (take) listed species.
- Incidental Take Statement.
- Ensure that listed species are not jeopardized.

## What is the Difference between Section 7 and Section 10

**Section 10** – Permits for Take of listed species.

10(a)(1)(A) Scientific purposes: research, propagation, etc.

10(a)(1)(B) Incidental Take

- Habitat Conservation Plans
  - Environmental Assessment
  - Biological Opinion (will permit jeopardize the species?)
  - Public comment process (Federal Register Notice)

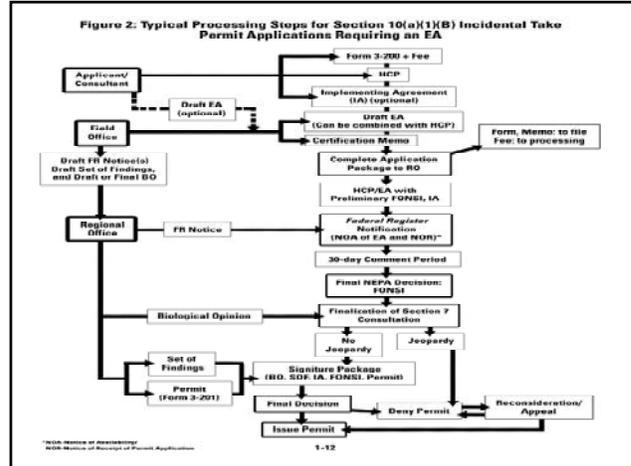
## Environmental Assessment

The scope of the EA will cover the direct, indirect, and cumulative effects of the proposed project and incidental take and the mitigation and minimization measures proposed from implementation of the HCP. Analysis includes whether the proposed activities will have significant impacts on other physical or biological resources, on the human environment, and whether cumulative impacts are significant.

## Environmental Assessment

Includes, but is not limited to:

- Project description
- The scoping process and a list of agencies and persons consulted in the EA development
- Discussion of the purpose and need of the action
- Description of the affected environment including vegetation, wildlife, threatened and endangered species, wetlands, geology/soils, land use, air quality, water resources/water quality, pedestrian/bicycle facilities, visual/aesthetic, contamination, wild and scenic rivers, floodplains, coastal zone consistency, coastal barrier island resources, and cultural resources)
- Alternatives considered (no action, alternative site design, location, preferred alternative) \*Note - The HCP is the preferred alternative
- Environmental consequences of each alternative considered on the affected environment and cumulative impacts analysis



## Quick Summary

The purpose of the Perdido Key Programmatic HCP is to develop a joint HCP/EA document as described above to address impacts to specific federally listed species and critical habitat designated for the species from the S.R. 292 (Perdido Key Drive) roadway project in addition to impacts from proposed private developments. An HCP is required as part of the ITP application. An EA is prepared as part of the ITP review process.



### What are the benefits of an HCP?

- Designed to meet the needs of wildlife and landowners.
- Allows a landowner to legally proceed with an activity that would otherwise result in the illegal take of a listed species.
- Provides certainty that “a deal is a deal” (“no surprises”).
- Supports adaptive management approach.
- Enables long-term planning.

### How will the Programmatic HCP/EA Provide Benefits?

Comprehensive conservation plan in place for listed species would:

- Allow land owners and developers to know up front what is expected.
- Removes the guess work.
- Provides consistency concerning minimization and mitigation requirements.
- Expedited review process.

### What if a landowner does not want to utilize the Perdido Key Programmatic HCP?

The land owner can still pursue a HCP separate from the programmatic HCP.

### How Do Endangered Species Benefit?

- Impacts to species are minimized and mitigated.
- Habitat fragmentation and degradation is reduced.
- Important habitat can be preserved, restored, and enhanced.
- Advanced planning can provide for comprehensive long-term conservation for future generations.



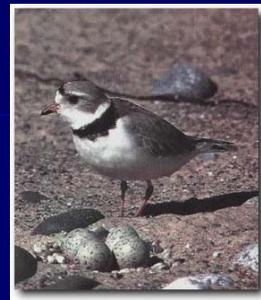
Perdido Key Beach Mouse  
(*Peromyscus polionotus trissyllepsis*)  
(Photo from USFWS)



Snowy Plover  
(*Charadrius alexandrinus*)  
(Photo from www.mylwc.com)



Red Knots  
(*Calidris canutus rufa*)  
(Photos from www.mylwc.com and USFWS)



Piping Plover  
(*Charadrius melodus*)  
(Photo from USFWS)  
Note: Piping Plovers only winter here



Leatherback Sea Turtle  
(*Dermochelys coriacea*)  
(Photo from <http://www.myfwc.com>)



Green Sea Turtle (*Chelonia mydas*)  
(Photo by USFWS)



Kemp's Ridley (*Lepidochelys kempi*)  
Photo by USFWS



Loggerhead Sea Turtle (*Caretta caretta*)  
(Photo by USFWS)

## HCP Committees

- Technical Committee
  - Federal, State, local government
- Steering Committee
  - Stakeholders

From the HCP Handbook:

For large-scale or regional HCPs, one of the main functions of the steering committee is to build consensus among diverse organizations and interests, so it is important to promote good working relationships among committee participants. This does not mean that reaching agreement in complex HCP efforts will be easy! Often it is not. However, development of the HCP will be most effective when all interests in the community are represented in steering committee activities and their views and needs are given a fair hearing.

## Future Steering Committee Involvement

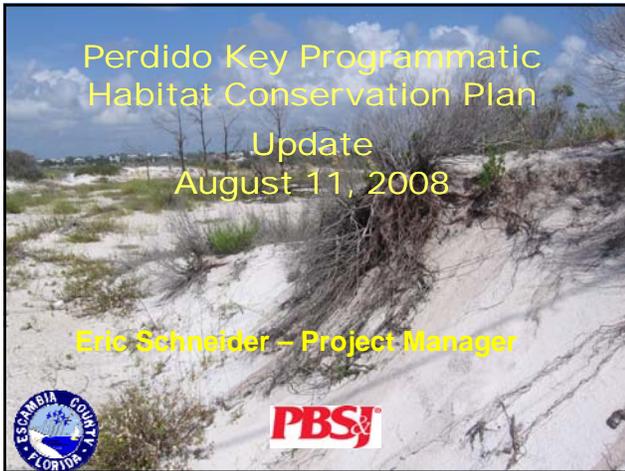


  
Questions?



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## Quick Summary

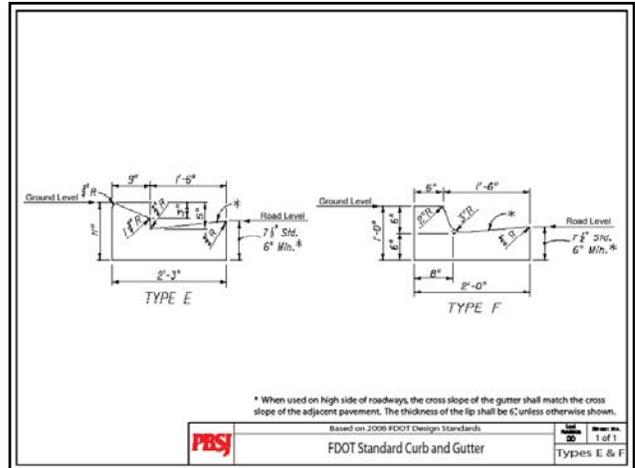
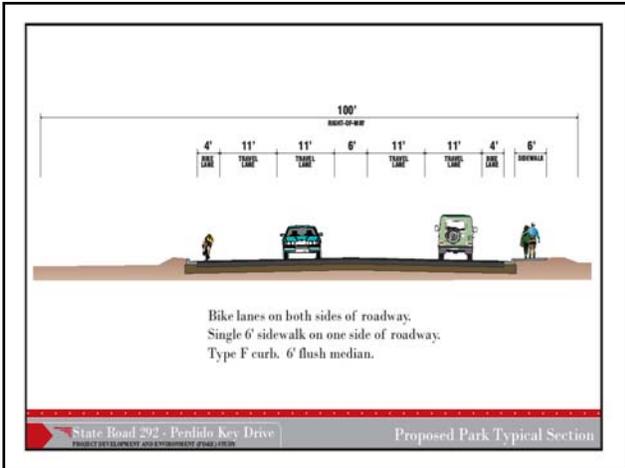
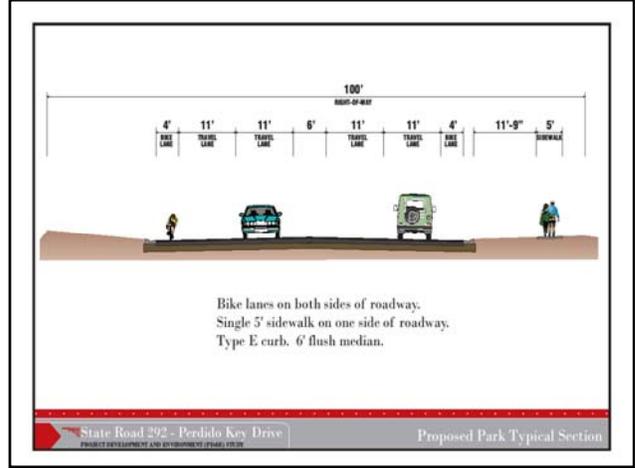
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## Steering Committee

- Provide input and function as a conduit to the community
- Provide written comment relative to public comments and perceptions



## Environmental Assessment Example Conditions

(Site plan amendments to avoid and minimize take)

- 1. Land buffers along the east and west sides of the proposed buildings would be maintained to provide corridors to connect PKBM habitat onsite with off-site habitat to the north on both properties. These corridors, originally designed as landscape buffers with sod and ornamental plants, would be a minimum of 10-feet wide and would be planted with native vegetation.
- 2. Both proposed projects have been designed to include only the minimum number (25) of parking spaces (1.5 spaces per unit) required by County code. The proposed footprint of the parking areas represents the minimum area needed to accommodate the required number and size of the parking spaces. The parking-lot design was devised to cantilever the parking spaces on the perimeter of the parking lot to maximize the width of the habitat corridors.
- 3. Decks and pools were designed to decrease the development footprints at both properties. These reduced footprints were accomplished by consolidating two proposed pools into a single indoor/outdoor pool and eliminating a large portion of the deck area.

## Environmental Assessment Example Conditions

(Site plan amendments to avoid and minimize take)

- 4. Two exterior spiral stair-cases leading from the habitable floors to the pool deck were eliminated from both projects.
- 5. Hand-rails would be installed on the decks as a deterrent to pedestrians from entering the dune habitat.
- 6. Fence would be installed along the east and west property boundaries and from the building to the property boundaries to prevent access to beach mouse habitat. The fence would allow movement of beach mice and prevent pedestrian trespass.
- 7. Sand fence would be installed seaward of the foredune to both enhance sand retention and prevent pedestrian access to the dune habitat on both properties. The sand fence would be installed in a sea turtle compatible configuration.
- 8. Dune walkovers would be constructed (Retreat 170 by 5 feet; Seareny 221 by 5 feet) to provide access over the dune habitat to the beach. The walkovers (one on each property) would provide the only access to the beach, minimizing future habitat impact on both properties. The walkover on each property would be constructed using top-down techniques and would have a minimum elevation of 3 feet above grade.

## Environmental Assessment Example Conditions

(Site plan amendments to avoid and minimize take)

- 9. Educational signs would be installed on the decks and walkovers providing information about the PKBM, sea turtles, shorebirds including piping plover, and habitat conservation. These signs are intended to increase awareness resulting in beneficial behavior modification of residents and guests of the facilities.
- 10. Trash collection and storage for the units of both projects would be contained in the interior spaces. Exterior trash receptacles have been eliminated with the exception of one in the pool area at each development. These receptacles would be animal-proof and would reduce predator and competition pressure from nuisance and exotic species.
- 11. The projects were redesigned to relocate exterior entrances to mechanical and life-safety equipment rooms these entrances to the interior. This was to eliminate exterior entrance areas and occasional pedestrian traffic within habitat areas.

Project Construction to minimize impacts to PKBM during construction of the development.

- 1. A summary of the HCP and any issued permit requirements would be provided to the general contractor and included in all sub-contracts for both projects. The construction contract documents would include a stipulation that conservation objectives be communicated to and agreed upon by all sub-contractors.
- 2. Limits of construction would be clearly marked on all construction plans and would be clearly indicated onsite with silt fence or other barrier fence for both projects.

## Project Construction to minimize impacts to PKBM during construction of the development.

- 3. No barriers would be placed waterward of the proposed structures that would limit wildlife movement to and from adjacent properties.
- 4. Wildlife lighting would be utilized for the parking lots, common areas and exteriors of the structures. All windows and glass doors would have the appropriate glass or window tint that only allows 45 percent light transmittance from inside to outside.
- 5. All areas temporarily impacted during construction would be restored to ambient or design grade and planted with native vegetation. The Service would approve of the landscape plans for the developments.

## Operation and Management

- 1. Cats would be prohibited on both premises. All other pets would be restricted to the inside of the condominium units.
- 2. Waste receptacles have been eliminated from all outdoor common areas in the projects with the exception of one in each of the pool areas. These receptacles would be animal-proof.
- 3. Pesticide and herbicide application would be prohibited outside the units at both developments.
- 4. All beach chairs and umbrellas or similar items would be removed from the beach at both properties each night during the sea turtle nesting season from May 1 through October 31.
- 5. Access to the sites would be granted to the Service, Florida Fish and Wildlife Conservation Commission (FWC), Escambia County, U.S. Department of Agriculture Wildlife Services, and their representatives to conduct PKBM population monitoring, and predator control.
- 6. General guidance provided in the covenants and restrictions for the condominiums would provide information about the Endangered Species Act and the presence of the endangered PKBM, prohibit littering on the beach or common areas, and prohibit access to the conservation easement and other natural areas on the site.



Questions?



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DRAFT  
Perdido Key Programmatic  
Habitat Conservation Plan

West End Committee Presentation  
March 16, 2009

Eric Schneider – Project Manager  
Justin Casey - Scientist




## PK Programmatic HCP Goals

The goals of this HCP include multiple aspects.

- Provide landowners and Escambia County with a streamlined permitting process (**One Stop Shop**) that will assist in obtaining timely incidental take authorization on Perdido Key that impact the species covered by the HCP.
- Provide conservation measures to avoid and minimize the take of listed species.
- Provide mitigation.
- Provide a streamlined section 10 permitting process over a 30 year term.

## PK Programmatic HCP Document Quick Stats

PK HCP includes:

- 19 section headings
- 164 pages in the main body
- 308 pages in the Appendices (figures and attachments)
- Glossary
- References

**Document still in DRAFT phase and subject to EDITS**

DRAFT PK Programmatic HCP and EA were submitted to the Technical Advisory Team (Federal and State Agencies) on December 19, 2008 for review and comment

## Requested Take

- **The County is requesting an Incidental Take Permit (ITP) that will authorize the incidental take of:**
  - PKBM
  - four (4) nesting sea turtle species (loggerhead, green, leatherback, and Kemp's Ridley sea turtles)
  - the non-breeding piping plover
- **Activities associated with future private development and Escambia County public infrastructure improvements under the County's authority to review and issue permits will be included in the ITP within the HCP Plan Area.**

## Perdido Key Programmatic HCP Plan Area

- The HCP Plan Area boundaries include **PRIVATE** and **ESCAMBIA COUNTY** owned lands on Perdido Key, Florida.
- The western boundary is located at the Florida/Alabama state line and extends east to the GUIS.
- The north-south boundary includes land from the mean high water line (MHWL) of the northern shore of Perdido Key (Old River) south towards the MHWL of the Gulf of Mexico.
- The HCP Plan Area boundary excludes PKSP and GUIS and does not include impacts to habitat within the PKSP and GUIS.



## Additional Species Covered

The HCP also includes consideration for species listed by the State of Florida and are also protected by the HCP due to similarity of habitat with the federally listed species.

These species may include, but are not necessarily limited to:

- least tern,
- snowy plover,
- black skimmer,
- American oystercatcher,
- Cruise's golden aster,
- large-leaved jointweed,
- Gulf coast lupine.

## The County seeks coverage for take to include:

- Impacts to habitats and/or individuals of PKBM, sea turtles, and piping plover during the construction of non-federal related private development and County infrastructure improvements approved under review by Escambia County;
- Direct and indirect impacts to PKBM, sea turtles, and piping plover as the result of physical interaction with developments and County infrastructure installed under the ITP;
- Impacts to PKBM, sea turtles, and piping plover as the result of authorized activities such as beach driving, beach cleanup, use of recreational beach equipment, special beach events, beach concessions, and other County authorized activities;
- Impacts to PKBM, sea turtles, and piping plover related to emergency management activities, primarily related to post tropical storm clean-up, excluding Federal Emergency Management funded activities

## PK Programmatic HCP Take Request **Does Not** Include

Impacts to listed species from any proposed plans to widen or improve the driving lanes of State Road 292 (Perdido Key Drive)

SR 292 improvement considerations were removed from the HCP, at the County's request, in October 2008 due to permitting challenges presented by the USFWS.

However other activities occurring within the SR 292 right-of-way will be included in the HCP such as: turn lanes, driveway access, and utility improvements.

## The HCP and ITP will benefit Perdido Key property owners by:

- Providing assurances that applications for development, which may result in incidental take, will be processed in a timely and effective manner
- Will provide the baseline for conservation measures property owners will utilize for mitigating impacts.
- Property owners will be afforded a streamlined permitting process with application to one agency (Escambia County) minimizing multiple permit agency application coordination efforts, saving time, money, and effort.
- Utilizing Escambia County's ITP, property owners can pursue private development ventures, in accordance with current rules and regulations, with protection for any take associated with approved impacts.
- This HCP will provide for a landscape approach to habitat conservation and promote protection to listed species and their habitat while allowing property owners to utilize their real estate investments.



## The HCP and ITP will benefit Escambia County by:

- The County will be able to provide a one-stop shop for non-federal related permit application review and to provide property owners on Perdido Key a consistent process to review the requests for take of listed species and habitat.
- The County will also derive benefit from this HCP by being afforded Federal protection for take of listed species associated with public infrastructure improvements such as road improvements (County owned), utility upgrades, public beach access and emergency response.
- The County will also be able to streamline County permitted beach activities like beach vending, special events, beach driving, and regular beach cleanup.

## KEEP IN MIND

Any private property owner or private development interest may pursue an individual ITP and HCP.

Private property owners and/or development interests will not be required to utilize the programmatic HCP if they choose to pursue individual ITPs.

**BUT** the programmatic HCP is designed to save \$, effort, time, resources, and more for private development projects on Perdido Key.

## Private Development Alternatives Analysis

- **Private Development Based on Current Zoning District Requirements**
- **Private Development Based on Additional Conservation Measures (Preferred)**
- **No Action Alternative**

### Private Development Based on Current Zoning District Requirements

- The current requirements of each zoning district would apply without modification to each proposed development within the respective districts.
- An applicant could possibly propose maximum build out for a particular development or commercial use.
- However, a full development scenario may not meet Federal, state, or county regulatory requirements including conservation of protected species. Additional time, effort, and finances may be required to redesign the developments and minimize impacts to provide conservation.
- This alternative would not necessarily include additional provisions for conservation relative to a landscape scale approach. To have coverage under the ESA, individual property owners would need to apply for individual ITPs and HCPs.

### Private Development Based on Additional Conservation Measures (Preferred)

- Under this alternative, the implementation of a programmatic HCP developed by Escambia County will provide opportunities to address PKBM, sea turtle, and piping plover conservation at a landscape scale while considering development interests of many individual property owners. Proposals for development will be primarily required to implement the most suitable and applicable minimization and avoidance measures.

## No Action Alternative

- Under this alternative, the HCP would not be implemented and property owners or developers would be required to pursue individual HCPs and ITPs.
- Without the approval and implementation of the HCP, it is likely that many smaller HCPs would be proposed by individual landowners or groups of landowners.
- The benefits of a streamlined HCP/ITP process would not be afforded to property owners applying for coverage under the ESA.
- Additional time, effort, and finances may be required on each individual development to further minimize a proposed development beyond standard zoning district requirements.

Photo Credit: FFWCC

Least Terns



## Minimization of Impacts

### 10.0 MINIMIZATION OF IMPACTS

#### 10.1 Proactive Planning

##### 10.1.1 Project Siting

##### 10.1.2 Project Footprint

##### 10.1.3 Landscaping Design

##### 10.1.4 Habitat Restoration Plans

##### 10.1.5 Conservation Corridors

### 10.2 Pre-permitting Assessment of Habitat

### 10.3 Precautions Implemented During Construction Activities (All Species)

#### 10.3.1 Seasonality Considerations

#### 10.3.2 Best Management Practices

#### 10.3.3 Inclusive Period of Monitoring

#### 10.3.4 Establishing Project Boundaries

#### 10.3.5 Construction Equipment Staging

### 10.3.6 Time of Monitoring and Daily Commencement of Construction

#### 10.3.7 Impact Assessment

## Minimization Measures

(excerpts)

- Proposed developments are anticipated to be designed within the constraints of the LDC and Florida's coastal zone regulations.
- Conceptual minimization opportunities shall be evaluated and represented based on specific site suitability and practicability.
- Onsite preservation of PKBM habitat associated with a site permitted for take, is the most preferred avoidance and minimization option to direct impacts. Appropriately designed and designated onsite preservation can be linked to other existing habitat adjacent to a project area.
- A Conservation Easement with the FFWCC as the easement grantee shall be placed on specified portions of project areas to satisfy onsite conservation requirements.

## Mitigation

### 12.0 MITIGATION FOR UNAVOIDABLE IMPACTS

- 12.1 Land Conservation
- 12.2 Land Acquisition
- 12.3 Voluntary Financial Contribution to PKBM Conservation Fund
- 12.4 Escambia County Lighting Ordinance (not finalized)
- 12.5 Cumulative Benefits
- 12.6 Restoration Enhancements
- 12.7 Animal/Predator Control

## MONITORING AND MANAGEMENT OF LISTED SPECIES

- Perdido Key Beach Mouse Monitoring
- Sea Turtle Monitoring
- Piping Plovers Monitoring
- Other Shorebirds

## 14.0 INCIDENTAL TAKE PERMIT MANAGEMENT

### 14.1 Escambia County Administration of Habitat Conservation Plan

- 14.1.1 HCP Coordinator
- 14.1.2 Protected Species Specialist
- 14.1.3 HCP Field Manager
- 14.1.4 Sea Turtle Permit Holder
  - 14.1.4.1 Data Management
- 14.1.5 Compliance and Permit Enforcement
- 14.1.6 Public Education

### 16.0 FORESEEN CIRCUMSTANCES

- 16.1 Hurricanes and Other Severe Weather Events
- 16.2 Emergency Conditions

### 17.0 CHANGED CIRCUMSTANCES

- 17.1 Underestimate of Take
- 17.2 Delisting and/or Listing of New Species
- 17.3 Intergovernmental Agreement

### 18.0 UNFORESEEN CIRCUMSTANCES

## 19.0 INCIDENTAL TAKE PERMIT REPORTING

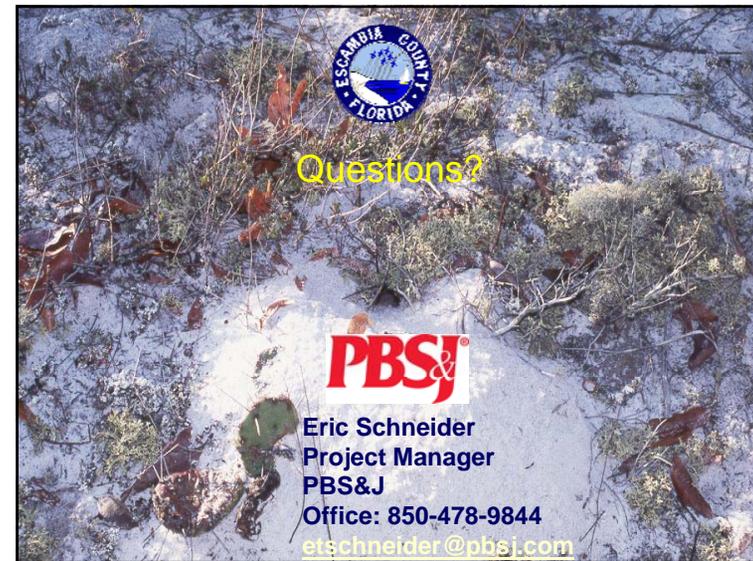
Escambia County will monitor the performance of the HCP in minimizing impacts to PKBM, sea turtles, and piping plovers causally related to private development and County infrastructure improvements in achieving its biological goals of increasing the productivity of Perdido Key as habitat for listed species. HCP program evaluations will be provided to the USFWS through Annual Reports, formal reviews, and periodic communications, as described in the HCP.

## PKBM Habitat Acreage Permitted for Incidental Take

- Currently in discussion with the USFWS  
Discussion Highlights
- Designated PKBM Critical Habitat
- PBS&J Aerial Photo-interpreted PKBM Habitat
- Previous USFWS permitted take (25-45%)

## What's Next

- Draft HCP Public Workshop
- Present Draft EA to West End Committee
- Draft EA Public Workshop
- Technical Advisory Committee Meeting
- BOCC Committee of the Whole
- BOCC Meeting for approval of final HCP, EA, and ITP application
- Submit to USFWS for processing



DRAFT  
Perdido Key Programmatic  
Habitat Conservation Plan

Public Workshop Presentation  
April 9, 2009

Eric Schneider – Project Manager  
Justin Casey - Scientist




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### Private Development Based on Additional Conservation Measures (Preferred)

- Under this alternative, the implementation of a programmatic HCP developed by Escambia County will provide opportunities to address PKBM, sea turtle, and piping plover conservation at a landscape scale while considering development interests of many individual property owners. Proposals for development will be primarily required to implement the most suitable and applicable minimization and avoidance measures.

## No Action Alternative

- Under this alternative, the HCP would not be implemented and property owners or developers would be required to pursue individual HCPs and ITPs.
- Without the approval and implementation of the HCP, it is likely that many smaller HCPs would be proposed by individual landowners or groups of landowners.
- The benefits of a streamlined HCP/ITP process would not be afforded to property owners applying for coverage under the ESA.
- Additional time, effort, and finances may be required on each individual development to further minimize a proposed development beyond standard zoning district requirements.

Photo Credit: FFWCC

Least Terns



## Minimization of Impacts

### 10.0 MINIMIZATION OF IMPACTS

#### 10.1 Proactive Planning

##### 10.1.1 Project Siting

##### 10.1.2 Project Footprint

##### 10.1.3 Landscaping Design

##### 10.1.4 Habitat Restoration Plans

##### 10.1.5 Conservation Corridors

### 10.2 Pre-permitting Assessment of Habitat

### 10.3 Precautions Implemented During Construction Activities (All Species)

#### 10.3.1 Seasonality Considerations

#### 10.3.2 Best Management Practices

#### 10.3.3 Inclusive Period of Monitoring

#### 10.3.4 Establishing Project Boundaries

#### 10.3.5 Construction Equipment Staging

### 10.3.6 Time of Monitoring and Daily Commencement of Construction

#### 10.3.7 Impact Assessment

## Minimization Measures

(excerpts)

- Proposed developments are anticipated to be designed within the constraints of the LDC and Florida's coastal zone regulations.
- Conceptual minimization opportunities shall be evaluated and represented based on specific site suitability and practicability.
- Onsite preservation of PKBM habitat associated with a site permitted for take, is the most preferred avoidance and minimization option to direct impacts. Appropriately designed and designated onsite preservation can be linked to other existing habitat adjacent to a project area.
- A Conservation Easement with the FFWCC as the easement grantee shall be placed on specified portions of project areas to satisfy onsite conservation requirements.

## Mitigation

### 12.0 MITIGATION FOR UNAVOIDABLE IMPACTS

- 12.1 Land Conservation
- 12.2 Land Acquisition
- 12.3 Voluntary Financial Contribution to PKBM Conservation Fund
- 12.4 Escambia County Lighting Ordinance (not finalized)
- 12.5 Cumulative Benefits
- 12.6 Restoration Enhancements
- 12.7 Animal/Predator Control

## MONITORING AND MANAGEMENT OF LISTED SPECIES

- Perdido Key Beach Mouse Monitoring
- Sea Turtle Monitoring
- Piping Plovers Monitoring
- Other Shorebirds

## 14.0 INCIDENTAL TAKE PERMIT MANAGEMENT

### 14.1 Escambia County Administration of Habitat Conservation Plan

- 14.1.1 HCP Coordinator
- 14.1.2 Protected Species Specialist
- 14.1.3 HCP Field Manager
- 14.1.4 Sea Turtle Permit Holder
  - 14.1.4.1 Data Management
- 14.1.5 Compliance and Permit Enforcement
- 14.1.6 Public Education

### 16.0 FORESEEN CIRCUMSTANCES

16.1 Hurricanes and Other Severe Weather Events

16.2 Emergency Conditions

### 17.0 CHANGED CIRCUMSTANCES

17.1 Underestimate of Take

17.2 Delisting and/or Listing of New Species

17.3 Intergovernmental Agreement

### 18.0 UNFORESEEN CIRCUMSTANCES

## 19.0 INCIDENTAL TAKE PERMIT REPORTING

Escambia County will monitor the performance of the HCP in minimizing impacts to PKBM, sea turtles, and piping plovers causally related to private development and County infrastructure improvements in achieving its biological goals of increasing the productivity of Perdido Key as habitat for listed species. HCP program evaluations will be provided to the USFWS through Annual Reports, formal reviews, and periodic communications, as described in the HCP.

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- Currently in discussion with the USFWS  
Discussion Highlights
- Designated PKBM Critical Habitat
- PBS&J Aerial Photo-interpreted PKBM Habitat
- Previous USFWS permitted take (25-45%)

## What's Next

- Draft HCP Public Workshop
- Present Draft EA to West End Committee
- Draft EA Public Workshop
- Technical Advisory Committee Meeting
- BOCC Committee of the Whole
- BOCC Meeting for approval of final HCP, EA, and ITP application
- Submit to USFWS for processing





**DRAFT**  
**Perdido Key Programmatic  
 Habitat Conservation Plan  
 and  
 Environmental Assessment  
 Public Meeting  
 June 29, 2009**

**Eric Schneider – Project Manager  
 Brad Rosenblatt – Senior Scientist**



## PK Programmatic HCP Goals

The goals of this HCP include multiple aspects.

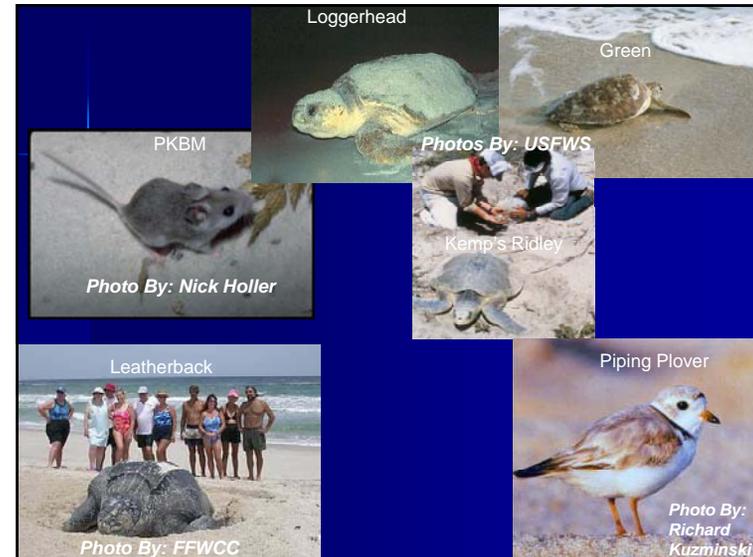
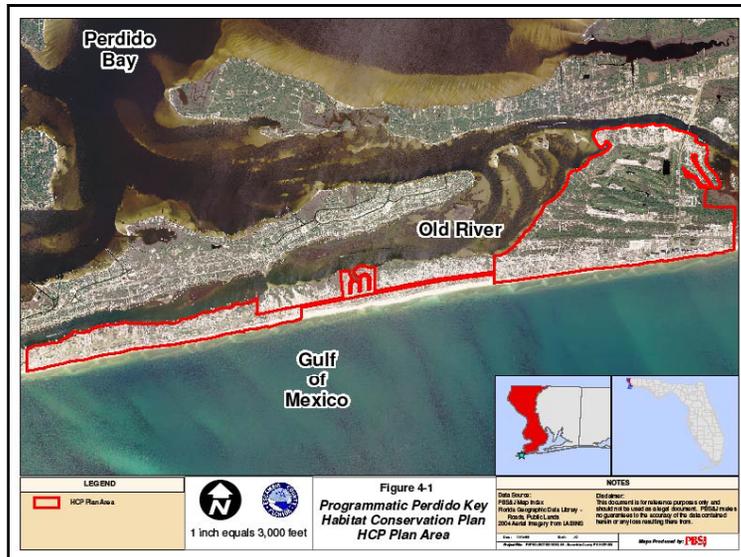
- Provide landowners and Escambia County with a streamlined permitting process (**One Stop Shop**) that will assist in obtaining timely incidental take authorization on Perdido Key that impact the species covered by the HCP.
- Provide conservation measures to avoid and minimize the take of listed species.
- Provide mitigation.
- Provide a streamlined section 10 permitting process over a 30 year term.

## Requested Take

- The County is requesting an Incidental Take Permit (ITP) that will authorize the incidental take of:
  - PKBM
  - four (4) nesting sea turtle species (loggerhead, green, leatherback, and Kemp's Ridley sea turtles)
  - the non-breeding piping plover
- Activities associated with future private development and Escambia County public infrastructure improvements under the County's authority to review and issue permits will be included in the ITP within the HCP Plan Area.

## Perdido Key Programmatic HCP Plan Area

- The HCP Plan Area boundaries include **PRIVATE** and **ESCAMBIA COUNTY** owned lands on Perdido Key, Florida.
- The western boundary is located at the Florida/Alabama state line and extends east to the GUIs.
- The north-south boundary includes land from the mean high water line (MHWL) of the northern shore of Perdido Key (Old River) south towards the MHWL of the Gulf of Mexico.
- The HCP Plan Area boundary excludes PKSP and GUIs and does not include impacts to habitat within the PKSP and GUIs.



## Additional Species Covered

The PK HCP includes consideration for species listed by the State of Florida and are also protected by the HCP due to similarity of habitat with the federally listed species

These species may include, but are not necessarily limited to:

- least tern,
- snowy plover,
- black skimmer,
- American oystercatcher,
- Cruise's golden aster,
- large-leaved jointweed,
- Gulf coast lupine.

## The County seeks coverage for take to include:

- Impacts to habitats and/or individuals of PKBM, sea turtles, and piping plover during the construction of non-federal related private development and County infrastructure improvements approved under review by Escambia County;
- Direct and indirect impacts to PKBM, sea turtles, and piping plover as the result of physical interaction with developments and County infrastructure installed under the ITP;
- Impacts to PKBM, sea turtles, and piping plover as the result of authorized activities such as beach driving, beach cleanup, use of recreational beach equipment, special beach events, beach concessions, and other County authorized activities;
- Impacts to PKBM, sea turtles, and piping plover related to emergency management activities, primarily related to post tropical storm clean-up, excluding Federal Emergency Management funded activities

## PK Programmatic HCP Take Request **Does Not** Include

Impacts to listed species from any proposed plans to widen or improve the driving lanes of State Road 292 (Perdido Key Drive)

SR 292 improvement considerations were removed from the HCP, at the County's request, in October 2008 due to permitting challenges presented by the USFWS.

*However other activities occurring within the SR 292 right-of-way will be included in the HCP such as: turn lanes, driveway access, and utility improvements.*

## The HCP and ITP will benefit Perdido Key property owners by:

- Providing assurances that applications for development, which may result in incidental take, will be processed in a timely and effective manner
- Will provide the baseline for conservation measures property owners will utilize for mitigating impacts.
- Property owners will be afforded a streamlined permitting process with application to one agency (Escambia County) minimizing multiple permit agency application coordination efforts, saving time, money, and effort.
- Utilizing Escambia County's ITP, property owners can pursue private development ventures, in accordance with current rules and regulations, with protection for any take associated with approved impacts.
- This HCP will provide for a landscape approach to habitat conservation and promote protection to listed species and their habitat while allowing property owners to utilize their real estate investments.

## KEEP IN MIND

Any private property owner or private development interest may pursue an individual ITP and HCP.

Private property owners and/or development interests will not be required to utilize the programmatic HCP if they choose to pursue individual ITPs.

**BUT** the programmatic HCP is designed to save \$, effort, time, resources, and more for private development projects on Perdido Key.

## The HCP and ITP will benefit Escambia County by:

- The County will be able to provide a one-stop shop for non-federal related permit application review and to provide property owners on Perdido Key a consistent process to review the requests for take of listed species and habitat.
- The County will also derive benefit from this HCP by being afforded Federal protection for take of listed species associated with public infrastructure improvements such as road improvements (County owned), utility upgrades, public beach access and emergency response.
- The County will also be able to streamline County permitted beach activities like beach vending, special events, beach driving, and regular beach cleanup.



## Environmental Assessment

The Service's purpose in evaluating the application is to ensure compliance with the Act, including sections 7, 9, and 10, and NEPA, (42 U.S.C. 4321-4347). Under section 10(a)(2)(B) of the Act, if the Service finds that, with respect to the permit application and the related programmatic HCP,

- 1) the taking would be incidental to any otherwise lawful action,
- 2) the applicants minimize and mitigate the impact of the activities to the maximum extent practicable,
- 3) whether the applicants have ensured that management, mitigative actions, and/or funds, are adequate to implement the measures in the programmatic HCP,
- 4) the take would not appreciably reduce the likelihood of species survival and recovery in the wild,
- 5) if additional measures should be incorporated as conditions in the ITP, and
- 6) required assurances are received that the plan will be implemented; the Service shall issue the permit(s).

## Environmental Assessment Alternatives

- **Alternative 1: Take Avoidance**
- **Alternative 2: Development of Individual HCPs (No Action Alternative)**
- **Alternative 3: Issuance of ITP in Conjunction with Perdido Key Programmatic Habitat Conservation Plan and Minimization of Impacts (The Preferred Alternative)**

## Alternative 1: Take Avoidance

Under Alternative 1 (Take Avoidance), the Service would not need to issue an ITP for new development and/or redevelopment of private property in the Plan Area if a proposed private development completely avoided impacts to listed species and their habitats.

If a private project was designed to avoid impacts to listed species habitat, then the site would likely be exempt from requirements to obtain take authorization. This is likely to be an improbable scenario as most parcels within the Plan Area on Perdido Key contain some element of listed species habitat.

## Alternative 2: Development of Individual HCPs (No Action Alternative)

Under the No Action Alternative (development of individual HCPs), the County would not apply and would not be issued an ITP for coverage of new development and/or redevelopment of private property in the Plan Area.

In the absence of an ITP issued to Escambia County for coverage of new development and/or redevelopment of private property, the Service would likely continue to receive individual requests for take and submittals of HCPs for processing. This could lead to increased work loads for the Service. Private property owners would not benefit from expedited review and processing of requests for take as well as any cost savings associated with the opportunity to use the County's HCP. Additionally, the landscape approach to habitat conservation outlined in the County's Perdido Key Programmatic HCP may not be realized with individual HCPs.

## Alternative 3: Issuance of ITP in Conjunction with Perdido Key Programmatic Habitat Conservation Plan and Minimization of Impacts (The Preferred Alternative)

Under the preferred alternative (development of the programmatic HCP), the County would apply and be issued an ITP for coverage of new development and/or redevelopment of private property and county infrastructure in the Plan Area.

Implementation of the programmatic HCP would allow for private land owners to benefit from the minimization and mitigation measures proposed by the County and a Key-wide landscape approach to habitat conservation.

## Other Components Analyzed in the EA (Analyzed Separate for Private and County Impacts)

- 6.0 AFFECTED ENVIRONMENT
- 6.1 Habitat, Structure and Function
- 6.2 Migratory Birds
- 6.3 Protected Species
- 6.4 Demographics and Economy
- 6.5 Public Infrastructure
- 6.6 Land Use and Development of Perdido Key
- 6.7 Recreation
- 6.8 Air Quality
- 6.9 Noise
- 6.10 Coastal Construction Control Line
- 6.11 Coastal Zone Management Act
- 6.12 Human Safety

## INCIDENTAL TAKE PERMIT MANAGEMENT

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HCP Coordinator  
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HCP Field Manager  
Sea Turtle Permit Holder  
Data Management  
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## INCIDENTAL TAKE PERMIT REPORTING

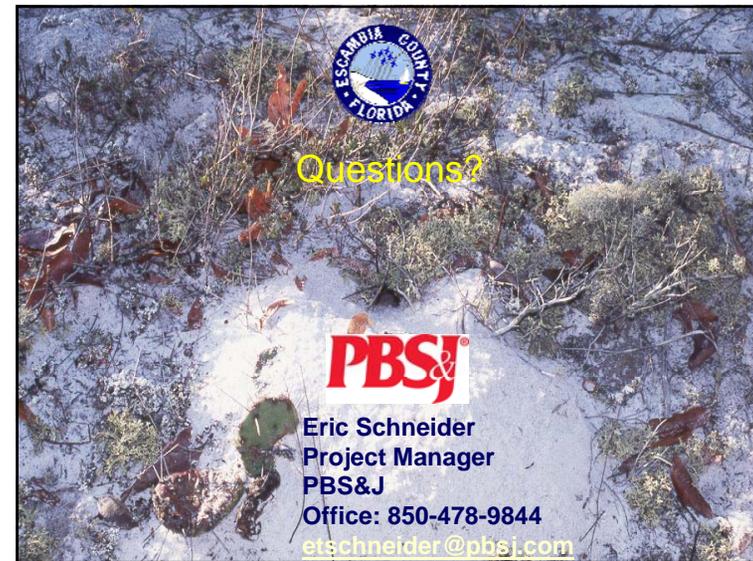
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## What's Next

- Additional public presentation of the Draft HCP/EA
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**DRAFT**  
**Perdido Key Programmatic**  
**Habitat Conservation Plan**  
**and**  
**Environmental Assessment**  
**Final Public Meeting**  
**September 24, 2009**

**Eric Schneider – Project Manager**  
**Brad Rosenblatt – Senior Scientist**



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- Provide landowners and Escambia County with a streamlined section 10 permitting process over a 30 year term (**One Stop Shop**) that will assist in obtaining timely incidental take authorization on Perdido Key that impact the species covered by the HCP.
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**During its development, the PK HCP and EA included involvement from:**

- ❖ **Technical Committee**
- ❖ **Steering Committee**
- ❖ **Stakeholders**

**Drafts were posted on the County's website for broad distribution and hard copies were made available to those without internet access.**

<http://www.co.escambia.fl.us/Bureaus/DevelopmentServices/HCP.html>

## **Technical Committee**

As of September 2009, committee meetings were conducted quarterly from December 2007 through September 2009 with the:

- ❖ USFWS
- ❖ FFWCC
- ❖ FDEP Perdido Key State Park
- ❖ Gulf Islands National Seashore
- ❖ Escambia County Neighborhood and Environmental Services

## **Steering Committee**

A steering committee which functions as an element of public involvement for the HCP, was established by District 2 Escambia County Commissioner Gene Valentino to address issues related to the west end of Escambia County.

Presentations to the committee were conducted on:

- ❖ April 28, 2008
- ❖ August 11, 2008
- ❖ March 16, 2009

Public announcements were issued inviting public attendance and allowed for public comment to the West-End Advisory Committee. As of September 2009, no formal written comments have been submitted to the County by the West-End Advisory Committee relative to the HCP.

## **Public Workshops and Stakeholder Involvement**

Public workshops were held to present the HCP and EA to the public and receive stakeholder comments.

Public presentations occurred on:

- ❖ April 9, 2009
- ❖ June 29, 2009
- ❖ September 24, 2009 (Today)

Public comments have been submitted to the County and placed on the County's HCP website.



## Direct Impacts (Take)

For the 30-year coverage period of the ITP, **up to 66 acres of PKBM habitat** is anticipated to be permanently impacted, resulting in take of the PKBM. The take would result from private development activities, County owned lands and infrastructure improvement activities, and actions within the coverage area of the HCP. This excludes State-maintained roadways and improvements (e.g., SR 292 (Perdido Key Drive)). Actions received by the USFWS and not processed during the HCP preparation or the ITP processing however must be considered and would be subtracted from the 66 acres of take.

## Final calculation of PKBM habitat to be lost during the 30-year ITP

Zoning District	PKBM habitat acres lost for the 30-yr ITP if based only on 2004-2008 actions	Final PKBM habitat acres lost for the 30-yr ITP based on 2004-2008 actions, maintaining baseline habitat percentage within zoning districts, and requests for determination of ITP coverage needs
R-1 PK	1.3	1.3
R-2 PK	0.0	4.5
R-3 PK	13.1	12.3
PR PK	36.0	33.7
C-1 PK	6.0	5.4
CC PK	9.2	8.7
CG PK	0.0	0.1
<b>Total</b>	<b>65.6</b>	<b>66</b>

## Phased Approach for Take Years 1 through 30

Years 1 to 5 of ITP = 10.9 acres		Years 1 to 10 of ITP = 21.8 acres*		Years 1 to 15 of ITP = 32.9 acres*		Years 1 to 20 of ITP = 44.1 acres*		Years 1 to 25 of ITP = 55 acres *		Years 1 to 30 of ITP = 66 acres *	
Zoning District	Acres of PKBM Habitat Impacted	Zoning District	Acres of PKBM Habitat Impacted	Zoning District	Acres of PKBM Habitat Impacted	Zoning District	Acres of PKBM Habitat Impacted	Zoning District	Acres of PKBM Habitat Impacted	Zoning District	Acres of PKBM Habitat Impacted
R-1 PK	0.2	R-1 PK	0.2	R-1 PK	0.6	R-1 PK	0.9	R-1 PK	1.1	R-1 PK	1.3
R-2 PK	0.8	R-2 PK	0.8	R-2 PK	2.3	R-2 PK	3.0	R-2 PK	3.8	R-2 PK	4.5
R-3 PK	2.0	R-3 PK	2.0	R-3 PK	6.1	R-3 PK	8.2	R-3 PK	10.2	R-3 PK	12.3
PR PK	5.6	PR PK	5.6	PR PK	16.8	PR PK	22.5	PR PK	28.1	PR PK	33.7
C-1 PK	0.9	C-1 PK	0.9	C-1 PK	2.7	C-1 PK	3.6	C-1 PK	4.5	C-1 PK	5.4
CC PK	1.4	CC PK	1.4	CC PK	4.3	CC PK	5.8	CC PK	7.2	CC PK	8.7
CG PK	0.0	CG PK	0.0	CG PK	0.1	CG PK	0.1	CG PK	0.1	CG PK	0.1
<b>Total</b>	<b>10.9</b>	<b>Total</b>	<b>21.8</b>	<b>Total</b>	<b>32.9</b>	<b>Total</b>	<b>44.1</b>	<b>Total</b>	<b>55</b>	<b>Total</b>	<b>66</b>

\*Cumulative including acres taken in previous years

## INCIDENTAL TAKE PERMIT MANAGEMENT

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