



PLANNING APPLICATION

Please Select Type of Request:

Pre-Application Meeting Date:

/	/	20__
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Site Plan Annexation	Comprehensive Plan Amendment
Site Plan Review	Conditional Use Permit
Subdivision Review	Variance
Tree Removal	Zoning Amendment
Vacation/Abandonment	Other:

Project Name:	
Description:	
Tax Parcel ID Number(s):	
Street Address:	

SITE INFORMATION:	Existing:	Proposed:
Future Land Use Designation:		
Zoning Designation:		
Gross Sq. Ft. Floor Area:		
Acres of Parcel(s):		

Utility Information:	
Water:	Sewer:

Property Owner (Provide Proof of Ownership)			
Company/Contact Name:		Phone:	
Street Address:		E-mail:	
City & State:		Zip:	
Lead Designer, if any (Provide Owner Authorization Form)			
Company/Contact Name:		Phone:	
Street Address:		E-mail:	
City & State:		Zip:	
Applicant/Authorized Agent, if any (Provide Owner Authorization Form)			
Company/Contact Name:		Phone:	
Street Address:		E-mail:	
City & State:		Zip:	
Applicant/Agent Signature:		DATE:	

How to Submit an Application:

1. A minimum of two (2) paper copies and one (1) electronic version of the plans are required.
2. Applications can be submitted in person or mailed to Crescent City, ATTN: PLANNING at 3 N Summit St., Crescent City, FL 32112.
3. If submitting electronic version via email, send plans to the City Clerk at clerk@crescentcity-fl.com. Otherwise, provide a flash drive with completed application and all associated documents.
4. Ensure to include all submittal requirements to prevent delays in application review.
5. Contact the City with any questions at (386) 698-2525.

NOTARIZED AUTHORIZATION OF OWNER

I/we _____
(owner's name)

as the sole or joint fee simple title holder(s) of the property described as: _____

(address or parcel number)

authorize _____ to act as my agent to

seek a _____
(type of request)

on the above referenced property.

Owner's Signature

Owner's Signature

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me on this _____
(date)

by _____
(name of person acknowledging)

who is personally known to me or who has produced _____
(type of ID)

as identification and who did not take an oath.

NOTARY PUBLIC

STAMP/SEAL

**AGREEMENT FOR CONSULTANT, ENGINEERING, PLANNING, ENVIRONMENTAL,
LEGAL, ADVERTISING COSTS & ON-SITE INSPECTIONS**

The City of Crescent City contracts for certain consultant, engineering, planning, environmental and legal services related to its review of development projects. All fees charged by any such consultant, engineering, planning, environmental, on-site inspections and/or legal service providers are required to be paid by the **owner/applicant**. In addition, the **owner/applicant** is required to pay all advertising and recording costs in connection with the application submitted by the undersigned.

The undersigned agrees that it shall be liable to the Town for one hundred percent (100%) of the actual costs, both direct and indirect, of coordinating and reviewing the application submitted by the undersigned, including, but not limited to, the following:

- Engineering Review and*
- Approval Fees*
- Planning*
- Consultant Fees*
- On Site Inspection and*
- Approval Fees*
- Legal Fees*
- Advertising*
- Costs*
- Recording*
- Costs*

The owner/applicant does hereby acknowledge that on-site inspections by Town staff, consultants, elected and appointed officials are permitted on said property.

The undersigned agrees to pay the above-referenced fees within thirty (30) days of receipt of an invoice for same and further agrees to pay to the Town interest on the unpaid balance at the rate of one percent (1%) per month for any fees not remitted within thirty (30) days of receipt of an invoice for same. No site inspections, Development Order or Certificates of Occupancy will be issued until all the above-referenced fees are paid in full.

OWNER/APPLICANT:

By: _____

Printed Name/Date: _____

Title: _____

SUBMITTAL CHECKLISTS

ALL Application Types

1. Completed Application Form
2. Boundary survey – 1' to 30" scale (must include legal descriptions, not older than two years of age and must represent current (as the parcel exists today) and proposed (the new parcel conditions) and will include:
 - All set back measurements from all structures (principal & accessory) to all property boundary lines (front, rear and sides), between any structures and from those structures to the boundary lines.
 - Certified signature and seal from a professional land surveyor/mapper registered in the state of Florida. Any associated legal descriptions must also be prepared by an individual with this qualification.
3. The current Deeds for all properties included in the request
4. Notarized Authorization of Owner (when the applicant is not the owner of record or Registered Agent listed on SunBiz).
5. Full-size PDF copies of the above on a compact disc, thumb drive or email (provided under separate cover).

Minor Subdivisions (Lot Splits), Lot Combinations, & Boundary Adjustments

In addition to the items listed above, also provide the following information:

- A plan prepared by a professional surveyor showing the proposed lot lines/parcel boundaries.

Variances

In addition to the items required with all applications, also provide the following information:

- A plot plan showing all existing and proposed structures.
- Statement with reasons that meet the criteria for hardship, including:
 - A restriction on property so unreasonable it results in an arbitrary and/or capricious interference with basic property rights.
 - Hardship relates to physical characteristics of the property, not the personal circumstances of the owner or user, and the property is rendered unusable without the granting of the variance.

Vacations

In addition to the items required with all applications, also provide the following information:

- Statement of reason for the request and letters of support or opposition from adjacent property owners of record and any affected utility companies or local governments, if applicable.
- Legal description of the area to be vacated, prepared by a professional land surveyor.

Note: All items must be submitted 45 days prior to the hearing date.

Rezoning

In addition to the items required with all applications, also provide the following information:

- Reasoning for the rezoning and supporting data supporting the request.
- Location and total acreage of parcel to be rezoned.
- If rezoning to a PUD, a copy of the proposed development agreement is required. The development agreement must meet the criteria outlined in Land Development Code Section 2.18.3 *General Requirements*.
- Other supporting data *may* be required, including but not limited to:
 - Traffic Study/Transportation Management Plan
 - Environmental Information/Analysis
 - Economic Analysis
 - Historic Resources

Land Use Amendment

In addition to the items required with all applications, also provide the following information:

- Reasoning for the land use amendment and supporting data supporting the request.
- Location and total acreage of subject parcel.

Note: Separate applications are required for each parcel under consideration.

Conditional Use

In addition to the items required with all applications, also provide the following information:

- Two (2) copies of a conceptual plan that depicts the elements of the proposed conditional use.
- Upon approval of the conditional use, site plan approval may be required.

Historic Preservation

In addition to the items required with all applications, also provide the following information:

- Certificate of Appropriateness: Scope of work or plans for alteration or demolition of historic structure
- Historic Designation: Information about the property's significance and integrity (does it retain the physical characteristics from the period it's significant for?), and age. Property must be at least 50 years old.

Concept Plat

In addition to the items required with all applications, also provide the following information:

- Vicinity Map
- Schematic Plat
- Stormwater Management Concept Plan
- Typical Floor Plans/Elevations of Proposed Homes

Preliminary Plats & Site Plans

In addition to the items required with all applications, also provide the following information:

- Proof of Ownership
- Owner Authorization
- Engineer's Summary
- Preliminary Plat
- Stormwater Calculations – Signed and Sealed
- Stormwater Pipe Calculations – Signed and Sealed
- Lift Station Calculations – Signed and Sealed
- Fire Flow Calculations – Signed and Sealed
- Water and Wastewater Demand Calculations – Signed and
- Traffic Impact Analysis (TIA)

WITH FINAL REVISIONS:

- Civil Site Plan drawings package
- Architectural drawing package
- Internal addressing plan for Preliminary Plat

Final Plats

In addition to the items required with all applications, also provide the following information:

- Final Plat, including a MYLAR, that conforms to the approved preliminary plat and meets all the requirements of Chapter 177, Florida Statutes, and certified (signed/sealed) the by the land surveyor.
- The title block must include the name of the subdivision, the appropriate township/section/range, and the “City of Crescent City, Putnam County, Florida.”
- Certified Title Opinion from a licensed title company not older than (30) days.
- Certificates, as required by Florida Statutes, of owners showing dedications; of surveyor confirming correctness; of Planning and Zoning Commission approval; of City Commission approval; and for Clerk of Court recording. Signatures of owners must be in accordance with Florida Statutes Section 692.01, Section 689.25, and Section 695.26, as applicable.
- Certificate of consent and approval by the mortgagee on the plat or as a separate instrument, if applicable.
- Bonds/Escrow Deposit as applicable.
- Covenants and restrictions, as applicable.



Planning & Zoning Commission Schedule

Meeting Date @ 6:00 pm	Submittal Deadline
February 20, 2025	January 6, 2025
March 20, 2025	February 3, 2025
April 17, 2025	March 3, 2025
May 22, 2025	April 7, 2025
June 19, 2025	May 5, 2025
July 17, 2025	May 31, 2025
August 21, 2025	July 7, 2025
September 18, 2025	August 4, 2025
October 16, 2025	September 1, 2025
November 20, 2025	October 6, 2025
December 18, 2025	November 3, 2025

Important Information:

1. The Board meets on the **third Thursday** of each month at **6 pm**.
2. Applications must be submitted **45 days prior** to the meeting to be reviewed.
3. Any waiver to the deadline exceeding two working days requires City Commission approval.
4. Due to unforeseen circumstances, extremely large agendas, review process, etc., the deadline does not guarantee an applicant's placement at the next regularly scheduled meeting.
5. Meeting agendas and review packets will be posted (7) days prior to the meeting.
6. The City will assist with public notice requirements, providing a letter notifying adjacent property owners of the request (10) days prior to the meeting and posting signage (7) days prior to the meeting.
7. Appeals of any Board decision must be submitted to the City Commission within 15 calendar days of a decision.



Planning & Zoning Fee Schedule 2025

Application Type	Fee
Annexation: Single-Family Residence	\$150.00
Annexation: Site Plan	\$400.00
Minor Subdivision: Lot Split	\$400.00
Lot Combination	\$400.00
Boundary Adjustment	\$400.00
Site Plan Review	\$2,000.00 plus Third-Party Engineer Cost
Subdivision Review: Concept Plan & Preliminary Plat	\$3,000.00 plus Third-Party Engineer Cost
Final Plat & Construction Plans	\$2,000.00 plus Third-Party Engineer Cost
Vacation/Abandonment	\$500.00
Comprehensive Plan Amendment: Large Scale	\$3,000.00
Comprehensive Plan Amendment: Small Scale	\$1,000.00
Conditional Use Permit	\$450.00
Variance: All <i>Except</i> Residential	\$350.00
Variance: Single-Family Residence	\$500.00
Zoning Amendment: All <i>Except</i> PUD	\$700.00 plus Advertising Fee
Zoning Amendment: Planned Unit Development (PUD)	\$2,000.00 plus Advertising Fee
Development Agreement (<i>Without</i> Rezoning)	\$750.00
Appeal	\$250.00 plus Advertising Fee

Note: The fee schedule outlined above is in accordance with Ordinance 2024-15. In cases where refunds are requested, a minimum non-refundable fee of \$75.00 applies to cover administrative costs associated with processing the application and record maintenance.