

DEVELOPMENT REVIEW MANUAL

Section 1.0 GENERAL

Section 1.01 Purpose

The Development Review Manual is intended to help users of the Land Development Code (LDC) understand the review and decision making processes outlined in the LDC. The Manual includes information on application submittal requirements and review procedures for each review process.

Section 1.02 Adoption and Amendment

The Development Review Manual shall be adopted by resolution of the Board of County Commissioners and may be amended by the County Administrator.

Section 1.03 Conflict with Other Laws

If the provisions of the Development Review Manual conflict with those of the Land Development Code or any other statute, code, local ordinance, resolution, regulation, or Comprehensive Plan, the provisions imposed in said other regulations shall be deemed to be controlling.

Section 1.04 Definitions

(See also Land Development Code, Article XII)

Days: Shall mean consecutive calendar days.

Calendar Days: Shall mean five (5) calendar days excluding Saturday, Sunday, and Holidays.

Week: Shall be construed to mean seven (7) calendar days.

Month: Shall be construed to mean a calendar month.

Year: January 1 through December 31.

Manual: Shall mean the Development Review Manual.

Administrator: Shall mean the County Administrator of St. Johns County, Florida and/or his designee.

Jobs: shall mean permanent, full-time equivalent positions not including construction jobs.

Section 1.05 Abbreviations Used

AASHTO: American Association of State Highway and Transportation Officials

AHD: Affordable Housing Development

ARC: Architectural Review Committee

BOCC:	Board of County Commissioners
CRRB	Cultural Resource Review Board
DRB:	Design Review Board
DRC:	Development Review Committee
DRI:	Development of Regional Impact
FCOC:	Final Certificate of Concurrency
FDOT:	Florida Department of Transportation
FLUCCS:	Florida Land Use, Cover and Forms Classification System
FLUM:	Future Land Use Map
LDC:	Land Development Code
LOS:	Level of Service
MDP:	Master Development Plan
MSA:	Jacksonville Metropolitan Statistical Area
MUTCD:	Manual on Uniform Traffic Control Devices
PRD:	Planned Rural Development
PUD:	Planned Unit Development
PVZAB:	Ponte Vedra Zoning and Adjustment Board
PZA:	Planning & Zoning Agency
RARA:	Registered Architectural Review Association
TAZ:	Transportation Analysis Zone
TAS:	Transportation Analysis Spreadsheet

Section 1.06 Development Review Committee

The Development Review Committee was established for the purpose of performing technical evaluation of appropriate development plan applications. The DRC evaluates and/or performs studies and reviews necessary to complete an appropriate analysis of development plan applications for conformance with applicable rules, regulations, and ordinances as implemented by St. Johns County and other regulatory agencies having jurisdiction over developments.

The DRC consists of a representative from each department/program responsible for participating in the review of development plan applications. The purpose and intent of the DRC is to provide; through a regularly schedule meeting process, a streamlined, comprehensive, and responsible review process. Meetings are held each Wednesday. The purpose of the meeting process is to provide the following:

- A. A process for pre-application reviews.
- B. A process to discuss and clarify review comments and concerns for all parties involved.
- C. A process for unified development plan approvals and recommendations to the St. Johns County Planning & Zoning Agency and Board of County Commissioners.

The Development Review Division of the Growth Management Department is responsible for the coordination of the DRC committee meetings.

Section 1.07 Review Deadlines

The review deadlines established throughout this manual represent county guidelines. Every effort will be made to meet these established deadlines; however, additional time may be necessary due to holidays, staffing limitations or the complexity of a project.