

## **Section 12A.0 Minor Commercial Plan Review Construction Plan Review for Small Commercial Projects**

### **Section 12A.01 Introduction**

Some small commercial projects, (such as additions, change of use, expansions, and renovations), may not impact drainage or traffic patterns, but require compliance with other sections of the Land Development Code.

### **Section 12A.02 General Information**

- A. Construction plans are submitted to the Development Review Division for processing.

Address: 4040 Lewis Speedway St. Augustine, FL 32084  
Phone: 209-0660  
Fax: 209-0743

- B. A proposed project must meet all 5 of the following statements to be deemed a minor commercial project:

1. Must be less than 2800 sq. ft. of new impervious surface
2. Must be 4, or less, new parking spaces
3. No FDEP permitting required for utility work
4. Must be exempt from County or St. Johns River Water Management District Stormwater permitting requirements.
5. No offsite improvements

If during the review the project is determined not to be minor, plans will have to be submitted in accordance with Section 13 of this manual. Previously paid review fees will be applied to the new application.

- C. Fee: See [Fee Schedule](#)

### **Section 12A.03 Application Process**

A complete application package must be received in order to begin the Development Review process. Any incomplete applications will not be accepted. The following is a list of items required.

- A. One original of the completed Development Review Application. Please note that the project description must include the following:
1. location of project

2. use (include all types of uses)
  3. square footage by use
  4. property appraiser tax identification number
  5. review fee
  6. other pertinent information to your specific project
- B. One copy of the Owner's Authorization form
- C. One copy of the Registered Professional's Certification form
- D. One copy of the architectural floor plan, including:
1. square footage
  2. height and number of stories
  3. elevations if in an Overlay District
- E. Landscape plan (if applicable)
- F. 8 copies of detailed, scaled, signed and sealed site plan. See checklist included at the end of this section.

#### **Section 12A.04 Review Process**

- A. The above items are routed to the appropriate departments for 5 working days.
- B. The [status](#) of the project review is available on the County's website
- C. A determination will be made during the review as to whether inspections and/or as-builts will be required. There may be additional fees in connection with that determination.
- D. Any resubmittals will be routed for 5 working days.
- E. Plan review comments will be valid for 6 months from the date comments are forwarded to the applicant. Upon expiration, a new submittal will be required, including all appropriate fees.

#### **Section 12A.05 Approval Process**

After all issues are resolved, the applicant will receive the following:

- A. Two copies of the site plan that are stamped approved.

- B. One clearance sheet will be issued for each structure requiring a building permit. There will be a \$40.00 charge for each clearance sheet issued.
- C. A Development Permit Placard is prepared; the placard must be posted in a conspicuous and visible place in public view at the front of the property. The Permit shall be protected from the weather and must be posted in such position by the applicant promptly after issuance, during, and for a period not less than 30 days after commencement of construction, or until a Building Permit is issued, whichever comes first.
- D. The Development Permit will expire unless construction has commenced and continued in good faith on the 3 year anniversary of the approval.