



# LAND DEVELOPMENT CODE COMPLIANCE

AS/400 No. \_\_\_\_\_

This form is intended for submittal for review of compliance with all required Land Development Code requirements, prior to submittal of building permits.

## OWNER INFORMATION

Name, Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

## APPLICANT AND PROPERTY

Property Address(es): \_\_\_\_\_

List All Real Estate/Parcel Number(s): \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ (e.g. RS-1, C-2) Flood Zone: \_\_\_\_\_ (Current FIRM Map)

Applicant / Contractor Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

If a contractor, business name and address: \_\_\_\_\_

Please check all required attachments needed for LDC review:

- ☐ Most Current Survey
- ☐ Any Previous Approvals or Variances
- ☐ Site Plan
- ☐ Floor Plan
- ☐ Architectural renderings to demonstrate overall height.
- ☐ Elevation Certificate (if located in a flood zone)
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **OVERVIEW**

### **What is the intent of an LDC compliance application?**

The LDC Compliance review is intended to verify the proposed use and layout are legal and do not require further review or additional approvals prior to submitting for a Building Permit. It is intended to prevent delays in review of your building permit by addressing zoning related issues prior to submitting full building plans.

### **What type of information is reviewed?**

The zoning verification letter may contain the following information:

- Verification of the use and that it is legal within the zoning district the property is located in.
- Verification of compliance with lot dimensions and square footage for the zoning district.
- Verification of a legal Lot of Record (if needed)
- Verification of setbacks / lot coverage and all other dimensional standards.
- Whether the property is a legal nonconformity and therefore may not need to meet all standards
- If the property has any specific approved Conditional Use or previous Variances.

### **Information NOT reviewed as part of the LDC compliance application?**

- This review will not include any Building code compliance reviews, of plans or documentation.
- It will not review any Fire Code life safety issues.
- It will not address any potential issues with utilities either existing or new connections.
- It will not review compliance with any Beaches Energy Systems requirements.

### **How do I obtain this review?**

Complete the application form and include all required attachments and any other information you think is relevant. Turn completed application and all attachments to the Building Permit Counter.

**Requests will not be processed until all required information is provided.**

## **HELPFUL HINTS**

- Submit the request as early as feasible during the development of your plans, as any issues may take time to resolve.
- Ensure the property is located within the City of Jacksonville Beach Limits prior to requesting a review.
- Submit a boundary survey of the property with topographic information and flood zones (if available).
- The Property Record Card or Parcel Number is helpful and may save time if provided.
- Any use that requires a state license or certification, please include a copy that approved certification.