



**ALDAY-HOWELL  
ENGINEERING, INC.**

Civil Engineering  
Site and Subdivision Design  
Environmental Permitting  
Land Use Planning

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February 19, 2014

Leon County Development Services  
Renaissance Center, 2<sup>nd</sup> Floor  
435 North Macomb Street  
Tallahassee, FL 32301

RE: Crump Road Convenience Store  
Type "A" Site and Development Plan Application  
Parcel ID #12-04-20-018-000-0  
AHE Project #13-034

To Whom It May Concern:

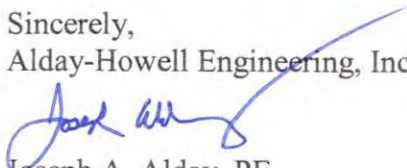
The subject project is located just north of the northeast quadrant of Miccosukee and Crump Road off of Crump Road. The proposed project involves the removal of the existing house and development of a 2,904 square foot Convenience Store with 10 gasoline fueling stations and a drive thru self-contained car wash along with associated parking and landscaping on a 2 acre parcel, proposed to be subdivided from the 6.58 acre parent parcel. The owner and developer is Mr. William G. Brown. The project qualifies for Type "A" Level Site Plan review, and the client has selected the Final Design Plan Approval (FDPA) review process. Therefore, this application is being submitted concurrently with the Concurrency and the Environmental Management Permit applications.

Please find attached 1 original of the following:

- Completed Application for Site and Development Plan Review
- Affidavit of Ownership/Agent Designation
- Permitted Use Verification (#VC130100)
- Natural Features Inventory (#LEA130041)
- Environmental Management Permit Application
- Application for Concurrency Review
- Aerial Photo showing the adjacent property owner's within 300'
- Permit Plan Set

If you have any questions or comments, please feel free to contact me.

Sincerely,  
Alday-Howell Engineering, Inc.



Joseph A. Alday, PE  
Principal

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Contact Information: 2860 Hwy. 71 North, Suite B  
Marianna, FL 32446  
[info@aldayhowell.com](mailto:info@aldayhowell.com)

Post Office Box 494  
Marianna, FL 32447

Ph. (850) 526-2040  
Fax. (850) 526-4740



## DEPARTMENT OF GROWTH & ENVIRONMENTAL MANAGEMENT

### SITE AND DEVELOPMENT PLAN APPLICATION OVERVIEW

Leon County  
Board of County Commissioners

Department of Development Support  
& Environmental Management  
435 North Macomb St., 2<sup>nd</sup> Floor  
Renaissance Center, 2<sup>nd</sup> Floor  
Tallahassee, FL 32301

Phone#: (850) 606-1300

Fax#: (850) 606-1301

Website: [www.leonpermits.org](http://www.leonpermits.org)

Leon County welcomes the opportunity to serve you during the processing of your development proposal. The County's Subdivision and Site and Development Plan Review process includes two review tracks that have been adopted by the Board of County Commissioners in an effort to streamline review of site plan applications. The Two-Track review process, as it is formally known, contains two review tracks that are available, depending upon the level of your site plan application (i.e. Type A, B, C): the Concept Plan Approval (CPA) track and the Final Design Plan Approval (FDPA) track. A description and flow diagram of each respective review track is included as an attachment to this application.

#### ***TWO-TRACK REVIEW PROCESS***

Applicants for Type A or B level site plans have the option of selecting either the CPA track or the FDPA track. Applications that qualify for review as Type C level site plans shall be reviewed through the FDPA track. Applications that are determined to be Type D level site plans do not qualify for review under the Two-Track review process and shall comply with the review requirements set forth in Section 10-6.696 of the Land Development Code. Regardless of the review track chosen by the applicant, a Permitted Use Verification (PUV) and Natural Features Inventory (NFI) shall be determined eligible/approved prior to submitting an application and scheduling an Application Review Meeting (includes public advertisement and direct mail notification to surrounding property owners) for the proposed project. To fully realize the expedited review benefits of the Two-Track Review Process, the applicant is encouraged to submit applications for building permit review concurrent with review of the site and development plan. Building permits that have completed review will be issued once the site plan application and associated environmental reviews are complete.

**CPA Track:** As mentioned above, the CPA track is available for projects that qualify as Type A or Type B level site plans. A conceptual Environmental Impact Analysis (EIA) is required as part of the CPA track, and shall be submitted for review concurrent with the concept plan application. Under the CPA track, the EIA requirements are limited to outlining how environmental constraints will be preserved and/or how mitigation measures will be achieved in anticipation of development impacts. Engineering related information and review, including stormwater analysis, will occur subsequent to the site plan approval with review of an Environmental Management Permit (EMP). Development of any such application under the CPA track cannot ensue until such time an EMP has been secured. As-Built and Operating permits must also be approved by the Department of Development Support and Environmental Management. Amendments processed during review of EMP and As-Built permits may necessitate modifications to the concept plan. Modifications to an approved concept plan shall be reviewed based on the criteria set forth in Section 10-7.411. Concurrency review and any anticipated mitigation efforts will need to be satisfied prior to approval of the site plan.

**FDPA Track:** The FDPA track also provides expedited site plan review by allowing concurrent review of the project's site plan and Environmental Management Permit (EMP). Technical and engineering related information and analysis is handled with concurrent review of a detailed site plan and EMP. The EMP shall include the conceptual EIA submittal requirements outlined in Section 10-7.402.5(a)(3) and all engineering and design level information required to demonstrate compliance with all environmental and stormwater related requirements applicable to the site. Development of any such application under the CPA track cannot ensue until such time an EMP has been secured. As-Built and Operating permits must also be approved by the Department of Development Support and Environmental Management. Amendments to a site plan approved under the FDPA track shall be reviewed based on the criteria set forth in Section 10-7.411. Concurrency review and any anticipated mitigation efforts will need to be satisfied prior to approval of the site plan.

## ***SUBMITTAL REQUIREMENTS***

According to the information we have been provided, your project is a Type \_\_\_\_ level site plan. Should the level of site plan change during the course of this process, we will instruct you accordingly. Application checklists, review schedules, and a submittal instruction package are included to facilitate your application process. Application submittals for Pre-Application Meetings (Type D), Application Review Meetings (ARM) or Development Review Committee (DRC) Meetings are generally required two weeks prior to the scheduled meeting. The submittal schedule may be viewed online at [http://www.leonpermits.org/legal\\_notices/2011%20Mtg%20Schd.pdf](http://www.leonpermits.org/legal_notices/2011%20Mtg%20Schd.pdf).

We encourage you to spend some time reviewing this important information and to consult with the Leon County Development Services staff should you have any questions while completing your application. The Development Services staff may be contacted at (850) 606-1300 or at 435 North Macomb Street, 2<sup>nd</sup> Floor, Tallahassee, FL, 32301.

### **FDPA Submittal Requirements:**

In addition to a completed site and development plan application, the following information needs to be submitted by the applicant:

1. Affidavit of Ownership/Agent Designation	Attached
2. Permitted Use Verification (determined eligible or conditional)	VC # VC130100
3. Natural Features Inventory (approved)	LEA # 13-0041
4. Environmental Management Permit (EMP) Application	LEM #
5. Application for Concurrency Review	LCM #

### **CPA Submittal Requirements:**

In addition to a completed site and development plan application, the following information needs to be submitted by the applicant:

1. Affidavit of Ownership/Agent Designation	
2. Permitted Use Verification (determined eligible or conditional)	VC #
3. Natural Features Inventory (approved)	LEA #
4. Environmental Impact Analysis (EIA) Application	LEA #
5. Application for Concurrency Review	LCM #


Additional attachments if applying for a Type C level site plan:

- Lobbyist Registration Form

Additional attachments if applying for a Type D level site plan:

- Lobbyist Registration Form
- Type D Site Plan Guide

**NOTE: Comprehensive Plan requirements prevail in the event of procedural conflicts with the Land Development Code language.**

	<b>DEPARTMENT OF GROWTH &amp; ENVIRONMENTAL MANAGEMENT</b>	<div style="text-align: right;">D - 4</div> Leon County Board of County Commissioners  Department of Development Support & Environmental Management 435 North Macomb St., 2 <sup>nd</sup> Floor Tallahassee, FL 32301  Phone#: (850) 606-1300 Fax#: (850) 606-1301 Website: <a href="http://www.leonpermits.org">www.leonpermits.org</a>		
	<p style="text-align: center;"><b>APPLICATION FOR SITE AND DEVELOPMENT PLAN REVIEW</b></p>			
<table> <tr> <td> <b>Level of Site Plan:</b>  <input checked="" type="checkbox"/> Type A Development  <input type="checkbox"/> Type B Development  <input type="checkbox"/> Type C Development  <input type="checkbox"/> Type D Development </td> <td> <b>Review Process :</b>  <input type="checkbox"/> Concept Plan Approval (CPA)  <input checked="" type="checkbox"/> Final Design Plan Approval (FDPA)  <input type="checkbox"/> Planned Unit Development (PUD) </td> </tr> </table>			<b>Level of Site Plan:</b> <input checked="" type="checkbox"/> Type A Development <input type="checkbox"/> Type B Development <input type="checkbox"/> Type C Development <input type="checkbox"/> Type D Development	<b>Review Process :</b> <input type="checkbox"/> Concept Plan Approval (CPA) <input checked="" type="checkbox"/> Final Design Plan Approval (FDPA) <input type="checkbox"/> Planned Unit Development (PUD)
<b>Level of Site Plan:</b> <input checked="" type="checkbox"/> Type A Development <input type="checkbox"/> Type B Development <input type="checkbox"/> Type C Development <input type="checkbox"/> Type D Development	<b>Review Process :</b> <input type="checkbox"/> Concept Plan Approval (CPA) <input checked="" type="checkbox"/> Final Design Plan Approval (FDPA) <input type="checkbox"/> Planned Unit Development (PUD)			

This application must be completed and returned with all attachments referenced in items below to the Leon County Development Support and Environmental Management (DSEM) Department, 435 North Macomb Street, 2<sup>nd</sup> Floor, Tallahassee, FL, 32301. The completed application will be used by DSEM staff to review your development proposal for consistency with the Comprehensive Plan and demonstrations of compliance with the County Land Development Regulations prior to approval, approval with conditions or denial of the application.

Application for: Application Review Meeting (☒)    Development Review Committee (☐)    Planned Unit Development (☐)

**Project Name:**

### 1. Applicant

Name: Glen Brown	Address: 2802 Topaz Way	Phone#: (850) 528-6293 Fax#:
City: Tallahassee	State: Florida	Zip: 32309
Email Address: wicklowfri@comcast.net		

### 2. Agent/Representative

Name: Alday-Howell Engineering, Inc.	Address: 2860 Hwy 71 N, Suite B	Phone#: (850) 526-2040 Fax#: (850) 526-4740
City: Marianna	State: Florida	Zip: 32446
Email Address: joseph@aldayhowell.com		

### 3. Property Owner

Name: William G. Brown	Address: 2802 Topaz Way	Phone#: (850) 528-6293 Fax#:
City: Tallahassee	State: Florida	Zip: 32309
Email Address:    wicklowfri@comcast.net		

### 4. Property Information:

Future Land Use Designation: Rural	Zoning Designation: Rural
Property Tax I.D. #'s: 1204200180000	



Acreage of Property (consistent with legal description and boundary survey):

6.58

Type of Proposed Development and Nature of Request (be as specific as possible):

To subdivide the 6.58 acre parcel into a 2 acre parcel for the development of a 2,904 SF convenience store with 10 fueling stations and for the remaining 4.58 acre parcel to be vacant with no development plans for now.

## 5. Project Information:

Type of Proposed Development and Nature of Request (be as specific as possible):

Create two parcels from 6.58 acre parent track. Develop the proposed 2 acre parcel into a 2,904 SF convenience store with 10 fueling stations.

Number of existing residential units: 1

Number of existing non-residential buildings/structures: 0

Proposed number of non-residential buildings/structures: 1

Total area of buildings/structures (s.f.): 2,904

Proposed number of residential dwelling units: 0

Type of residential unit(s): N/A

Does the proposal include subdivision of the property? ☒ Yes ☐ No If yes, number of proposed lots: 2

Proposed impervious surface area (s.f.): 28,380 SF

Proposed building/structure height: 1 Story (35 Feet Maximum)

## 6. Other Information:

Variances/Vested Rights Claim/Approved Deviations from Development Standards, existing or applied for, on the subject property (describe and attach appropriate documentation):

Utility Providers:

Sanitary Sewage Disposal: ☒ On-site Septic System(s) ☐ City of Tallahassee ☐ Talquin Electric Cooperative ☐ Other\*

Water Supplied By: ☒ On-site Potable Well(s) ☐ City of Tallahassee ☐ Talquin Electric Cooperative ☐ Other\*

Electric Provider: ☒ City of Tallahassee ☐ Talquin Electric Cooperative ☐ Other\*

\* Please specify: \_\_\_\_\_

## 7. FDPA/Type D Site Plan Checklist:

Twelve (12) sets of the following are needed for agenda submittal:

- ☒ Completed site and development plan application for the Application Review Meeting
- ☒ Affidavit of Ownership and Designation of Agent form
- ☒ Permitted Use Verification (PUV) determined 'Eligible' or 'Conditional'
- ☒ Completed application for Concurrency Management Determination
- ☐ Completed School Impact Analysis Form (for residential projects only)
- ☒ Approved Natural Features Inventory (NFI)
- ☒ Environmental Management Permit (EMP) – EMP application submittal required at the time of ARM submittal
- ☒ Site and development plans for review under the FDPA track shall include the following:  
**(The specific submittal requirements outlined below may be waived by the County Administrator or designee if the applicant provides adequate documentation as to the inapplicability to the proposed development)**
  - 1) Title block containing the following:
    - i. Name of proposed development.
    - ii. Date of preparation.
    - iii. Scale of the site and development plan, both written and graphic.
  - 2) A signed and sealed boundary survey and legal description (by a professional surveyor licensed to practice in the State of Florida).
  - 3) Tax identification number(s) for parcel(s) that are the subject of the application.
  - 4) Total acreage of the parcel(s) that are subject of application.
  - 5) A vicinity map with north arrow.
  - 6) Names, addresses and telephone numbers of all owners of the parcel(s), developers, optionees and agents.
  - 7) Location and type of proposed easements, including legal access.
  - 8) Dimension of all proposed lots to the nearest foot.
  - 9) Lot and block numbers, if applicable. If a re-subdivision of an existing plat is proposed, the numbering must be consistent with the existing system.
  - 10) A circulation diagram or illustrative plan showing vehicular and pedestrian movements, including location and dimensions of access points, sidewalks, any special engineering features, and traffic control devices, if any.
  - 11) Proposed changes to existing topography.
  - 12) Location of stormwater management facilities, including all conveyances and drainage easements.
  - 13) Location and type of buffers and conservation easements to be provided.
  - 14) Number of spaces and location of parking facilities or other impervious surfaces, including calculation of the square footage of all impervious areas. This information should be provided in tabular form.
  - 15) Location and depth of setbacks. This information should be provided in tabular form.
  - 16) Location and use of temporary structures as defined in Section 10-7.109 of the Land Development Code.
  - 17) Location and generalized footprint of each building existing or to be constructed by the applicant. For non-residential structures, a calculation of the gross square footage for each, including floor area ratios and height of any structure proposed. Existing buildings should be labeled as “to be removed” or “to remain”.
  - 18) Location and footprint of each type of infrastructure to be constructed.
  - 19) Areas to be protected by a conservation or preservation easement, or other method acceptable to the County.
  - 20) If the development fronts on a street or roadway, include each street or roadway and street or roadway name.
  - 21) Street plans, locations, designs, and names assigned in accordance with County regulations shall be depicted and described.
  - 22) If the applicant will construct them, location and description of all structures to be built by the developer, and if common facilities are to be constructed, how they will be maintained.
  - 23) Location and type of recreation facilities.
  - 24) Refuse collection areas, and location and type of screening, if proposed.
  - 25) Where the site and development plan covers only a portion of the landowner’s parcel, a map depicting all of the landowner’s contiguous property and proposed use for the balance of the property not included in the site which is the subject of the application.

- 26) Proposed build-out date of the infrastructure for the development in its entirety, and if the development will be built in phases, a development scheduled and proposed build out date for each phase. The proposed phasing schedule should also be noted graphically on the plan.
  - 27) A utility service plan addressing proposed water supply, electric power supply and method and location of sewage disposal.
  - 28) All lot lines, parcel tax identification numbers, roads, access easements on the subject parcel, structures and paved areas within 300 feet of the parcel boundaries.
- ☒ A site map depicting the existing natural and developed features on the parcels, which are the subject of the application, shall also be submitted. The information submitted shall include, and be consistent with, the provisions of this section:
- 1) Location of all wooded areas, differentiating between native forests, high quality successional forests and mature successional forests.
  - 2) Location of any listed species and their habitats, as defined by the Environmental Management Act (EMA), and their occurrences on-site.
  - 3) For multifamily residential and all non-residential site plans, identify trees defined as protected by the EMA which are impacted by the proposed development.
  - 4) Location of wetlands as defined by the EMA.
  - 5) Conservation and preservation areas as set forth in the Comprehensive Plan and the EMA.
  - 6) Location of sinkholes and other karst features.
  - 7) Location of all water bodies, watercourses, drainage ditches, canals, and other surface water features.
  - 8) Location and type of known hazardous materials, hazardous wasteland, and underground storage tanks.
  - 9) Location of 100 year floodplain.
  - 10) Location of other natural features.
  - 11) An aerial photograph showing the location of the site and adjacent properties within 300 feet of the site. The boundary of the subject property should be outlined or highlighted on the aerial photograph.
  - 12) A conceptual landscaping plan, including a planting plan for public right-of-way, common areas, and buffers or open space areas showing types, sizes, and spacing of trees and other vegetation.
  - 13) Location of closed basins and natural drainage divides.
  - 14) Proposed covenants, grants, easements, dedications, and restrictions to be imposed on the land, buildings, and/or structure, including proposed easements for public utilities and instruments relating to the use and maintenance of common natural areas, open spaces, private streets, and other private infrastructure shall be furnished with an application. All such documents should be reviewed and approved by the County Attorney as to form and sufficiency consistent with the minimum requirements of the LDC, prior to action on the application. Such instruments shall allow access of public vehicles for public safety or maintenance purposes.
- ☒ For non-residential development, the applicant should also provide the following information consistent with the provisions of this Section:
- 1) Names and amounts of hazardous or toxic materials or wastes to be used or produced on-site.
  - 2) Types and amounts of radioactive materials or wastes, explosives, or flammable materials to be used or produced on-site.
  - 3) Types and amounts of smoke, dust, particulate matter, noxious or odorous gases or other pollution of the air produced on-site.
  - 4) Types and amounts of materials identified in Section 10-7.402(b)(iii)(a), (b), and (c), which can be expected to be moved off-site.
  - 5) Noise levels expected at the site boundaries.
  - 6) The types of manufacturing, production, processing or other industrial activities which will take place.
  - 7) Additional information as may be required by the County to clarify relevant points.

## 8. CPA Site Plan Checklist:

Twelve (12) sets of the following are needed for agenda submittal:

- ☐ Completed site and development plan application for the Application Review Meeting
- ☐ Affidavit of Ownership and Designation of Agent form
- ☐ Permitted Use Verification (PUV) determined 'Eligible' or 'Conditional'
- ☐ Completed application for Concurrency Management Determination
- ☐ Completed School Impact Analysis Form (for residential projects only)
- ☐ Approved Natural Features Inventory (NFI)
- ☐ Environmental Impact Analysis (EIA) – EIA application submittal required at the time of ARM submittal
- ☐ Site and development plans for review under the CPA track shall include the following:  
**(The specific submittal requirements outlined below may be waived by the County Administrator or designee if the applicant provides adequate documentation as to the inapplicability to the proposed development)**
  - 1) Title block containing the following:
    - i. Name of proposed development.
    - ii. Date of preparation.
    - iii. Scale of the site and development plan, both written and graphic.
  - 2) A signed and sealed boundary survey and legal description (by a professional surveyor licensed to practice in the State of Florida).
  - 3) Tax identification number(s) for parcel(s) that are the subject of the application.
  - 4) Total acreage of the parcel(s) that are subject of application.
  - 5) A vicinity map with north arrow.
  - 6) Names, addresses and telephone numbers of all owners of the parcel(s), developers, optionees and agents.
  - 7) Location of proposed land uses, open space, conservation or preservation areas and all other natural features (as identified with the NFI).
  - 8) Location and type of known hazardous materials, hazardous wasteland, and underground storage tanks.
  - 9) An itemized list of proposed land uses.
  - 10) The minimum and maximum number of allowable residential units (and calculated gross density) and/or non-residential development intensity (as measured in gross building square footage).
  - 11) Development and design standards including, but not limited to: lot dimensions and size, building setbacks, building heights, dimensions of internal streets, sidewalks and any other transportation facilities, and buffering
  - 12) A circulation diagram or illustrative plan showing vehicular and pedestrian movements, including location and dimensions of access points, sidewalks, any special engineering features, and traffic control devices, if any
  - 13) Proposed covenants, grants, easements, dedications, and restrictions to be imposed on the land, buildings, and/or structure, including proposed easements for public utilities and instruments relating to the use and maintenance of common natural areas, open spaces, private streets, and other private infrastructure shall be furnished with an application.
  - 14) Proposed build-out date of the infrastructure for the development in its entirety, and if the development will be built in phases, a development scheduled and proposed build out date for each phase. The proposed phasing schedule should also be noted graphically on the plan.



## **PLAN SUBMITTALS**

Site and development plans for review under the CPA track should be limited to four (4) plan sheets including a cover sheet with location map, boundary survey with existing conditions, an environmental conditions sheet, and a conceptual plan sheet that establishes the allowable uses and development intensity/density, vehicular and pedestrian circulation (including sidewalk locations), open space (parks, recreational areas, etc.), conservation areas, as well as any corresponding development and design standards for all lands included in the application.

Site and development plans for review under the FDPA track should be limited to eight (8) plan sheets including a cover sheet with location map, boundary survey with existing conditions with contours, grading plan with tree survey, site plan layout including paving and structures and preserves/conservation areas, a drainage and utilities sheet, tree removal plan, a landscape plan, and details sheet. Each sheet should include a tabular summary of the applicable development information as noted above. Other sheets may be required if requested by the reviewing agency.

Site plan submittals must follow the deadlines set forth in the site plan submittal and meeting dates posted on the Department website at: [http://leonpermits.org/legal\\_notices/index.asp](http://leonpermits.org/legal_notices/index.asp)

**Digital Submittals:** Leon County accepts and reviews plan submittals electronically. Applicants may submit digital plans or electronic files in lieu of paper copies to the Department of Development Support and Environmental Management. Digital submittals shall contain all of the information included with this application and any supplemental information or approvals needed to schedule the application for review. Applications will not be scheduled for review until such time all applicable review fees have been collected. Digital submittals must follow the deadlines set forth in the site plan submittal and meeting dates posted on the Department website at: [http://leonpermits.org/legal\\_notices/index.asp](http://leonpermits.org/legal_notices/index.asp). Documents will only be accepted in Adobe .pdf format. Digital submittals should be coordinated with the administrative representative that handles site plan submittals. For additional information, please contact Development Services at 850-606-1300.

☒ Please be advised that, according to Florida Statute 197.192, all property taxes shall be paid prior to the final approval and recording by the Clerk of Court in the public records of the County any proposed subdivision of land, or declaration of condominium of land. Therefore, tax receipts or other documentation from the Leon County Tax Collector's Office must be provided with this submittal to demonstrate compliance with Florida Statute 197.192. Should you have any questions regarding compliance with this Statute, contact the Leon County Tax Collector's Office at (850) 488-4735.

☒ Application fees:

Type A:

Non-residential - \$2,436 plus \$.85 per square foot of building area (\$6,000 max.), plus \$950 direct notice fee

Residential - \$4,476 plus \$96 per dwelling unit (\$6,000 max.), plus \$950 direct notice fee

Type B:

Non-residential - \$3,828 plus \$.56 per square foot of building area (\$12,000 max.), plus \$1,690 direct notice fee

Residential - \$6,024 plus \$78 per dwelling unit (\$12,000 max.), plus \$1,690 direct notice fee

Type C:

Non-residential - \$3,756 plus \$.55 per square foot of building area (\$12,000 max.), plus \$2,640 direct notice fee

Residential - \$4,500 plus \$48 per unit (\$12,000 max.), plus \$2,640 direct notice fee

Type D:

Residential or Non-residential - \$3,000 plus \$2 per dwelling unit or \$12 per acre, plus \$2,640 direct notice fee

Density or Concept Plan Revisions - \$4,800 (plus \$2,640 direct notice fee)

Other Minor Revisions - \$1,500

*See Natural Features Inventory and Concurrency Applications for their respective fees.*

Approved as to form:  
Leon County Attorney's Office  
Suite 217, 301 South Monroe St.  
Tallahassee, FL 32303



## Applicant's Affidavit of Ownership & Designation of Agent

Leon County  
Board of County Commissioners

Department of Development Support &  
Environmental Management  
435 North Macomb St.  
Tallahassee, FL 32301

Phone#: (850) 606-1300  
Fax#: (850) 606-1301

Application is hereby made to obtain approvals and permit(s) to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and development of land in this jurisdiction.

### Section 10-4.201. Permit requirements

Section 10-4.201(a) of Leon County Code of Laws states:

- (a) *Environmental management permit.* Prior to engaging in any development activity, and prior to removing, damaging, or destroying any protected tree, the person proposing to engage in such activity and the owner of the land on which such activity is proposed to occur shall first apply for and obtain an environmental management permit, or a right-of-way placement permit, general permit, or silviculture permit, where appropriate pursuant to subsections(c), (d), or (e). For purpose of applying for and obtaining a permit, the term "owner" shall include the following: fee simple owner; easement holder; life tenant; tenant with a written lease specifically authorizing the tenant to secure permits; and federal, state, and local governmental entities and utilities with rights to entry, easements or other interests in real property.

### Section 10-7.107 Compliance

Section 10-7.107(a) & (b) of Leon County Code of Laws states:

- (a) No subdivision of any lot, tract, or parcel of land shall be effected, no street, sanitary sewer, septic tank, wells, storm sewer, water main, or other facilities in connection therewith shall be laid out, constructed, opened, or dedicated for public use or travel, or the common use of occupants of buildings abutting thereon, nor site development commenced, except in strict accordance with the provisions of this article and applicable Florida Statutes.
- (b) No person, developer, applicant or any other legal entity or association shall create a subdivision of land or develop any lot within a previously approved subdivision or undertake development on a parcel anywhere in the unincorporated area of the county except in conformity with this article. No subdivision shall be platted or recorded unless such subdivision meets all the applicable county ordinances, and those of any applicable laws of the state, and has been approved in accordance with the requirements of this article.

**In order for this application to be considered complete, the applicant must sign and date this affidavit of ownership in the presence of a Notary Public.**

### Deed Restrictions and Covenants

Prior to pursuing an environmental permit application, applicants should review any Deed Restrictions and/or Covenants which may apply to a particular site. Applicants should be aware that Deed Restrictions or Covenants are private civil issues and therefore are not enforced or reviewed by the County.

Based on this information, I hereby acknowledge that I have been advised that I should seek out and obtain information on my own to identify if there are any Deed Restrictions and/or Covenants on the use of the site associated with this permit application. JS Owner's Initials

### Public Record Information

Chapter 119, Florida Statutes, Section 119.071(4)(c)(d) Subparagraphs 1-8 exempt the public release of select information pertaining to the name, address, and phone numbers of certain public employees, e.g. law enforcement personnel, their spouses and children. Do you or your spouse fall into one of these protected categories? Yes ☐ No ☒

If so, do you want the exempt information that is included on this application withheld from the public, or from any official public record request? Yes ☐ No ☐

The authenticity of the request to withhold this specific information from the public as specified in Chapter 119, Florida Statutes is subject to verification by this Department. Owner's (s') Initials



## OWNER'S CERTIFICATION

I (we), Glen Brown, certify that I (we) am (are) the owner, as defined by Sections 10-1.101 and 10-4.201(a) of Leon County Code of Laws, of the property described herein. Parcel I.D. 12-04-20-018-000-0 Permit # \_\_\_\_\_ (if known).

OWNER'S (S') NAME: Glen Brown

OWNER'S (S') ADDRESS:  
2802 Topaz Way

CITY COUNTY STATE ZIP CODE  
Tallahassee Leon Florida 32309

APPLICANT(S) SIGNATURE: Glen Brown DATE APPLICATION COMPLETE: 2-19-14

**I. DESIGNATION OF APPLICANT'S (S') AGENT (Leave blank if not applicable)**

As the owner of the above-designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief.

Applicant's Agent: Joseph Alday, Alday-Howell Engineering, Inc.

Contact Phone: (850) 526-2040

Telephone No.: \_\_\_\_\_

Address: 2860 Hwy 71 N, Suite B Marianna, FL 32446

**II. NOTICE TO OWNER (S)**

A. All changes in ownership and applicant's agent prior to issuance shall require a new affidavit. If ownership changes, the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.

B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below (i.e., limited to obtaining a Certificate of Concurrence for the parcel; limited to obtaining a land use compliance certificate; etc.).

**C. ACCESS TO PROPERTY**

By submitting this application, I (we) am (are) providing permission for Leon County personnel to inspect at reasonable times the property and work required under any permit issued under this application for compliance with applicable codes as specified in Leon County's Code of Laws, Chapter 10, Section 10-1.105 and 10-4.212. Unless the inspection requires entry into a private residence, no further permission will be required. DL Owner's (s') Initials

**NOTARY PUBLIC - CROSS THROUGH NOTARY SECTIONS NOT USED**

STATE OF: FL COUNTY OF: Jackson

☒ For an individual or individuals acting in his, her or their own right; or

Sworn to (or affirmed) and subscribed before me this 19 day of Feb., 20 14, by Glen Brown,  
(name of person acknowledging)  
who is personally known to me or who has produced DL as identification.  
(type of identification produced)

☐ For Corporation or Governmental Entity; or

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,  
by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_, a \_\_\_\_\_,  
(name of officer or agent, title of officer or agent) (office held) (name of corporation) (state)  
corporation, on behalf of the corporation. He/she is personally known to me or has produced \_\_\_\_\_ as identification.  
(type of identification produced)

☐ For Partnership

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_,  
(name of acknowledging partner)  
partner on behalf of \_\_\_\_\_, a partnership  
(name of partnership)  
He/she is personally known to me, or has produced \_\_\_\_\_ as identification.  
(type of identification produced)

Signature of Notary

Print, Type or Stamp Commissioned Name of Notary

Title or Rank



**TRAVIS HOWELL**  
MY COMMISSION # FF 055320  
EXPIRES: December 20, 2017  
Bonded Thru Budget Notary Services

2-19-14

**LEON COUNTY  
PERMITTED USE VERIFICATION  
CERTIFICATE NUMBER: VC130100**

**ISSUED TO:**

Name: GLENN BROWN  
Address: 2802 TOPAZ WAY TALLAHASSEE , 32309

Phone #: 850-528-6293

Project Acreage: 6.59  
Zoning District.: R  
Parcel Tax ID#.: 12-04-20-018-0000

Status: CONDITIONAL  
9,500 SF COMMERCIAL/RETAIL/GAS

-----COMMENTS-----

1: The subject parcel is located within the Rural (R) zoning district (Section 10-6.612 of the Land Development Code [LDC]) and is designated Rural on the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan. The referenced parcel is located outside the Urban Services Area (USA). Central sanitary sewer is not available to the site. For information, as it relates to on-site septic treatment systems, please contact the Department of Environmental Health at 850-487-3166. The site is not located within a specific utility franchise area, but may currently be served by Talquin Electric. All utilities shall be installed in accordance with the requirements and policies of the utility service provider and Leon County.

The site is currently developed with a single-family dwelling. The Permitted Use Verification requests redevelopment of the site with approximately 9,500 square feet (or less) of commercial development. It should be noted that 'minor commercial' uses, including miscellaneous general merchandise stores, gasoline service stations and convenience stores, are permissible in the Rural zoning district on or near (within 330 feet) the intersection of a collector and arterial street. Crump Road is a major collector facility and Miccosukee Road is a minor arterial facility, according to the Roadway Functional Classification Maps of the Comprehensive Plan. Minor commercial uses are generally defined as commercial goods and services that are less than 20,000 square feet - when not located on a local street. For minor commercial uses, the Rural zoning district limits the absolute total intersection location (sum of all quadrants) to 20,000 square feet. The total square footage allowed on any quadrant of the above intersection is limited to a maximum of 10,000 square feet and a single structure is limited to a maximum of 5,000 square feet. Please note that any existing commercial establishments located at this intersection will be deducted from the total allowances listed above. There is an existing, non-conforming minor commercial use located just south of this property. This use appears to be approximately 500 - 800 square feet of total floor area (+/-). At the time an application is filed, compliance with the quadrant limits will need to be verified. Please note the Comprehensive Plan limits minor commercial uses (not located on a local street) to a site area of two acres or less. This acreage shall be within the 330 ft. radius of the centerline of the Miccosukee Road and Crump Road intersection.

Pursuant to the subdivision and site plan review thresholds established in Section 10-7.402 of the LDC, a request for the establishment of minor commercial uses less than 15,000 square feet in the Rural zoning district would be subject to Type 'A' level site plan (Section 10-7.403, LDC). Under the expedited 'Two-Track' review process (Section 10-7.402.5, LDC), an applicant requesting site plan approval would be provided the option of selecting one of two abbreviated tracks: Concept Plan Approval (CPA) track or Final Design Plan Approval (FDPA) track. The applicant must specify under which track the application will be reviewed. The CPA process is typically most appropriate for projects that are more speculative in nature. The CPA track includes abbreviated submittal requirements while providing the applicant development approval assurances required to market the project and/or to secure the necessary financing. An approved Environmental Management Permit (EMP) shall be obtained within one year of obtaining conceptual site plan approval. Once an EMP is issued, the site plan approval is valid for a period of three years. Please note that subdivision of property utilizing a non-exempt site plan process will require execution of a plat in compliance with the standards set forth in Article VII, Division 6 of the Land Development Code. The applicant may wish to subdivide the property to create the commercial lot pursuant to the Administrative Streamline Application Process (ASAP). Prior to filing an application for ASAP review, the applicant shall obtain a Natural Features Inventory. Prior to ASAP approval, the applicant shall obtain EMP approval or exemption.

The FDPA track would compresses the overall project review timeframe by including concurrent review of the project's



**LEON COUNTY  
PERMITTED USE VERIFICATION  
CERTIFICATE NUMBER: VC130100**

site plan and environmental permit, allowing the applicant to receive site plan and environmental permit approval concurrently. Once approved, the site plan is valid for a period of three years.

According to Leon County Geographic Information Systems (GIS) data, the site is located in the Black Creek Watershed and the Lake Lafayette and Bird Sink Basins. The Bird Sink Basin is designated as a regulated closed basin. Developments within closed basins are subject to closed basin standards (Article IV, LDC) and are limited to the extent there is sufficient available stormwater capacity within the basin. According to GIS data, a small portion of the southeast property is located within the Miccosukee Road Canopy Protection Zone. No clearing may occur in the Canopy Road Protection Zone and all structures must be setback at least 100 feet from the centerline of the canopy road. If the site is accessible by roads other than the canopy road, no direct access is permissible. The property currently has frontage and access to Crump Road, which is not a canopy road. A Natural Features Inventory (NFI) will verify the presence of any environmentally sensitive areas, endangered, threatened or species of concern (Section 10-4.202, LDC). The NFI shall be approved by Development Support and Environmental Management prior to submittal of an application for site plan review.

The proposed development shall demonstrate compliance with development standards applicable to non-residential development, including the off-street parking and loading requirements set forth in Article VII, Division 5, LDC - Parking and Loading Standards. Where applicable, landscape buffers, which serve a buffering and screening function, shall be provided between adjacent land uses and zoning districts (Article VII, Division 5, Sec. 10-7.522, LDC). The matrix included in the landscape buffer section of the LDC shall be utilized to determine the width and degree of plantings needed to satisfy the buffer requirements. Non-residential development shall demonstrate compliance with the minimum standards for landscape and natural areas set forth in Sections 10-4.344 and 10-4.345 of the Land Development Code.

The application shall demonstrate compliance with concurrency management requirements of the Land Development Code (Article III of the LDC). Concurrency is a requirement which ensures that infrastructure, necessary to accommodate the proposed development, is in place (i.e. roads, parks, etc.). According to the Concurrency Management section of the Land Development Code (Section 10-3.105), no final development order can be issued unless there is sufficient, available capacity to meet the level of service standards for the existing population, vested development, and for the proposed development. If you have any further questions regarding requirements for concurrency, please contact the Development Services Concurrency Management Planner at 850-606-1300.

It should be noted that requirements for parking, vehicular use areas, easements, stormwater management facilities (and other related infrastructure), and concurrency may reduce the overall development potential of this site. This determination shall not be construed to grant exemption from any other development regulation or permitting requirements, as may otherwise be applicable. This review does not include an analysis of environmental constraints. All environmental constraints shall be addressed in a manner consistent with the applicable goals and policies of the Comprehensive Plan and in compliance with the applicable provisions of the Land Development Code.

-----CONDITIONS-----

**Subject to the following sequence of reviews and required approvals:**

- 1: Natural Features Inventory (NFI): Contact Environmental Services at 850-606-1300.
- 2: Type A Review (Shall include Environmental Management Permit Submittal if FDPA Track): Contact Development Services at 850-606-1300
- 3: Final Plat: Please note that unless ASAP process is utilized to create parcel prior to Type A subdivision, a recorded plat will be required. Contact Public Works at 850-606-1500 for plat questions. Contact Development Services at 850-606-1300 for questions about ASAP.
- 4: Septic Tank Permit Contact: Leon County Health Department at 850-606-8350
- 5: Building Permit: Contact Building Plans Review and Inspection at 850-606-1300

Submittal requirements are pursuant to the Leon County Zoning, Site and Development Plan and Subdivision Procedures and Information Manual for the Process identified above.

Subsequent permitting and site plan review may limit the ability to construct above described development. This certificate is exclusive to the terms and conditions herein and is valid under the 2010 Comprehensive Plan and the Leon County Land Development Regulations in effect at the time of issuance. Amendments to the 2010 Comprehensive Plan or to the Land Development Regulations



**LEON COUNTY  
PERMITTED USE VERIFICATION  
CERTIFICATE NUMBER: VC130100**

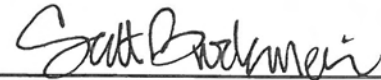
may alter the terms and conditions of this certificate.

No Permitted Use Verification Application and/or Permitted Use Verification Certificate shall be the basis for any claims of estoppel or vesting as against any land development regulations or zoning regulations, which may be adopted on or after the date of the Permitted Use Verification Application and/or the Permitted Use Verification Certificate.

Date: 09/23/2013

Revised N Version: 0

Previous PUV#: \_\_\_\_\_



Development Services Division  
Development Support and Environmental Management

Development Support and Environmental Management  
Division of Environmental Services  
Renaissance Center, 2<sup>nd</sup> Floor  
435 N. Macomb Street  
Tallahassee, FL 32301  
(850) 606-1300

October 10, 2013

William Glen Brown  
2802 Topaz Way  
Tallahassee, Florida 32309

**RE: Approval with Condition**  
**Project: Crump Road Store**  
**Natural Features Inventory (NFI) No-Impact: LEA 13-0041**  
**Parcel ID 12-04-20-018-000-0**

Dear Mr. Brown:

We have completed our review of your NFI application submitted for the referenced project on October 2, 2013. Your application is hereby approved with the condition that a Cultural Resource Assessment letter be received from the Florida Division of Historical Resources. We must receive a favorable response from their office prior to submittal of your site plan for review.

The subject parcel is located within the Bird Sink Watershed which is regulated as a closed basin. Proposed development within this parcel, among others, shall comply with the volume control requirements of Section 10-4.301(3) of the Leon County Land Development Code. Stormwater discharge controls shall be in compliance with Section 10-4.301(6).

Additionally, the site does not appear to contain a floodplain; however, due to terrain conditions an area within the site provides retention, and thus any fill/"saddle" control elevation modifications shall be offset by a corresponding retention volume within the prospective stormwater management facility.

It should be noted that non-inclusion in this letter of a Leon County Land Development Regulation/Requirement does not constitute exemption from compliance with the requirement. All the required information for environmental impact analysis and environmental permitting shall be provided.

If you have any questions concerning this letter or need additional information, please contact me at 606-1376 or via e-mail at [weismanj@leoncountyfl.gov](mailto:weismanj@leoncountyfl.gov).

Sincerely,

Jill Weisman  
Senior Environmental Review Biologist

CC: File



This record search is for informational purposes only and does NOT constitute a project review. This search only identifies resources recorded at the Florida Master Site File and does NOT provide project approval from the Division of Historical Resources. Contact the Compliance and Review Section of the Division of Historical Resources at 850-245-6333 for project review information.

February 11, 2014



Joseph Alday  
Alday-Howell Engineering, Inc.  
2860 Highway 71 North, Suite B Marianna, FL 32446  
Phone: 850-526-2040  
Fax: 850-526-4740

In response to your inquiry of February 11, 2014 the Florida Master Site File lists one previously recorded archaeological site, one resource group, and no standing structures in the following parcel of Leon County:

**T01N, R02E, Section 4**

When interpreting the results of our search, please consider the following information:

- **This search area may contain *unrecorded* archaeological sites, historical structures or other resources even if previously surveyed for cultural resources.**
- **Because vandalism and looting are common at Florida sites, we ask that you limit the distribution of location information on archaeological sites.**
- **While many of our records document historically significant resources, the documentation of a resource at the Florida Master Site File does not necessarily mean the resource is historically significant.**
- **Federal, state and local laws require formal environmental review for most projects. This search DOES NOT constitute such a review. If your project falls under these laws, you should contact the Compliance and Review Section of the Division of Historical Resources at 850-245-6333.**

Please do not hesitate to contact us if you have any questions regarding the results of this search.

Sincerely,

Mary Berman  
Archaeological Data Analyst  
Florida Master Site File  
[mary.berman@dos.state.fl.us](mailto:mary.berman@dos.state.fl.us)

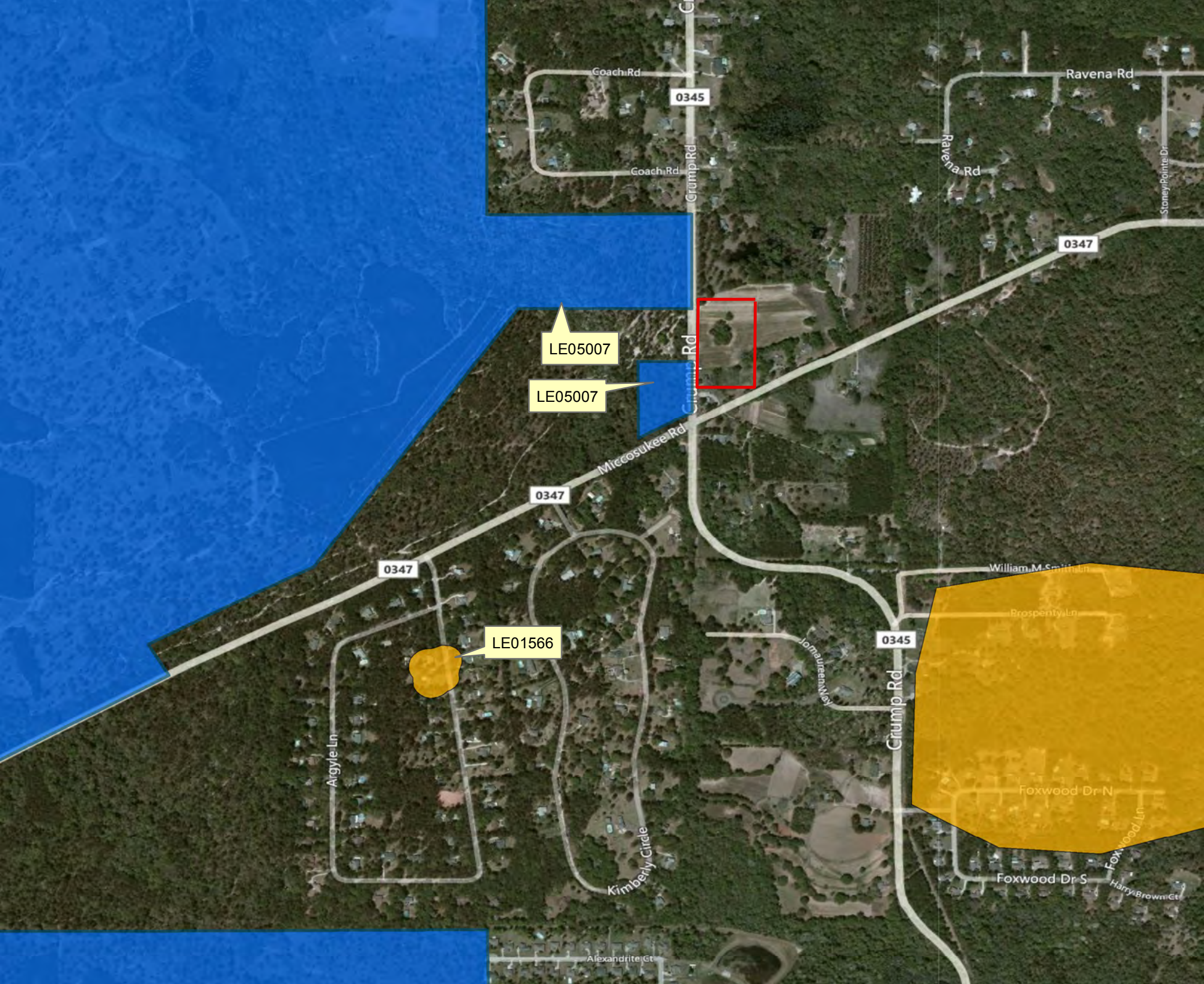


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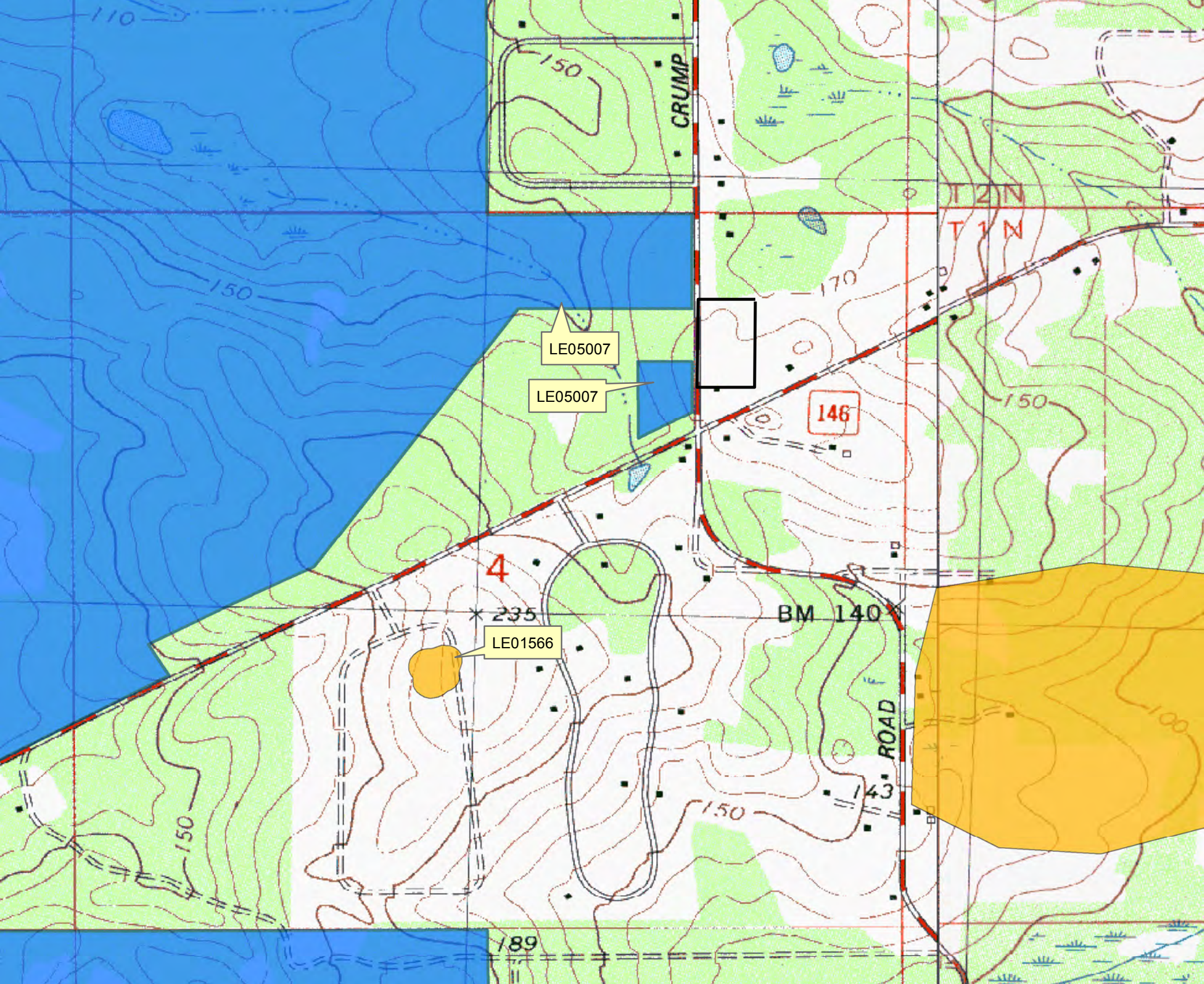
## Cultural Resource Roster

SiteID	Type	Site Name	Address	Additional Info	SHPO Eval	NR Status
LE01566	AR	KIMBERLY HILLS I	TALLAHASSEE GV			
LE05007	RG	Welaunee Plantation	Tallahassee	FMSF Building Complex - 13 Contrib Resources		









LE05007

LE05007

4

235

LE01566

146

BM 140

ROAD



Development Support & Environmental Management Dept. 435 North Macomb Street, 2 <sup>nd</sup> Floor Tallahassee, FL 32301 (850) 606-1300	<b>ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION</b>	E - 3
---	--	-------

Shaded Areas are for Staff use only		
Fee Paid, Amount & Date _____	LPR # _____	
Data Entry By & Date _____	LEM # _____	Stamp Date Received Above

Is this an application to amend a prior permit? ☐ Yes ☒ No If yes, provide project name & permit # \_\_\_\_\_  
Has this application been submitted in response to enforcement action? ☐ Yes ☒ No  
Has this development received Site Plan Approval? ☐ Yes ☒ No If yes, provide copy of Approval Letter.

**Permit Components Applied For:**

**Stormwater:**

(Check Only One)

- ☐ Short Form A Non-Residential  
☐ Short Form B-Low (SFBL)  
☐ Short Form B-High (SFBH)  
☒ Standard Form (STD)  
☐ Vegetation Management Plan

**Tree Removal:**

(Check all that apply)

- ☐ Patriarch  
☐ Canopy Road  
☐ Wetland  
☒ Other

**Project Type:**

(Check One Below)

- ☐ Single Family Subdivision  
☐ Multi Family Subdivision  
☐ Multi Family  
☒ Commercial  
☐ Industrial  
☐ Governmental  
☐ Institutional  
☐ After-the-Fact

**Landscape:**

Yes ☒ No ☐

- ☐ Silviculture  
☐ Minor Prop. Improvements  
☐ Underground Storage Tank Removal  
☐ General Utility  
☐ Lot within a Master Planned Subdivision  
☒ Other

Number of Trees Requested for Removal: 4

**Property/Project Information:**

Project Name: Crump Road Convenience Store Total Acreage of Proposed Site: 6.58  
Parcel Tax ID# (s): 12-04-20-018-000-0 Subdivision Name: \_\_\_\_\_  
Development Site Address (or location): 4955 Crump Road Site Zip Code \_\_\_\_\_

**Ownership Information:**

Owner: William G. Brown Email: wicklowfri@comcast.net Telephone: (850) 528-6293  
Mailing Address: 2802 Topaz Way Tallahassee Florida 32309  
Street Address City State Zip

**Consultant Information:**

Firm: Alday-Howell Engineering, Inc. Consultant Contact: Joseph Alday, PE  
Email: joseph@aldayhowell.com Telephone: (850) 526-2040 Fax: (850) 526-4740  
Mailing Address: 2860 Hwy 71 N, Suite B Marianna Florida 32446  
Street Address City State Zip

**Concurrency Status:**

Exempt, Vested, Concurrency Project Title Crump Rd Conv. Store Permitted Use Verification # VC130100  
Expiration Date Applied For Expiration Date Issued 9/23/13

**Physical Features Information:\***

Drainage Basin? ☐ Lake Jackson ☒ Lake Lafayette ☐ Lake Iamonia ☒ Other Bird Sink  
Watershed, if any? Black Creek Predominant Soil Types \_\_\_\_\_

Is any of the site located within a Closed Basin? ☒ Yes ☐ No If yes, name: Bird Sink

Is the site located within any Special Development Zones? ☐ Yes ☒ No If yes, name: \_\_\_\_\_

	Square Feet	% of Site		Square feet	% of Site
Disturbed Area on Project Site:	<u>60,896</u>	<u>70</u>	Impervious Area, Pre-development:	<u>1,830</u>	<u>2</u>
Natural Area preserved:	<u>23,866</u>	<u>27</u>	Impervious (+) Added or (-) Removed	<u>24,550</u>	<u>28</u>
Landscaped Area:	<u>36,874</u>	<u>43</u>	Impervious Area, Post-developed	<u>26,380</u>	<u>30</u>



**ALDAY-HOWELL  
ENGINEERING, INC.**

Civil Engineering  
Site and Subdivision Design  
Environmental Permitting  
Land Use Planning

February 18, 2014

Leon County Development Services  
Renaissance Center, 2<sup>nd</sup> Floor  
435 North Macomb Street  
Tallahassee, FL 32301

RE: Crump Road Convenience Store  
Application for Concurrency Determination.  
Parcel ID #12-04-20-018-000-0  
AHE Project #13-034

To Whom It May Concern:

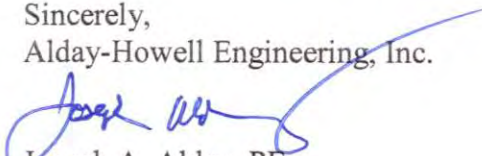
The subject project is located just north of the northeast quadrant of Miccosukee and Crump Road off of Crump Road. The proposed project involves the development of a 2,904 square foot Convenience Store with 10 gasoline fueling stations with associated parking and landscaping on a 2 acre parcel, proposed to be subdivided from the 6.58 acre parent parcel. The owner and developer is Mr. William G. Brown. The project qualifies for Type "A" Level Site Plan review, and the client has selected the Final Design Plan Approval (FDPA) review process. Therefore, this application is being submitted concurrently with the Type "A" Site Plan and the Environmental Management Permit applications.

The project site is outside of the urban service area. Public water and sewer service is not available to the site. Therefore, the project is proposed to be served by a private well and on-site septic system. Electric service is proposed to be provided by the City of Tallahassee.

The project is expected to generate 182 peak hour trips and therefore is considered a large project. Attached please find the Application for Concurrency Determination and the Large Project Transportation Impact Analysis which includes the project narrative, location map, the site plan drawing, and a sketch of the peak hour vehicle trips distributions. The fee was calculated to be \$324 (\$228 base fee for the first 1,000 sf of commercial building plus \$48 for each additional 1,000 sf of building -  $\$228 + 2(\$48)$ ). Upon verification of the fee the developer will make payment to Leon County.

If you have any questions or comments, please feel free to contact me.

Sincerely,  
Alday-Howell Engineering, Inc.



Joseph A. Alday, PE  
Principal

Contact Information: 2860 Hwy. 71 North, Suite B  
Marianna, FL 32446  
[info@aldayhowell.com](mailto:info@aldayhowell.com)

Post Office Box 494  
Marianna, FL 32447

Ph. (850) 526-2040  
Fax. (850) 526-4740

D - 12

LCM# \_\_\_\_\_



**APPLICATION FOR CONCURRENCY DETERMINATION**  
**Leon County Development Support and Environmental Management**  
**435 North Macomb Street**  
**Tallahassee, Florida 32301**  
**(850) 606-1300**

**INSTRUCTIONS:** Attached is the application necessary to obtain either a Conditional Certification of Concurrency and/or a Certificate of Concurrency in Leon County. A Policy and Procedures Manual has been prepared in conjunction with this application which defines the concurrency requirements of the Comprehensive Plan and which outlines the concurrency review process. The applicant should read the Leon County Concurrency Policies and Procedures Manual prior to the completion of this application in order to fully understand the procedures that must be followed during a concurrency review.

**STATEMENT AND SIGNATURE:** I, Glen Brown, the undersigned owner or authorized representative of William G. Brown hereby request a Concurrency Determination for the project described in the attached application. I certify that all information submitted with and pursuant to this application is true and correct to the best of my knowledge and belief.

2-19-14  
Date

William G. Brown  
Signature

2802 Topaz Way  
Street

Tallahassee  
City

Florida 32309  
State Zip



### PROJECT INFORMATION

1. **APPLICANT/AGENT INFORMATION:**

Name	Address	Phone Number	Facsimile Number
Joseph Alday	2860 Hwy 71 N Marianna, FL 32446	(850) 526-2040	(850) 526-4740

E-Mail Address of Primary Contact: joseph@aldayhowell.com

2. **NAME OF PROJECT:** Include the current name of the proposed project (subdivision if applicable) and any previous names the project has been known as: Crump Rd Convenience Store

3. **PARCEL IDENTIFICATION NUMBER(S):** 12-04-20-018-000-0

Is property located in the Urban Services Area (USA)? ☐ Yes ☒ No

4. **DEVELOPMENT REVIEW:** Indicate which Site and Development Plan Review Process the proposed project is undertaking (Limited Partition or Type A, B, C, D; Refer to the PUV Certificate for Reference): Type A

5. **PROPOSED PROJECT INFORMATION:**

A. Provide a location map including project narrative and site plan (to scale) which clearly depicts the following:

1. Adjacent Streets, Adjacent Driveways, Internal Streets, and Project Access Points including Lane Geometry and Signage
2. Potable Water and Sanitary Sewer Systems serving site
3. Stormwater Facilities
4. Existing and Proposed Structures and Buildings
5. Recreation/Open Space

B. Present on-site land uses with number of units or square footage: 1 Residential Unit

C. Zoning: Rural

D. Future Land Use Designation: Rural

E. Indicate the type and size of development proposed for this site:

Type: ☐ Single Family ☐ Multi-Family ☐ Industrial ☒ Commercial ☐ Institutional

Size: 2,904 SF SQFT/UNITS/LOTS/ACRES

F. In the following table, show the project timeline beginning with the submittal date of the Development Order (DO) application and ending with the expected project build out date (month and year)

DO Submittal	Anticipated Completion of DO	Anticipated Build Out Date
2/19/14	3/12/14	March 2015



6. **WATER AND SANITARY SEWER SERVICE (CITY UTILITIES ONLY):**

- A. Waiver of Reservation of Water/Sewer Capacity: For projects located within the USA, the applicant may request to waive concurrency review for City water and sewer until a building permit is issued or tap approval, whichever is first (Section 2.2.0 Leon County's Concurrency Management System Policies and Procedures Manual).

Please indicate if you wish to waive reservation of water and sewer system capacity:

☐ Waive (Requires Documentation)      ☐ Do Not Waive      ☒ N/A

B. Potable Water Source:    ☐ City    ☐ Talquin    ☒ Well

C. Sanitary Sewer Provider: ☐ City    ☐ Talquin    ☒ Septic

7. **CONCURRENCY DETERMINATION REVIEW FEES**

**RESIDENTIAL SECTION**

(Complete this section only if there is a residential component to the project.)

- A. The application review fee for the first residential unit is \$156.00      \$ 156.00
- B. Multiply each additional unit by \$24.00 and enter that amount.      \$ \_\_\_\_\_
- C. Add items 1 and 2 for the total residential fee and enter that amount.      \$ \_\_\_\_\_

**COMMERCIAL SECTION**

(Complete this section only if there is a commercial component to the project.)

- D. The application review fee for first 1,000 square feet (or less) is \$228.00      \$ 228.00
- E. Multiply each additional 1,000 square feet by \$48.00 and enter that amount      \$ 96
- F. Add items 4 and 5 for the total commercial fee and enter that amount.      \$ 324

**TOTAL CONCURRENCY REVIEW FEE**

(Add totals from the residential and commercial sections.)

7. Add items C and F for the **total review fee** and enter that amount.      \$ 324

**STOP:** IF THIS PROJECT IS EXPECTED TO GENERATE LESS THAN 100 TRIPS (AS IDENTIFIED BY THE LEON COUNTY CONCURRENCY MANAGEMENT SECTION), NO ADDITIONAL INFORMATION IS REQUIRED. OTHERWISE, COMPLETE THE LARGE PROJECT TRANSPORTATION IMPACT ANALYSIS APPLICATION.

Revised Sept. 10, 2008

G:\Development Services\Brian W\Special Projects\concurrency\_changes\application\_for\_concurrency\_determination.doc



**LARGE PROJECT TRANSPORTATION IMPACT ANALYSIS**  
**Leon County Development Support and Environmental Management**  
**435 North Macomb Street**  
**Tallahassee, Florida 32301**  
**(850) 606-1300**

This form shall be completed and submitted if this is a "large" project as defined in Section 5.2.2 of the Leon County Concurrency Policies and Procedures Manual.

1. **TRIP GENERATION:** In Table I, estimate the total number of p.m. peak hour vehicle trips generated for each land use by the proposed project at build-out, using the regression equation or rate (whichever is more appropriate) from the most recent edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. If the ITE Manual is not applicable or does not address the land use, explain the methodology used in detail (if a survey is used, consult concurrency staff for appropriate methodology).

**TABLE I**  
**TOTAL P.M. PEAK HOUR PROJECT TRIP GENERATION**

LAND USE	ITE LAND USE CODE	DU (RES) OR/ SQ.FT. (NON-RES)	FORMULA/ RATE	P.M. PEAK HOUR TRIPS
<u>Convenience</u>	<u>853</u>	<u>2,904 SF</u>	<u>62.57/1,000 SF</u>	<u>182</u>
<u>Market w/ Gas Pumps</u>				

TOTAL P.M. PEAK HOUR TRIPS GENERATED BY PROJECT: 182

Table I: Notes/References/Justification: Trip Generation 9th Edition, ITE

2. **ENTER/EXIT SPLIT:** In Table II, provide the enter/exit split of trips generated by each land use during the p.m. peak hour. Use the % provided in the ITE Manual, if available and appropriate. If not, explain methodology used.

**TABLE II**  
**ENTER/EXIT BREAKDOWN OF TRIPS DURING P.M. PEAK HOUR**

LAND USE	TOTAL TRIPS	PERCENTAGE ENTER/EXIT	P.M. TRIPS ENTER/EXIT
<u>853</u>	<u>182</u>	<u>50/50</u>	<u>91/91</u>

TOTAL P. M. PEAK HOUR EXTERNAL TRIPS GENERATED BY PROJECT: 182

Table II: Notes/References/Justification: \_\_\_\_\_

3. **INTERNAL CAPTURE ADJUSTMENT (if applicable):** In Table III, estimate the total number of external p.m. peak hour trips resulting from each land use at build-out (show separately for enter and exit trips). Attach an internal trip matrix or other appropriate diagram which shows the balanced interrelation between captured trips and land uses.

**TABLE III**  
**TOTAL P.M. PEAK HOUR EXTERNAL PROJECT TRIPS**

LAND USE	TOTAL TRIPS (FROM TABLE II)	INTERNAL CAPT. %	P.M. PEAK HOUR EXTERNAL TRIPS
<u>853</u>	Enter <u>91</u>	<u>0</u>	<u>91</u>
	Exit <u>91</u>	<u>0</u>	<u>91</u>
	Enter		
	Exit		
	Enter		
	Exit		
TOTAL TRIPS ENTERING PROJECT DURING P.M. PEAK HOUR:			<u>91</u>
TOTAL TRIPS EXITING PROJECT DURING P.M. PEAK HOUR:			<u>91</u>
Table III: Notes/References/Justification: _____			

4. **PASS-BY ADJUSTMENT (If applicable):** In Table IV, estimate the total number of non-pass-by trips resulting from each land use at build-out (show separately for enter and exit). Attach a map which shows the pass-by trip assignment at each project access point.

**TABLE IV**  
**TOTAL P.M. PEAK HOUR EXTERNAL PROJECT TRIPS**

LAND USE	TOTAL TRIPS (FROM TABLE III)	PASS- BY %	P.M. PEAK HOUR EXTERNAL TRIPS
<u>853</u>	Enter <u>91</u>	<u>25.3%</u>	<u>68</u>
	Exit <u>91</u>		<u>68</u>
	Enter		
	Exit		
	Enter		
	Exit		
TOTAL NON PASS-BY EXTERNAL TRIPS ENTERING PROJECT DURING P.M. PEAK HOUR:			<u>68</u>
TOTAL NON PASS-BY EXTERNAL TRIPS EXITING PROJECT DURING P.M. PEAK HOUR:			<u>68</u>
Table IV: Notes/References/Justification: <u>See attached pass-by calculations.</u> <u>10% of adjacent street traffic governs.</u>			



5. In Table V and on a map, provide the p.m. peak hour project trip distribution and assignment for both the peak and off-peak directions and clearly indicate the following:

- a) Project impact on all segments within the Comprehensive Traffic Analysis Network (CTAN) and Immediate Traffic Impact Network (ITIN) (Table 1 of the Leon County Concurrency Management Policies and Procedures Manual) for the proposed project (required for both table and map).
- b) Project impact on any concurrency roadway segment located in the Immediate Traffic Impact Network (ITIN) or Comprehensive Traffic Analysis Network (CTAN). Both the table and map should show whether a segment is 'significantly affected' as defined in the Leon County Concurrency Management Policies and Procedures Manual. Both the maps and table should be formatted to show separately the impact of each major land use category, as well as the cumulative project impacts on each segment. The assignment should clearly show the specific roadways or driveways onto which project trips are assigned (unexplained mid-segment reductions in assigned trips due to "trip attenuation" are not acceptable).
- c) In Table V Notes, describe in detail the basis of the assumptions used in project traffic distribution and assignment.
- d) Provide an electronic copy as an Excel file of Table V to [guffeyr@leoncountyfl.gov](mailto:guffeyr@leoncountyfl.gov).

**TABLE V (a)**  
**ITIN IMPACTED SEGMENTS**

SEGMENT NO.	ROADWAY NAME	FROM/TO SEGMENT	DIRECTION	P.M. PEAK HOUR PROJECT TRIPS
<i>See attached Table V spread sheet for (a) + (b)</i>				

**TABLE V (b)**  
**CTAN IMPACTED SEGMENTS**

SEGMENT NO.	ROADWAY NAME	FROM/TO SEGMENT	DIRECTION	P.M. PEAK HOUR PROJECT TRIPS

\* Appendix A-2 Street Inventory/Status of the all concurrency roadway segments and their corresponding segment numbers and capacities. If you wish to obtain an up-to-date electronic file of this list you can email your request to [guffeyr@leoncountyfl.gov](mailto:guffeyr@leoncountyfl.gov).

Table V: Notes/References/Justification: \_\_\_\_\_

6. In Table VI, list the segments from Table V the proposed project is significantly affecting (as defined in Section 1.5.26 of the Leon County Concurrency Policies and Procedures Manual) and the mitigation strategy used to address these impacts. The mitigation strategy must include:
- a) If the project is to be phased, attach a detailed phasing schedule that includes the starting and ending date of each phase (month/year) and the number of units or square footage constructed during each phase.
  - b) If a capacity improvement is proposed, identify the improvement in Table VI and attach a conceptual plan that provides the design schematics or describes the proposed improvement, cost of the proposed capacity improvement, and the pro-rata share of the improvement to be borne by the project\* using the criteria established in Section 6.2.3 of the Leon County Concurrency Policies and Procedures Manual.

**TABLE VI  
MITIGATION STRATEGY FOR IMPACTED SEGMENTS**

SEGMENT NO.	ROADWAY NAME	FROM/TO SEGMENT	MITIGATION STRATEGY
29660	Crump Rd	Miles Johnson to Mice.	TBD

\* Pro-Rata Share Option is only available for impacts to segments identified to be located outside the CTAN. Full mitigation is required for significantly affected segments located within the CTAN.



Table V of the Large Project Transportation Impact Analysis

Name of Development Crump Road Convenience Store  
 Name of Applicant Alday-Howell Engineering  
 Name of Analyst JAA  
 Date 2/18/2014

Segment No.*	Road*	Segment*	Dir*	Adopt. LOS*	Maximum Capacity*	Actual 2012 PM PK Hr. Dir. Vol.*	Total Committed Demand*	Total Demand	Pre Available Capacity*	Pre V/C Ratio*	ITIN (0.25 Miles)	CTAN (1.4 Miles)	PM Peak Hr. Project Trips	% of Max. Capacity	Post Available Capacity	Post V/C Ratio
29660	Crump Rd	Miles Johnson to Micc	NB	C	430	319	136	455	-25	105.81%	Yes	Yes	21	4.88%	-46	110.70%
29661	Crump Rd	Micc to Miles Johnson	SB	C	430	258	30	288	142	66.98%	Yes	Yes	17	3.95%	125	70.93%
29680	Crump Rd	Micc to Roberts	NV	C	430	199	65	264	166	61.40%	Yes	Yes	39	9.07%	127	70.47%
29681	Crump Rd	Roberts to Micc	SB	C	430	175	20	195	235	45.35%	Yes	Yes	29	6.74%	206	52.09%
52800	Miccosukee Rd	Miles Johnson to Crump	NE	D	740	204	112	316	424	42.70%	Yes	Yes	15	2.03%	409	44.73%
52801	Miccosukee Rd	Crump to Miles Johnson	SW	D	740	54	16	70	670	9.46%	Yes	Yes	4	0.54%	666	10.00%
52820	Miccosukee Rd	Crump to McCracken	NE	C	740	105	41	146	594	19.73%	Yes	Yes	8	1.08%	586	20.81%
52821	Miccosukee Rd	McCracken to Crump	SW	C	740	39	6	45	695	6.08%	Yes	Yes	3	0.41%	682	6.49%
67450	Proctor Rd	Roberts to Centerville	NB	C	430	72	47	119	311	27.67%	No	Yes	12	2.79%	299	30.47%
67451	Proctor Rd	Centerville to Roberts	SB	C	430	30	2	32	398	7.44%	No	Yes	4	0.93%	394	8.37%
68740	Roberts Rd	Centerville to Crump	EB	C	430	191	13	204	226	47.44%	No	Yes	25	5.81%	201	53.26%
68741	Roberts Rd	Crump to Centerville	WB	C	430	183	80	263	167	61.16%	No	Yes	27	6.28%	140	67.44%

\* Data per the Leon County Concurrency Street Inventory as of Jan 2, 2014

Indicates Critically Deficient Roadway Segment







## I. Introduction

The subject project is located just north of the northeast quadrant of the Miccosukee and Crump Road intersection off of Crump Road in Leon County, FL. The proposed development plan is to move the existing single family residence off-site and construct a 2,904 square foot Convenience Store with 10 Gasoline Pump sites and a drive thru self-contained car wash along with the associated parking, sidewalks, and a retention stormwater management facility. The project proposes two driveway connections to Crump Road which is paved. The anticipated project build out year is 2015. This concurrency application is being submitted concurrently with the Type A Site Plan and Environmental Permit Application as a part of the Final Design Plan Approval Track (FDPA) Process. See the environmental permit submittal package for information regarding the stormwater analysis.

## II. Electric, Water & Sanitary Sewer Service

The project site is outside of the urban service area. Public water and sewer service is not available to the site. Therefore, the project is proposed to be served by a private well and on-site septic system. Electric service is proposed to be provided by the City of Tallahassee.

## III. Trip Generation and Distribution

Trip generation rates for this land use were obtained from the Institute of Transportation Engineers (ITE) Trip Generation, 9<sup>th</sup> Edition. The proposed development utilized the Land Use Code 853 (Convenience Market with Gasoline Pumps). With this Land Use Code, the number of PM peak hour trips generated by the development was based on gross floor area. With the rates provided, the project is anticipated to generate a total of 182 (91 entering, 91 exiting) external trips at PM Peak Hour.

PM Peak Hour Trip Generation										
ITE Code	Land Type	# Units	Independent Variable	Rate	Trip Rate Per Unit	Total Single Use Trips	Directional Distribution		Trip Generation	
							Entering	Exiting	Entering	Exiting
853	Convenience Market w/ Gas Pumps	2,904	1,000 SF	62.57	62.57	182	50%	50%	91	91
Total						182			91	91

Land Use Code 853 has a 66% average pass-by percentage determined using the Trip Generation Handbook, 2nd Edition. Therefore, the PM Peak Hour project trips could be reduced by 120 trips (66% of 182) which are existing pass-by trips. However, the FDOT Site Impact Handbooks states, "In general the number of pass-by trips should not exceed 10 percent of the adjacent street traffic during the peak hour." Per the Leon County Concurrency Street Inventory Data Sheet dated January 2, 2014 the total demand (actual and committed) of the adjacent street traffic (Crump Road) is 459 trips. Therefore, the peak hour project trips can only be reduced by 46 trips (10% of 459). Using the 10% reduction for pass-by trips the project is anticipated to generate 136 primary peak hour trips (68 entering, 68 exiting) and 46 pass-by trips (23 entering, 23 exiting). Using Table 1 from the Leon County Concurrency Management

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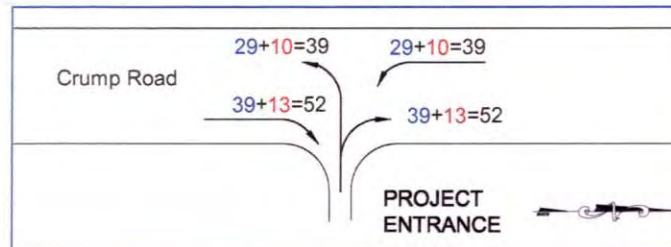




Policies and Procedures Manual the Comprehensive Traffic Analysis Network (CTAN) Radius is 1.40 miles and Immediate Traffic Impact Network (ITIN) radius is 0.25 miles.

The directional distribution is based on the "gravity method". Below is a sketch showing the directional distribution of the projects external peak hour trips from the site onto Crump Road.

**PM Peak Hour Project Trip Distribution**



**Note:**  
Blue = Primary Trips  
Red = Pass By Trips  
Black = Final Volume

See the attached map (sheet titled ""Project PM Peak Hour Primary Trip Calculations and Distribution Map""") showing the distribution of the project primary trips on the adjacent roadway segments within the CTAN and ITIN.

**IV. Traffic Impact Analysis**

The proposed site is located on the east side of Crump Road, just north of the northeast quadrant of Crump and Miccosukee Roads within the Leon County Transportation Concurrency Network. The impacted segments of roads are shown on the attached Table V and the PM peak hour project trip distribution and calculations are shown on the attached "Project PM Peak Hour Primary Trip Calculations and Distribution Map". Table V. shows that the majority of the roadway segments within the CTAN and ITIN are significantly impacted. However, there is sufficient capacity on all the roadway segments with the exception of segment 29660, Crump Road from Miles Johnson to Miccosukee Road North Bound. This segment of roadway is deficient pre project trips and due to the project becomes Critically Deficient.

**V. Conclusion**

In conclusion, although the project's PM peak hour primary trips cause a significant impact on the majority of the roadway segments within the CTAN and ITIN roadway network there is sufficient capacity on those roadway segments to support the proposed development. The exception is segment 29660, Crump Road from Miles Johnson to Miccosukee Road North Bound. The segment of roadway is deficient pre project trips and due to the project becomes Critically Deficient. Therefore, it is anticipated that mitigation measures will be required as a result of the project's PM peak hour primary trips. The developer will coordinate with Leon County's Development Support Services staff on determining what mitigation measures may be necessary.

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FEB 19 2014



CRUMP/MICCOSUKEE INTERSECTION DISTRIBUTION CALCS:

TOTAL PEAK HR TRIPS GOING OUT = 70(MICCOSUKEE WEST BOUND) + 288(CRUMP SOUTH BOUND) + 146(MICCOSUKEE EAST BOUND) = 504

DISTRIBUTE PRIMARY TRIPS: 14% MICCOSUKEE WEST BOUND, 57% CRUMP SOUTH BOUND, & 29% MICCOSUKEE EAST BOUND.

TOTAL PEAK HR INCOMING = 316(MICCOSUKEE EAST BOUND) + 455(CRUMP NORTH BOUND) + 45(MICCOSUKEE WEST BOUND) = 816

DISTRIBUTE PRIMARY TRIPS: 39% MICCOSUKEE EAST BOUND, 55% CRUMP NORTH BOUND, & 6% MICCOSUKEE WEST BOUND.

PROCTOR/ROBERTS INTERSECTION DISTRIBUTION CALCS:

TOTAL PEAK HR TRIPS GOING OUT = 119(PROCTOR NORTH BOUND) + 263(ROBERTS WEST BOUND) = 382

DISTRIBUTE PRIMARY TRIPS: 31% PROCTOR NORTH BOUND & 69% ROBERTS WEST BOUND.

TOTAL PEAK HR TRIPS INCOMING = 204(ROBERTS EAST BOUND) + 32(PROCTOR SOUTH BOUND) = 236

DISTRIBUTE PRIMARY TRIPS: 86% ROBERTS EAST BOUND & 14% PROCTOR SOUTH BOUND.

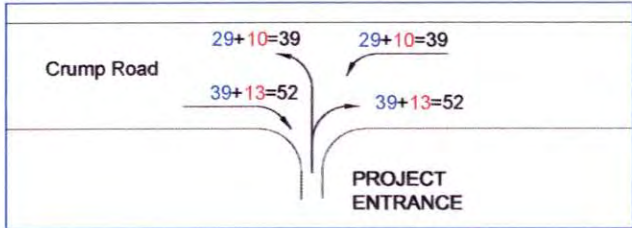
PROJECT PM PEAK HOUR TRIP DISTRIBUTION CALCULATIONS:

TOTAL PM PEAK HOUR PROJECT TRIPS = 182

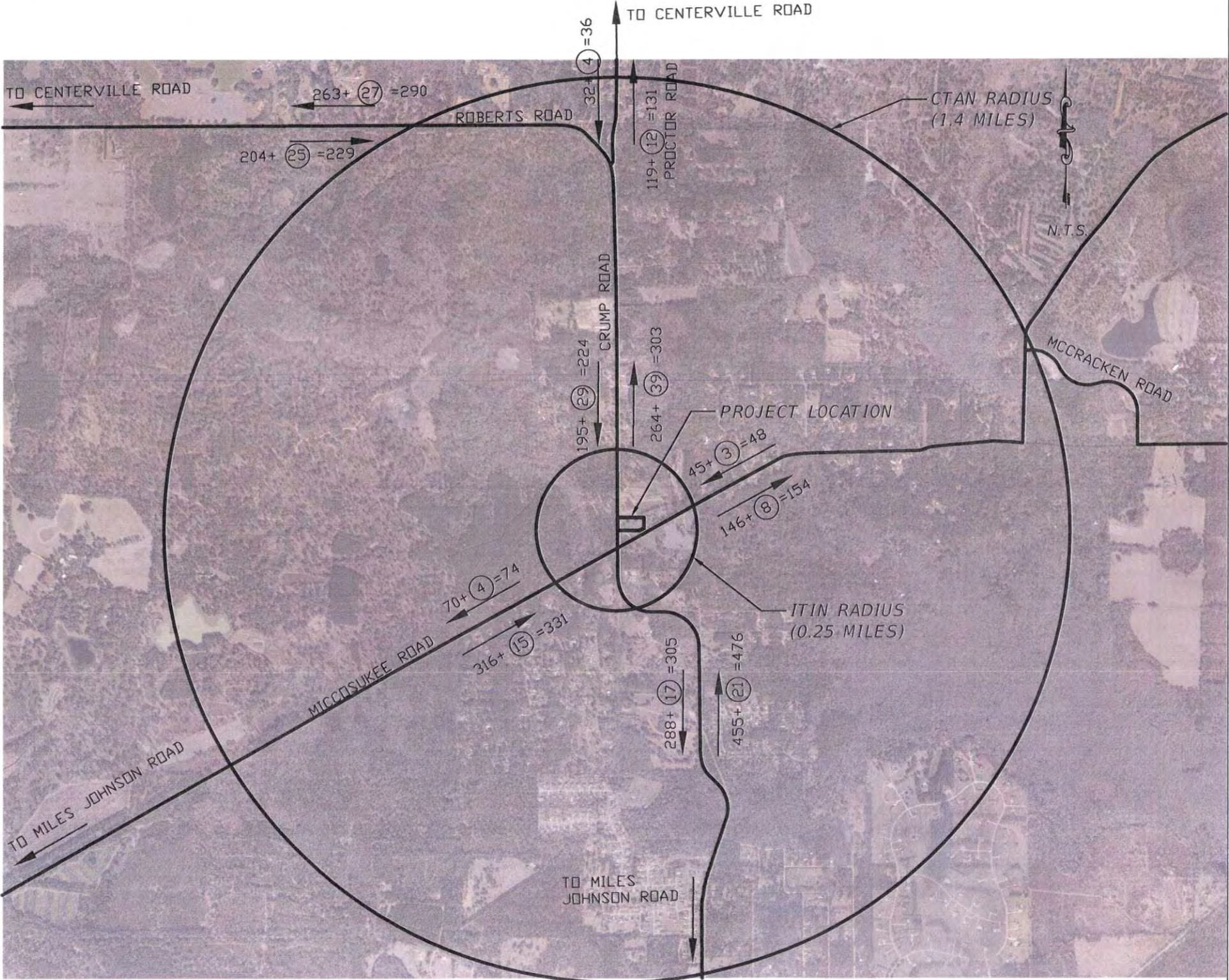
PASS BY TRIPS = 46

○ PRIMARY TRIPS = 182 - 46 = 136VPH

PROJECT PM PEAK HOUR TRIP DISTRIBUTION DIAGRAM TO CRUMP ROAD



Note:  
Blue = Primary Trips  
Red = Pass By Trips  
Black = Final Volume



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FLORIDA CERTIFICATE OF AUTHORIZATION. NO. 26105

REVISIONS		
DESCRIPTION	INT.	DATE

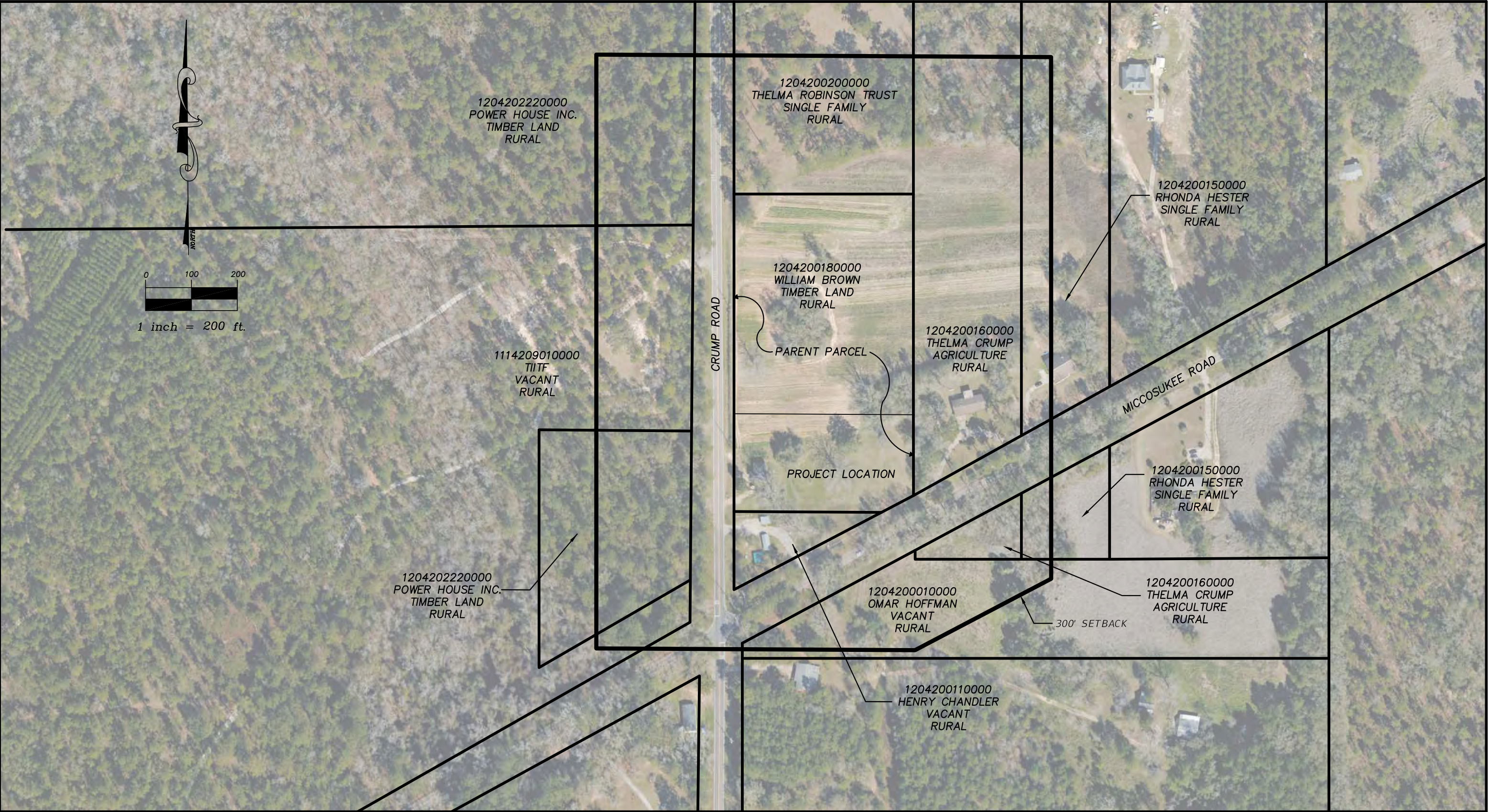
CLIENT :	GLEN BROWN
PROJECT :	CRUMP ROAD CONVENIENCE STORE

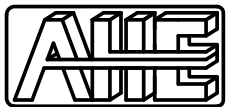
SHEET TITLE :	PROJECT PM PEAK HR PRIMARY TRIP CALCULATIONS & DISTRIBUTION MAP
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**Joseph A. Alday**  
FLA. P.E. #57953  
**FEB 19 2014**  
NOT VALID UNLESS EMBOSSED

JOB NO.	13-034
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CHECKED BY	JAA
DATE	2/18/14
SHEET	1





 <b>ALDAY-HOWELL ENGINEERING, INC.</b> 2860 HWY 71 NORTH, SUITE B MARIANNA, FL 32446 PHONE (850) 526-2040 * FAX (850) 526-4740 E-MAIL : info@aldayhowell.com FLORIDA CERTIFICATE OF AUTHORIZATION. NO. 26105	<b>REVISIONS</b>			CLIENT : <b>GLEN BROWN</b>	SHEET TITLE :  <b>AERIAL &amp; PROPERTY OWNERS WITHIN 300'</b>	JOB NO. 13-034 DRAWN BY BER CHECKED BY JAA DATE 2/19/14  <b>SHEET 1</b>
	DESCRIPTION	INT.	DATE	PROJECT : <b>CRUMP ROAD CONVENIENCE STORE</b>		
NOT VALID UNLESS EMBOSSED						