



Department of Planning & Community
Development
123 Northwest Highway 19
Crystal River, FL 34432
Telephone: (352) 795-4216
Facsimile: (352) 795-6351
jrehberg@crystalriverfl.org

SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS
LAND DEVELOPMENT CODE CHAPTER 10, SEC. 10.01.02 AND 10.01.08

10.01.02 – Submittal Requirements for all applications:

- A. Each application shall contain the following information:
1. An application form available from the city.
 2. The name, address, telephone number, facsimile number, email address, and signature of the property owner.
 3. When the applicant is a representative of the property owner, a notarized statement authorizing the representative to act as an agent of the property owner with regard to the application and associated procedures.
 4. A property survey containing the legal description, land area, and existing improvements on the site. The survey shall be signed by a surveyor licensed in the state, and shall have been performed not more than two (2) years prior to the date of application.
 5. Proof of payment of applicable fees.
- B. An application regarding development within or affecting wetlands (see chapter 3) shall include proof of receipt of applicable permits or exemptions from regional, state, or federal agencies with permitting authority for wetlands.
- C. All site plans and drawings for an application shall be prepared at the same scale. The sheet size shall not be less than eleven (11) inches by seventeen (17) inches and shall not be more than by thirty-six (36) inches by forty-eight (48) inches.
- D. The number of copies of the application materials shall be as specified by the city manager.
- E. Any development application for development proposed within the airport height notification zone established for the Crystal River Airport shall provide notification to the FAA as required by Title 14, Code of Federal Regulations, Part 77 Subpart C. Comments by the FAA shall be included as part of the submittal.

(Ord. No. 05-0-08, §§ 1, 2, 5-17-2005)

10.01.08 – Requirements for minor development permits:

- A. The following types of minor development permits may be required:
1. Construction permits subject to the administrative procedures of the Florida Building Code. Construction permits include new construction, signs, fences, accessory buildings, and modifications to existing structures.
 2. Permits for electrical, plumbing, heating and air conditioning, gas, or swimming pool installation, subject to the procedures for the applicable technical code.

3. A permit for painting or repainting buildings within the CRA Overlay district or commercial buildings in any zoning district.
 4. Driveway connection permits from FDOT.
 5. Right-of-way utilization permits from the city and/or the county.
 6. Environmental resource permits from SWFWMD and/or FDEP.
 7. Stormwater permits from the city.
 8. Drainage permits from the city.
 9. Sewer connection permits from the city and/or FDEP.
 10. Potable water connection permits from the city and/or FDEP.
 11. Land clearing permits from the city.
 12. Tree removal permits from the city.
 13. A permit to resurface or reconfigure the spaces in an existing parking lot.
- B. Application requirements for minor development permits are established separately. Consult with the city, county, or applicable agency for application, review, and permit issuance requirements.
- C. Construction permits shall include a determination of compliance with LDC requirements as part of the application and review process.

(Ord. No. 05-0-08, §§ 1, 2, 5-17-2005)