



# CITY OF CRESTVIEW

## Community Development Services

198 Wilson St. North • Crestview, FL 32536

(850) 689-1619 Option 2 • [planning@cityofcrestview.org](mailto:planning@cityofcrestview.org)

### SUBDIVISION REVIEW PACKET

Please include the following items in the submittal:

- | Yes                      | No                       | N/A                      |                                                                   |
|--------------------------|--------------------------|--------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Development Review Application                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Agent Authorization                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fees in the amount of _____ (checks payable to City of Crestview) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Deed                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Request for Service                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Report and Narrative with Calculations                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical Report and Narrative                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traffic Report and Narrative with Calculations                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Survey (signed & sealed)                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary/Conceptual Plat                                       |
|                          |                          |                          | <u>Development Plans</u>                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utility                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lighting Plan                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Landscape Plan                                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tree Survey                                                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | FDOT Access / Driveway                                            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Okaloosa County Driveway Connection                               |

\*\*The permits listed below are not required prior to development review. If applicable, they are required before the DO is issued.

#### FDOT Permits

- |                          |                          |                          |          |
|--------------------------|--------------------------|--------------------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drainage |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utility  |

#### FDEP Permits

- |                          |                          |                          |                |
|--------------------------|--------------------------|--------------------------|----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wastewater     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domestic Water |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Dredge & Fill  |

#### Okaloosa County Permits

- |                          |                          |                          |                        |
|--------------------------|--------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Right-of-Way / Utility |
|--------------------------|--------------------------|--------------------------|------------------------|

**\*\*Note\*\*** Please be advised that each application is considered a separate petition and will be reviewed as such. Packets will not be processed if incomplete or missing requested information.



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### SUBDIVISION REVIEW APPLICATION

#### Applicant Contact Information:

Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Project / Site Information

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Parcel ID #(s): \_\_\_\_\_

Zoning: \_\_\_\_\_ Future Land Use: \_\_\_\_\_

Parcel Size (sq. ft.): \_\_\_\_\_ Site Size/Disturbed Area (sq. ft.): \_\_\_\_\_

Recreational Use Area: \_\_\_\_\_ # of Units Proposed: \_\_\_\_\_



# CITY OF CRESTVIEW SUBDIVISION REVIEW APPLICATION

## Consent and Understanding

I (the undersigned), \_\_\_\_\_ being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owner of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and accurate to the best of my knowledge and belief. I understand this application must be complete and accurate before the application can be processed, and that I am authorized to sign the application by the owner or owners. I authorize City of Crestview staff and agents to visit the site as necessary for proper review of this application.

Furthermore, I have read and understand all the information provided in this application packet, the requirements identified within the packet, and do hereby agree to provide the necessary information requested by the City of Crestview. I also understand that an approved Development Order from the city must be submitted to the city's Building Department by the applicant before commencement of construction is authorized. I also understand development orders are valid for a period of twelve (12) months from the date of issuance, unless the Community Development Services Director grants an extension.

As the registered owner / authorized agent, I hereby submit this application for the development of the subject site. Should there be a change in ownership, authorized agent, legal description, or proposed development, while this application is being processed, I shall notify the Community Development Services in writing immediately.

Owner/Agent	Signature	Date
-------------	-----------	------

Owner	Signature	Date
-------	-----------	------

Owner	Signature	Date
-------	-----------	------

Owner	Signature	Date
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STATE OF FLORIDA  
COUNTY OF, \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced, \_\_\_\_\_ as identification.

(Notary Seal)

\_\_\_\_\_  
NOTARY PUBLIC – STATE OF FLORIDA

\_\_\_\_\_  
NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # \_\_\_\_\_

**\*\*Note\*\*** This application must be completed and signed by all property owners or an authorized agent. If the applicant is an agent, all property owners must sign an Agent Authorization form.



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### AGENT AUTHORIZATION

I (we) hereby certify ownership of the property within this application and approve of the requested action herein and certify that \_\_\_\_\_ is designated as the agent for the owner(s) and is authorized to act on my (our) behalf involving this application.

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

STATE OF FLORIDA

COUNTY OF, \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced, \_\_\_\_\_ as identification.

*(Notary Seal)*

\_\_\_\_\_  
NOTARY PUBLIC – STATE OF FLORIDA

\_\_\_\_\_  
NAME OF NOTARY – TYPED OR PRINTED

COMMISSION # \_\_\_\_\_



# CITY OF CRESTVIEW

## Public Services

715 North Ferdon Boulevard • Crestview, FL 32536  
(850) 682-6132 • publicworks@cityofcrestview.org

### REQUEST FOR SERVICE

- \*\* This form shall be completed by the project engineer. The estimated flow provided below is utilized to determine available capacity as well as Water and/or Sewer Impact fees.
- \*\* See the attached Water and Sewer Impact Fee Ordinance Excerpt.
- \*\* Water usage is monitored for a period of two years. The property owner will receive notice of tracking results at the end of one year and depending upon consumption, may receive a bill for additional ERUs at the end of two years from date of final Certificate of Occupancy.

#### Project Information

<b>Project Name:</b>		<b>Date:</b>		
<b>Service(s) Requested:</b> <input type="checkbox"/> Water <input type="checkbox"/> Sewer		<b>Project Area (Acres):</b>		
<b>Type of Development:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other:				
<b>Brief Project Description:</b>				
<b>Number and/or Size of Units:</b>				
<b>Estimated Avg. Daily Flow (GPD)</b>	<b>Water:</b>	<b>Sewer:</b>	<b>Irrigation:</b>	<b>Fire:</b>
<b>How will Water or Sewer Service be Provided if not from the City?</b>				
<b>Special Requirements?</b>				

#### Applicant Information:

<b>Property Owner or Authorized Agent (If Applicable):</b>	
<b>Mailing Address:</b>	
<b>Phone #:</b>	<b>Email Address:</b>
<b>Developer (If Applicable):</b>	
<b>Mailing Address:</b>	
<b>Phone #:</b>	<b>Email Address:</b>
<b>Engineer (If different from Authorized Agent):</b>	
<b>Mailing Address:</b>	
<b>Phone #:</b>	<b>Email Address:</b>

<b>**FOR OFFICIAL USE ONLY**</b>		<b>Map Page:</b>
<b>Nearest Water Line of Adequate Size:</b>		
<b>Size:</b>	<b>Pressure:</b>	
<b>Nearest Sewer Line of Adequate Size:</b>		
<b>Size:</b>	<b>1<sup>ST</sup> L/S:</b>	<b>2<sup>ND</sup> L/S:</b>
<b>Prepared By:</b>	<b>Date:</b>	
<b>Reviewed By:</b>		



**CITY OF CRESTVIEW  
REQUEST FOR SERVICE**

**WATER AND SEWER IMPACT FEE ORDINANCE**

**Article XIX- Sec. 102-377 - Computation of the amount of water and sewer impact fee.**

(a) *Water impact fees.* A water impact fee which represents the capital cost of the capacity expansion as described in table 1 will be charged and paid in the manner described herein. The city reserves the right to also require additional contributions or in-kind contributions including but not limited to constructed donated facilities, as may be necessary to extend services or to further expand the system to facilitate the providing of services to the feepayer's property and, if any oversizing is required, the feepayer shall be reimbursed as approved by the city. The city additionally reserves the right to amend this article so as to prospectively adjust the fees and charges assessed herein. The applicant/feepayer will be required to build or to provide the cost of construction of the distribution system and all water facilities onsite regardless of size necessary to provide service to the land development activity.

Table 1. Allocation of Estimated Construction Costs

<b>Projects</b>	<b>Amount</b>
Estimated R.I.B. field	\$4,470,000.00
Estimated R.I.B. field engineering fees	\$330,000.00
Estimated wastewater treatment plant and capacity upgrade	\$22,580,000.00
Estimated engineering fees	\$2,420,000.00
3 1.4 MGD water wells	\$3,000,000.00
3 elevated storage tanks (500 K gallon)	\$3,000,000.00

The residential water impact fee charged shall be \$ 1,000.00 for each equivalent residential unit.

(b) *Commercial water impact fees.* The impact fee for commercial water users will be determined as follows:

- (1) *Calculation.* The average daily flow (as determined by the city) will be divided by ERU (water) and then multiplied by the residential water impact fee as stated above.
- (2) *Adjustments to the commercial water system impact fee.* As to commercial uses, or residential units having commercial uses, the city in its discretion may assess an adjusted or additional water impact fee if at any time the usage of the connected unit changes or if it is determined by the city that the projected annual use will be more or less than the actual annual amount used.

(c) *Sewer impact fee.* A sewer impact fee shall be assessed by the city, which represents the capital cost of the system's capacity of expansion as reflected in table 1. The city reserves the right to also require additional contributions or in-kind contributions, including but not limited to donated constructed facilities, as may be necessary to extend services or to further expand the sewer system to facilitate the installation of services to the feepayer's property and, if any excessive fees have been incurred, the feepayer shall be reimbursed as approved by the city. The city additionally reserves the right to amend this article so as to prospectively adjust the fees and charges assessed herein. The applicant/feepayer will be required to build or to provide the cost of construction of the improvements to the sewer system including all wastewater facilities onsite regardless of size necessary to provide service to the land development activity.

The sewer impact fee charged shall be \$2,900.00 for each equivalent residential unit.

- (1) *Commercial impact fees.* The average daily flow (as determined by the city) will be divided by ERU (sewer) and then multiplied by the residential sewer impact as stated above.
- (2) *Adjustments to the commercial sewer system impact fees.* As to commercial users or residential units having commercial uses or residential units which have been converted to legal commercial uses, the city in its discretion may assess an adjusted or additional sewer impact fee if at any time the usage of the connected unit changes, or if it is determined by the city that the projected annual use will be more or less than the actual annual amount used.