



Planning Department
 6603 E. Hwy 22, Callaway, FL 32404
 Phone (850) 871-4672 Fax (850) 871-2444
 www.callaway.com

RESIDENTIAL INDIVIDUAL LOT DEVELOPMENT ORDER APPLICATION

Incomplete submittals will not be reviewed.

The Building Department requires separate forms and fees to obtain building permits.
 The address of the property must be posted prior to submittal.

1. _____ Three complete sets of plans drawn to scale including:
 - A site plan with square feet of living, total square feet, impervious surface, and setbacks. Setbacks are measured from the building (not including overhang) to property line.
 - Floor plan, indicating all bearing walls, fixtures and exterior hose bibs.
2. _____ Development Order and/or Requirements
3. _____ New address letter from Bay County
4. _____ Complete wholesale water impact form
5. _____ Complete City water meter impact form
6. _____ Complete driveway permit application
7. _____ Complete transportation impact worksheet

Applicant _____

Phone _____

Project Address _____

Date _____

(Do not write below this line)

Elevation _____ Land Use District _____ Flood Zone _____ Total Square Feet _____

Connection fees _____ Set Meter fee _____ Account Deposit fee _____ C.A. fee _____

Driveway Permit fee _____ Water _____ Sewer _____ Transportation Impact fee _____

First Check _____ Second Check _____ Total Impact fees _____

Reviewed by _____ Date _____

Development Order Application
(Please refer to Callaway's Land Development Regulations)

DESCRIPTION

Project Address: _____

Lot square footage: _____ Dwelling square footage: _____

Driveway square footage: _____ Accessory structure square footage: _____

Pool square footage: _____ Patio/Deck square footage: _____

Setbacks:

Front: _____ Left Side: _____

Rear: _____ Right Side: _____

Setbacks in feet for accessory uses (including pools and sheds).

from rear property line: _____ from primary structure: _____

Setback minimums are 25' in front, 5' on the side (10' on side abutting corner), and 15' in the rear or 20' if abutting a street. Setbacks are measured from the building, not including overhang, to any natural or manmade feature (such as a road, body of water or property line). Districts zoned R-5, R-5M, R-6, and R-6M have front setbacks of 20'. These setbacks are for residential use only. Commercial setbacks differ. Please double check your setbacks.

Floor area ratio: _____ Lot Coverage: _____

Building height in feet: _____ Impervious surface: _____

Landscape buffers: (height x width) _____ Flood Zone: _____ (Flood zone classification other than X will require elevation certificate)

Elevation: _____

LDR Section 15.715.6.2a – PROVISIONS FOR FLOOD HAZARD REDUCTION reads: Residential Construction. New construction or substantial improvement of any residential building (or manufactured home) shall have the lowest floor, including basement elevated no lower than one foot above the base flood elevation or seven feet above the mean sea level, whichever is greater. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of flood waters shall be provided in accordance with standards of paragraph (c).

Are trees to be removed from the said property? (*Section 15.7585* of the Callaway LDR) Y N
(If yes, attach a tree location map)

Is a Conservation Easement required? (For DEP jurisdictional lands) Y N

Are there any yard encroachments? (*Section 15.710.5* of Callaway's LDR) Y N

Are any of the following located on the said property?

Protected habitat	Y	N
Archaeological site	Y	N
Historical site	Y	N
Wetlands	Y	N
Protected species	Y	N
Conservation site	Y	N

Which of the following will be placed, conducted or located on this property?

Waterwells (<i>Section 15.730.7</i> of Callaway's LDR)	Y	N
Radio, Television antenna or satellite dish (<i>Section 15.750.6</i> of Callaway's LDR)...	Y	N
Home business	Y	N
Swimming Pool	Y	N

I have answered the above questions truthfully and to the best of my knowledge.

Applicant's Signature

Date

Phone: _____ Email.: _____

DEVELOPMENT ORDER APPLICATION CHECKLIST

- _____ 1. Land Development Application
- _____ 2. Address Application (Bay County)
- _____ 3. Driveway/Ditch Permit Application
- _____ 4. Water and Sewer Allocation Application
- _____ 5. Customer Service Application
- _____ 6. Transportation Impact Fee Worksheet
- _____ 7. V Zone Certificate (if applicable)
- _____ 8. NPDES (if applicable/for 1 acre or more)
- _____ 9. 3 Complete Sets of Plans to Include:
 - Site plan
 - Foundation plan
 - Floor plan
 - Elevations
 - Wall section foundation through the roof (drawn to scale)
- _____ 10. Complete Building Permit Application
- _____ 11. All applicable fees paid (retail impact fees, wholesale impact fee, driveway fee, Certificate of Acceptance fee, Transportation Impact fee (if applicable), and Building Permit fee)
- _____ 12. Flood Elevation Certificate (if applicable)
- _____ 13. Energy forms
- _____ 14. Notice of Commencement

Items 12, 13, and 14 are Building Department requirements only. They do not need to be submitted with the rest of the application.



APPLICATION FOR WATER/SEWER ALLOCATION

- Water Only
- Sewer Only
- Water/Sewer

- Residential
- Commercial
- Irrigation Meter

Date: _____

Name: _____

Address: _____

Phone: _____

Project Information

Project Address: _____
(If different from above address)

Is this project located within the city limits of Callaway? YES NO

Additional Information Required:

- ** A complete set of blue prints or working drawings indicating all water fixtures within or outside the building. This includes dishwasher, hose bibs, and icemakers.
- ** A site plan.
- ** Additional certifications, plans and permits maybe required for construction in specific areas.

If Irrigation Meter Is To Be Installed:

- ** Number of rotating sprinkler heads: _____
- ** Number of non-rotating sprinkler heads: _____
- ** Number of Hose Bibs: _____ Size: _____
- ** Unless otherwise specified, a 3/4" irrigation meter will be used for estimating price.

Applicant acknowledges receipt of this application or any of the attached documents by the City of Callaway does not constitute a grant or reservation of sewer allocation or the approval of the application by the City.

Applicant acknowledges responsibility to pay all costs and expenses incident to the installation and connection of the building water/sewer. Applicant shall indemnify the city from any loss or damage that may directly or indirectly be occasioned by the installation of the building utility. Fees may include, but shall not be limited to labor, equipment, material, engineering, permitting, connection, and deposit and impact fees. I understand the connection fees are NON-REFUNDABLE.

For any application outside the city limits, a 25% surcharge will be added to the total connection/impact fees for service.

Note: If other governmental permits are required additional time and cost may be incurred to obtain these permits.

All impact fees incurred must be paid at the time of the connection fees.

I have read and understand the information described in this application.

Applicant's Signature: _____ Date: _____



City of Callaway Utility Billing Department
CUSTOMER SERVICE APPLICATION

6601 E Hwy 22 * Callaway, FL 32404 * Telephone (850) 871-6100 * Fax (850) 871-2444
www.cityofcallaway.com

To apply for water/sewer/solid waste service this application must be completed and notarized. The original notarized form must be submitted with a personal check, cashier's check, cash or money order in the amount of (\$260) to cover the two-hundred fifty dollar deposit and ten dollar non-refundable account charge along with a legible copy of applicant's photo id and lease or buyer's agreement for service address. An additional deposit of (\$40.00) is required for standard irrigation meters. We can connect your water service every day except, week-ends, and holidays.

PLEASE PRINT OR TYPE

Primary Account Name Last First Middle

Secondary Account Name Last First Middle

Service Address:

Mailing Address: (If different) City State Zip Code

Drivers License: State Number

Date of Birth: Phone

Cell Phone Work Phone

Employment:

Date for Service to Begin:

Check one (1) box below: You must select one of the options.

Unlock Meter Only OR Turn on Meter

Read statement below, sign and date application

I, the undersigned applicant, for water/sewer/solid waste service state that the information provided on this application is true and correct to the best of my knowledge. I understand that all charges are due as billed and accept total responsibility for payment of all charges incurred for the services provided, including reasonable attorney's fees and costs incurred for collection of the unpaid balance. Both primary account holder and secondary account holder (if applicable) will be equally responsible for any unpaid balance sent to collections. I am also responsible for any damages done to any meters at this location by me or anyone else. I consent that water services provided at the service location may be turned on without applicant or applicant's representatives present. Applicant further agrees to hold the City of Callaway and its employees HARMLESS of authorizations made on behalf of secondary account holder and/or should the property, building(s) or premises incur damage as a result of water connection.

DATE: APPLICANTS' SIGNATURE:
DATE: SECONDARY APPLICANTS' SIGNATURE:

Attached hereto is my (check one) proof of ownership, lease agreement, sales agreement, signed Realtor's listing. Also attached is a legible copy of valid id (check one) driver's license, military id, state id.

Sworn to and subscribed before me this day of 20, by, who is personally known to me or who has produced as identification and who did/did not taken an oath.

NOTARY PUBLIC:
PRINT NAME:
MY COMMISSION EXPIRES:

OFFICE USE ONLY
METER# READ
TECH DATE TIME
COMMENTS

Permit # _____



DRIVEWAY AND PIPING PERMIT

I, _____, of (address) _____
request permission for the construction of the following on the City of Callaway right-of-way at:

_____ Phone: _____
Address of Project _____

- **Copy of deed or other proof of ownership is required**

Description of Project: _____

- New Residential
- Existing Residential
- Driveway Only
- Storm water Pipe

Will you be purchasing sod? Yes: _____ NO: _____. The City of Callaway will lay the sod upon completion of all ground work for existing residential only. The purchase of sod is optional.

- The driveway shall be constructed in accordance with the City of Callaway specifications.
- For traffic access area installation shall be with Reinforced Concrete Pipe (RCP) only.
- For the remainder of the ditch not directly under the driveway path, High Density Polyethylene Pipe may be used instead of RCP.
- The City of Callaway, Public Works Department shall assign the diameter of the pipe.
- The property must have an address posted and the construction area must be flagged in order for pipe to be delivered.
- For a previously undeveloped lot, the FULL extent of the ditch must be piped in before the City will issue a Certificate of Acceptance.
- This permit will only be valid for 90 days from date of the application and a new permit will be required if the date is beyond 90 days from receipt.

The applicant shall save and keep the City of Callaway harmless from any and all damages, claims, or injuries that may occur by reason of this construction of said facility.

The applicant binds and obligates himself to conform to the above description and attached sketch and to abide by the driveway regulations stated above.

All driveway and piping permit fees shall be paid prior to the issuance of a Certificate of Acceptance and prior to the commencement of any work by the City of Callaway. Price of the material may be subject to change.

Signature of Applicant _____ Date _____

TO BE COMPLETED BY THE STREET SUPERVISOR

Permit Fee:

Driveway \$ _____
Ditch \$ _____

Concrete Pipe:

Pipe Diameter: _____ inches at _____ linear feet =\$ _____

HDPE Pipe:

Pipe Diameter: _____ inches at _____ linear feet =\$ _____

SUBTOTAL \$ _____

Sod Sq. Ft.: _____ Pallets: _____

SOD \$ _____
TOTAL \$ _____

Signature of Street Supervisor: _____ Date Notified: _____

Notified By: _____

City of Callaway
Transportation Impact Fee Worksheet
Residential Uses

Applicant: _____

Property Address: _____

ITE Code:	Select Land Use Type:	Check which Applies:	# of Unit(s):
210	Single Family Detached (Includes Mobile Homes and Manufactured Homes on Single Family Lots)	()	___
220	Multi-Family Unit	()	___
230	Attached Residential	()	___
240	Mobile Home Park (Per Lot)	()	___

EPCI
BUILDING DEPARTMENT

APPLICATION FOR BUILDING PERMIT

DATE: _____ Permit # _____ Permit Fee _____

OWNER'S NAME: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____ PHONE # _____

FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER): _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____ PHONE # _____

CONTRACTOR'S NAME: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____ PHONE # _____

STATE LICENSE NUMBER: _____ COMPETENCY CARD # _____

ADDRESS OF PROJECT: _____

PROPOSED USE OF SITE: _____

WILL THE STRUCTURE BE LOCATED AT LEAST 30 FEET FROM ANY BODY OF WATER? ___ YES ___ NO

PROPERTY PARCEL ID # _____

LEGAL DESCRIPTION OF PROPERTY: _____

IF THE APPLICATION IS FOR A COMMERCIAL PROJECT PLEASE LIST THE NAME OF THE BUSINESS:

BONDING COMPANY: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

ARCHITECT'S/ENGINEER'S NAME: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

MORTGAGE LENDER'S NAME: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

WATER SYSTEM PROVIDER: _____ SEWER SYSTEM PROVIDER: _____

PRIVATE WATER WELL: _____ SEPTIC TANK PERMIT NUMBER: _____

Application is hereby made to obtain a permit 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 in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

PURPOSE OF BUILDING:

Single Family Townhouse Commercial Industrial
 Duplex Swimming Pool Storage Sign
 Multi-Family Demolition Other
 Addition, Alteration or Renovation to building. _____

Distance from property lines: Front _____ Rear _____ L. Side _____
R. Side _____
Cost of Construction \$ _____ Square Footage _____
EPI _____ Flood Zone _____ Lowest Floor Elevation _____
Area Heated/Cooled _____ # Of Stories _____ # Of Units _____
Type of Roof _____ Type of Walls _____ Type of Floor _____
Extreme Dimensions of: Length _____ Height _____ Width _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to this Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to this Department before the second or any subsequent inspection can be performed. Filing of the documents that have been certified may be done by mail, facsimile or hand delivery.

NOTICE: EPCI: The Callaway Building Department does not have the authority to enforce DEED RESTRICTIONS or COVENANTS on properties.

OWNER'S AFFIDAVIT: I herby certify that the information contained in this application is true and correct to the best of my knowledge. And that all work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of Owner or Agent

Signature of Contractor

Date: _____

Date: _____

Notary as to Owner or Agent

Notary as to Contractor

My Commission expires: _____

My Commission expires: _____

APPLICATION APPROVED BY: _____ **BUILDING OFFICIAL.**