



# City of Jacksonville

Development Services

Presentation to Special Committee to Access the City's  
Building and Development Permitting Processes



The Development Serviced Division encompasses four sections involved in regulating local land development:

Addressing

Phone: (904) 255-8340

Address@coj.net

Concurrency and Mobility Management System Office

Phone: (904) 255-8330

[CMMSO@coj.net](mailto:CMMSO@coj.net)

Review Group

Phone: (904) 255-8310

Reviewgrp@coj.net

Zoning

Phone: (904) 255-8300

Zoning@coj.net



# Addressing

- Assigns new addresses in an accurate manner based on City Policy.
- Modifies existing addresses to conform to polity to ensure that citizens can be located in case of an emergency.
- Addresses are issued to structures and occupancies rather than to the land that they occupy.
- 2019 – 2,522 addresses issued (Nov – Dec)  
2020 – 21,163 addresses issued  
2021 - 8,967 addresses issued (Jan – Jun)

# Concurrency and Mobility Management Office



- This office quantifies and assesses the fiscal impact of development on City infrastructure. The fee assessment is then applied towards public infrastructure projects to be located within the same Mobility Zone as the subject project.
- This office also generates City Development Numbers (CDN) which are required for engineering site/civil plan review.
- 2019 – 1,023 CDNs issued  
2020 – 1,289 CDNs issued  
2021 - 632 CDNs issued (Jan – Jun)



# Zoning

- Our zoning counter reviews all building permits for compliance with Jacksonville's zoning code (Chapter 656).
- Issues zoning confirmation letters
- Administers AD hearings
- Issues Certificates of Use (COU)
- 2019 – 2,120 COUs issued
- 2020 – 2,038 COUs issued
- 2021 - 1,540 COUs issued (Jan – Jun)



# Review Group

- Reviews construction plans for site development
- Reviews major utility construction projects
- Platting
- Acceptance/dedication of subdivision infrastructure
- Paving and drainage as-built review
- Floodplain Management
- Right-of-way permitting
- Maintain the Land Development Procedures Manual (LDPM) and the City Standard Details & Specifications
- Drainage team for in-fill and private property
- Agency review for building permits
- Landscape review for building permits, site work permits, and civil plans



# Right-of-Way Permitting

ALL work performed in the City's ROW must be permitted

- Driveways
- Utilities including 5G, small cell, above and below ground infrastructure, cable, telecommunications, natural gas
- Franchise agreements
- Revocable Permits
- Art in public places
- Dockless mobility program
- Monitoring wells
- Permitting in City easements



# Drainage group

- Our drainage team consists of four inspectors and one Professional Engineer
- This group is assigned exclusively to in-fill lot drainage design and private property drainage complaints.
- Assists citizens with private drainage solutions
- Resolves drainage disputes between neighbors





# Floodplain Management

- Development Services oversees the implementation of the City's Floodplain Ordinance
- Our floodplain management program has allowed us to achieve a score of six in FEMA's Community Rating System.
- This score affords all citizens Jacksonville a 20% discount on flood insurance if the structure is located in the Special Flood Hazard Area (SFHA), 10% discount if outside of the SFHA
- Processes approximately 1,500 Elevation Certificates each year
- Processes all Conditional Letters of Map Revision and Letters of Map Revision within the city limits.



# Landscape group

- Our landscape team consists of three Landscape Architects and three field inspectors
- Responsible for the collection of the City's tree fund dollars through review and issuance of permits and enforcement actions
- Inspectors responsibilities include:
  - verifying tree surveys submitted with civil plans and site work permits
  - performing landscape and tree barricade inspections for site work permits, building permits, and demolition permits
  - investigating landscape "CARE" or MyJax tickets and gathering evidence for cases of landscape violations and unpermitted tree removal
  - issuing code violations to responsible parties
- Reviews include:
  - Civil plans
  - Site work permits
  - Building permits



# Landscape group

## Statistics

	2020	2021 YTD
Civil Plan Reviews		
Landscape Field	608	418
Landscape Office	876	553
Site Work Permits Issued (includes field and office)	701	545
Site Work Permit Inspections	550	289
Building Permit Landscape Reviews	8233	7536
Building Permit Landscape Inspections	5096	3533
Landscape Code Violations Issued	350	151



# Review Group – Site Development

## Does my project require civil plan review?

- Construction of new commercial or industrial buildings and new communication tower installations
- Substantial improvement which exceeds 50% of the area of the structure and/or the market value of the structure
- Subdivisions
- Buried utilities greater than 1,000 ft in length
- Changes to vehicle use areas
- Converting use from residential to commercial or industrial



# Platting

- Platting is required for projects that include dividing land into three or more parcels **and** roadway construction or renovation.
  - See City Ordinance Section 654.106 (nn) for a list of exceptions
- Development Services reviews the plat and all attached easements for accuracy.
- Oversees and coordinates the platting process including:
  - Civil Review
  - Office of General Council
  - Public Works
  - Real Estate



# Acceptance process

- Inspections
- Receive and review of all documentation needed to turn the project over to public works for maintenance.
  1. Engineers Certificate of Compliance
  2. Owners Affidavit
  3. Developer's Warranty
  4. Deed of Dedication
  5. Record of Completion of final inspection punch list items
  6. City's Project Engineer As-Built Acceptance Letter
  7. Soil and Concrete Testing: Traffic Sign Installation
  8. JEA Acceptance Letter
  9. Department of Environmental Protection Certification
  10. A copy of the St. Johns Water Management Permit