



LEON COUNTY GROWTH & ENVIRONMENTAL MANAGEMENT
DEVELOPMENT SERVICES DIVISION



LEON COUNTY

SITE & DEVELOPMENT PLAN REVIEW LEVELS & INCENTIVES



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Leon County Development Services

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Tallahassee, FL 32301-1019

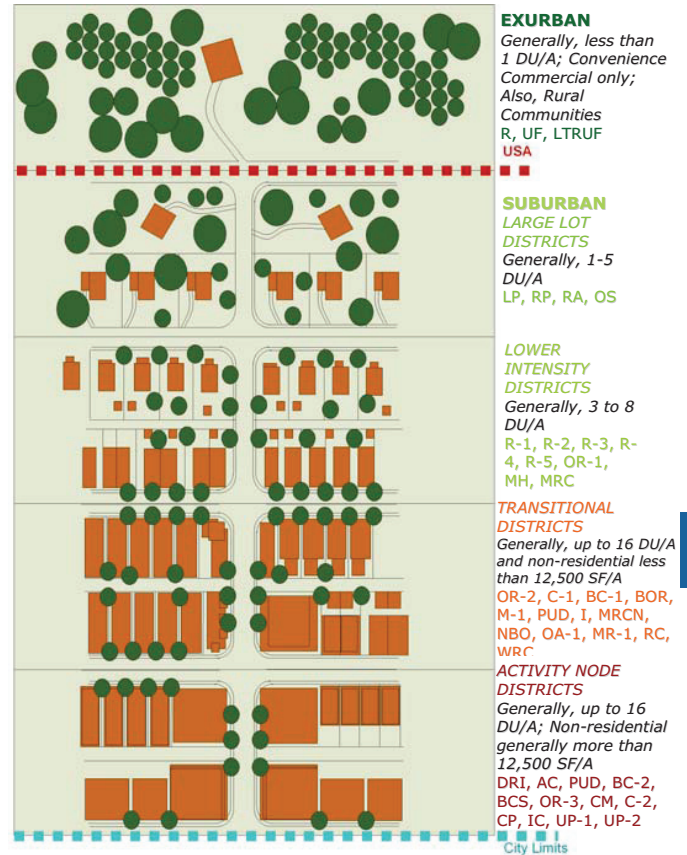
Site and Development Plan Review:

Generally, the types of development which require site and development plan review are outlined under Article VII (*Subdivision and Site and Development Plan Regulations*) of the Leon County Land Development Code. For additional assistance in making this determination or how to utilize incentives, please contact the Development Services Duty Officer at 606-1300.

For more information on the Site and Development Plan Review process, visit our web site:

www.leonpermits.org

LEON COUNTY TRANSECT/NODE MODEL



The transect model, created by Andres Duany, defines spaces from rural areas to the urban core. Each zone provides a transition to the next zone. The transect model contrasts the widely used single-use zoning approach which separates uses and increases the necessity for long-distance travel by any means. To encourage infill development and redevelopment in the more urban zones, Leon County has developed design incentives which can be used to reduce the level of site and development plan review. Our office has modified Duany's transect model to create groups of similar intensity zoning districts for purposes of determining the appropriate level of site plan review.

REVISED SITE AND DEVELOPMENT PLAN REVIEW LEVELS AND INCENTIVES

On January 29th, 2008, the Leon County Board of County Commissioners adopted revised site and development plan review level thresholds to help streamline the site and development review process.

The Board also adopted incentives to be used by developers to further reduce the level of site and development plan review. The revised site and development plan review level thresholds are provided for your convenience on the color-coded chart beginning on page 3.

2 DEVELOPMENT REVIEW AND APPROVAL SYSTEM

Depending on the intensity, zoning district, and type of development proposed, there are five corresponding levels of site plan review: Administrative Streamline Application Process (ASAP), Type A, B, C, and, D respectively. The charts on the following pages provide the level of site plan review required for a particular application based on the zoning district it is located in and the proposed intensity (gross building square feet and/or number of dwelling units). Typically, the higher the level of site plan review (B, C, D), the more meetings and the longer the review process required.

In an effort to encourage innovative design techniques and sustainable development, incentives were created (see page 9-13) which, when applied, have the ability to decrease the level of site plan review, ultimately providing a quicker review process. More information on incentives is provided on the following pages.

Review Level	Zoning District → Type of use ↓	R, UF, LTRUF		RC, WC	
	Administrative Streamlined Application Process*	Residential	≤2 dwellings or lots for dwellings		
Non-Residential		See Note *			
Institutional		See Note *			
Type A	Residential	≤10 dwellings			
	Non-Residential	≤14,999 gross building square ft.	≤49,999 gross building square ft.		
	Institutional	≤14,999 gross building square ft.	≤49,999 gross building square ft.		
Type B	Residential	11-74 dwellings			
	Non-Residential & Institutional	15,000 - 149,999 gross building sq ft.	50,000 - 99,999 gross building sq ft.		
Type C	Residential	75 dwellings - DRI threshold	75 dwellings – DRI threshold		
	Non-Residential & Institutional	150,000 gross building sq ft. – DRI threshold**	100,000 gross building sq ft. – DRI threshold**		
Type D	Residential	Generally, Any Development determined to be a DRI or FQD **			
	Non-Residential & Institutional	Any Development determined to be a DRI or FQD**			

* Administrative Streamlined Application Process (ASAP) limited to applications proposing one or more of the following: gross building area of no greater than 1000 square feet; or, an increase in total impervious surface area on the subject parcel of no greater than 10%.

**Generally, in Leon County, a development of 2000 or more dwellings is presumed to be a DRI or FQD. The Florida Statutes and Florida Administrative Code establish a variety of exceptions.

Site & Development Plan Review Levels
SUBURBAN – LARGE LOT DISTRICTS

Review Level	Zoning District → Type of use ↓	LP	
		RP, RA, OS	
Administrative Streamlined Application Process*	Residential	≤2 dwellings or lots for dwellings	
	Non-Residential	N/A	Limited Expansions
	Institutional	See Note *	
Type A	Residential	3-14 dwellings	
	Non-Residential	N/A	[PUD (Type D) required]
	Institutional	Expansion of existing use by ≤5000 square feet gross building area; or, an increase in total impervious surface area on the subject parcel of ≤15%	[PUD (Type D) required]
Type B	Residential	15 - 99 dwellings	
	Non-Residential & Institutional	New use of ≤5000 square feet gross building area; expansion of existing use by ≤7,500 square feet gross building area; or, an increase in total impervious surface area on the subject parcel of ≤25%	[PUD (Type D) required]
Type C	Residential	100 or more dwellings- DRI threshold **	[PUD (Type D) required]
	Non-Residential & Institutional	Any development in excess of Type B level, not determined to be a PUD or DRI	[PUD (Type D) required]
Type D	Residential	Generally, Any Development determined to be a DRI or FQD **	
	Non-Residential & Institutional	N/A	Any Non-Residential Development

* Administrative Streamlined Application Process (ASAP) limited to applications proposing one or more of the following: gross building area of no greater than 1000 square feet; or, an increase in total impervious surface area on the subject parcel of no greater than 10%.

**Generally, in Leon County, a development of 2000 or more dwellings is presumed to be a DRI or FQD. The Florida Statutes and Florida Administrative Code establish a variety of exceptions.

Rear-Loaded Garage

Shall mean a garage, attached or detached to the principal structure, where the vehicle-access entry-way is oriented between 150 to 210 degrees away from both the front door of the house and the front yard of the property.



Rear-loaded garage serviced by an alley

Side-Loaded Garage

Shall mean a garage attached to the principal structure where the vehicle-access entry-way is oriented at least 90 and not more than 120 degrees away from both the front door of the house and the front yard of the property.



Side-loaded garage

Density of Connectivity

Shall mean, for a given development, number of street access connections to adjacent properties and off-site streets divided by the development's size in acres. An easement to extend a street for connection in the future shall be considered an access connection for purpose of this definition. The higher the density of interconnectivity, the greater the degree of external connectivity.

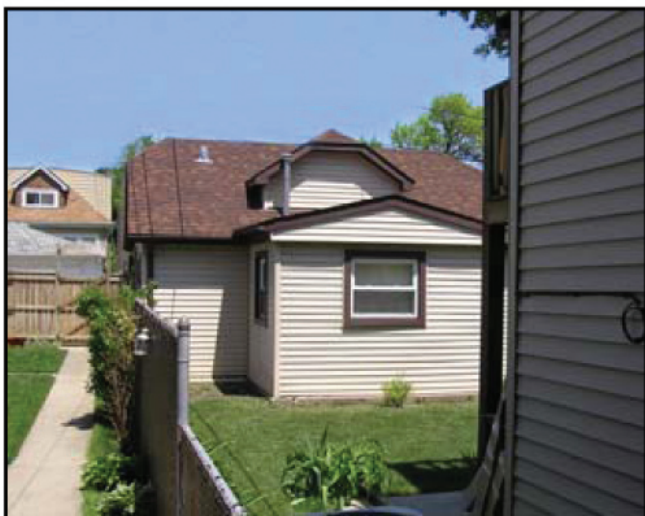
The Density of Connectivity would be calculated as 0.5

(4 connections/8 acres)



Accessory Dwelling Unit

Shall mean an additional, ancillary dwelling unit located on the same lot or parcel as a principal dwelling unit. The accessory dwelling unit may be attached or detached; its use is secondary to the principal use of the property.



Detached Accessory Dwelling

	Zonina District → Type of use ↓	R-1, R-2, R-3, R-4, R-5	MH
Administrative Streamlined Application Process*	Residential	≤2 dwellings or lots for dwellings	
	Non-Residential	N/A	See Note *
	Institutional	See Note *	
Type A	Residential	≤24 dwellings	Addition of ≤99 dwellings to an existing mobile home park
	Non-Residential	N/A	N/A
	Institutional	Expansion of existing use by ≤5000 square feet gross building area; or, an increase in total impervious surface area on the subject parcel of ≤15%	Expansion of existing use by ≤5000 square feet gross building area; or, an increase in total impervious surface area on the subject parcel of ≤15%
Type B	Residential	25 - 149 dwellings	Addition of 100-199 dwellings to an existing mobile home park
	Non-Residential & Institutional	New use of ≤5000 square feet gross building area; expansion of existing use by ≤7,500 square feet gross building area; or, an increase in total impervious surface area on the subject parcel of ≤25%	New use of ≤5000 square feet gross building area; expansion of existing use by ≤7,500 square feet gross building area; or, an increase in total impervious surface area on the subject parcel of ≤25%
Type C	Residential	150 dwellings - DRI threshold **	Establishment of a new manufactured home park; addition of 200 or more dwellings to an existing mhp, not to exceed - DRI threshold **
	Non-Residential & Institutional	Any development in excess of Type B level, not determined to be a PUD or DRI	Any development in excess of Type B level, not determined to be a PUD or DRI
Type D	Residential	Generally, Any Development determined to be a DRI or FQD **	
	Non-Residential & Institutional	N/A	

* Administrative Streamlined Application Process (ASAP) limited to applications proposing one or more of the following: gross building area of no greater than 1000 square feet; or, an increase in total impervious surface area on the subject parcel of no greater than 10%.

**Generally, in Leon County, a development of 2000 or more dwellings is presumed to be a DRI or FQD. The Florida Statutes and Florida Administrative Code establish a variety of exceptions.

Site & Development Plan Review Levels
SUBURBAN - TRANSITIONAL DISTRICTS

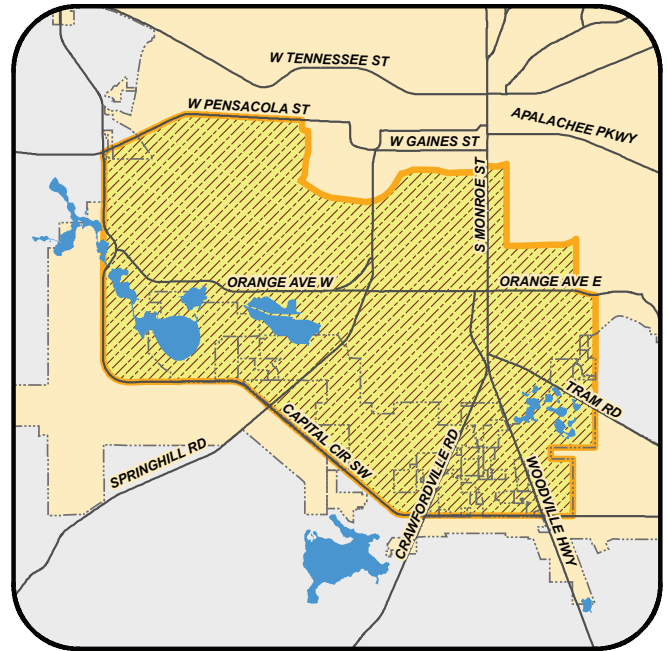
Review Level	Zoning District →		
	Type of use ↓	BOR, OR-1, OR-2, C-1, BC-1, BC-2, BCS	MRC, MRCN
Administrative Streamlined Application Process*	Residential	≤2 dwellings or lots for dwellings	
	Non-Residential	See Note *	
	Institutional	See Note *	
Type A	Residential	≤34 dwellings	
	Non-Residential	≤ 19,999 gross building square ft.	
	Institutional	≤ 19,999 gross building square ft.	
Type B	Residential	35 - 199 dwellings	35 - 74 dwellings
	Non-Residential & Institutional	20,000 – 179,999 gross building square ft.	20,000 – 79,999 gross building square ft.
Type C	Residential	200 dwellings - DRI threshold**	75 dwellings - DRI threshold**
	Non-Residential & Institutional	180,000 gross building sq ft. - DRI threshold**	80,000 gross building sq ft. - DRI threshold**
Type D	Residential	Generally, Any Development determined to be a DRI or FQD **	
	Non-Residential & Institutional	Generally, Any Development determined to be a DRI or FQD **	

* Administrative Streamlined Application Process (ASAP) limited to applications proposing one or more of the following: gross building area of no greater than 1000 square feet; or, an increase in total impervious surface area on the subject parcel of no greater than 10%.

**Generally, in Leon County, a development of 2000 or more dwellings is presumed to be a DRI or FQD. The Florida Statutes and Florida Administrative Code establish a variety of exceptions.

Southern Strategy Area

Please refer to the map of the Southern Strategy Area Included in the Future Land Use Element of the Tallahassee-Leon County Comprehensive Plan. The Comprehensive Plan is available on the web at TALGOV.COM in Tallahassee-Leon County Planning Department section.



Southern Strategy Area

Index of Connectivity

Shall mean, within a given development, number of points of interconnection of street segments divided by the number of street segments in the development. The lower the index of interconnectivity, the greater the degree of internal street connection within a development.

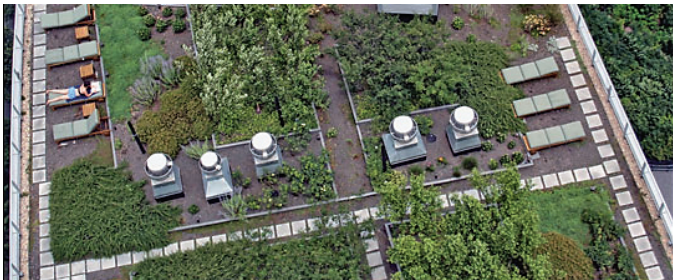
The eight acre site depicted includes twelve street interconnections (stars) and fourteen street segments which would yield an overall index of connectivity of 0.8 (12 interconnections {14 segments})



DEFINITIONS OF TERMS USED IN THE INCENTIVES:

Green Roof

Shall mean a roof having the following components: an insulation layer, a waterproof membrane to protect the building from leaks, a root barrier to prevent roots from penetrating the waterproof membrane; a drainage layer, usually made of lightweight gravel, clay, or plastic; a geotextile or filter mat that allows water to soak through but prevents erosion of fine soil particles; a growing medium; plants; and, sometimes, a wind blanket. There are two basic types of green roofs: intensive and extensive. Intensive green roofs require a minimum of one foot of soil depth to accommodate large trees, shrubs and other manicured landscapes, are composed of multi-layer constructions, and include elaborate irrigation and drainage systems. Extensive green roofs range from as little as 1 to 5 inches in soil depth, and also generally require less maintenance than intensive systems. A green roof may incorporate both intensive and extensive elements. *[Derived from the City of Chicago Department of Environment].*



Gum Road Target Planning Area

Shall mean that area designated by the Board of County Commissioners wherein incentives should be provided for economic development, defined as bounded by US Highway 90 on the north, Capital Circle on the east, the CSX railroad right-of-way on the south, and Aenon Church Road on the west. ***(Map to be provided with future edition)***

Review Level	Zoning District → Type of use ↓	NBO	I
Administrative Streamlined Application Process*	Residential	≤2 dwellings or lots for dwellings	
	Non-Residential	See Note *	≤9,999 gross building square ft.
	Institutional	See Note *	
Type A	Residential	≤24 dwellings	N/A
	Non-Residential	≤9,999 gross building square ft.	10,000 – 39,999 gross building square ft.
	Institutional	≤9,999 gross building square ft.	10,000 - 39,999 gross building sq ft.
Type B	Residential	25-49 dwellings	N/A
	Non-Residential & Institutional	10,000 – 59,999 gross building square ft.	40,000 – 249,999 gross building square ft.
Type C	Residential	50 dwellings - DRI threshold**	N/A
	Non-Residential & Institutional	60,000 gross building sq ft. – DRI threshold**	250,000 gross building sq ft. – DRI threshold
Type D	Residential	Generally, Any Development determined to be a DRI or FQD **	N/A
	Non-Residential & Institutional	Generally, Any Development determined to be a DRI or FQD **	

* Administrative Streamlined Application Process (ASAP) limited to applications proposing one or more of the following: gross building area of no greater than 1000 square feet; or, an increase in total impervious surface area on the subject parcel of no greater than 10%.

**Generally, in Leon County, a development of 2000 or more dwellings is presumed to be a DRI or FQD. The Florida Statutes and Florida Administrative Code establish a variety of exceptions.

Site & Development Plan Review Level
ACTIVITY NODE DISTRICT:

Review Level	Zoning District → Type of use ↓	TPA, OR-3, CM, MR-1, C-2, CP, IC, UP-1, UP-2, OA-1, M-1, PUD, and DRI	AC
Administrative Streamlined Application Process*	Residential	≤2 dwellings or lots for dwellings	
	Non-Residential	See Note *	
	Institutional	See Note *	
Type A	Residential	≤299 dwellings	≤499 dwellings
	Non-Residential	≤49,999 gross building square ft.	≤149,999 gross building square ft.
	Institutional	≤49,999 gross building square ft.	≤149,999 gross building square ft.
Type B	Residential	300 - 449 dwellings	500 - 649 dwellings
	Non-Residential & Institutional	50,000 - 249,999 gross building sq ft.	150,000 - 499,999 gross building sq ft.
Type C	Residential	450 dwellings - DRI threshold**	650 dwellings - DRI threshold**
	Non-Residential & Institutional	250,000 gross building sq ft. - DRI threshold**	500,000 gross building sq ft. - DRI threshold**
Type D	Residential	Generally, Any Development determined to be a DRI or FQD **	
	Non-Residential & Institutional	Any Development determined to be a DRI or FQD**	

* Administrative Streamlined Application Process (ASAP) limited to applications proposing one or more of the following: gross building area of no greater than 1000 square feet; or, an increase in total impervious surface area on the subject parcel of no greater than 10%.

**Generally, in Leon County, a development of 2000 or more dwellings is presumed to be a DRI or FQD. The Florida Statutes and Florida Administrative Code establish a variety of exceptions.

(h) How to calculate that value of a combination of incentives: A combination of threshold modifications a) – f) may be cumulatively applied to Type A - Type C site and development plan applications, as applicable.

(i) Limitation on degree of site and development plan review level reduction. The incentives provided above may be used to reduce what would otherwise be a Type C site and development plan application to a Type B or Type A site and development plan application, to reduce what would otherwise be a Type B site and development plan application to a Type A site and development plan application, and a Type A site and development plan application to an Administrative Streamlined Application. Modifications a) – f) shall not be applicable to any Type D application, including those establishing a Planned Unit Development Concept Plan, or for Development of Regional Impact, or Florida Quality Development.

(f) Incentive for quality design –residential use.

The review threshold for any Type A - Type C site and development plan application proposing residential uses incorporating any of the following design elements may be increased by the corresponding percentage under section (f):

<i>(f) Incentive for quality design – residential use</i>	
1. Green Roof or Rain Garden Incentive. A planted “green roof” over 40% or more of roof surface area, or a rain garden, that reduces stormwater runoff by 80% or more.threshold increased by 10%
2. Transit Incentive. Developments with access to an arterial road having ≥ 200 dwelling units that provide a transit stop of surface area for bus access, a shelter to provide weather protection, bench or seating for the shelter, and pedestrian access to the stop.threshold increased by 10%
3. Accessory Dwelling Unit Incentive. Developments having ≥ .25 accessory dwelling units or more for every residential dwelling unit.threshold increased by 15%
4. Side-or Rear-Loaded Garage Incentive. Developments having ≥ 50% of all principal dwelling units served by side- or rear-loaded garages.threshold increased by 15%
5. Connectivity Incentive. Developments having a density of connectivity of ≥.4/acre.threshold increased by 15%
6. Interconnectivity Incentive. Developments having an index of interconnectivity of ≤ .5.threshold increased by 15%

(g) More rigorous review to protect environmental features.

Any application otherwise qualifying for Administrative Streamlined Application Process or Type A Site and Development Plan review per this Section, and proposing development on a site inside the urban services area with 75% or more site coverage by conservation or preservation areas, as defined by the comprehensive plan, or outside of the urban services area with 40% or more coverage by conservation, or preservation areas, shall require review (at minimum) as Type B site and development plan application. Sites of three acres or larger wherein all buildings, attendant parking facilities, streets, and access facilities will be located outside of conservation and preservation areas shall be exempt from this requirement.

INCENTIVES TO MODIFY THE SITE AND DEVELOPMENT PLAN REVIEW LEVEL

There are approximately 20 incentives that may be used by a developer to reduce the level of site and development plan review. Each incentive is given a certain percentage value of weight in terms of how much modification it makes to the site and development plan review level. Most incentives can be combined for greater effect. The list of incentives that may be used by developers to further reduce the level of site and development plan review begins on page 10 of this pamphlet. Here is an example of how the incentives are intended to be used:

An application for development in an area zoned C-1 consisting of 25,000 square feet of non-residential use is required to be reviewed as a “Type B” application (C-1: Type B review = 20,000-179,999 sq. feet).

From the list of available incentives, such as providing facades that are less than 100 ft in length (10% incentive), a transit stop (15% incentive) and/or utilization of a planted green roof (10%), applicants can apply these incentives (additively) to reduce the level of site plan review.

The application proposing a 25,000 square foot non-residential structure and using the three example incentives listed above would now qualify for “Type A” site plan review (Type A: 19,999 sf x 135% = 26,998 sf).

The Department of Growth and Environmental Management has staff available to assist you in using the incentives to help produce a quality development while reducing your review times.

Incentives must be shown on the developer’s application for review along with a binding commitment by the developer to ensure their implementation.

The site and development plan review levels (Section 10-7.1. of the Land Development Code) may be modified as follows:

(a) Incentive for mixed use development. The review threshold for any Type A -Type C site and development plan application proposing a mixture of residential and office or retail/service commercial use shall be equivalent to 100% of the residential unit threshold plus 100% of the office or retail/service commercial use; however, the thresholds for Type A and Type B site and development plan applications proposing a mixture of residential and office or retail/service commercial use may be increased to 125% of the residential unit threshold plus 125% of the office or retail/service use, so long as the following criteria are met: 1) the application must include a minimum of 4 residential dwelling units per gross acre of site area; and, 2) the application must include a minimum of 10,000 gross square feet of non-residential use.

(b) Incentive for development in the Southern Strategy Area. The review threshold for any Type A, B or C site and development plan proposed within the Southern Strategy Area, as identified in the Tallahassee-Leon County Comprehensive Plan, may be increased by 25%. A map of the Southern Strategy Area is provided on page 15.

(c) Incentive for development in the Gum Road Target Planning Area. The review threshold for any Type A, B or C site and development plan proposed within the Gum Road Target Planning Area, as adopted by the Leon County Board of County Commissioners, may be increased by 25%. The Gum Road Target Planning Area is described on page 14.

(d) Incentive for conservation subdivisions. The review threshold for any Type A, B or C site and development plan proposed within the Lake Talquin Recreation Urban Fringe or Urban Fringe zoning district, accomplished as a conservation subdivision may be increased 50%.

(e) Incentive for quality design – non-residential use. The review threshold for any Type A - Type C site and development plan application proposing any non-residential or institutional use incorporating the following design elements may be increased by the corresponding percentage under section (e):

(e) Incentives for quality design – non-residential use	
1. Facade Length Incentive. All proposed building façades are less than 100 ft in length;threshold increased by 10%
2. Building Footprint Incentive. Building footprint no greater than 50,000 sf of enclosed floor area;threshold increased by 10%
3. Green Roof or Rain Garden Incentive. A “green roof” over 40% or more of roof surface area, or a rain garden that reduces stormwater runoff by 60% or more;threshold increased by 15%
4. Large Mixed-Use Development Incentive. Developments with access to an arterial road and having ≥ 100,000 sf of office or commercial retail gross square footage floor area (also referred to as equivalent to 100% commercial base std.) and ≥ 100 dwelling units (equivalent to 100% of the residential base std.) or, any combination of these uses wherein the sf of office or commercial floor space exceeds 20,000 and the number of residential units exceeds 25 and the cumulative total of the base standards exceeds 200%;threshold increased by 15%
5. Transit Incentive. Developments having ≥ 100,000 sf of office or commercial retail gross floor area that provides a transit stop consisting of surface area for bus access, a shelter to provide weather protection, bench or seating, and pedestrian access to the stop;threshold increased by 15%
6. Relocation of Parking Incentive. Developments locating no less than 90% of provided parking spaces behind the front building façade line;threshold increased by 25%
7. Window Glazing Incentive. Structures having ground floor window glazing along building frontages adjacent to streets or publicly-accessible parking areas ≥ 20% of façade area on the ground floor principal frontage and ≥ 15% of the area of each other applicable ground floor façade;threshold increased by 10%
8. Reduced Parking Incentive. Developments where the number of spaces provided ≤ 80% of the standard number of parking spaces set out in Schedule 6-2; andthreshold increased by 15%
9. Connectivity Incentive. Developments having a density of connectivity of ≥ .4/acrethreshold increased by 15%