
ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE

DIVISION: Transportation & Development

SECTION: Development Review

PROCEDURE #: EDR-1

SUBJECT: Development Review Committee Application Processing

DATE: 12/15/01 **REVISION #:**

PREPARED BY: Michael J. Fay

APPROVED BY: Matthew Dominy, P.E., Director Of Public Works

POLICY: **To provide comments for each Development Review Committee (DRC) item that is based on a thorough and timely review, and provide them to the appropriate individuals within given time frames.**

Listed below are the procedures for items on a Development Review Committee cycle, from receiving package through drafting letters outlining our comments from the DRC meeting.

Receiving:

1. DRC package, consisting of applications, plans and supporting data, is picked up at the Codes Enforcement Office.
2. Package is then given to the an Administrative Assistant for logging in. (See Logging in for DRC)
3. After logging in, package is given to an Engineering Technician.
4. Copies of all plats and appropriate documentation are given to the County's Real Property Agent/Surveyor.

Review:

1. The items in the package are reviewed to determine contents:
 - Number of plans.
 - Drainage calculations.
 - Traffic report.
 - Miscellaneous

These items are then noted on DRC agenda or on DRC application.

2. Preliminary plans with drainage improvements or final plans with outstanding issues are provided to the Drainage Section for their review and comment.

3. The Development Review Specialist and an Engineering Technician using the appropriate checklists then review plans.
4. Field review is conducted at the preliminary stage or any other time that is appropriate.

Comments for DRC Meeting:

1. General comments are written for each item on the agenda. Comments should follow these guidelines:
 - Conceptual Review: No specifics given at this stage.
 - Preliminary Review: No specifics given at this stage unless warranted.
 - Final Approval: If any outstanding comments remain, list them separately.
2. Draft plan comment addendums are written for all appropriate items and are provided to the applicant for their use at the meeting. A copy of these addendums is also given to the DRC clerk for inclusion in the minutes of the meeting.
3. Incorporate the comments from the Traffic Engineering Department and Drainage Section.
4. Submit comments to a Civil Engineer II in draft form for his review and comment.

Letters:

1. Draft letter for each item that requires response. Letters will consist of:
 - Action taken by the DRC.
 - Steps that must be taken for next stage of review or issuance of Construction Permit. For the issuance of the Construction Permit, this is to include any additional permits that are required, release from other departments, if requested, and any associated inspection and/or sign fees.
 - Itemized list of all plan, plat and drainage report comments.
2. If the letter is for the approval of a final subdivision plan or a final plan that involves the construction of a new county-maintained roadway, provide the Traffic Maintenance Supervisor a copy of the plan to determine the appropriate fees for the fabrication and/or installation of the required signs and include these fees in the letter.
3. If two sets of plans have been provided, mark up engineer's copy with our comments. If only one set was provided, have Administrative Assistant make Xerox copies of appropriate sheets and incorporate them into our copy. Provide the engineer with the appropriate original marked-up sheets.
4. Forward draft letter and mark-ups to a Civil Engineer II for comment and signature.