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## **ALACHUA COUNTY PUBLIC WORKS OPERATING PROCEDURE**

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**DIVISION:**            **Transportation & Development**

**SECTION:**            **Development Review**

**PROCEDURE #:**      **EDR-2**

**SUBJECT:**            **Development Review Committee Waiver Request Processing**

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

**PREPARED BY:**      **Michael J. Fay**

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

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**POLICY:**            **To provide a thorough and timely review and provide professional recommendations on all requests to bypass the Development Review Committee for projects that exceeds the Exception Criteria in Section 322.07 (3) of the Unified Land Development Code.**

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Listed below are the procedures for requests for building permits that exceed the minimum square footage requirement for review by the Development Review Committee (DRC). These are generally commercial building additions or accessory structures to single family residences.

**Receiving:**

1. A Civil Engineer II receives a copy of the building permit application and supporting documentation from the Office of Codes Enforcement.
2. Package is then forwarded to an Engineer Technician to prepare maps that show the location of the request on USGS Maps of Flood Prone Area, or other maps deemed appropriate by the Civil Engineer II. Packages are then returned to Civil Engineer II for review and comment.

**Review:**

1. Requests are reviewed with particular emphasis on section and half-section line setbacks, flood-prone area issues and drainage impacts on adjacent properties.
2. On rare occasions, field review may be conducted for review of impacts listed above.

**Memorandum to the Office of Codes Enforcement:**

The Civil Engineer II prepares a memorandum to the Lead Permit Clerk with comments regarding each request. If the Department is of the opinion that DRC review is not required, it should be stated in the memorandum with a reference to the appropriate Section of the

Stormwater Ordinance to which an exemption or waiver is granted. The memorandum should also state that a Public Works site inspection is not required. If there are any flood prone areas, or section or half-section line building setbacks, it should be noted in the memorandum.

Responses to the Office of Codes Enforcement should be made as quickly as possible but, at a minimum, within five working days. For filing purposes, subject of the memorandum should be the nearest public road segment.