



CITY OF NICEVILLE

Community Development Department
Planning – Building – Inspections – CRA
208 Partin Drive N, Niceville, FL 32578
850-279-6436 – www.cityofniceville.org

Planning Application Checklist (detailed)

This form specifies a detailed summary of the minimum information required for review of zoning, rezoning, subdivision, certification, special exception, or variance applications in accordance with (§166.033, F.S.)

Universal Planning Application Minimum Requirements

- Completed City application form.
- Legal authority to file (owner/lessee/agent/contract purchaser with notarized consent).
- Proof of ownership (warranty deed or equivalent).
- Application fee.
- Narrative of existing and proposed use.
- Statement of consistency with Comprehensive Plan & LDC.

Additional Application Specific Requirements

Zoning/Rezoning or Future Land Use Map Amendments

- Justification statement addressing rezoning criteria (compatibility, impacts, etc.).
- Boundary survey (≤ 2 years old; F.A.C. 5J-17.052).
- Site plan if needed to evaluate impacts.
- Concurrency documentation or exemption.

Subdivision Plat/Replat

- Preliminary plat meeting LDC §2.10 requirements.
- Final plat Mylar for final plat approvals.
- Boundary survey (≤ 2 years old).
- Concurrency analysis (> 3 units or $> 1,000$ sq ft).

- Traffic/utility/stormwater/environmental documentation.
- Plat recording fees and required certifications.
- Proof of infrastructure completion OR posted surety.

Certification Requests

- Written statement describing type of certification requested.
- Survey or site sketch showing boundaries.
- List of structures and existing uses.

Special Exception

- Narrative addressing SE criteria (access, parking, buffering, utilities, compatibility, etc.).
- Site plan with building layout, access, parking, and utilities.
- Traffic/impact analysis, if required.

Variance

- Justification addressing variance criteria (hardship, minimum relief, etc.).
- Site plan/survey showing dimension requiring relief.
- Elevation certificate if within flood hazard area.

Additional Documents (As Applicable)

- Tree survey.
- Landscape plan.
- Stormwater design and calculations.
- Erosion & sediment control plan.
- Construction waste management plan.
- Traffic analysis.
- Environmental/cultural resource survey.
- Utility capacity letters.
- Required state/federal permits.