

**PUTNAM COUNTY  
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Ave., Suite 300  
Palatka, FL 32177  
Fax: (386) 329-1213  
Email: pzb@putnam-fl.com  
Website: main.putnam-fl.com



Planning: (386) 329-0491  
Zoning: (386) 329-0316  
Building: (386) 329-0307  
Animal Control (386) 329-0396  
Code Enforcement (386) 329-0317

**NOTICE TO APPLICANTS FOR CONCURRENCY DETERMINATION**

Putnam County concurrency determinations must be submitted and approved prior to issuance of a final development order for any development (including nonresidential and residential developments) within the jurisdiction of Putnam County with the exception of development activity exempted by LDC Section 45-332.

Preliminary concurrency determinations may be requested in accordance with LDC Section 45-335 (c). Certificates of concurrency determination are issued by the Planning Division upon a finding that the required application and submittals are complete. Determination of whether the proposed development meets the concurrency management standards will be issued in letter format and will indicate a temporary commitment of capacity of necessary public facilities for a period not to exceed six months or until a final development order is issued, whichever occurs first.

Concurrency determination applications should be submitted with application for development review to avoid any delay in issuance of a final development order.

*LDC Sec. 45-333 - Level of service standards.*

*The level of service (LOS) standards for public facilities and services contained in the Putnam County Comprehensive Plan as identified in Table 5.1 below are hereby adopted.*

*Table 5.1—Level of Service Standards for Public Facilities and Services*

<b>Required Facilities</b>	<b>Comprehensive Plan Element</b>	<b>Comprehensive Plan Goals, Objectives, and Policies</b>
Wastewater (or Sanitary Sewer)	Capital Improvement Element	Policy H.5.1.2
Parks and Recreation	Capital Improvement Element	Policy H.5.1.6
Roads	Capital Improvement Element	Policy H.5.1.7
Stormwater Management (or Drainage)	Capital Improvement Element	Policy H.5.1.3 & H.5.1.4
Solid Waste	Capital Improvement Element	Policy H.5.1.5
Potable Water	Capital Improvement Element & Conservation Element	Policy H.5.1.1 & E.1.2.7

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The Putnam County Comprehensive Plan may be reviewed at the offices of the Department of Planning and Development Services and may accessed online at the following website:  
[https://main.putnam-fl.com/?page\\_id=129](https://main.putnam-fl.com/?page_id=129)

Please reference LDC Article V for additional information on the Putnam County Concurrency Management System. For individual submittal requirement for evaluation of the public facilities/services mentioned in Table 5.1 (above), please refer to LDC Section 45-335 (d). Please note that for stormwater management concurrency evaluation, a notarized affidavit (see page 5) signed by the owner and developer acknowledging that all stormwater quality and quantity requirements of this code, the Florida Department of Environmental Protection, and the St. Johns River and Suwannee River Water Management Districts can and must be met prior to the issuance of a certificate of occupancy for the proposed development is required to be submitted with the present application.

*Putnam County Comprehensive Plan, Capital Improvements Element:*

*Objective H.2.1: All new development or redevelopment shall be provided with infrastructure at the required level of service, as stated in the Comprehensive Plan.*

*Policy H.2.1.1: Review land use decision impacts and timing against existing and future facilities as proposed in the Capital Improvements schedule for maintenance of required level of service.*

*Policy H.2.1.2: Pursuant to the adopted Concurrency Management Ordinance, the County shall certify that required levels of service will be maintained concurrent with project needs before the project is permitted to be heard by the County Planning Board for approval of development orders, or building permits are issued.*

*Policy H.2.1.3: The County shall require each applicant to pay his share of the cost of upgrading or expanding existing County facilities, or to construct new facilities, as necessary in order to maintain the level of service required to be provided in the Comprehensive Plan before a building permit is issued.*

*Land Development Code (LDC) Section 45-334 - Concurrency requirements.*

- (a) General requirement. No development approval shall be granted by the county unless adequate public facilities will be available to handle the impacts of the proposed development and maintain the county's adopted LOS Standards concurrent with those impacts.*

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**APPLICATION FOR CONCURRENCY DETERMINATION**

*Failure to complete this form in its entirety may result in a delay in processing.*

PROJECT NAME & DRC TRACKING NO.: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TYPE OF USE AND CODE BASED ON ITE TRIP GENERATION MANUAL: \_\_\_\_\_

NONRESIDENTIAL GROSS FLOOR AREA: \_\_\_\_\_

RESIDENTIAL NUMBER OF UNITS/LOTS: \_\_\_\_\_

TYPE OF DETERMINATION REQUESTED

- Preliminary [is not binding upon Putnam County and does not reserve capacity; reference LDC Sec. 45-335 (c)]
- Certificate of Concurrency Determination [temporary commitment of capacity of necessary public facilities for a period not to exceed six months or until a final development order is issued, whichever occurs first; reference LDC Sec. 45-335 (e)(4)]

PARCEL NUMBER(S): \_\_\_\_\_

911ADDRESS: (Number and Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode) \_\_\_\_\_

OWNER(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AGENT (Fill Out Agent Designation Form): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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Present Land Use Designation: \_\_\_\_\_ Proposed Land Use Designation: \_\_\_\_\_  
Present Zoning Designation: \_\_\_\_\_ Proposed Zoning Designation: \_\_\_\_\_

Check Applicable Submission:

Preliminary Site Plan \_\_\_ Final Site Plan \_\_\_ Preliminary Plat \_\_\_  
Rezone Application \_\_\_ PUD Application \_\_\_

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**YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.**

I hereby certify that I have reviewed the Putnam County, Florida Land Development Code and that my submission meets all applicable requirements.

\_\_\_\_\_  
(Sign) (Date)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign) (Date)

\_\_\_\_\_  
(Print)

STATE OF _____	
COUNTY OF _____	
The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization, this _____ day of _____ 20____, by _____.	
<i>(Print Name of Person(s) Acknowledging)</i>	
 _____ Signature of Notary Public	<div style="border: 1px solid black; padding: 5px; font-size: 2em; opacity: 0.5; transform: rotate(-2deg); display: inline-block;">Notary Stamp</div> <i>(Print, Type, or Stamp Commissioned Name of Notary Public)</i>
Personally Known <input type="checkbox"/> OR Produced Identification _____ Type of Identification Produced _____	

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**STORMWATER MANAGEMENT CONCURRENCY EVALUATION**

**AFFIDAVIT**

In accordance with the requirement of Land Development Code Section 45-335 (d)(5), for purposes of determining that this development will meet the level of service specified in the Putnam County Comprehensive Plan concurrent with the subject development needs, I hereby certify that I have reviewed the minimum level of service standards contained within the Putnam County Comprehensive Plan and that all stormwater quality and quantity requirements of the Putnam County Land Development Code which has adopted the minimum stormwater level of service standard contained within the Putnam County Comprehensive Plan, the Florida Department of Environmental Protection, and the St. Johns River and/or the Suwannee River Water Management Districts can and will be met prior to the issuance of a certificate of occupancy for the proposed development.

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print)

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_  
*(Print Name of Person(s) Acknowledging)*



\_\_\_\_\_  
Signature of Notary Public

*(Print, Type, or Stamp Commissioned  
Name of Notary Public)*

Personally Known  OR Produced Identification \_\_\_\_\_ Type of Identification Produced