



PURPOSE

Providing quality customer service remains a top priority in the County. The County’s development review process allows staff to focus on factors that have impacts on public health and safety, ensuring that the proper infrastructure is in place to service new development and that sound planning and engineering principles are used and in compliance with applicable codes and ordinances.

During ordinary, as well as during times of crisis, it is important for the Department of Planning and Economic Opportunity to actively accept and process Development Review Applications so as not to disrupt the building industry that is vital to our economy.

Due to alternate arrangements instituted for the COVID-19 health crisis, the Planning Department has chosen to transition to digital plan submittals. In addition, as we maintain social distancing protocol, we have new procedures for pre-application conferences, the first requirement for all development review applications.

 <p>DRC Meetings</p>	 <p>Live Stream Service</p>
<p>Development Review Committee (DRC) meetings will continue to be held every Tuesday at 9am. The meetings will be broadcast live from the Nassau County Board of County Commissioner (BOCC) Chambers and recorded for later viewing.</p>	<p>DRC meetings are now livestreamed so that any member of the public, or the pre-applicants, can view the presentation either during the live broadcast or as archived footage on the Nassau County Clerk’s Office website here: https://nassauclerk.com/watch-meetings/</p>

PRE-APPLICATION MEETINGS

Pre-applicants will be provided with a conference call phone number the Friday before the meeting. Five minutes prior to meeting commencement, applicants will call the number, mute their computer and phone audio until their agenda item is ready for discussion.





SUBMITTING DIGITAL PLANS

Digital Plans: Nassau County is transitioning away from accepting paper submittals for new Development Review applications. Mailed in applications, documents, or plans will only be accepted on a case by case basis.

Just as paper plans are required to be signed and sealed, electronic plans and documents require digital signatures to be in compliance with Florida Statutes and Florida Administrative Code Rules.

The procedures below contain information for the electronic submittal of plans and documents. Architects, Engineers, Surveyors, and other design professionals must initially register with our department by completing and submitting the Digital Signature Delivery Form on the next page. Follow the instructions below:

SUBMITTING DIGITAL SIGNATURES FOR INITIAL VERIFICATION:

1. Obtain a digital signature certificate from any valid third-party Certificate Authority. (Certificate Authority services can be purchased through a number of third-party companies including Entrust, eTrust, GeoTrust, GlobalSign, IdenTrust, Verisign, etc. This is not a complete list and Nassau County does not recommend one firm over another. It is the purchaser's responsibility to ensure the service meets the requirements of the Florida Statutes and Administrative Rules.)
2. Once obtained, create your digital signature to include your security certificate provided by the third-party certification authority, following the appearance requirements listed in Table 1 on page five of this document.
3. Apply your digital signature obtained above in the space indicated on the Digital Signature Delivery Form on the next page. Re-name and save the file.
4. Send the digitally signed/sealed Digital Signature Delivery Form to: planninginfo@nassaucountyfl.com

DIGITAL SIGNATURE:

Digital signatures must comply with:

- Florida Statutes Chapter 471 and Florida Administrative Code 61G15-23.003 for Engineers
- Florida Statutes Chapter 481 and Florida Administrative Code 61G1-16.005 for Architects
- Florida Statutes Chapter 472 and Florida Administrative Code 5J-17.062 for Surveyors



DIGITAL SIGNATURE DELIVERY (FOR INITIAL VERIFICATION ONLY)

Authorization and Acknowledgement

The undersigned architect, engineer, surveyor or contractor understands that (s)he is submitting her/his digital signature for initial verification to the Nassau County Planning Department and further understands that if the digital signature meets the authenticity and integrity requirements as verified by a third-party certification authority, she/he authorizes the Nassau County Planning Department, through its application and review process, to accept digitally signed and sealed documents electronically for development review using the seal and signature appearing below. It is the Undersigned's obligation to maintain its information in a secure environment to ensure that all documents electronically submitted are, in fact, submitted by the Undersigned. The Undersigned acknowledges that submittal of this form does NOT imply or intend that actual work provided to Nassau County as prepared by the Undersigned need not be signed and also acknowledges that ALL work submitted to Nassau County must meet all signing and sealing requirements governed by the Undersigned's discipline governing Board, as well as additional elements required by Nassau County to ensure the County is establishing processes and systems for accepting digitally signed and sealed work that meet the intent of the Electronic Signature Act of 1996. If, after verifying the signature, it is found that the Undersigned's digital signature does not meet requirements, the Undersigned will be notified how to correct the signature so that it does meet requirements.

Governing Law

The Undersigned understands that the electronic signing and sealing of documents is governed by Florida law, specifically but not limited to Florida Statute Chapter 471, 472 and 481 respectively, The Electronic Signature Act of 1996 (F.S. 668.01-668.006) and Florida Administrative Code sections 61G15-23.00, 61G1-16, 61G17-7. Nassau County has attempted to create an electronic signature process in compliance with Florida law but shall not be liable in any manner for any violations of professional licensure regulations. It is the Undersigned's responsibility to ensure compliance with all laws, regulations, and ordinances that govern his/her professional license.

APPLICANT NAME (PLEASE PRINT)

NAME OF COMPANY

CONTACT PHONE NUMBER

DIGITAL SIGNATURE:

Place your digital signature block using the signature field shown below:



*TABLE 1 - Digital Signature Appearance Requirements for State Licensed Design Professional Disciplines	
License Type	Requirements
Professional Engineers TWO signing options are available:	<p>OPTION 1: [RECOMMENDED OPTION]</p> <p>Signing with a digital signature issued to you by a 3rd Party Certification Authority that is accompanied by a digitally created image of your seal and required language (see bulleted sentences below). Signing information should be placed where an original signature would appear if the item were being physically signed, dated and sealed. The seal and Sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block. If part of the custom digital signature appearance, you must ensure that the seal meets the size requirements of the Florida Board of Professional Engineers.</p> <ul style="list-style-type: none"> This item has been electronically signed and sealed by [Licensee, PE] on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.
	<p>OPTION 2: (currently only available to Licensed PE's):</p> <p>Signing with a digital signature issued to you by a 3rd Party Certification Authority WITHOUT a digitally created image of your seal. The required language (see sentences below), should be placed where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <ul style="list-style-type: none"> [Licensee] State of Florida, Professional Engineer, License No. X This item has been electronically signed and sealed by [Licensee, PE] on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copy.
Architects, Interior Designers, and Landscape Architects	<p>Signing with a digital signature issued to you by a 3rd Party Certification Authority. Place a digitally created image of your seal and the following sentences where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <ul style="list-style-type: none"> This item has been electronically signed and sealed by [Licensee, RA or RLA] on the Date and/or Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.
Professional Surveyors and Mappers	<p>Signing with a digital signature issued to you by a 3rd Party Certification Authority. Place a digitally created image of your seal and the following sentences where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <ul style="list-style-type: none"> This item has been electronically signed and sealed by [Licensee, PSM] on the Date/Time Stamp shown] using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.
Professional Geologist	<p>Signing with a digital signature issued to you by a 3rd Party Certification Authority. Place a digitally created image of your seal and the following sentences where an original signature would appear if the item were being physically signed, dated and sealed. The sentences can be part of the digital signature custom appearance available in the signing tool, or they can be placed on the document outside of the digital signature block.</p> <ul style="list-style-type: none"> This item has been electronically signed and sealed by [Licensee, PG] on the Date/Time Stamp shown using a digital signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



REQUIREMENTS FOR ALL ELECTRONIC SUBMITTALS:

- ALL documents and plans submitted must be in .pdf format (with the exception of-the additional CAD file described below).
- Each page of the plans must have a title block that identifies the page as unique to the address and/or parcel.
- Plan pages shall be submitted in landscape orientation and submittal documents shall be submitted in portrait orientation.
- All plans must be drawn to scale.
- Each page of the plans must have a graphic scale. When more than 1 scale exists on a page, an independent scale must accompany the applicable detail.
- **Plans that are digitally signed and sealed CANNOT be locked (password protected) so that they may receive the County's approval stamp when they are ready to be approved.**
- A CAD file is required for approved preliminary plats and for plans containing County-owned infrastructure like drainage structures, improvements in ROW, or other projects on County-owned land.

HOW TO SUBMIT AN APPLICATION/PLANS:

- Plans submitted shall be either single page files or a multipage bookmarked file.
- All Development Review applications must be submitted by email with PDF attachments to our department at: planninginfo@nassaucountyfl.com, email size may be limited to less than 20mb per email. For larger files you can use a cloud storage space like OneDrive or Dropbox. If you need assistance with larger documents, please contact us and we will be glad to assist.
- Upon receipt of a new application, it will be checked for completeness and an invoice will emailed to the agent/applicant. All applications must be paid within 5 business days either with a paper check or by using the Online Payment Portal available at: <https://www.nassaucountyfl.com/568/Online-Payments> or by phone at (904)530-6300. Fees apply to credit card payments. E-checks are free if allowed by your banking institution.
- After payment is received, plans will be routed to all required departments for review.



WORKFLOW

DRC Pre-application Meeting

Tuesdays @9am

[Pre-Application Form](#)



Electronic Submittal within 120 Days

Email to planninginfo@nassaucountyfl.com



Staff invoices applicant.

Applicant can mail a check,

or pay with echeck or credit card (FEES APPLY)

w/in 5 days using the Online Payment Portal:

<http://www.nassaucountyfl.com/568/Online-Payments>



Plans review begins once payment has been received. Written comments are submitted to applicant within Nassau County Code requirement timeframes.



Applicant resubmits revised plans and written responses. Once all comments have been addressed, the application will be scheduled for DRC Approval.



Steps 3 and 4 repeat for subsequent submittals