

One Stop Permitting

St. Johns County

St. Johns County has implemented a One-Stop Development Review Process to provide for a quick efficient approval of Construction Plans (paving, drainage & utilities) that **have been determined to have only minor comments during the first submittal.**

The procedures are as follows:

- The One-Stop conference option is only available to those applications that have gone through the initial review, received an eligible statement from all reviewers, and prior to any re-submittals.
- Construction plans are submitted for review following the procedures in Section 13.0 of the Development Review Manual.
- During the initial Review Process each reviewer will make the determination as to whether an application qualifies for One-Stop Development Review. This determination will be included as one of the of project comments. All reviewers must agree that the Application is eligible for One-Stop. If any reviewer makes a determination that an Application is not eligible, due to **major** outstanding issues identified during the initial review, the re-submittal must proceed in accordance with Section 13.10(B) of the Development Review Manual.
- The Applicant attends the Wednesday Development Review Committee meeting. A representative from each of the reviewing departments will be present. Comments and recommendations will be discussed to allow the applicant to clarify specific issues. Projects with insufficient information, detail or design may be subject to further review and are not eligible for One-Stop approval.
- Following completion of the Development Review Committee meeting the applicant shall incorporate all comments and recommendations into a revised set of construction plans (and drainage calculations if applicable). If eligible, approval of the constructions plans can be completed during a One-Stop approval conference. Those applications deemed not eligible must resubmit in accordance with the procedures within Section 13.10(B) of the Development Review Manual.
- The One-Stop approval conference provides the opportunity to obtain the sign-off of all departments at one location at a specific time. Requests for appointments for a One-Stop approval conference may be made until Thursday noon of the preceding week. Appointments will be assigned in fifteen-minute increments for the following Wednesday. One-Stop approval conferences will be held every Wednesday from 8:30 a.m. until 9:30 a.m. A total of eight sets of corrected, signed and sealed, construction plans (and one copy of revised drainage calculations if applicable) must be brought to the One-Stop conference.
- If any comment is not adequately addressed at the One-Stop conference the applicant must re-schedule for a subsequent meeting. In the event a comment remains unsatisfied after the second One-Stop conference the applicant must resubmit following the procedures within Section 13.10 (B) of the Development Review Manual.
- Applications that are designated for Expedited Permitting (Economic Development & Affordable Housing projects) may be made eligible after a re-submittal has been received.

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