

**SUWANNEE COUNTY ZONING DEPARTMENT
224 PINE AVENUE
LIVE OAK FL 32064
386/364-3401**

**INFORMATION NECESSARY FOR APPLYING FOR APPROVAL OF AN
ACCESSORY STRUCTURE**

NO FEE REQUIRED FOR FILING ACCESSORY STRUCTURE APPLICATION

Types of structure requiring Accessory Structure Application to be filed:

Pole Barns
Garages/carports not attached to dwelling
Storage Sheds

1. Secure parcel identification printout (property card) from Property Appraiser's Office (www.suwanneepa.com) and attach to form. If printout is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property. **REQUIRED:** The current property owner must sign the application.
2. Draw on back of the Accessory Structure Form a site plan of the property, which shows the location of the accessory structure(s), and the distance the accessory structure(s) will be from property lines. Also, draw the location of any existing dwelling unit(s) and the distance the accessory structure will be placed from the dwelling unit(s).
3. Return completed form to the Zoning Department, 224 Pine Avenue.
4. If property is located in a flood zone area, contact the Zoning Department prior to doing any improvements. Also, restrictions apply and additional requirements must be met.

ELECTRICAL

5. If you plan to add a separate meter source for electricity to the accessory structure you must make application with the Building Department and secure a permit to cover such work. There is a fee required for this permit. **No electric permit will be issued on an accessory building without a principal use or structure on the property.**

PLUMBING

6. If you plan to add plumbing to the accessory structure you must make application with the Building Department. If it is necessary to install a septic tank you must file your application for plumbing to the accessory structure with the Building Department and then make application with the Environmental Health Department (386/362-2708 Ext. 243) for the septic tank, and provide the Building Department with a copy of the septic permit before the permit for plumbing can be issued. If hooking into an existing septic tank you must provide the Building Department with an approval letter from the Environmental Health Department. There is a fee required both at the Building Department and Environmental Health. **No plumbing permit will be issued on an accessory building without a principal use or structure on the property.**
7. If you plan to install a well to said parcel application should be made with Suwannee River Water Management (386/362-1001), Usually the individual drilling the well applies for the permit. Possible fee for this permit.

**UNDER NO CIRCUMSTANCES MAY AN ACCESSORY STRUCTURE BE USED FOR
HABITABLE LIVING AREA – CAN LEAD TO 250.00 PER DAY FINE**

CERTIFICATE OF LAND DEVELOPMENT REGULATION COMPLIANCE

SUWANNEE COUNTY ZONING DEPARTMENT

224 PINE AVENUE, LIVE OAK FL 32064

386/364-3401

ACCESSORY STRUCTURE

APPLICANT: _____ PHONE NO. _____

ADDRESS: _____

PROPERTY OWNER: NAME: _____

ADDRESS: _____

LEGAL DESCRIPTION:

Sec: _____ Twp: _____ S Range: _____ E Tax Parcel No: _____

Lot: _____ Block _____ Subdivision: _____

Size: _____ Acres Number of Residences (Dwellings) on property: _____

Type & Size of Construction and Proposed Use: _____

PLEASE ATTACH THE PARCEL IDENTIFICATION PRINT-OUT FROM THE PROPERTY APPRAISER'S OFFICE FOR THIS PROPERTY AND DRAW ON THE BACK OF THIS FORM A SITE PLAN OF THE PROPERTY WHICH SHOWS THE LOCATION OF THE ACCESSORY STRUCTURE(S) AND THE DISTANCE THE STRUCTURE(S) WILL BE FROM PROPERTY LINES. ALSO, DRAW THE LOCATION OF ANY EXISTING DWELLING UNIT(S) AND THE DISTANCE THE ACCESSORY STRUCTURE WILL BE PLACED FROM THE DWELLING UNIT(S).

Application is hereby made for a Certificate of Land Development Regulation Compliance for an accessory structure(s). I certify that the accessory structure(s) will be located and used in accordance with Zoning regulations of Suwannee County.

DATE

PROPERTY OWNER

THIS PORTION TO BE COMPLETED BY COUNTY

Zoning District: _____ Land Use _____ Density: _____

Minimum Setback Requirements:

Front: _____ feet

Sides: _____ feet

Rear: _____ feet

River Bank: 75 feet _____

Creek Bank: 50 feet _____

Wetlands & Lakes: 35 feet _____

Flood Zone: _____

FEMA Map No: 120300- _____

Additional Requirements: _____

This proposed development is in compliance with the requirements of the Suwannee County Land Development Regulations.

Date

County

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.