

**Revised  
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**NASSAU COUNTY  
Planning Department  
FLORIDA**

# **Development Guidebook**

**Nassau County | Planning Department**

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**<http://www.nassaucountyfl.com/107/Planning-Economic-Opportunity>**

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## SUMMARY

The following guidebook provides residents, business owners, and land developers a framework to guide them through the process of developing land in Nassau County. Generally, developing land within the County will require conformance with established land development and comprehensive plan regulations. This guidebook is not intended to cover every situation that occurs, but rather to provide guidance on common land development activities. If any inconsistencies exist between this guidebook and codified regulations, codified regulations shall be followed.



The Nassau County Planning Department is charged with implementing the [Vision 2032 Plan](#) and creating sustainable communities that promote economic opportunity, protection of natural resources, and social equity in the interest of the health, safety, and welfare of the public. This is carried out through the County's 2030 Comprehensive Plan, Land Development regulations, and the application of codes governing safe building construction.

**The Planning Department is responsible for leading long-range and current planning for the community, with a focus on providing:**

- ✓ Customer service and information about the policies, procedures and rules governing the use of property, development, and construction in the unincorporated areas.
- ✓ Technical planning and information about demographic and economic trends, geographic data, infrastructure needs and environmental conditions affecting the community.
- ✓ Implementation and management of the Land Development Code and the 2030 Comprehensive Plan to include assistance in updating or amending these regulatory documents.
- ✓ Initiating regulations and capital improvement programs in response to changing community and fiscal needs.
- ✓ Development review.
- ✓ Review of applications for zoning changes, Future Land Use Map (FLUM) amendments, and Conditional Use or Variance requests.
- ✓ Permitting and inspection of commercial construction project to ensure safety and compliance with local ordinances.
- ✓ Assistance to citizens, the Board of County Commissioners, County Manager and other staff, advisory boards, government agencies, and the private sector regarding growth and development in Nassau County.

## Planning Activities and Programs

The chart below displays the interrelationships among Planning Department activities and programs. It all begins with the creation of Comprehensive Plan policies, which are then translated into regulations in the Land Development Code (LDC). Planning Department staff works alongside other County Departments to ensure Comprehensive Plan Policies, the LDC, and other County regulations and Codes are implemented.

### Comprehensive Planning

The 2030 Comprehensive Plan is a policy document based on community values and preferences on land use planning and other important issues. \*See pg. 5 for complete list of Comp Plan policies\*

#### Policies

Conservation  
& Recreation  
and Open  
Space

Public  
Facilities &  
Public-School  
Facilities

Transportation

Future  
Land Use &  
Capital  
Improvements

Housing &  
Economic  
Development



### Land Development Code (LDC)

The policies of the Comprehensive Plan are implemented by the Land Development Code.

#### Regulations

Zoning  
Districts, Uses,  
and Exceptions

Development  
Applications  
and Processes

Site Design  
Standards

Overlay  
Districts

Code  
Violations &  
Variances



#### Implementation

#### Planning Department

Processes all Development Applications including Zoning & Land Use changes, Conditional Use Permits, Site Plan Review, Lot Splits, Temporary Outdoor Sales Permits, Special Event Sign Permits, Doggie Dining Permits, Agricultural Stand Permits, and conducts Landscape Field inspections

#### Development Permits

Reviews Development Plans for consistency with the Land Development Code, Comprehensive Plan, and other County Ordinances

#### Building Department

Permits and conducts field inspections of all Construction under the Florida Building Code

#### Code Enforcement

Investigates Code Violations and manages other Zoning related issues

#### Engineering Services

Manages capital improvement projects, transportation projects and reviews driveway permits & easements

## COMPREHENSIVE PLANNING

The [2030 Comprehensive Plan](#) is a long-range plan for implementing our community's [Vision 2032 plan](#). It's based on an analysis of the community including projections of future population and employment growth and community goals. The 2030 Comprehensive Plan incorporates various elements that set overarching public policy for Nassau County. The 11 Elements of the Comprehensive Plan are:

	<b>Transportation</b>	Proposes strategies aimed at balancing demand with financial measures, while identifying future demand for multi-modal transportation systems and correlating the adequate delivery of these services with future growth projections.
	<b>Recreation &amp; Open Space</b>	Guides planning for an adequate county-wide system of parks, recreation facilities, and open space. Defines LOS standards for public recreation.
	<b>Public School Facilities</b>	Provides for coordination of land use and development with the capital planning activities of the Nassau County School Board.
	<b>Public Facilities</b>	Identifies future demand for necessary public facilities and services and to correlate the adequate delivery of these services with future growth projections. Consists of 5 sub-elements: <ul style="list-style-type: none"> <li>- <b>Potable Water</b></li> <li>- <b>Sanitary Sewer</b></li> <li>- <b>Solid Waste</b></li> <li>- <b>Stormwater Management</b></li> <li>- <b>Natural Groundwater Recharge</b></li> </ul>
	<b>Economic Development</b>	Recognizes the relationship between economic growth and quality of life.
	<b>Future Land Use</b>	Indicates the proposed location, densities, intensities, and distribution of land uses to the year 2030. Identifies requirements to amend a Future Land Use Map (FLUM) designation.
	<b>Housing</b>	Appropriate plans and policies to meet identified or projected needs in the supply of housing.
	<b>Conservation</b>	Addresses the conservation, use, and protection of natural resources.
	<b>Coastal Management</b>	Promotes responsible management of the coastal area. Consists of 3 sub-elements: <ul style="list-style-type: none"> <li>- <b>Coastal Environment</b></li> <li>- <b>Coastal Hazard Mitigation</b></li> <li>- <b>Water-Dependent Uses</b></li> </ul>
	<b>Regional Coordination</b>	Ensures efficient and effective coordination between the County, its municipalities, and other adjacent local governments, regional, state, and federal agencies.
	<b>Capital Improvements</b>	Serves as the principal financial program guiding the implementation of the Transportation, Recreation and Open Space, Public Facilities, and Public-School Facilities elements.

For more information/details regarding these policies, visit our website at:  
<http://nassaucountyfl.com/769/2030-Comprehensive-Plan>

## LAND DEVELOPMENT CODE (LDC)

The Land Development Code (LDC) is a collection of zoning regulations, standards, and procedures that implement the policies of the Comprehensive Plan. New developments in the unincorporated areas of Nassau County are required to meet the standards of the LDC and Subdivision and Development Review Regulations. You can find guidelines covering zoning, natural resources, development standards, as well as information on boards, committees, and administration here: [https://library.municode.com/fl/nassau\\_county/codes/code\\_of\\_ordinances?nodeId=APXALADECO](https://library.municode.com/fl/nassau_county/codes/code_of_ordinances?nodeId=APXALADECO).

The intent of the Land Development Code is to:



Preserve and foster public health, safety, and welfare



To facilitate the adequate and efficient provision of public facilities and services



To conserve, utilize, and protect natural resources

### What is zoning?

Zoning is the tool used by the County to regulate the use of property for the purposes of protecting public health, safety, and general welfare of the community. Zoning is also the tool used to implement the Land Use component of the County's Comprehensive Plan. More specifically, zoning aims to:

- Protect or maintain property values;
- Encourage housing for a variety of lifestyles and economic levels;
- Promote public health and safety;
- Protect the environment;
- Provide for orderly development;
- Protect agricultural uses;
- Provide locations for businesses; and,
- Make efficient use of land and industry.

### How does Zoning differ from Future Land Use?

Future land use designations indicate the general category and allowable density or intensity for a particular area, while zoning districts specifically define permitted uses and contain development guidelines for those intended uses. For example, the Commercial FLUM designation is broken up into many Zoning districts, including CN (supports Retail uses) and CPO (supports Professional Offices).

### What uses can I have on my property?

The uses allowed on your property depend on the zoning district in which your property is located. Each zoning district allows certain uses and excludes other. Planning staff are responsible for interpreting the LDC and determining if the use you are proposing is allowed. If the proposed use is not listed in the LDC, the Planning Department will help you determine where the use is most appropriate.

### What is an Overlay District?



An Overlay District is a special zone placed over an existing zone and attaches special regulations or incentives to protect specific resources or guide development within the area. It can also guide design elements for developments such as setbacks and landscaping requirements or to protect historic resources.

### Did you know?

There are **4 Overlay Districts** in Nassau County:

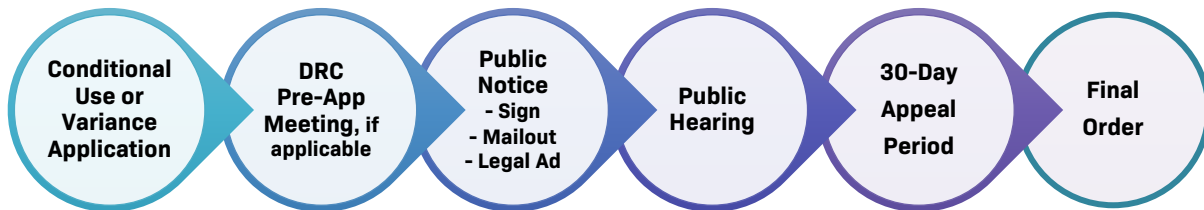
- [State Road 200/A1A Access Management Overlay District – Section 35](#)
- [St. Mary's River Overlay District – Section 36](#)
- [William Burgess Mixed-Use Activity Center Overlay District – Article 43](#)
- [Amelia Island Resort Overlay District – Code of Ordinances Chapter 5](#)




PLANNING DEPARTMENT		(904) 530-6300
The Planning Department implements the Comprehensive Plan and Land Development Code by working with residents, businesses, property owners, and developers on a daily basis in the administration of development applications that include <b>Rezoning's</b> , <b>Comprehensive Plan Amendments</b> , and other applications relating to the use of land. The department also helps to formulate the policies and procedures of the Land Development Code.		
Rezoning	Comprehensive Plan Amendment	
If a property owner wants to change the uses that are allowed on their property, they must seek to rezone the property. A change in the zoning (rezoning) requires a noticed public hearing before the Planning and Zoning Board and approval by the Nassau County Board of County Commissioners. There are two types of zoning districts for unincorporated Nassau County: a standard zoning district and a Planned Unit Development zoning district.	Small-Scale Future Land Use Map (FLUM)	
	Any change in the future land use map that involves land areas <u>10 acres or less</u> . A small-scale amendment may include a text amendment directly related to the property for which the amendment is requested. (A text amendment is an amendment to the written part of the Comp Plan, such as a change to a goal, objective, policy, or other written part of the plan.)	
	Large-Scale Future Land Use Map (FLUM) or Text	
	Any change in the future land use map that involves land areas <u>greater than 10 acres</u> OR a change in the text of the Comprehensive Plan that is not related to a specific property.	
<div> In order to <b>Rezone</b> a property, it must first be determined if the proposed zoning district is consistent with the <b>FLUM</b> designation in the Comprehensive Plan. If it is not consistent, a property owner must first apply for a <b>FLUM Amendment</b> to change the land use designation.</div>		
Who Decides?		
<p>Planning Department staff will make a written recommendation based on the goals, objectives and policies of the 2030 Comprehensive Plan and existing zoning regulations. After that, <b>Rezoning</b> and <b>Future Land Use Map Amendment</b> applications undergo the following public hearings:</p> <div><div><div>1) First public hearing - Review by the Planning &amp; Zoning Board (PZB), to provide recommendation to the Board of County Commissioners (BOCC).</div><div>2) Second Public Hearing – BOCC Hearing<div><div>a. For <b>Rezoning's</b> and <b>Small-Scale Amendments</b>, the second public hearing is an adoption or denial hearing.</div><div>b. For <b>Large-Scale Amendments</b>, the second public hearing is a transmittal hearing.</div></div></div><div>3) Third Public Hearing: Within 180 days of receiving comments from State and Regional Reviewing Agencies, a third public hearing is held before the BOCC to consider adoption of <b>Large-Scale Amendments</b>.</div></div><div></div></div>		
<b>PZB Meetings</b> <b>When:</b> 6:00pm the 1 <sup>st</sup> and 3 <sup>rd</sup> Tuesday of each month	<b>Where:</b> Nassau County Board of County Commissioner Chambers 96135 Nassau Place, Yulee, FL, 32097  <b>Agendas:</b> <a href="https://nassaucounty.novusagenda.com/AgendaPublic/">https://nassaucounty.novusagenda.com/AgendaPublic/</a>	
<b>BOCC Public Hearing Meetings</b> <b>When:</b> 6:00pm the 2 <sup>nd</sup> and 4 <sup>th</sup> Monday		





Conditional Use	Variance
<p>A <b>Conditional Use</b> is a use that would not be appropriate generally or without restriction throughout the zoning district, but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare.</p> <p>A <b>Conditional Use</b> permit may be requested if the specific provisions of the zoning district authorize such use. <a href="#">Conditional Use Review Criteria is set forth in LDC Section 5.04.</a></p>	<p>A <b>Variance</b> is a device which grants a property owner relief from certain provisions of the Land Development Code, when because of the particular physical surroundings, shape, or topographical condition of the property, compliance would result in a particular hardship upon the owner, as distinguished from a mere inconvenience or a desire to make more money. A <b>Variance</b> shall be authorized only for height, lot area, size of structure or yards, and open spaces. Establishment or expansion of a use otherwise prohibited shall not be allowed by the variance nor shall a variance be granted because of the presence of nonconformities in the zoning district or in an adjoining district.</p>



Who Decides?	<a href="#">CUVB Meetings</a>
<p><b>Conditional Use</b> and <b>Variance</b> applications are heard by the Conditional Use and Variance Board (CUVB). Planning Department staff will make a written recommendation based on the goals, objectives, and policies of the Comprehensive Plan and existing zoning regulations. The CUVB has authority to deny, approve, or approve with conditions, any conditional use requested. When a Conditional Use has been approved with conditions, the CUVB may, as it deems necessary for the protection of the public health, safety, and general welfare, impose certain conditions, limitations, or restrictions on the use requested.</p> 	<p><b>When:</b> 6:00pm, the 4<sup>th</sup> Thursday of Every Month</p> <p><b>Where:</b> Nassau County Board of County Commissioner Chambers 96135 Nassau Place Yulee, FL, 32097</p> <p><b>Agendas:</b> <a href="https://nassaucounty.novusagenda.com/AgendaPublic/">https://nassaucounty.novusagenda.com/AgendaPublic/</a></p>

Appeal
<p>Any person or agency aggrieved by any decision of the <b>PZB</b> or the <b>CUVB</b> may file an appeal with the Board of County Commissioners. The appeal must be filed with the County Clerk of the Circuit Court <u>within 30 days</u> of the decision by the Board. The BOCC then has the power to reverse, affirm, or modify the order by the other Board. If a person does not like the decision of the BOCC, they may appeal to the circuit court within 30 days.</p>

Did you know?	Contact Us
<p>Planning Department staff also assist with the following:</p> <ul style="list-style-type: none"> <li>• Agricultural Stand Permits</li> <li>• Alcohol Beverage State License Application Review</li> <li>• Buildable Lot Letters</li> <li>• Open Rural Homestead Land Split Exemption Applications</li> <li>• Parent Tract Land Split Applications</li> <li>• Petitions for Family Hardship Development (PZB Approval)</li> <li>• Sexually Oriented Business Permits</li> <li>• Special Event Sign Permits</li> <li>• Temporary Outdoor Sale Permits</li> <li>• Waiver of Road Frontage Applications (PZB Approval)</li> <li>• Zoning Certifications</li> </ul> 	<p><b>Physical Location:</b> 96161 Nassau Place Yulee, FL, 32097</p>  <p>P: (904)530-6300 F: (904)491-3611 E: <a href="mailto:planninginfo@nassaucountyfl.com">planninginfo@nassaucountyfl.com</a></p> <p><b>Hours:</b> Monday – Friday 8:00am – 5:00pm</p> <p><b>Website:</b> <a href="http://nassaucountyfl.com/107/Planning-Economic-Opportunity">http://nassaucountyfl.com/107/Planning-Economic-Opportunity</a></p>

## Frequently Asked Questions

### 1. What uses can I have on my property?

- The uses allowed on your property depend on the zoning district your property is in. Each zoning district allows certain uses and excludes others. Planning Department staff are responsible for interpreting the LDC and determining if the use you are proposing is allowed. If the proposed use is not listed in the LDC, staff will help you determine where the use is most appropriate.

### 2. Can I have more than one living unit on my property?

- In certain instances, yes. [LDC Section 28.02](#) allows for more than one residential dwelling unit on a parcel in conjunction/accordance with:
  - Accessory Dwelling regulations
  - A conditional use permit for a duplex/two-family dwelling
  - A conditional use permit for a mother-in-law dwelling
  - Where more than one dwelling unit previously existed on a lot after 10/8/74

### 3. Can I divide my property?

- Yes, pursuant to Parent Tract Land Split, Open Rural Homestead Land Split Exemption, and Family Hardship Development regulations. Parent parcels are legal lots of record created prior to March 27, 2017. A parent tract land split is a **one-time** division of a parent parcel subject to certain standards. Planning Department staff can help determine, which option(s) apply to specific parcels and circumstances. NOTE: These options do not apply to platted lots of recorded by plat book and page. ([LDC Article 32](#))

### 4. Can I live on an RV on my property?

- No. Major recreational equipment shall not be used for living or sleeping when parked or stored in a residentially zoned lot or in any other location not approved for such use. ([LDC Sec 28.06](#))

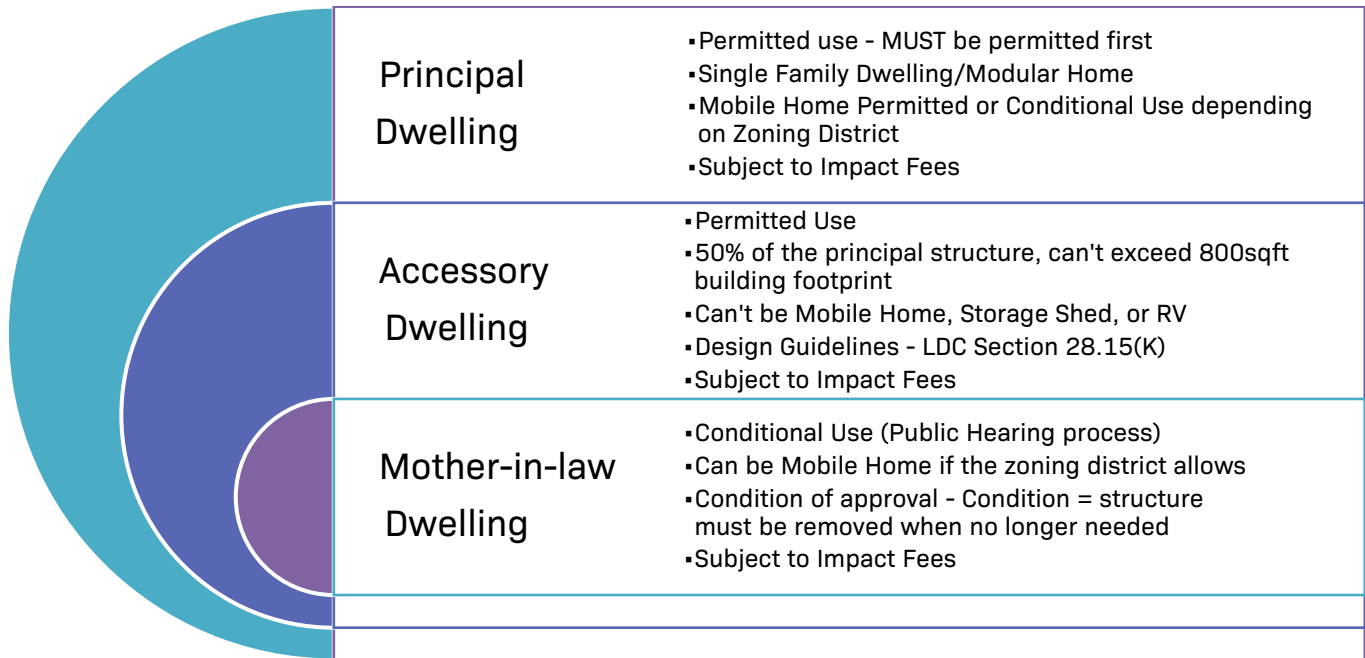
### 5. Can I operate a business from my home?



- The LDC allows for Home Occupations as a Conditional Use of Open Rural and most Residential zoning districts.

The table below indicates the types of housing allowed in each zoning district. Housing types are arranged across the top. **"P"** indicates that the use is permissible by right, **"PA"** indicates the use is a permissible accessory use, and **"C"** indicates the use is allowable by approval of a **Conditional Use** permit subject to the standards of the LDC.

HOUSING TYPE								
LDC SECTION	ZONING DISTRICT	SINGLE-FAMILY	DUPLEX	MULTI-FAMILY	TOWNHOME	MOBILE HOME (MH)	MODULAR HOME	MANUFACTURED / MH PARK
8	RS-E	P	C			C	P	
9	RS-1	P	C			C	P	
9	RS-2	P	C			C	P	
9-A	RS-2 AB	P					P	
10	RM	P	C			P	P	
11	RT	C	P		P	C	C	
12	RG-1	P	P	P	P	C	P	
12-A	RG-1 AB	P	P	P	P		P	
13	RG-2	P	P	P	P		P	
14	RMH	P	C			P	P	P
15	CN	PA		C			PA	
15-A	CN-AB	PA					PA	
16	CG	PA					PA	
16-A	CG-AB	PA					PA	
17	CI	PA					PA	
18	CHT	PA					PA	
19	CPO							
20	IW	PA				PA	PA	
21	IH	PA				PA	PA	
22	OR	P	P			P	P	
23	GPU							
24	ROS							
25	PUD	P	P	P	P	P	P	P
27	PD-ENCPA	P	P	P	P			
42	IP							

In 2019, Nassau County adopted an accessory dwelling ordinance, which is detailed in [LDC Section 28.15\(K\)](#). The graphic below illustrates how accessory dwellings differ from principal dwellings and mother-in-law-dwellings.



 <ul style="list-style-type: none"> <li>• All new residential building permits are subject to impact fees.</li> <li>• Replacement dwelling units may not be subject to impact fees.</li> </ul>	 <p>If the replacement dwelling unit is a mobile home, then the current respective zoning district must allow for the establishment of a mobile home.</p>
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Check out the Property Buyer's Checklist to learn more about buying and owning land in Nassau County. Although the checklist is not all-inclusive, it should serve as a guide in exploring topics and issues most related to land use.



## Get Involved



Ongoing involvement with local planning is one of the best ways to ensure that your community is a place you are proud to call home. With your help we can encourage new developments to meet the standards for **Smart Growth** and provide that sense of community we all desire.

**What is Smart Growth?** It is a planning approach that seeks efficient use of land to meet community needs, focusing on the following key principles and issues:

- Provide quality housing choices & opportunities for all income levels.
- Create walkable neighborhoods for people to live, work, learn, worship & play.
- Encourage community & stakeholder collaboration to determine how & where to grow.
- Foster distinctive, attractive communities with a strong sense of place.
- Make development decisions predictable, fair and cost effective.
- Provide a mix of land uses to make communities better places to live.
- Preserve open space, farmland, natural beauty & critical environmental areas.
- Provide a variety of transportation choices.
- Direct development toward existing communities already served by infrastructure and services.
- Take advantage of compact building design to reduce land consumption.

## What advisory boards and committees does the Department support?

	<b>Planning &amp; Zoning Board (PZB)</b>	We provide primary support to the Planning and Zoning Board, which holds hearings on all proposed zoning changes and Comprehensive Plan amendments.
	<b>Conditional Use and Variance Board (CUVB)</b>	We provide primary support to the Conditional Use and Variance Board, which holds public hearings on all Conditional Use and Variance requests.
	<b>Essential Housing Advisory Committee (EHAC)</b>	We provide primary support to the Essential Housing Advisory Committee, which reviews rules and regulations and reports their impact on the cost of housing to the County Commission.
	<b>Development Review Committee (DRC)</b>	This committee approves or denies Development Plans and includes members from multiple County departments.

The Planning Department undertakes a wide variety of planning initiatives. In order for a plan to be implemented, community input is needed. Visit the Planning Department webpage at: <http://nassaucountyfl.com/107/Planning-Economic-Opportunity> for information about ongoing projects.

## DEVELOPMENT REVIEW

(904) 530-6300

The Development Review Committee (DRC) reviews all development plans and plats to assure that high quality developments are built, consistent with the County's vision for a sustainable, livable, vibrant community as outlined in its Comprehensive Plan and Land Development Code. Development plans include the detailed site design and engineering components. Subdivision and Development Review regulations can be found in [Chapter 29 of the Nassau County Code of Ordinances](#).

### What is the purpose of Development Plan Review?


Development review by the County allows staff to focus on factors that have impacts on public health and safety, while ensuring long-term maintenance needs are met. These reviews also verify that the proper infrastructure is in place to service a new development. Plan review ensures that sound engineering principles are used and in compliance with applicable codes and ordinances. The DRC reviews and approves site plans that are permitted by right. See [LDC Section 5.07](#) for more information.

### The Development Review Committee is charged with:

- Conducting pre-application conferences and providing information about applicable development procedures and standards, and going through the full DRC process;
- Approve Preliminary Binding Site Plans (PBSP), which provide a general layout of the proposed project;
- Review and make a recommendation regarding Final Development Plans in a PUD;
- Approve Site Engineering Plans (SEP), which consist of the detailed engineering or construction drawings;
- Approve minor deviations in PBSP drawings; and
- Review and approve Preliminary plats.

The types of applications that typically require Development Review are residential subdivisions, industrial, commercial or office buildings, and mixed-use developments. The following are examples of what the Land Development Code requires for consideration during Development Review Process:

- Open Space
- Tree Protection
- Location of Buildings
- Parking Areas
- Street Networks and Sidewalks
- Fire Protection
- Connections to Adjoining Property
- Landscaping and Buffers
- Stormwater Management
- Conservation Areas



Who is involved in the review of applications?	DRC Meetings
<p>A designee from each of the following:</p> <ul style="list-style-type: none"> <li>• Planning Department (Chair)</li> <li>• Engineering Services</li> <li>• Building Department</li> <li>• Fire Rescue Department</li> <li>• Health Department</li> </ul> 	<p><b>When:</b> 9:00am, every Tuesday</p> <p><b>Where:</b> BOCC Chambers 96135 Nassau Place Yulee, FL, 32097 (Unless otherwise noticed)</p> <p><b>Agendas:</b> <a href="https://nassaucounty.novusagenda.com/AgendaPublic/">https://nassaucounty.novusagenda.com/AgendaPublic/</a></p> <div data-bbox="1224 1604 1468 1835" style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #00728f; color: white; text-align: center;"> <p>The public is invited to observe all meetings and review all documents.</p> </div>

## BUILDING DEPARTMENT

(904) 530-6250

This department provides professional certified services for the enforcement of the County's Codes related to land development and the State of Florida regulations relating to health, safety and welfare of residents and visitors of Nassau County.

**What is a Building Permit and when do I need one?** A Building Permit is a legal document that gives you permission to start construction of a building project at an agreed upon location, within a set time frame, in accordance with approved drawings and specifications. Building Permitting is the process through which the County ensures compliance with all adopted building codes, zoning codes, laws and ordinances, relative to the construction of buildings and building sites. In each case, the process will include the review and approval of construction and site plans, the payment of permit and Impact Fees, the issuance of a Building Permit, Notice of Commencement and Inspections, in stages, of the work in progress. Once the project is complete and a final inspection has been conducted, a Certificate of Occupancy will be issued for new residential dwellings and commercial businesses. Building permits are valid for a period of 6 months past the last approved inspection. Construction must commence within 180 days of issuance of permit.

What projects require a building permit?	What inspections are required during construction?
<ul style="list-style-type: none"><li>• New or Temporary Buildings</li><li>• Additions</li><li>• Demolitions</li><li>• Renovations</li><li>• Prefabricated Structures</li><li>• Electrical &amp; Plumbing Systems</li><li>• HVAC i.e.: heating, ventilating and air conditioning</li><li>• Water &amp; Sewer Hookups</li><li>• Misc. Residential uses i.e.: pools, roofs, siding, windows, decks, etc.</li><li>• Misc. Commercial uses i.e.: parking, signs, elevators, food handling, etc.</li></ul> 	<p>Inspections are required at various stages throughout the construction process by our multi-licensed inspectors, to ensure that the work conforms to the Code, conditions of the building permit, and the approved plans. Following are some examples:</p> <ul style="list-style-type: none"><li>• Footings &amp; Foundation</li><li>• Electrical Service</li><li>• Framing</li><li>• Rough in electric, plumbing, etc.</li><li>• Fire Suppression</li><li>• Final Inspection</li></ul> 
	How are inspections scheduled?
	<p>For the convenience of our contractors we implemented an online inspection request and tracking system. This web-based scheduling and tracking system allows inspections to be tracked from initial request to final inspection. Once a permit is issued, you can schedule an inspection online.</p>

**What is an Impact Fee and who has to pay them?** Any application for a building permit that creates new demands on County infrastructure requires the payment of an "Impact Fee". This includes all new residential dwellings, dwelling units, new commercial buildings and commercial expansion permits. Except for a few specific instances, the fee is calculated during the building permit review and payment of the fee is due at the time of permit issuance.







## CODE ENFORCEMENT

(904) 530-6200


This department is responsible for the administration and enforcement of the Land Development Code (LDC), sign ordinances, and other county codes. The primary functions are to:

- Educate the public in code issues
- Assist property owners who are not in compliance to come into compliance

*It is the mission of the Code Enforcement Department to protect, promote, and improve the health, safety, and welfare of the community through an effective code enforcement program.*

How to report a violation	Most Common Violations
Any resident may report what they perceive as a code violation to the Code Enforcement Office. If you think you know of a potential violation, you may report it in any of the following ways:	<ul style="list-style-type: none"> <li>• Accumulation of trash, litter, and debris</li> <li>• Operating a business without a license</li> <li>• Occupying recreational vehicles</li> <li>• Parking commercial vehicles in improper zones</li> <li>• Unserviceable vehicles</li> </ul>
 Phone (904) 530-6200 or toll free (800) 264-2065	
 Online <a href="#">Complaint Form</a>	
 Letter – Mailed ATTN: Code Enforcement 96161 Nassau Place, Yulee, FL, 32097	
 In-Person	
 Email to: <a href="mailto:jwylie@nassaucountyfl.com">jwylie@nassaucountyfl.com</a>	

\*When reporting a potential violation, you should provide us the exact address of the property or as specific a location as possible to ensure the inspector is able to locate the site. Then describe the condition you have observed.

Who Decides?	Code Enforcement Board Meetings
If you have been cited for a violation of <a href="#">County Ordinance(s)</a> , you are encouraged to contact the investigator assigned to your case at <b>904-530-6200 (or toll free 800-264-2065)</b> . If you are willing to correct the violation(s) in a timely manner, the Department will work with you to achieve a resolution to the matter.	<p><b>When:</b> 6:30pm, the 2<sup>nd</sup> Tuesday of Every Month</p> <p><b>Where:</b> Nassau County Board of County Commissioner Chambers 96135 Nassau Place Yulee, FL, 32097</p> <p><b>Agendas:</b> <a href="https://nassaucounty.novusagenda.com/AgendaPublic/">https://nassaucounty.novusagenda.com/AgendaPublic/</a></p>
The Code Enforcement Board is a quasi-judicial body with seven members whose responsibilities are to receive and evaluate evidence and testimony regarding alleged violations of the Nassau County Codes and Ordinances. <b>Fines may be imposed against parties found to be in violation.</b>	



## ENGINEERING SERVICES

(904) 530-6225

This department is responsible for enhancing health, safety, and welfare within the County by providing economical, responsive, and effective professional engineering services. The Engineering Services Department employs qualified and competent professionals, cultivates an innovative work environment, and strives to continuously improve.

### Did you know?

In addition to site engineering review, the Engineering Services Department assists with the following:



- Driveway Permits
- Easement Review
- Golf Cart Permits
- Pond/Borrow Pit Applications
- Right-of Way Permits
- Right-of Way Abandonments
- Sidewalk Applications
- Variance Applications

### Contact Us

#### Physical Location:

96161 Nassau Place  
Yulee, FL, 32097



P: (904)530-6225

F: (904)491-3611

#### Hours:

Monday – Friday 8:00am – 5:00pm

\*Driveway Dept Closed between 12pm-1pm

#### Website:

<http://nassaucountyfl.com/117/Engineering-Services>

### Frequently Asked Questions

1. Do I need a permit to install a driveway?
  - a. All driveway and/or drainage connections to and/or across public right-of-way shall require a permit. The proposed pipe size, inverts, and grades of all side drains / driveway culverts shall be approved by the County. The driveway should be constructed with a minimum of six inches of reinforced concrete (3,000 psi) or as otherwise approved by the Engineering Services Department. For complete driveway standards visit ([Roadway & Drainage Standards Article 8](#))
2. How long is a right-of-way / driveway permit good for?
  - a. Not to exceed twelve months from the date of approval. Extensions may be granted, with prior written approval from the Engineering Services Department, up to a total period of 6 additional months. ([Roadway & Drainage Standards 6.1.2](#))
3. How do I report a problem with a traffic signal, lane marking, or traffic sign?
  - a. If you see a problem with traffic signals or missing stop signs, please call (904)530-6225.

Visit the Engineering Services webpage at:

<http://nassaucountyfl.com/117/Engineering-Services>

for additional information about driveway specifications, roadway capital improvement projects, and more.

## PROPERTY APPRAISER

(904) 491-7300

It is the statutory responsibility of the Property Appraiser's Office to list and appraise all properties within the County every year and to administer exemptions. It is the commitment of this office to execute the duties and responsibilities of the office of Property Appraiser in a fair and equitable manner, to provide accurate information and courteous, professional assistance to all who request or need assistance, without exception.

### What online GIS Mapping tools are available?




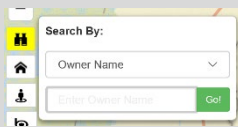

The Nassau County GIS Interactive map integrates data from many local sources including local Municipalities, Property Appraiser, Tax Collector, School Board, and all County Departments.

The interface gives users the ability to quickly search by owner name, address, or parcel number from one search box or by clicking directly on the map to gather information on a parcel.

There are several online layers available to assist you in finding the location-based information you may need about your property or neighborhood to include zoning and future land use data and flood zone information.



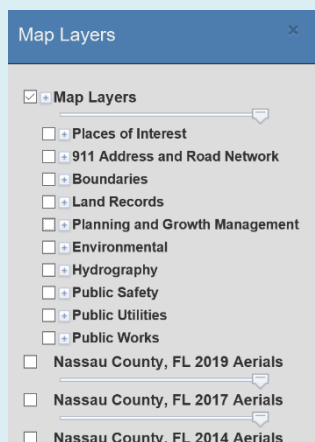
Visit: <https://www.nassauflpa.com/>

Click	Search	Resources
 <p><b>MAP SEARCH (GIS)</b> Search the Nassau County Interactive GIS Map</p>		



### Use the Map Layers resource to find:

- Zoning District
- Future Land Use Map designation
- Flood Zone
- Potential Wetlands
- Evacuation Zone
- School District
- BOCC district and more!



ACRONYMS	
BOCC	Board of County Commissioners
CPA	Comprehensive Plan Amendment
CUVB	Conditional Use and Variance Board
DEP	Department of Environmental Protection
DRC	Development Review Committee
EHAC	Essential Housing Advisory Committee
FDP	Final Development Plan
FLUM	Future Land Use Map
GIS	Geographic Information System
LDC	Land Development Code
MH	Mobile Home
MIL	Mother-in-Law Dwelling
NOPC	Notice of Proposed Change
PBSP	Preliminary Binding Site Plan
PUD	Planned Unit Development
PZB	Planning and Zoning Board
SEP	Site Engineering Plan
SFHA	Standard Flood Hazard Area
SJRWMD	St. John's River Water Management District
WBD	William Burgess District
WNHPC	Western Nassau Heritage Preservation Committee



NASSAU COUNTY  
**Planning Department**  
FLORIDA

Nassau County | Planning Department

96161 Nassau Place | Yulee, FL 32097

P: (904) 530-6300 | E: [planninginfo@nassaucountyfl.com](mailto:planninginfo@nassaucountyfl.com)

<http://www.nassaucountyfl.com/107/Planning-Economic-Opportunity>