



Planning & Zoning

321 Walnut Street, Green Cove Springs, FL 32043 904-297-7051

APPLICATION DEFICIENCY NOTICE

DATE: June 03, 2025

APPLICATION REFERENCE: Janis Fleet, FLUS-25-002 - COOKS Ln

Dear Applicant:

The items you submitted for the above-referenced permit have been reviewed by the City representatives responsible for approving different aspects of your application. Attached to this notice is a list of comments in response to the materials submitted.

Each of the items on the attached list require responses and revised materials be created and re-submitted before any further action can be taken on this permit. A hold is placed on this application and the time it takes you to respond to this list of items is excluded in calculating permit processing timeframes. Once corrected and/or new materials are submitted, your permit processing timeframe will begin again.

A complete response to each of the items on the attached list is required to be submitted ***at the same time***. As applicable, a complete response is required to include:

1. A written document addressing all of your responses (one paper copy).
2. New and/or updated technical reports (one paper copy).
3. New and/or corrected plans. Please note that revisions to previously submitted plans are required to be identified by clouding, must be noted in a revision list on the plan sheet(s), and are required to be incorporated into a full set of revised plans (one paper copy).
4. A transmittal that itemizes everything being resubmitted (one paper copy).
5. A copy of the entire resubmittal must be provided electronically (either on a thumb drive or uploaded via the permit portal).

Your response must be received by our Department within 180 days of the date noted on this letter to avoid this application being withdrawn from consideration. Withdrawn application must be resubmitted as new applications requiring repayment of all applicable fees and processing requirements.

Thank you for your anticipated cooperation in submitting the items requested by staff. We look forward to working with you as this application continues to be processed.

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PLANNING DIVISION COMMENTS - contact Gabriel Barro (gbarro@greencovesprings.com)

1. The approved site plan, SPL-23-006, shows a significant portion of 'Parcel 2' to be designated as undisturbed lands as part of the tree mitigation plans. The text amendment will need to be modified to include protections for preservation areas, ensuring compliance with the approved site plan from 2023.