



City of Chipley
Planning & Zoning Commission Meeting
August 06, 2026 at 3:00 PM
City Hall - 1442 Jackson Avenue, Chipley, FL 32428
AGENDA

- A. CALL TO ORDER**
- B. PRAYER AND PLEDGE**
- C. APPROVAL OF AGENDA**
- D. CITIZENS REQUEST**

The City of Chipley welcomes you to this meeting. This is time set aside for the Citizens of Chipley to address the Planning & Zoning Commission. This is not a question and answer period, it is not a political forum, nor is it a time for personal accusations and derogatory remarks to/or about city personnel. If you would like to address the Planning & Zoning Commission, please raise your hand to speak, state your name and address for the record and limit your comments to no more than three (3) minutes per Florida Statute 286.0114. To ask a question via phone; dial *9 and wait to be recognized/unmuted. If you are attending via webinar, there will be an onscreen option to ask a question during the public comment portion of the meeting. Your participation is welcomed and appreciated

- E. PRESENTATION AND APPROVAL OF MINUTES**

- [1.](#) Planning & Zoning Commission Meeting - June 18, 2026

- F. AGENDA ITEMS**

- [1.](#) Request for a Development Order - Ashlynn Marquez - Main Street

- G. OTHER BUSINESS**

- H. ADJOURN**

- I. ZOOM**

- [1.](#) ZOOM Information

Any subject on the agenda, regardless of how stated, may be acted upon by the Council. The Council reserves the right to add other items to the agenda. Anyone desiring a verbatim transcript of the meeting must make personal arrangements as the City takes only summary minutes. Persons with disabilities needing special accommodations to participate in this proceeding should contact City Hall at (850) 638-6350, at least 48 prior to the proceedings.

PLANNING & ZONING COMMISSION MEETING

June 18, 2026

3:00 p.m.

Members Present:

Mr. Tom Lancaster, Chairman
Mrs. Wanda Owens, Board Member

Mr. Jim Morris, Vice-Chairman
Mr. David Ridley, Board Member

Absent:

Mr. Holland Kent, Board Member

Others Present:

Mrs. Patrice Tanner, City Administrator
Mrs. Tamara Donjuan, Code Enf/Planning Officer

Ms. Sherry Snell, City Clerk

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotapes. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the City Administrator and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

- A. Call To Order.** Mr. Lancaster called the meeting to order at 3:00 p.m.
- B. Prayer and Pledge.** Prayer was given by Mr. Ridley. Mrs. Owens led the pledge to the American Flag.
- C. Approval of Agenda.**

A motion was made by Mr. Morris and seconded by Mrs. Owens to approve the agenda as presented. The motion passed unanimously.

D. Citizens Request

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There were no comments.

E. Presentation and Approval of Minutes

1. Planning & Zoning Commission Meeting –May 7, 2026

A motion was made by Mrs. Owens and seconded by Mr. Ridley to approve the minutes as presented. The motion passed unanimously.

F. **Agenda Item.**

1. **Request for a Land Use Change and Development Order – John and Leigh Whittington – 1370 Jackson Avenue.**

Mrs. Donjuan stated John and Leigh Whittington are requesting a land use change and development order for the proposed Harvest Homeschool Hub, LLC. The property is zoned Commercial and is within the Corridor Development District (CDD) overlay which requires review and approval by the Planning and Zoning Commission and the City Council. The property was formerly used as a residential home, and the applicant is requesting a land use change to commercial use to be able to operate the proposed development as a homeschool for 15 to 20 students in grades K through 8. The project will also involve several site improvements, including renovations to the existing building, installation of a fire protection system, additional parking, and new signage. Stormwater is exempt under Chipley City Code Chapter 14. Discussion ensued.

A motion was made by Mrs. Owens and seconded by Mr. Morris to approve the Request for a Land Use Change and Development Order – John and Leigh Whittington – 1370 Jackson Avenue. The motion passed unanimously.

G. **Other Business.**

H. **Adjourn.** The meeting was adjourned at 3:12 p.m.

Presented by: _____
Sherry Snell
City Clerk

Mr. Thomas Lancaster
Chairman

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Request for a Development Order – Ashlynn Marquez – Main Street

MEETING DATE

Thursday, August 6, 2026

PREPARED BY

Tamara Donjuan, Planning & Zoning Officer

SUMMARY

Ashlynn Marquez is requesting a development order for a proposed parking lot. This property is zoned Historical Commercial and is within the Corridor Development District (CDD) overlay, which requires review and approval by the Planning and Zoning Commission and the City Council. The property is located on Main Street, Parcel ID: 00000000-00-1437-0002, 0.09 Acreage

The development has met all standards for uses allowed, density and intensity, and design standards for Chapter 44 – Zoning, ARTICLE VI – District Regulations, Section 44-163- Corridor development district (CDD). The CDD shall consist of where the majority of commercial development has occurred in the past, and where such uses are planned to occur in the future. The purpose of the CDD is to provide higher standards for redevelopment of deteriorating and/or unattractive structures and signs. The purpose also includes providing more stringent standards for new development so that such development aesthetically blends with the small city character of Chipley.

Development application review is attached and has met all requirements for the city.

The proposed development for a new parking lot will benefit the local community by increasing additional parking downtown in the historical commercial district.

According to Fema's National Flood Hazard Layer (NFHL) data maps approximately 100% of the property is in Flood Zone "X", which is an area of minimal flood hazard.

The City Council will meet on Tuesday, Aug. 11, 2026, at 5:00 p.m. to review the recommendation.

RECOMMENDATION

City Staff recommends approval for the development order for construction of a new parking lot.

ATTACHMENTS

1. Development Application Review
2. Development Packet



City of Chipley

1442 Jackson Avenue
P.O. Box 1007
Chipley, Florida 32428
(850) 638-6350 Fax: (850) 638-6318

Section F, Item1.



Development Order Application

The property is located on the west side of Main Street (State Road No. 77), Chipley, Florida and is in the Historical Commercial zoning district. The purpose of the review is to identify whether the proposed development is consistent with Part II of the City of Chipley Code of Ordinances. Deficiencies of the applications are indicated in red throughout this memo based on the application materials provided. The applicant has sufficiently addressed all comments. There are some additional permits and documentation that will be required to be submitted once received as noted throughout in **orange**.

Additional submissions were made for this project, prompting a review of the following application types:

- Land Use Compliance Certificate Application;

Development Order Application Review

Chapter 36 – Subdivisions, Article III. - Plat, Plan Approval Procedure, Sec. 36-52. - Submittal of general site plans and data.

The proposed plat design and development plans shall be reviewed and approved by the zoning commission in two stages. In the first stage, the subdivider is required to submit only general site plans and data which shall include, but not be limited to, the following:

(1) Topographic data. The topographic data shall include existing conditions as follows:

- a. Boundary lines, street lines and block lines.* Bearing and distances; easements; locations, widths and purposes.

Sufficient: Provided in Plan Set: Sheet S-1

Streets on and adjacent to tract. Names and right-of-way widths and locations; types; width and elevation of surfacing; any legally established centerline elevations; walks, curbs, and gutters, etc.

Sufficient: Provided in Plan Set: Sheet S-1

- b. Utilities on and adjacent to the tract.* Locations, sizes and invert elevations of sanitary, storm and combined sewers; locations and sizes of water mains; locations of gas lines, fire hydrants, electrical and telephone poles, and streetlights; if water mains or sewers are not on or adjacent to the tract, indicate the direction and distance to the site of nearest ones, showing invert elevations of sewers.

Sufficient: Provided in Plan Set: Sheet S-1.

- c. *Ground elevation on the tract.* Based upon a datum plane approved by the city clerk, for land that slopes approximately less than two percent, show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than 100 feet apart in all directions; for land that slopes approximately more than two percent, either show contours with an interval of not more than five feet if ground slope is regular and such information is sufficient for planning purposes, or show contours with intervals of not more than two feet if necessary because of irregular land or the need for more detailed data for preparing plans and construction drawings.

Sufficient: Provided in Plan Set: Sheets S-1, C-1, C-3.

- d. *Title and certificates.* Present land tract designation according to official records in the office of the appropriate recorder; title under which the proposed subdivision is to be recorded, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of a registered civil engineer or surveyor, and date of survey.

Sufficient: Provided in Plan Set: Title Sheet, T-1.

(2) The following data may be required of the applicant by the zoning commission, contingent upon special conditions of the site and/or proposal:

- a. Subsurface conditions on the tract, when required by the zoning commission. Location and results of tests made to ascertain subsurface soil, rock and groundwater conditions; depth to groundwater unless test pits are dry at a depth of five feet; location and results of soil percolation tests if individual sewage systems are proposed.

Sufficient: Development falls under exemptions for stormwater management under City of Chipley Code of Ordinance, Chapter 14, Section 14-88, (7) Construction of any structure or addition to an existing structure creating 600 square feet or less of new impervious surface total. More than one project may be constructed at different times, but the total exemption cannot exceed the allowable limit.

- b. Other conditions on the tract. Watercourses, marshes, rock outcrops, wooded areas, isolated preservable trees one foot or more in diameter, houses, barns, shacks and other significant features.

Sufficient: This subsection may be required by zoning commission; however, no watercourses, marshes, rock outcrops, wooded areas, or isolated are reported in the provided documentation.

- c. Other conditions on adjacent lands. Approximate direction and gradient of ground slope, including any embankments or retaining walls, character and location of buildings, railroads, power lines, towers and other nearby nonresidential land uses or adverse influences; owners of adjacent unplatted land; for adjacent platted land, refer to the subdivision plat by name, recordation data, and number and show approximate percentage built up, typical lot size and dwelling type.

Sufficient: This subsection may be required by zoning commission and conditions of adjacent lands are not included in the provided documentation.

- d. Photographs, when required by the zoning commission. Location of cameras, direction of views, and key numbers.

Sufficient: Photograph examples of the intended use of the proposed development are included in the applicant submission.

- e. Zoning on and adjacent to the tract. Proposed public improvements; highways or other major improvements planned by public authorities for future construction on or near the tract.

Conditional: This subsection may be required by zoning commission and is not provided within the submitted Plans but is publicly available.

- f. Key plan showing the location of the tract.

Sufficient: This subsection may be required by zoning commission but is provided in the Title page of the Plan Set.

Specifications, Minimum Standards | Chapter 36 – Subdivisions, [Article IV, Specifications, Minimum Standards](#)

Sec. 36-93. - Suitability of land.

- (a) The zoning commission shall not approve the subdivision of land if, from investigation conducted by state or county health authorities, it is determined that in the interest of the public, the site is not suitable for platting and development purposes of the kind proposed.

Sufficient: There is no evidence to suggest that the proposed site is unsuitable for the proposed development.

- (b) Land that is subject to flooding conditions as determined by the state department of health and land that is determined by the zoning commission to be topographically unsuitable shall not be platted for residential occupancy, nor for such other use as may endanger health, life or property, or aggravate erosion or flood conditions.

Sufficient: There is no evidence to suggest that the proposed site is particularly sensitive to flooding based on the elevations depicted in the Topo Map Attachment. The site is not located in a flood zone as identified by the FEMA Flood Zone Map Service Center.

Land Use Compliance | Chapter 44 – Zoning, [Article VI – District Regulations](#), Sec. 44-161. – Historical Commercial land use classification.

- (1) Historical Commercial: *Purpose:* To provide for the vitality of downtown Chipley as a safe community of businesses, residential, small commercial, cultural, government and entertainment use. To provide standards of future development where future uses and building appearances do not detract from or negatively impact the historical character of the area.

Sufficient: The parking lot achieves the purpose of the Historical Commercial zoning designation by providing necessary parking for the downtown business and community.

(2) Intensity: Maximum lot coverage of 90 percent of total gross acreage of a parcel, including buildings and impervious surfaces.

Sufficient: The proposed site intensity is 80.34%.

- (3) Uses: Commercial land uses include:
- a. Commercial. Small commercial uses (primarily retail), offices, clinics and businesses catering to personal needs. This may include financial institutions, barber/beauty shops, appliance/clothing effects repair or alterations, restaurants and cafes (excluding dancing and entertainment), visual and performing art studios, motels/hotels/bed and breakfast facilities, theaters and other businesses not deemed to be detrimental to the nature of the historical commercial district.
 - b. Residential. Loft apartments are allowed in upstairs portions of buildings. Living spaces shall require compliance with building and fire safety codes pertaining to residential/commercial joint use. Proof of compliance with codes shall be submitted to the city before occupancy.

Sufficient: The historical commercial parking lot with gravel parking achieves the purpose of the Historical Commercial land use by fulfilling necessary parking for the downtown business.

- (3) Requirements:
- a. Maximum lot coverage: 90 percent.

Sufficient: The proposed site intensity is 80.34 including all proposed impervious surfaces.

- b. Building setback:
 - 1. Front: None

Sufficient: No setbacks are required for the parking lot development.

- 1. Side and Rear: None.

Sufficient: No setbacks are required for the parking lot development.

NOTICE OF PUBLIC HEARING

The Planning & Zoning Commission of the City of Chipley, FL will conduct a public hearing at the City Hall Council Chambers located at 1442 Jackson Ave, Chipley, FL and via Zoom, on Thursday, August 6, 2026, at 3:00 p.m. CST. The purpose of this hearing is to review and consider the following request:

1. Request for a Development Order – Ashlynn Marquez – Main Street - Parcel ID: 00000000-00-1437-0002.

You are invited to a Zoom webinar!

When: August 6, 2026 03:00 PM Central Time (US and Canada)

Topic: Planning & Zoning Commission Meeting

Join from PC, Mac, iPad, or Android: <https://us02web.zoom.us/j/87872061248>

Phone one-tap: +16465588656,,87872061248# US (New York) +16469313860,,87872061248# US

Join via audio:

+1 646 558 8656 US (New York) +1 646 931 3860 US +1 301 715 8592 US (Washington DC)
 +1 305 224 1968 US +1 309 205 3325 US +1 312 626 6799 US (Chicago) +1 669 444 9171 US
 +1 669 900 9128 US (San Jose) +1 689 278 1000 US +1 719 359 4580 US +1 253 205 0468 US
 +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 360 209 5623 US +1 386 347 5053 US
 +1 507 473 4847 US +1 564 217 2000 US

Webinar ID: 878 7206 1248

All citizens and interested parties are encouraged to attend the public hearing in person or via zoom. Any inquiries regarding the public hearings or any person requiring special accommodation due to disability or physical impairment, including speech or hearing impairments, should contact the City Hall at 850-638-6350 at least five (5) business days prior to the hearing.

Patrice Tanner
 City Administrator

City of Chipley Development Order

File No. _____ Fees Paid \$ _____

Name of Owner: Ashlynn Marquez Phone #: 254-535-6765Address: 4391 Cypress Crossing Road Vernon, FL 32462Name of Developer/Contractor: Ashlynn MarquezAddress: 4391 Cypress Crossing Road Vernon, FL 32462 Phone #: 254-535-6765Type of Development: Parking Lot Parcel Size: 0.09-acresLocation of Development: Main StreetLand Use Designation: Historic Commercial Sq. Ft. of Building N/ASite Plan Required? Yes X No _____ Stormwater Permit Required? Yes _____ No XCity Utilities Needed? Potable Water N/A Waste Water N/A Natural Gas N/A Garbage N/A

Attachments to Order: 1. _____ 2. _____

3. _____ 4. _____

Date of Planning & Zoning Commission Approval: _____

Date of City Council Approval: _____

Contingencies/Conditions of Approval: _____

The City Council hereby authorizes the development of land within the City of Chipley, Florida, as specified herein. Any development undertaken pursuant to this order shall be in strict conformance with the application for development approval and site plan(s) as approved by the City.

_____/_____
Signature – City Administrator Date Attest Date

SEAL

Owner/Developer/Contractor: _____



City of Chipley

Land Use Compliance Certificate

Fee Amount \$ _____



Verification provided for (Owner's Name): Ashlynn Marquez

Project Site Address: Main Street

Phone Number: 254-535-6765

Contractor Name/Address _____

Contractor Phone #: _____ Parcel I.D. Number: 00-1437-0002

City of Chipley Future Land Use Designation

Low Density Residential	☐	Neighborhood Commercial	☐
Medium Density Residential	☐	Historic Commercial	☐
High Density Residential	☐	Industrial	☐
Historic	☐	Recreational	☐
Commercial	☐	Public/Semi Public/Educational	☐

Flood Zone: ☐ Yes ☒ No Zone Type _____

Scope of work (Please provide details of all work): Construction of parking lot.

A site inspection has been performed on the above development site within the City of Chipley, Florida. It is hereby verified that all site development standards meet the City's land use, zoning and comprehensive planning requirements.

Ashlynn Marquez
 Applicant

7-14-26
 Date

 City Official Verifying Compliance

 Date

Notice to Applicant: This certificate must be presented to the Washington County Building Official and is requisite to issuance of a "Certificate of Occupancy" for your construction project.

Site Narrative

It is proposed to construct a parking lot on the 0.09-acre parcel located on the Main Street in Chipley, Florida. Proposed improvements are to consist of a gravel parking area and one concrete ADA parking space.

Currently the 0.09-acre parcel is that of a vacant undeveloped parcel. No existing stormwater management facility exists for the parcel. The proposed improvements will not require any on-site stormwater treatment as they fall below the regulated permitting threshold. No sewer, water or garbage will be required for the proposed improvements.

The existing alley access off of Main Street will be used to access the proposed driveway. No new traffic will be generated as part of the proposed improvements as the improvements will support the current traffic trips in the area.

PARKING LOT

ASHLYNN MARQUEZ
4391 CYPRESS CROSSING ROAD
VERNON, FL 32462

DHM

MELVIN ENGINEERING

EB-0005637 LC-0000777

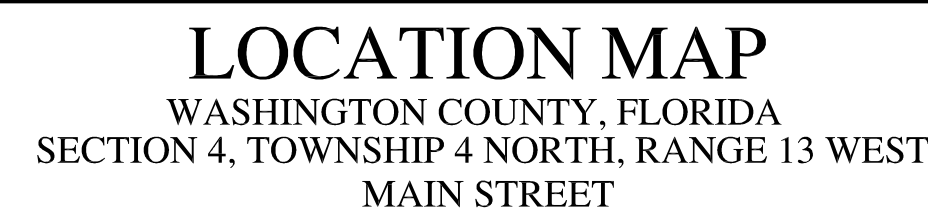
MARIANNA OFFICE
4428 Lafayette Street
Marianna, FL 32446
Phone: (850) 482-3045

TALLAHASSEE OFFICE
2541-1 Barrington Circle
Tallahassee, FL 32308
Phone: (904) 671-7221

www.melvineng.com

Project Name: **PARKING LOT**

Client Name: **ASHLYNN MARQUEZ**



JULY 2026

DHM
MELVIN ENGINEERING

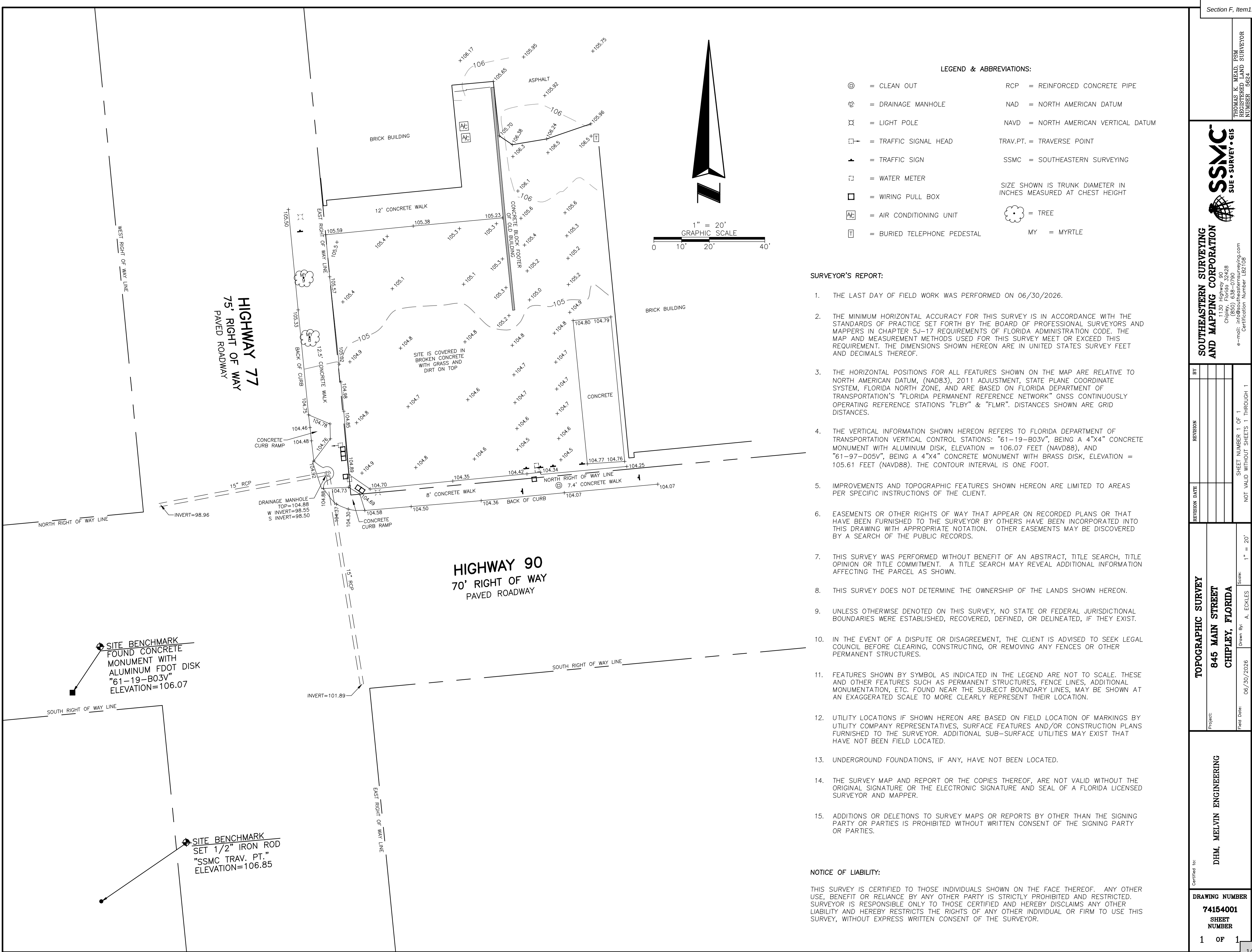
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DHM Project No: AMC26PK
DRAWN BY: MMFARRIS
CHECKED BY: BEM
PROJECT ENGINEER: Brent E. Melvin, P.E.
FL Registration No: FL83163

Seal:

Sheet Title:	
TITLE SHEET	

Drawing No:	
T1	
Submittal: Const. Plans	Date: 07-2026
X	Not for Construction
	Released for Construction



- LEGEND & ABBREVIATIONS:
- | | | | |
|---|-----------------------------|----------|---|
| ⊙ | = CLEAN OUT | RCP | = REINFORCED CONCRETE PIPE |
| ⊕ | = DRAINAGE MANHOLE | NAD | = NORTH AMERICAN DATUM |
| ⊗ | = LIGHT POLE | NAVD | = NORTH AMERICAN VERTICAL DATUM |
| ⊠ | = TRAFFIC SIGNAL HEAD | TRAV.PT. | = TRAVERSE POINT |
| ▲ | = TRAFFIC SIGN | SSMC | = SOUTHEASTERN SURVEYING |
| ⊡ | = WATER METER | | SIZE SHOWN IS TRUNK DIAMETER IN INCHES MEASURED AT CHEST HEIGHT |
| □ | = WIRING PULL BOX | ☼ | = TREE |
| ⊞ | = AIR CONDITIONING UNIT | MY | = MYRTLE |
| ⊞ | = BURIED TELEPHONE PEDESTAL | | |

- SURVEYOR'S REPORT:
- THE LAST DAY OF FIELD WORK WAS PERFORMED ON 06/30/2026.
 - THE MINIMUM HORIZONTAL ACCURACY FOR THIS SURVEY IS IN ACCORDANCE WITH THE STANDARDS OF PRACTICE SET FORTH BY THE BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17 REQUIREMENTS OF FLORIDA ADMINISTRATION CODE. THE MAP AND MEASUREMENT METHODS USED FOR THIS SURVEY MEET OR EXCEED THIS REQUIREMENT. THE DIMENSIONS SHOWN HEREON ARE IN UNITED STATES SURVEY FEET AND DECIMALS THEREOF.
 - THE HORIZONTAL POSITIONS FOR ALL FEATURES SHOWN ON THE MAP ARE RELATIVE TO NORTH AMERICAN DATUM, (NAD83), 2011 ADJUSTMENT, STATE PLANE COORDINATE SYSTEM, FLORIDA NORTH ZONE, AND ARE BASED ON FLORIDA DEPARTMENT OF TRANSPORTATION'S "FLORIDA PERMANENT REFERENCE NETWORK" GNSS CONTINUOUSLY OPERATING REFERENCE STATIONS "FLBY" & "FLMR". DISTANCES SHOWN ARE GRID DISTANCES.
 - THE VERTICAL INFORMATION SHOWN HEREON REFERS TO FLORIDA DEPARTMENT OF TRANSPORTATION VERTICAL CONTROL STATIONS: "61-19-B03V", BEING A 4"x4" CONCRETE MONUMENT WITH ALUMINUM DISK, ELEVATION = 106.07 FEET (NAVD88), AND "61-97-D05V", BEING A 4"x4" CONCRETE MONUMENT WITH BRASS DISK, ELEVATION = 105.61 FEET (NAVD88). THE CONTOUR INTERVAL IS ONE FOOT.
 - IMPROVEMENTS AND TOPOGRAPHIC FEATURES SHOWN HEREON ARE LIMITED TO AREAS PER SPECIFIC INSTRUCTIONS OF THE CLIENT.
 - EASEMENTS OR OTHER RIGHTS OF WAY THAT APPEAR ON RECORDED PLANS OR THAT HAVE BEEN FURNISHED TO THE SURVEYOR BY OTHERS HAVE BEEN INCORPORATED INTO THIS DRAWING WITH APPROPRIATE NOTATION. OTHER EASEMENTS MAY BE DISCOVERED BY A SEARCH OF THE PUBLIC RECORDS.
 - THIS SURVEY WAS PERFORMED WITHOUT BENEFIT OF AN ABSTRACT, TITLE SEARCH, TITLE OPINION OR TITLE COMMITMENT. A TITLE SEARCH MAY REVEAL ADDITIONAL INFORMATION AFFECTING THE PARCEL AS SHOWN.
 - THIS SURVEY DOES NOT DETERMINE THE OWNERSHIP OF THE LANDS SHOWN HEREON.
 - UNLESS OTHERWISE DENOTED ON THIS SURVEY, NO STATE OR FEDERAL JURISDICTIONAL BOUNDARIES WERE ESTABLISHED, RECOVERED, DEFINED, OR DELINEATED, IF THEY EXIST.
 - IN THE EVENT OF A DISPUTE OR DISAGREEMENT, THE CLIENT IS ADVISED TO SEEK LEGAL COUNCIL BEFORE CLEARING, CONSTRUCTING, OR REMOVING ANY FENCES OR OTHER PERMANENT STRUCTURES.
 - FEATURES SHOWN BY SYMBOL AS INDICATED IN THE LEGEND ARE NOT TO SCALE. THESE AND OTHER FEATURES SUCH AS PERMANENT STRUCTURES, FENCE LINES, ADDITIONAL MONUMENTATION, ETC. FOUND NEAR THE SUBJECT BOUNDARY LINES, MAY BE SHOWN AT AN EXAGGERATED SCALE TO MORE CLEARLY REPRESENT THEIR LOCATION.
 - UTILITY LOCATIONS IF SHOWN HEREON ARE BASED ON FIELD LOCATION OF MARKINGS BY UTILITY COMPANY REPRESENTATIVES, SURFACE FEATURES AND/OR CONSTRUCTION PLANS FURNISHED TO THE SURVEYOR. ADDITIONAL SUB-SURFACE UTILITIES MAY EXIST THAT HAVE NOT BEEN FIELD LOCATED.
 - UNDERGROUND FOUNDATIONS, IF ANY, HAVE NOT BEEN LOCATED.
 - THE SURVEY MAP AND REPORT OR THE COPIES THEREOF, ARE NOT VALID WITHOUT THE ORIGINAL SIGNATURE OR THE ELECTRONIC SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
 - ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.

NOTICE OF LIABILITY:

THIS SURVEY IS CERTIFIED TO THOSE INDIVIDUALS SHOWN ON THE FACE THEREOF. ANY OTHER USE, BENEFIT OR RELIANCE BY ANY OTHER PARTY IS STRICTLY PROHIBITED AND RESTRICTED. SURVEYOR IS RESPONSIBLE ONLY TO THOSE CERTIFIED AND HEREBY DISCLAIMS ANY OTHER LIABILITY AND HEREBY RESTRICTS THE RIGHTS OF ANY OTHER INDIVIDUAL OR FIRM TO USE THIS SURVEY, WITHOUT EXPRESS WRITTEN CONSENT OF THE SURVEYOR.

Section F, Item 1.

THOMAS K. MEAD, PSM
FLORIDA LICENSED SURVEYOR
NUMBER 5824

SOUTHEASTERN SURVEYING
AND MAPPING CORPORATION

1130 Highway 90
Chipley, FL 32428
(850) 638-0790
e-mail: info@southeasternsurveying.com
Certification Number LB2108

SSMC

SUE • SURVEY • GIS

BY

REVISION

REVISION DATE

TOPOGRAPHIC SURVEY

Project: 845 MAIN STREET
CHIPLEY, FLORIDA

Scale: 1" = 20'

Drawn By: A. ECKLES

Field Date: 06/30/2026

DHM, MELVIN ENGINEERING

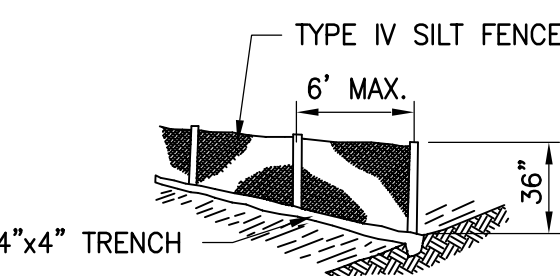
DRAWING NUMBER
74154001
SHEET
NUMBER
1 OF 1

NOT VALID WITHOUT SHEETS 1 THROUGH 1

14



Figure 1 shows a schematic of a vertical cantilever beam. The beam is fixed at the top and free at the bottom. A horizontal force is applied at the free end, causing a deflection. A scale bar at the bottom indicates a length of 10 units.



DHM Project No: AMC26PK
DRAWN BY: MMFARRIS
CHECKED BY: BEM
PROJECT ENGINEER: Brent E. Melvin, P.E.
FL Registration No: FL83163

Sheet Title:

EXISTING
CONDITIONS
AND
DEMOLITION

Drawing No:	
C1	
Submittal: Const. Plans	Date: 07-2026
X	Not for Construction
	Released for Construction

IT IS PROPOSED TO CONSTRUCT A PARKING LOT 0.09-ACRE PARCEL LOCATED OFF MAIN STREET IN CHIPLEY, FLORIDA. PROPOSED IMPROVEMENTS ARE TO CONSIST OF GRAVEL PARKING LOT AND CONCRETE ADA PARKING SPACE. NO SEWER AND WATER IS REQUIRED. ON-SITE STORMWATER TREATMENT IMPROVEMENTS ARE NOT REQUIRED FOR THE PROPOSED IMPROVEMENTS.

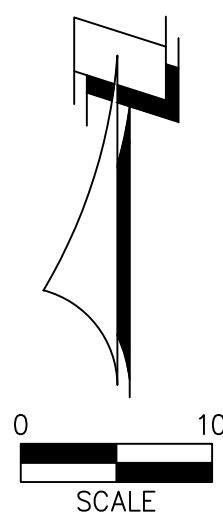
PROPERTY BOUNDARY

EXISTING ASPHALT PAVEMENT

EXISTING CONCRETE

PROPOSED GRAVEL

PROPOSED SOD



DEVELOPER: ASHLYNN MARQUEZ
4391 CYPRESS CROSSING ROAD
VERNON, FL 32462
CONTACT: ASHLYNN MARQUEZ, OWNER

ENGINEER: DAVID H. MELVIN, INC. CONSULTING ENGINEERS
1428 LAFAYETTE STREET
MARIANNA, FL 32446
CONTACT: MARY-MARGARET FARRIS, EI
(850) 482-3045

SURVEYOR: SOUTHEASTERN SURVEYING AND MAPPING CORP.
1130 HIGHWAY 90
CHIPLEY, FLORIDA 32428
(850) 636-0790
CONTACT: LEE ANDERSON, PSM

General Information		
Property Tax ID#:	00- 1437-0002	
Site Address:	Main Street	
Developer:	Ashlynn Marquez	
Engineer:	David H. Melvin, Inc.	
Land Use:	Historic Commercial	
Site Data Table		
Total Parcel Area (SF):	3,920 SF	0.09 AC
Existing Impervious Area:	3,215 SF	82.00 %
Concrete Area	693 SF	17.68 %
Asphalt Area	406 SF	10.36 %
Broken Concrete/Dirt Area (405 SF to be Removed)	2,116 SF	53.97 %
Proposed Impervious Area:	340 SF	8.67 %
Concrete Area	340 SF	8.67 %
Pre-Post Impervious Area:	3,150 SF	80.34 %
Existing Impervious Area (405 SF to be Removed):	2,810 SF	71.67 %
Proposed Impervious Area:	340 SF	8.67 %
Parking		
Regular Parking Space		5 Spaces
Handicap Parking Space (1 space/25 Regular spaces; 5 Spaces)		1 Spaces
Total Parking Provided:		6 Spaces

- ① INSTALL HANDICAP PARKING SPACE (SEE DETAIL B/C4)
- ② INSTALL REGULAR PARKING SPACE (SEE DETAIL B/C4)
- ③ INSTALL CONCRETE WHEEL STOP (SEE DETAIL D/C4)
- ④ INSTALL 8" CONCRETE HEADER CURB (SEE DETAIL A/C4)
- ⑤ INSTALL GRAVEL AREA (SEE DETAIL A/C4)
- ⑥ INSTALL LANDSCAPE AREA TO CONSIST OF:
 - (1) TONTO CRAPE MYRTLE TREE
 - (1) MUHLY GRASS "PINK"
 - 100 SF DWARF MONDO GRASS
 - 300 SF ZOYSIA SOD

$$1'' = 10'$$

Project Name: **PARKING LOT**

Client Name: ASHLYNN MARQUEZ

RELEASE RECORD

[illegible]

DHM Project No: AMC26PK

DRAWN BY: MMFARRIS

CHECKED BY: BEM

PROJECT ENGINEER

El. Registration No: El 83163

Seal

Sheet Title:

SITE AND DIMENSION PLAN

Drawing No:

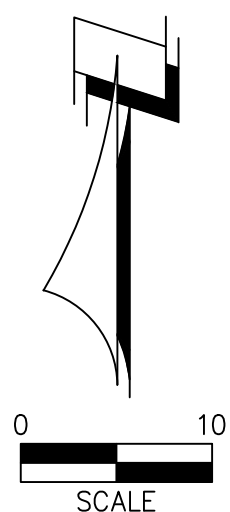
C2

Submittal: Const. Plans	Date: 07-2026
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X	Not for Construction
	Released for Construction



	PROPERTY BOUNDARY
	EXISTING ASPHALT PAVEMENT
	EXISTING CONCRETE
	PROPOSED GRAVEL
	PROPOSED SOD
	EXISTING CONTOURS
	EXISTING SPOT ELEVATIONS
	PROPOSED SPOT ELEVATIONS
	MATCH EXISTING



1. ENGINEER SHALL PROVIDE CONTRACTOR WITH ELECTRONIC FILE FOR SITE TAKEOUT. CONTRACTOR SHALL VERIFY ALL LAYOUT FEATURES PRIOR TO INSTALLATION OF IMPROVEMENTS. CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY CONFLICTS OR AMBIGUITY. THE CONTRACTOR SHALL UTILIZE REGISTERED SURVEYOR FOR LAYOUT OF ALL SITE IMPROVEMENTS.
2. UNLESS OTHERWISE INDICATED OR MODIFIED ON THE PLANS OR IN THE SPECIFICATIONS, THE CURRENT FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD PLANS FOR ROAD CONSTRUCTION SHALL BE THE GOVERNING SPECIFICATIONS FOR CONSTRUCTION MATERIAL AND SITE WORK.
3. WHERE REFERENCE IS MADE TO A STANDARD INDEX OR DETAIL, THE CURRENT FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD PLANS FOR ROAD CONSTRUCTION SHALL BE USED AS IF A PART OF THIS PLAN.
4. PRIOR TO COMMENCING CONSTRUCTION IN ANY COUNTY, OR STATE RIGHT-OF-WAY OR EASEMENT, THE CONTRACTOR SHALL LOCATE AND VERIFY ALL EXISTING PRIVATE AND PUBLIC UTILITIES. THE CONTRACTOR SHALL ALSO COORDINATE WITH THE APPROPRIATE UTILITY PROVIDER FOR ANY NECESSARY UTILITY RELOCATION'S REQUIRED TO IMPLEMENT THE PROPOSED PLAN. ANY REQUIRED UTILITY RELOCATION WORK SHALL BE INCLUDED IN THE CONSTRUCTION BID.
5. THE CONTRACTOR SHALL COMPLY WITH ALL LOCAL, STATE AND FEDERAL REGULATIONS.
6. EXISTING SURVEY ELEVATION INFORMATION WAS OBTAINED FROM SOUTHEASTERN SURVEYING & MAPPING, CORP. IF ANY DISCREPANCIES ARE FOUND DURING CONSTRUCTION WITH EXISTING ELEVATION INFORMATION THE CONTRACTOR SHALL CONTACT THE ENGINEER FOR CLARIFICATION PRIOR TO ANY FURTHER CONSTRUCTION OR INSTALLATION OF IMPROVEMENTS.
7. CONTRACTOR SHALL SOD ALL DISTURBED AREA AND RE-GRADE SMOOTH ALL ON-SITE AREAS (500 SF OF SOD) THE REMAINDER OF THE DISTURBED AREA SHALL BE SEEDED AND MULCHED TO ENSURE STABILITY AND PROHIBIT EROSION.
8. CONTRACTOR SHALL NOTIFY ENGINEER FOR SITE VISIT AND CONFIRMATION OF GRADE STAKING PRIOR TO INSTALLATION OF ANY STRUCTURE, CONCRETE OR ASPHALT.
9. EXISTING GRADES, DRAINAGE ELEVATIONS/INVERTS AND UTILITY ELEVATIONS/INVERTS SHALL BE FIELD VERIFIED AND ANY DISCREPANCIES SHALL BE REPORTED TO ENGINEER OF RECORD PRIOR TO ANY CONSTRUCTION OR INSTALLATION OF IMPROVEMENTS.

1. ALL PERMITS (CITY) MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION COMMENCEMENT AND KEPT ON-SITE DURING CONSTRUCTION UNTIL COMPLETION OF PROJECT.
2. THE CONTRACTOR SHALL REQUEST AN ON-SITE PRE-CONSTRUCTION MEETING WITH THE PROJECT ENGINEER PRIOR TO ANY CONSTRUCTION ACTIVITY.
3. CONSTRUCT SEDIMENTATION/EROSION CONTROLS AND THEN CLEARLY "FLAG" THE LIMITS OF CLEARING. CONSTRUCTION ACTIVITY SHALL NOT COMMENCE UNTIL THE SEDIMENT CONTROLS HAVE BEEN INSPECTED AND APPROVED. THE CONTRACTOR SHALL CONTACT CITY REPRESENTATIVE TO INSPECT SAID SEDIMENT/EROSION CONTROLS PRIOR TO CONSTRUCTION ACTIVITY.
4. CLEAR THE REMAINING PORTION OF THE SITE AND CREATE DIVERSION CHANNELS TO DIRECT THE FLOW. WHERE NEEEDED, CHECK DAMS CONSTRUCTED OF HAY BALES SHALL BE USED TO TRAP SEDIMENT.
5. CONSTRUCT SITE IMPROVEMENTS IN ACCORDANCE WITH THE APPROVED PLANS.
6. SOD OR SEED ALL REMAINING DISTURBED AREAS.
7. CONTACT PROJECT ENGINEER FOR INSPECTION OF SITE DURING CONSTRUCTION.
8. PRIOR TO THE REMOVAL OF ANY EXCAVATED MATERIAL FROM THE SITE THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER THE LOCATION OF ALL PROPOSED DISPOSAL SITES. ALL DISPOSAL SITES SHALL BE PROPERLY PERMITTED AND APPROVED TO RECEIVE THE EXCAVATED MATERIALS. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FROM THE ALLOWABLE DISPOSAL SITES FROM THE ENGINEER PRIOR TO THE REMOVAL OF ANY EXCAVATED MATERIALS.
9. OBTAIN FINAL APPROVAL FROM THE ENGINEER AND OWNER. CONTRACTOR SHALL REPAIR/REPLACE/RECONSTRUCT AT NO EXTRA COST ANY RELATED ITEMS TO THE EXISTING STORMWATER COLLECTION SYSTEM THAT ARE FOUND TO BE IN NON-COMPLIANCE WITH EXISTING CONDITIONS.

DHM
MELVIN ENGINEERING

EB-0005637 LC-0000277

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www.melvineng.com

Project Name: **PARKING LOT**

Client Name: ASHLYNN MARQUEZ

RELEASE RECORD

[illegible]

DHM Project No: AMC26PK
DRAWN BY: MMFARRIS
CHECKED BY: BEM
PROJECT ENGINEER: Brent E. Melvin, P.E.
FL Registration No: FL831

Seal

Sheet Title:

GRADING AND DRAINAGE PLAN

Drawing No:

C3

Submittal: Const. Plans	Date: 07-2026
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X	Not for Construction
	Released for Construction

Project Name: **PARKING LOT**

Client Name: ASHLYNN MARQUEZ

RELEASE RECORD

[illegible]

DHM Project No: AMC26PK
DRAWN BY: MMFARRIS
CHECKED BY: BEM
PROJECT ENGINEER: Brent E. Melvin, P.E.
FL Registration No: FL83163

Seal

Sheet Title:

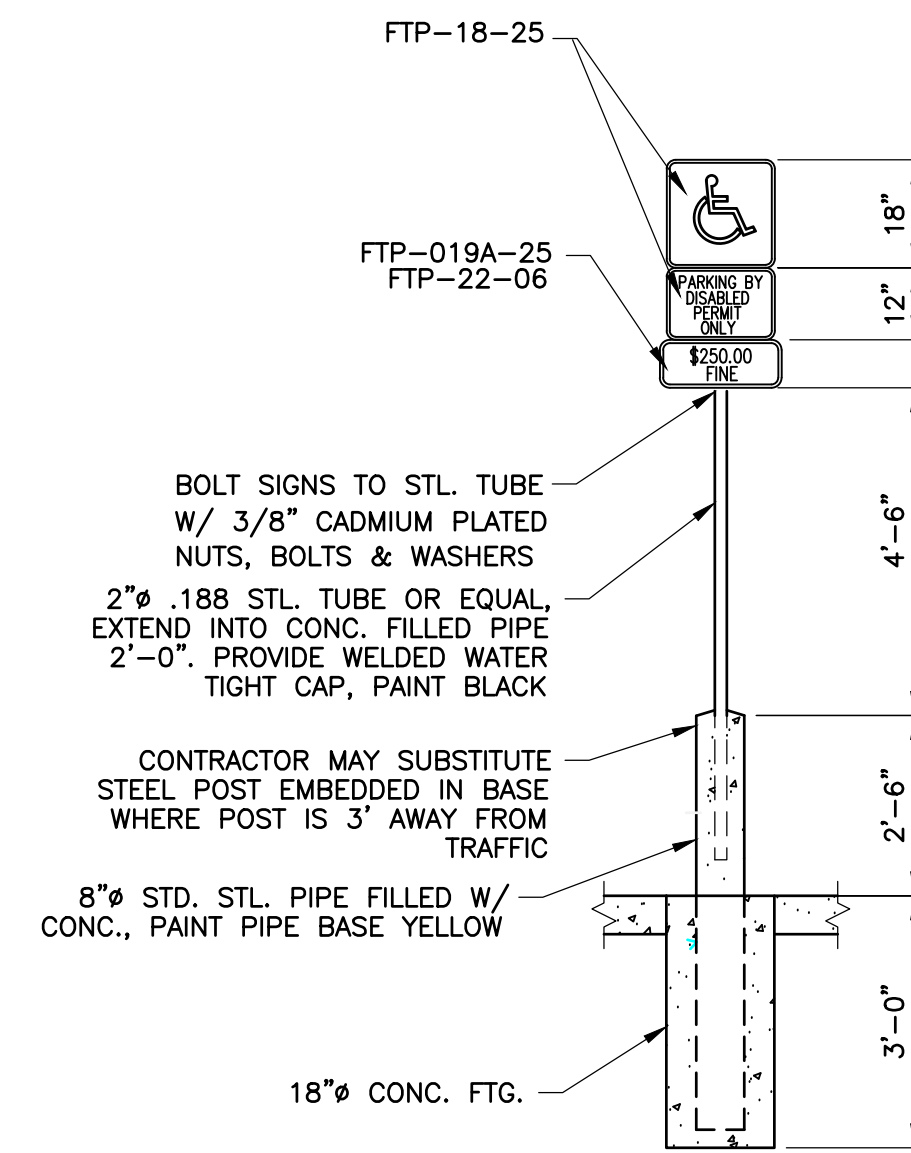
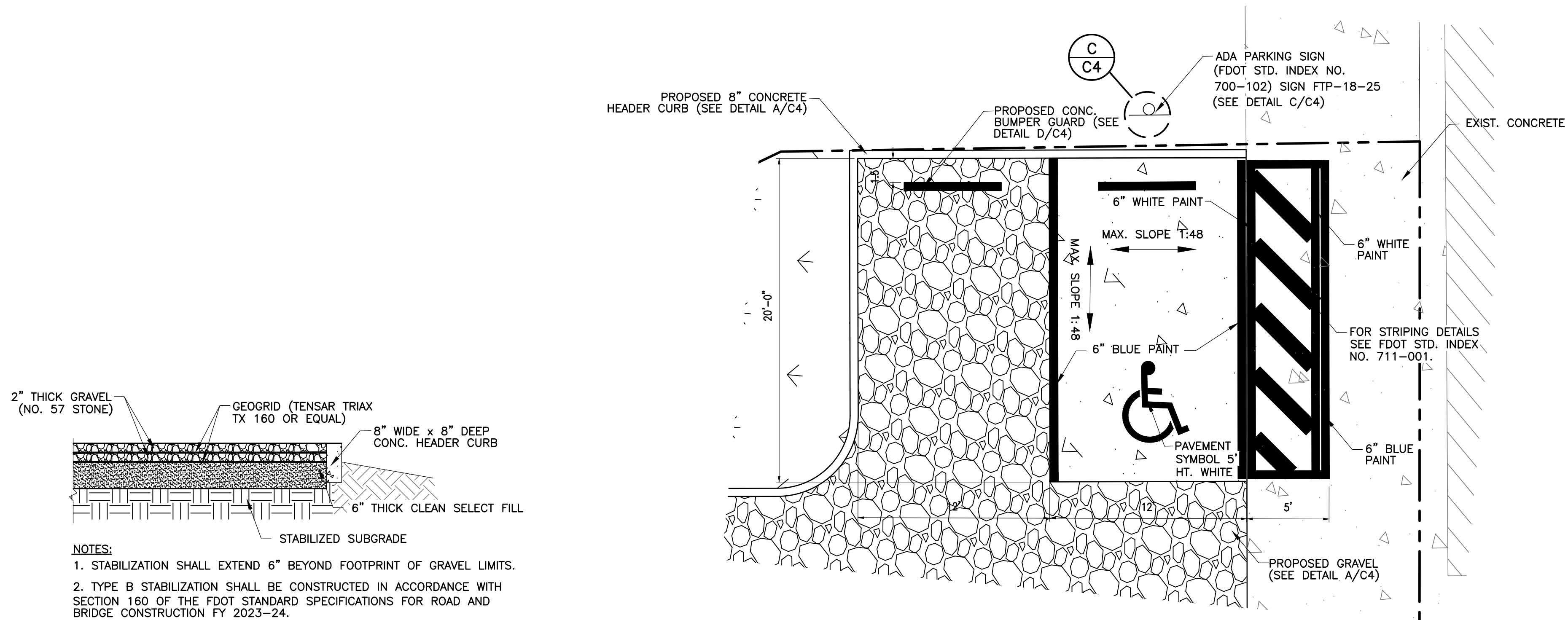
SITE DETAILS

Drawing No:

C4

Submittal: Const. Plans	Date: 07-2026
----------------------------	------------------

X	Not for Construction
	Released for Construction



GRAVEL DETAIL

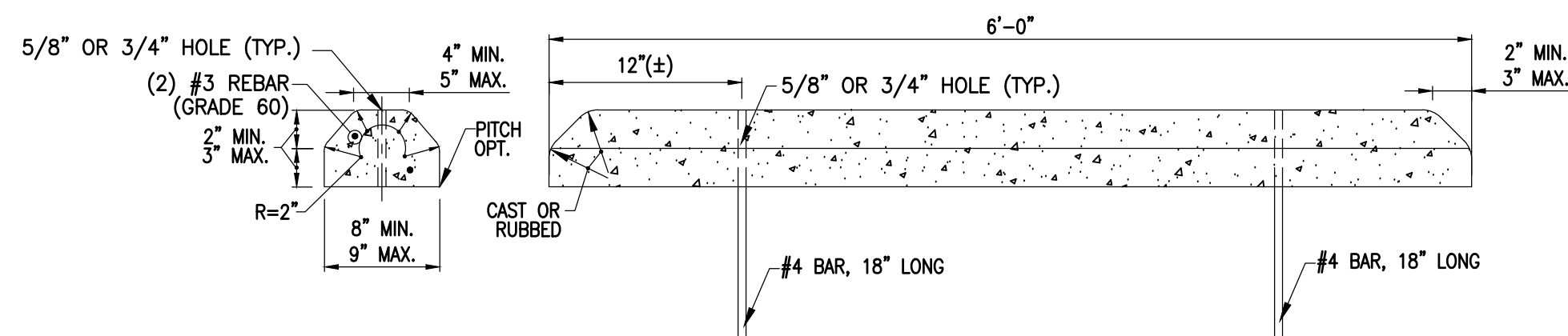
N.T.S.

PARKING SPACE DETAIL

SCALE: 1" = 5'

ADA PARKING SIGN DETAIL

N.T.S.



CONCRETE BUMPER GUARD

SCALE: 1" = 1'-0"
FDOT STD. INDEX NO. 520-001

You are invited to a Zoom webinar!

When: August 6, 2026 at 03:00 PM Central Time (US and Canada)

Topic: Regular Council Meeting

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Join via audio:

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