



A NEW DAY.

# City of Jacksonville, Florida

*Donna Deegan, Mayor*

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*To: All Interested Design and Engineering Professionals*  
*From: City of Jacksonville Development Services Division*  
*Date: 2/11/25*  
*Subject: Notification of Revisions to COJ Land Development Procedures Manual*

I am pleased to announce that on January 9 and January 14, 2025, the Subdivision Standards Policy Advisory Committee (SSPAC) and Context Sensitive Streets Specifications Committee (CSSSC) respectively considered and voted to approve revisions to Volumes 1 through 4 of the Land Development Procedures Manual (LDPM). These updates represent a year-long effort to update the LDPM to enhance the user experience and maintain compliance with industry standards. Highlights of the revisions in each section are provided below. Copies of the specific redline revisions to Volumes 1 and 2 are available upon request sent to [ReviewGrp@coj.net](mailto:ReviewGrp@coj.net). The entirety of the new LDPM may be viewed and obtained from the [LDPM webpage](#) on the City of Jacksonville website.

The new LDPM will be **effective March 11, 2025**. Projects submitted for initial plan review after the effective date will be reviewed based on the approved guidelines, details and specifications included in the updated LDPM. Phased projects will be handled on a case by case basis depending on how the phases interact. If you have any questions or concerns about how the new LDPM may affect a project already in the design phase, please let us know.

One of the additions to the LDPM is a section specifying how future changes to the LDPM will be implemented. If you would like to be notified of future updates as they are approved, please [click here](#) to sign up to our LDPM update distribution list.

## Key Revisions

### Volume 1: Land Development Review and Approval Procedures

- Created an interactive flow chart to map out the regulatory and approval processes. The flow chart includes hyperlinks to digital resources and forms.
- Reorganized the LDPM information to follow the development review process (i.e. planning, platting, construction, post-construction approval)
- Established a set of standardized forms accessible through the LDPM website to support the various processes described in the manual.
- Established a set of standardized checklists to clarify submittal requirements and common errors.
- Implemented a process to request deviations or variances from the design guidelines contained in Volume 2.
- Implemented a change management process for future updates to the LDPM.

## Volume 2: Design Guidelines

- Reorganized design guidelines based on functional area.
- Removed the stand-alone traditional neighborhood design section and incorporated relevant information into the appropriate functional areas.
- Streamlined the roadway design guidelines to reference the City Geographic Information System (COJ GIS) and establish design guidelines based on the City-assigned designations.
- Updated pavement design requirements to be consistent with Florida Department of Transportation (FDOT) design guidelines for flexible and rigid pavement design.
- Overhauled the bicycle facility guidance to clarify minimum facility requirements based on roadway speed, design classification, and development area.
- Updated intensity-duration-frequency (IDF) curves in 24-hour design storm estimates. Updated IDF curves are based on NOAA Atlas 14, COJ Vulnerability Assessment, COJ Master Stormwater Management Plan Updates, and JEA Vulnerability Assessment.
- Reorganized drainage design guidelines and incorporated specifications and details into the appropriate LDPM volumes. Referenced FDOT tools and design standards for pipe material selection and cover heights.
- Included the City of Jacksonville Low Impact Development Manual as a section of the LDPM.
- Established a Landscape Design Guidelines chapter.

## Volume 3: Standard Design Details

- Updated typical roadway cross sections to reflect the design classifications established in Volume 2.
- Updated drainage details based on industry-standard practices and materials.
- Established new landscape-specific details.

## Volume 4: Specifications

- Revised all specifications to follow a standard format for general requirements, product information, installation, and measurement and payment.
- Revised a majority of specifications to reference the FDOT Standard Specifications for Road and Bridge Construction.

We believe these updates will align us more closely with industry best practices. Your cooperation and proactive engagement in this transition are greatly appreciated. Thank you for your attention to these important changes.



Ellyn Cavin, P.E.

Chief of Development Services