

SITE WORK PERMIT APPLICATION

Application Type: **Site Plan** **Subdivision/ Construction Plans** **Residential Lot Over 1 Acre**

PROJECT INFORMATION

Site Plan Number _____
 Project Name & Phase _____
 Site Address _____

Parcel Id # _____ Block & Lot # _____
 Tax Account Number _____
 Subdivision _____
 Township _____ Range _____ Section _____

Site Plan Approval Date _____
 Proposed Site Work _____

Total Site Area (acres) _____
 Total Area - Limits of Clearing (acres) _____
 Purpose of Tree Removal _____

Proposed Construction Date:
 Start _____
 Finish _____

OWNER INFORMATION

Owner _____
 Address _____
 _____ Zip _____
 Phone _____ Fax _____
 Contact _____

CONTRACTOR INFORMATION

Contractor _____
 Address _____
 _____ Zip _____
 E-mail _____
 24hr Emergency Contact Number:
 Phone _____ Fax _____
 Contact Person _____

ENGINEER-OF-RECORD INFORMATION

Name _____
 Company _____
 E-mail _____
 Phone _____ Fax _____

I hereby certify that information provided in this permit application is true and correct. I have read and agree to the permit conditions stated herein. All required information has been provided. All site work is to be done according to the approved site and landscape plans and City Code provisions.

X _____
 Print Name and Signature of Applicant

_____ Date of Application

ALWAYS KEEP A COPY OF THIS PERMIT ON-SITE.

FOR OFFICIAL USE

Construction Schedule Provided: Y/N Date _____ SEE PAGE 2 FOR PERMIT TERMS AND CONDITIONS.

SITE WORK
 Pre Site Work Meeting Required _____
 Meeting Date _____

Performance Bond Date _____ Expire _____

TREE REMOVAL
 Permit issued to remove _____ trees/acre
 Fee Amount \$ _____
 Receipt# _____
 Receipt Date _____

INSPECTION
 Tree Protection Date _____ Inspector _____
 Erosion Control Date _____ Inspector _____
 Site Clearing/Grading Date _____ Inspector _____

IMPROVEMENTS
 Stormwater: Date _____ Inspector _____
 Utilities: Date _____ Inspector _____
 Pavement: Date _____ Inspector _____
 Landscaping: Date _____ Inspector _____

ATTACHMENTS
 Approved Plan Date _____
 Land Survey Date _____
 Landscape Plan Date _____
 Inspection Report 1: Date _____
 Inspection Report 2: Date _____

X _____
 Permit Issued By

_____ Date Issued

PERMIT TERMS AND CONDITIONS

SITE WORK

1. This permit allows the permittee to proceed with the site clearing activities for construction of commercial projects, residential /commercial subdivision and other proposed land development.
2. An authorization letter from the owner to apply for this permit is required if the applicant is other than the owner.
3. A copy of the Notice of Commencement from the St. Johns River Water Management District (SJRWMD) or a copy of exemption letter is required prior to inspection.
4. A copy of the National Pollutant Discharge Elimination System permit (NPDES) and Notice of Intent (NOI) from Florida Department of Environmental Protection (FDEP) and Stormwater Pollution Prevention Plans (SWPPP) are required before work begins on-site.
5. A copy of the schedule of work is required at permit issuance.
6. Silt fence, temporary entrance and erosion control measures (best management practices) must be installed per the approved site plan, Stormwater Pollution Prevention Plan (SWPPP) and Florida Department of Transportation (FDOT) specifications on-site prior to inspection and remain in place during construction. The limits of construction on-site must be clearly designated. Any work outside the limits of construction is a violation of this permit.
7. Keep a copy of this permit at the construction site. A construction permit box with copies of required permits and documents must be installed on-site prior to inspection.
8. A site work permit must be obtained prior to construction of subsequent phases of the project.
9. The permittee shall hold the City harmless from any damage, claims or liabilities caused by activities included in this permit.

This permit expires one year from the site plan approval date.

TREE REMOVAL

1. This permit allows the permittee to remove trees on the site per City Code Section 180.15. Approval from other City Departments and State or Federal Agencies (as applicable) must be obtained prior to any clearing of the site.
2. The permit fee is \$20.00 per removed tree or a \$250.00 maximum per acre.
3. Trees that are to be preserved and/or areas to be left undisturbed must have protection installed, such as silt fence or other barrier as shown on the landscape plans. Silt fence shall be in place prior to inspection.

Contact the Land Development Inspector at (321) 733-3042 when ready for inspection.

This permit expires one year from the site plan approval date.

Additional Terms and Conditions: _____

