



City of St. Augustine

Public Works Department

P.O. Box 210 | St. Augustine, FL | 32085 | (904) 825-1040

Design & Construction Plan Permit Application for Proposed

Utility, Stormwater, Development or Redevelopment Project

Permit Application No.

STAMP RECEIVED

(ABOVE FOR CITY USE ONLY)

SECTION A: Type of Permit Requested (check & circle all that are applicable)

<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Stormwater	Impervious Area
<input type="checkbox"/> Install and/or Remove Gravity Main	<input type="checkbox"/> Minor Development	≥ 500 sq-ft
<input type="checkbox"/> Install and/or Remove Force Main	<input type="checkbox"/> Major Development	≥ 40 acres
<input type="checkbox"/> Connection (Commercial and/or Residential)	<input type="checkbox"/> Exemption	< 500 sq-ft
<input type="checkbox"/> Install and/or Remove Grease Trap	<input type="checkbox"/> Construct Public Collection Sewer	
<input type="checkbox"/> Non-Domestic Wastewater or Sludge Discharge (Industrial Pre-Treatment Permit Required)		
<input type="checkbox"/> Water	<input type="checkbox"/> Other Utility	
<input type="checkbox"/> Install and/or Remove Water Main	<input type="checkbox"/> Install and/or Remove Gas Main	
<input type="checkbox"/> Connection (Fire and/or Potable)	<input type="checkbox"/> Gas Main Connection	
<input type="checkbox"/> Backflow Prevention (Fire and/or Potable)	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Right-of-Way	<input type="checkbox"/> Solid Waste	
<input type="checkbox"/> Utility and/or Stormwater (select above)	<input type="checkbox"/> Construct Dumpster Pad	
<input type="checkbox"/> Driveway Connection	<input type="checkbox"/> Construct Dumpster Enclosure	
<input type="checkbox"/> Construct Sidewalk	<input type="checkbox"/> Install Compactor	
<input type="checkbox"/> Install Irrigation	<input type="checkbox"/> Other: _____	

All plans & calculations submitted for permitting shall be reviewed using the following applicable codes & standards:

- St. Augustine City Code;
- Florida Statutes & Administrative Code;
- Public Works Department Standards and Specifications Design Manual and Details (latest edition);
- Public Works Department Paving and Drainage Details (latest edition);
- Technical Memorandum: Minimum Design Requirements for Dry Retention, Exfiltration, Permeable Paver and Pervious Concrete Stormwater Management Systems (2010);
- FDOT Design & MUTCD Standards (latest editions); and
- Florida Building Code (2010).

See Section F for construction plan & calculation submittal requirements.

SECTION B: Project Information

Name: _____ Address/Location: _____

Area: _____ (acres or square feet) STRAP No(s).: _____

Describe: _____

Is this application for part of a multi-phased project? Yes No

SECTION C: Owner & Agent Information

Owner(s) of Land

Name: _____
Title: _____
Company: _____
Address: _____
City,St,Zip: _____
Phone No.: _____
E-mail: _____

Agent (if other than owner)

Name: _____
Title: _____
Company: _____
Address: _____
City,St,Zip: _____
Phone No.: _____
E-mail: _____

SECTION D: Identity of Applicant(s)

Is the permit applicant one of the following (check if applicable):

- | | |
|--|--|
| <input type="checkbox"/> Florida corporation | <input type="checkbox"/> Florida general partnership |
| <input type="checkbox"/> Florida limited liability company | <input type="checkbox"/> Foreign corporation/partnership |
| <input type="checkbox"/> Florida limited partnership | <input type="checkbox"/> Trust |

If so, include with application documentation of status of applicant to legally operate in the State of Florida (e.g. copy of last corporate annual report submitted to the Florida Department of State).

SECTION E: Friday Review and/or Pre-application Meetings with City Staff

If the applicant has attended Friday Review and/or a Pre-application Meeting list the date(s), location(s) & names of key staff & project representatives.

Date(s)	Location(s)	Name(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION F: Construction Plan, Calculation, Maintenance Agreement & Other Permit Requirements Checklist

Construction Plan minimum requirements (submit a pdf and one folded signed & sealed 24" x 36" plan set with application):

Y N N/A

Cover Sheet

- Project Name, City Name, Vicinity Map, Sheet Index, Date & Issue
- Engineer, Surveyor, Architect and/or Developer Contact Information
- Utility System Ownerships & Contact Information
- Reference 1988 NAVD Datum & Benchmark Data
- Call Sunshine Note
- Legal Description (not necessary for work within the right-of-way)
- Mayor, Vice Mayor, Commissioners, City Manager & Public Works Director (City Projects Only)
- Project Number (City Projects Only)

General G-Sheet(s)

- 1. City of St. Augustine (C.O.S.A.) Water and Sewer General Notes Sheet
- 2. City of St. Augustine Storm Water Pollution Prevention Plan Notes Sheet

Survey / Mapping V-Sheet(s)

- Date must be within 5-years of application submittal to Public Works & reflect existing conditions
- Signed & Sealed by a licensed Florida Professional Land Surveyor
- Project boundary shown with bearings and distances, north arrow & scale
- Temporary & permanent benchmark location with elevations based on NAVD88 datum
- Detailed topographic survey including contours shown at 1-ft intervals with spot elevations
 - for clarification, half of adjacent right-of-way & intersections within 100-ft of the project
- Existing buildings, structures, signs, fences, other site features including impervious surfaces
- Paved & unpaved driveway connections to adjacent roadways
- All easements within & adjacent to the project boundary (including O.R. Book & Page No.)
- Sewage disposal facilities located on & within 75-ft of the project boundary
- Well sites located on & within 100-ft of the project boundary
- Above & below ground utilities & related structures located on, adjacent to & serving the project
 - including size, type & depth (water, sewer, gas, electric, cable, telephone, etc.)
- Stormwater management systems & related structures located on, adjacent to & serving the project
 - including type, size, material & control elevations (retention/detention ponds, piping systems, swales, ditches, canals, cross-drains, catch basins, weirs, orifices, etc.)
- Location & identification of all water bodies, DEP Construction Control Line (CCCL), Mean High water line, State jurisdictional wetland line, canals, creeks & streams
- Show geotechnical boring locations with elevations (must reference geotech report)

SECTION F: Construction Plan, Calculation, Maintenance Agreement & Other Permit Requirements Checklist

Construction Plan minimum requirements (submit a pdf and one folded signed & sealed 24" x 36" plan set with application):

Y N N/A

- Civil C-Sheet(s)**
 - 1. Key Map Sheet(s) (required for projects in the right-of-way spanning multiple streets)
 - 2. Site, Erosion/Pollution Control & Demolition Sheet(s)
 - Impervious surface calculations including existing, proposed & net
 - Limits of all demolition
 - Show laydown/storage area & construction entrance
 - Show limits of silt fence, inlet protection & other pollution prevention features (must adhere to Notes)
 - Identify features to be protected
 - 3. Geometry & Site Layout Sheet(s)
 - Lengths, widths, angles curve data for all proposed interior roadways, drives & parking areas
 - Location of all proposed buildings showing dimensions, use, distance from r/w & type of construction
 - Location of all proposed retention/detention ponds with adequate dimensions for clarity
 - 4. Grading & Drainage Sheet(s)
 - Existing & proposed drainage map with basin limits, flow arrows & time of concentrations shown
 - Plan view of proposed grading & drainage with finished grade contours at 1-ft intervals with spot for clarification, including minimum finished floor elevations for all proposed buildings
 - Profile view of proposed storm sewer system including inlets, pipe sizes, material, slope & clearances
 - Cross-section views of all proposed retention/detention ponds, swales, berms, etc.
 - Location, size, length & elevations of all proposed piping systems and related control structures
 - 5. Water & Sanitary Sewer Utilities Sheet(s)
 - Include pipe size, length, material & specification in plan view
 - Show all clearances with other utility & drainage systems in profile view
 - Show all conflicts with other utility & drainage systems in profile view
 - Manhole locations & rim/invert elevations in plan & profile view
 - Size, type & location of fittings, valves, hydrants, air release/vacuum relief fixtures
 - Pipe restraint requirements and method of restraint
 - Details of connection to existing systems
 - Locations & construction of wastewater pumping stations indicating size and type of pumps
 - Location of backflow preventer(s) and/or grease trap(s)
 - All utility related accesses & easements
 - 6. Stripping & Signage Sheet(s)
 - Show all proposed traffic stripping with referenced MUTCD ID

SECTION F: Construction Plan, Calculation, Maintenance Agreement & Other Permit Requirements Checklist

Construction Plan minimum requirements (submit a pdf and one folded signed & sealed 24" x 36" plan set with application):

Y N N/A

Civil C-Sheet(s) continued

- Show all proposed traffic signs with referenced MUTCD ID
- 7. Detail Sheets
- Include all relevant civil details (do not reference design manuals containing details)

Maintenance of Traffic MOT-Sheet(s)

- Location of temporary traffic & pedestrian signs, barricades
- Indicate phases if necessary
- Show proposed traffic & pedestrian flow
- Reference MUTCD IDs and include FDOT Index Nos. Details

Calculation minimum requirements (submit a pdf and one signed and sealed report with application):

Y N N/A

Stormwater - Minor Development (see Sec. 29-26 & 28 of City code)

- Retain runoff volume for the 10-year 1-hour storm event (must use the rational method)
- Recovery volume within 72-hours (refer to Technical Memorandum)
- Comply with water quality requirements of CH. 62-25, F.A.C.
- Signed & Sealed by a licensed Florida Professional Engineer or a Landscape Architect

Stormwater - Major Development (see Sec. 29-26 & 28 of City code)

- Pre/post peak rate analysis for the 25-year 24-hour storm event (must use SCS TR-55 method)
- Recovery volume within 72-hours (refer to Technical Memorandum)
- Comply with water quality requirements of CH. 62-25, F.A.C.
- Signed & Sealed by a licensed Florida Professional Engineer or a Landscape Architect

Maintenance Agreement minimum requirements (submit a pdf and one executed agreement with application):

Y N N/A

Stormwater Maintenance Plan (see Sec. 29-30 of City code)

- The entity's written agreement of acceptance to maintain the facilities
- Specific maintenance activities to be performed
- Frequency of maintenance
- Measurable objectives of maintenance

SECTION F: Construction Plan, Calculation, Maintenance Agreement & Other Permit Requirements Checklist

Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes:

Issuance of a development permit by a municipality does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law. All other applicable state and federal permits shall be obtained before commencement of the development.

The following are potential permits that may be required from other regulatory agencies having jurisdiction over the project:

Y N N/A

- St. Johns River Water Management District (SJRWMD)**
 - 1. Environmental Resource Permit (ERP) (CH. 40C-4, 40, 400, 42, F.A.C.) (if exempt see item 2 below)
 - 2. ERP exemption letter from SJRWMD or Professional Engineer stating grounds for exemption
 - 3. Consumptive Use Permit (CUP) (40C-2, 22, F.A.C.)
 - 4. Well Construction Permit (40C-3, F.A.C.)
- Florida Department of Transportation (FDOT) (required if work is proposed in state R/W)**
 - 1. Access/Driveway Permit
 - 2. Drainage Permit
 - 3. General Use Permit
 - 4. Utility Permit
- Florida Department of Environmental Protection (FDEP)**
 - 1. Dredge and Fill Permit (CH. 62-343, F.A.C.)
 - 2. Public Water System Permit (CH. 62-555, F.A.C.)
 - 3. Domestic Wastewater Collection/Transmission System Permit (CH. 62-604, F.A.C.)
 - 4. 10/2 General Permit (CH. 62-330, F.A.C.)
- Army Corps of Engineers**
 - 1. Individual/Nationwide/Programmatic General/General Permit (Clean Water Act Sec. 404)
- Florida Department of Health (FDOH)**
 - 1. Onsite Sewage & Disposal System Permit(CH. 64E-6, F.A.C.)
 - 2. Limited Use Water System Permit (CH. 64E-8, F.A.C.)
- CoSA Industrial Pre-Treatment Permit Application**
 - 1. Submit application in conjunction with Design & Construction Plan Permit Application for Proposed Utility, Stormwater, Development or Redevelopment Project

SECTION G: Permit Application Authorization & Florida Professional Engineer Certification

Owner or Agent Authorization:

By signing this application form, I am applying, or I am applying on behalf of the applicant, for the permit and any proprietary authorizations identified above, according to the supporting data and other incidental information filed with this application. I am familiar with the information contained in this application and represent that such information is true, complete and accurate. I understand this is an application and not a permit, and that work prior to approval is a violation. I understand that this application and any permit issued or proprietary authorization issued pursuant thereto, does not relieve me of any obligation for obtaining any other required federal, state, water management district or local permit prior to commencement of construction. I agree, or I agree on behalf of the applicant, to operate and maintain the permitted system unless the permitting agency authorizes transfer of the permit to a responsible operation entity. I understand that knowingly making any false statement or representation in this application is a violation of Section 373.430, F.S. and 18 U.S.C. Section 1001.

Typed/Printed Name of Owner or Agent

Corporate Title (if applicable)

Signature of Owner or Agent

Date

An Agent May Sign Above Only if the Following is Completed:

I hereby designate and authorize the agent listed above to act on my behalf, or on behalf of my corporation, as the agent in the processing of this application for the permit and/or proprietary authorization indicated above; and to furnish, on request, supplemental information in support of the application. In addition, I authorize the above-listed agent to bind me, or my corporation, to perform any requirements which may be necessary to procure the permit or authorization indicated above. I understand that knowingly making any false statement or representation in this application is a violation of Section 373.430, F.S. and 18 U.S.C. Section 1001.

Typed/Printed Name of Owner

Corporate Title (if applicable)

Signature of Owner

Date

Florida Professional Engineer Certification:

I certify that the engineering features contained in this application have been designed by me or under my responsible charge and in my professional opinion conform with sound engineering principles and all applicable codes and standards referenced by this application for permit approval.

Signature of Engineer of Record

Typed/Printed Name & FL. P.E. No.

● AFFIX SEAL ●

Title & Company Name

Date

Address

City, State, Zip

SECTION H: Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes

Owner or Agent Waiver:

The applicant acknowledges and agrees to waive the limitation of three requests for additional information by the City of St. Augustine, pursuant to Ch. 166.033, Florida Statutes.

The applicant acknowledges and agrees that the City offers weekly Friday Review development review meetings, as well as, department specific applicant meetings with its reviewing staff at any point in the application process to attempt to resolve outstanding issues.

The applicant is responsible for scheduling any requested meetings with City staff directly. The applicant acknowledges and agrees that if after three unresolved submittals the applicant elects to proceed with final approval or denial proceedings, the applicant must request so in writing to the City.

Typed/Printed Name of Owner or Agent

Corporate Title (if applicable)

Signature of Owner or Agent

Date