

Project No: _____

Project Name: _____



400 ALEXANDRIA BOULEVARD • OVIEDO, FLORIDA 32765

www.cityofoviedo.net

TEL: (407) 971-5796
FAX: (407) 971-5819

SITE CONSTRUCTION TYPE I PERMIT

A Site Construction Type I Permit is required for individual driveways and similar work. All construction must adhere to the Oviedo Land Development Code, Engineering Standards Manual and other applicable regulations. The work associated with this Application will be periodically inspected by City Staff.

Prior to commencement of any construction activities associated with this Permit, a Pre-Construction Meeting is required. This meeting is scheduled by the City after final construction plans have been approved.

Before completing this Application, please review the attached Sections of the 2006 Land Development Code. This Application will be subject to a Sufficiency Review, to determine whether all information required for the Compliance Review is included. Following the Sufficiency Review, you will be notified, in writing, of the additional supporting documentation (if any) that you will need to submit. There will be a re-submittal fee in the amount of half the application fee if an Application is found insufficient.

Application fee: \$2,040.00 (Resolution No. 1794-08)

GENERAL INFORMATION

1. Project Name: _____

2. Project Address or Parcel ID No.: _____

3. General Location: _____

4. Description of Work: _____

5. Applicant Name: _____

Applicant Address: _____

Applicant Phone #: _____ Fax #: _____ E-Mail: _____

FOR OFFICE USE ONLY

Project No: _____

Project Name: _____

6. Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Fax #: _____ E-Mail: _____

7. Consultant Name: _____

Consultant Address: _____

Consultant Phone #: _____ Fax #: _____ E-Mail: _____

8. Contractor Name: _____

Contractor Address: _____

Contractor Phone #: _____ Fax #: _____ E-Mail: _____

9. Expected Date of Commencement: _____ Expected Date of Completion: _____

CERTIFICATION

I hereby certify to the best of my knowledge and belief that all information submitted with this application is true and accurate.

Signature of Applicant

Date

Name and Title (printed or typed)

Note: This permit is for the approval of Final Construction Plans for the above named project and does not authorize the commencement of any construction.

Site Construction Type I Permit

Section 3.4 (B) Review Process (from the 2006 Land Development Code)

- 1) **Pre-Application:** It shall be the responsibility of the Applicant to request and obtain all required application forms and information that constitute a sufficient application. Prior to submitting an application, the Applicant may schedule a pre-application conference with the Land Use Administrator, or designee.
- 2) **Application Submittal:** The Applicant shall submit a sufficient application including the application form, required plans, supporting information, power of attorney (to allow parties to act on behalf of the Applicant and/or property owner), and all applicable fees to the Land Use Administrator for review. The application shall also include a description of and justification for any requested deviation to a LDC minimum requirement per Section 2.6.
- 3) **Sufficiency Review**
 - a) Upon receipt of an application, the Land Use Administrator or designee shall conduct a sufficiency review to determine if the application contains all required forms, plans, supporting information, and fees. Following the review, the Land Use Administrator or designee will notify the Applicant that the application is either sufficient or insufficient for review.
 - b) If the application is found sufficient, the notification shall inform the Applicant of the requirements for compliance review.
 - c) If the application is found insufficient, the notification will list the information that must be submitted for the application to be found sufficient. Prior to submittal of the required information, the Applicant may request a meeting with the Land Use Administrator to review the notice of insufficiency and the information that must be submitted to constitute a sufficient application. Upon submittal of the required information, the Applicant shall pay an insufficient review fee.
- 4) **Compliance Review**
 - a) A sufficient application will undergo a compliance review to determine if the application:
 - i) Is consistent with the Comprehensive Plan; and
 - ii) Complies with applicable requirements of this Land Development Code, Florida Building Code, *Engineering Standards Manual*, Florida Fire Prevention Code, or other applicable codes and standards.
 - b) If the approving authority determines that the application fails to comply with one or more of the above requirements, it shall find the application non-compliant. Upon the issuance of a notice of non-compliance by Land Use Administrator, the Applicant shall have sixty (60) days in which to submit an amended application addressing the non-compliance finding(s). Upon submittal of the amended application, the Applicant shall pay a non-compliance review fee. Submittal of an amended application after sixty (60) days of the issuance of a notice of non-compliance shall constitute a new application. The Applicant may also appeal the non-compliance finding(s) as provided for in Article II.
 - c) The Applicant may amend the application prior to approving authority's consideration of the application. The Applicant may also agree to amend the application during the approving authority's consideration of the application. Said amendments must be made prior to the issuance of the development permit.

- d) The approving authority may attach to the development permit any reasonable conditions or requirements in addition to those specified above. Such additional conditions or requirements shall be entered on the development permit and are enforceable in the same manner and to the same extent as the requirements specified above.
- 5) **Issuance of Development Permit:** For purposes of this section, a development permit is issued when the approving authority delivers a copy of the fully executed permit to the Applicant. When an application is found to be compliant, a development permit shall be issued by the approving authority.
- 6) **Permit Display:** The development permit shall be located and maintained upon the site at all times until final inspection or the issuance of a certificate of occupancy, as applicable. For new developments, the permit shall be attached to the “posting board” with other permits. For existing developments and existing single family residences, the permit shall be displayed so that it is easily visible from the street.
- 7) **Progress Conferences:** At any time during the review process, the Applicant may request a Progress Conference with the Land Use Administrator or designee. Progress Conferences are encouraged and may assist in expediting the approval of the development permit application.
- 8) **Abated Application:** An application shall be abated when no activity occurs for six (6) consecutive months. The Land Use Administrator shall issue a Notice of Abated Application to the Applicant. Any submittal after the issuance of a Notice of Abated Application shall require the payment of an Abated Application fee and must comply with any amendments to this LDC, the Florida Building Code, the Engineering Standards Manual, or Fire Prevention Code adopted after the last review of the application.
- 9) **Abandoned Application:** An application shall be abandoned when no activity occurs for twelve (12) consecutive months. The Land Use Administrator shall issue a Notice of Abandoned Application to the Applicant. Any submittal after the issuance of a Notice of Abandoned Application shall constitute a new application.
- 10) **Effect of Site Development Permits on Successors and Assigns:** Development permits are transferable. However, so long as the land or structure or any portion thereof covered under the development permit continues to be used for the purposes for which it was issued, then no person (including successors and assigns of the person who obtained the development permit) may make use of the land except in accordance with the conditions and requirements of the development permit. The provisions of the development permit run with and burden the real property to which it relates until release or amended in accordance with formal action of the City.
- 11) **Amendment to an Approved Development Permit:** An application to amend an approved development permit shall be processed and reviewed in the same manner as the application for the approved development permit.
- 12) **Expiration:** Development permits, unless otherwise provided in other applicable regulations, shall expire six (6) months after the issuance, or last passed inspection. A time extension may be granted on the basis of good cause demonstrated to the Land Use Administrator or designee.
- 13) **Non-Conforming Situations:** Notwithstanding any of the provisions of Article VII, Non-Conforming Situations, this section shall be applicable to development permits issued prior to the date this section becomes effective.
- 14) **Maintenance of All Areas, Improvements, and Facilities:** The recipient of a development permit, or his successor, shall be responsible for maintaining all areas, improvements, or facilities required by this LDC or any permit issued in accordance with its provisions, except those areas, improvements, or facilities with respect to which an offer of dedication to the public has been accepted by the appropriate public authority. As illustrations, and without limiting the generality of the foregoing, this means that private roads and parking areas, water and

sewer lines, drainage areas and recreational facilities must be properly maintained so that they can be used in the manner intended, and required vegetation and trees used for screening, landscaping, or shading must be maintained in a state of vigorous good health and immediately be replaced if they die or are destroyed. Canopy trees required for shading or buffering, must be maintained according to their natural growth form and shall not be excessively pruned without approval from the City.

Section 3.4 (H): Site Construction Permit: A site construction permit is required for all paving and utility construction.

- 1) **Type I Permit:** Type I permits are issued for individual driveways and similar work.
- 2) **Type II Permit:** Type II permits are issued for construction of new streets, parking lots, utility lines, and all other required site improvements. A preconstruction conference with the City is required for significant projects as determined by the City Engineer.
- 3) **Inspection and Tests for Required Improvements and Facilities to Be Dedicated to the City:**
 - a) Stage inspections and testing during construction of required improvements and facilities to be dedicated to the City shall be called for and it shall be the responsibility of the developer or his contractor to notify the Public Works Department and arrange for those inspections. Twenty-four hour notice is required.
 - b) During construction and upon completion of the following construction stages, the contractor shall notify the Development Services Department for inspection before the next stage is begun:
 - i) **Stage 1:** Clearing and grubbing.
 - ii) **Stage 2:** Preparation of subgrade; underdrains; curb and gutter; inlets; box culverts; and all other concrete structures when steel is in place prior to pouring.
 - iii) **Stage 3:** Base course during construction or mixing, finishing base course prior to paving.
 - iv) **Stage 4:** Asphalt surface during placement.
 - v) **Stage 5:** Final inspection, including inspections of cleanup and dressing of right-of-way limits; sodding and/or seeding; street name signs and traffic control signs; and pavement markings.
 - c) The City accepts no responsibility or liability for the work, or for any contractual conditions involving acceptance, payment, or guarantees between the contractor and developer, by virtue of these stage inspections.
 - d) The City assumes no responsibility or commitment guaranteeing acceptance of the work, or for subsequent failure, by virtue of these stage inspections. If any aspect of the work being performed, however, does not comply with acceptable standards, corrections will be required as a condition for City acceptance.
- 4) **Completion of Required Improvements:** Upon completion of the above inspections, the following items shall be provided to the City:
 - a) Test results as required (unless provided by the City).
 - b) Maintenance bond for facilities to be conveyed to the City. The Maintenance Bond shall be in the amount of 10% of the construction cost. During that maintenance period, the owner/developer shall provide any maintenance required, including but not limited to the following:
 - i) repair and replacement of any system component, failed section of paving, etc.
 - ii) control of erosion, replacement of sod, removal of soil, washed onto pavement or into drainage system.

- iii) Upon correction of all deficiencies, and approval of **Public Works Director**, the Maintenance Bond shall be released at the end of a two year period.
- c) Record drawings for all improvements both on and off-site, except for utilities not installed by or directed by the developer.
- d) Certification by the project engineer that the project is substantially in compliance with approved plans.
- e) The City shall schedule and conduct periodic inspections during the two year maintenance period.

Project Name _____

Project No. _____

Project Name: _____

Applicant Name: _____

SITE CONSTRUCTION TYPE I PERMIT APPLICATION SUFFICIENCY CHECKLIST
If Not Applicable, provide justification

<i>Item No:</i>	<i>Checklist Item</i>	<i>Yes</i>	<i>No</i>	<i>Location in Submittal</i>	<i>Comments/Justification</i>
GENERAL INFORMATION					
<u>1</u>	Project Name				
<u>2</u>	Project Address or Parcel ID Number				
<u>3</u>	General Location				
<u>4</u>	Description of Work				
<u>5</u>	Applicant Name, Address, Telephone, E-mail, Fax				
<u>6</u>	Owner Name, Address, Telephone, E-mail, Fax				
<u>7</u>	Consultant Name				
<u>8</u>	Contractor Name				
<u>9</u>	Date of Start/End				
CERTIFICATION					
<u>1</u>	Certification Form Completed/Signed				