

PERMIT NO. _____

DATE. _____

____ Set Benchmark Only
____ Set Grade Stakes

**THIS IS NOT A PERMIT UNTIL APPROVED BELOW.
PERMIT WILL BE APPROVED OR DENIED WITHIN 5 WORKING DAYS.**

HIGHLANDS COUNTY RIGHT-OF-WAY CONSTRUCTION PERMIT APPLICATION

The undersigned hereby makes application to the County Engineer, Highlands County, Florida for a construction permit as follows:
(Check One.)

- RESIDENTIAL DRIVEWAY
- TYPICAL ROADSIDE SWALE DITCH MODIFICATION
- REPLACEMENT OF EXISTING RESIDENTIAL DRIVEWAY
- EXISTING DRIVEWAY INSPECTION
- COMMERCIAL DRIVEWAY
- OTHER RIGHT-OF-WAY CONSTRUCTION

STRAP NO. C - _____ - _____ - _____ - _____ - _____ - _____

ADDRESS: _____ LOT NO. _____ BLOCK NO. _____
PCM NCM PRIVATE MOBILE HOME PARK PRIVATE MOBILE HOME PARK

NAME OF SUBDIVISION: _____ SECTION/ UNIT: _____

This construction permit, when approved, is subject to the following conditions:

1. This permit authorizes construction in the public right-of-way, but the installation is for permissive use only and shall not be construed to create or vest any property right of the associated right-of-way to the permittee.
2. The permittee, his successor or assigns shall be responsible for construction, repair, and maintenance of the driveway until it is removed or unless specified otherwise by the County Engineer.
3. If a change in use by the permittee, his successor or assigns creates undue disruption of traffic, or creates safety hazards at any time in the life of the driveway, the County Engineer shall have the authority to require its alteration or relocation at the expense of the permittee, his successor or assigns.
4. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.
5. The construction and installation work shall conform to the standards of the Highlands County Land Development Regulations; the County Engineer may issue a "stop work" order for any violation of the permit conditions.
6. All materials, equipment, and traffic control devices shall be subject to inspection by the county engineer.
7. All County property shall be restored equal to or better than its original condition, or to the satisfaction of the county engineer; all disturbed area within the right-of-way shall be sodded. A **30-day** extension to sodding may be granted to licensed Contractor. Within **30** days of issuance of a sod letter, the County Engineering Department will perform a final inspection.
8. The permittee shall notify all appropriate utility companies prior to the start of construction.
9. For driveways, the lot or tract numbers or address shall be posted at the job site at front property corners, and also on the side property corners when the lot or tract is a corner lot, until final inspection.
10. All applicable safety regulations of the Florida Department of Transportation and Occupational Safety and Health Administration shall be observed during construction and the permittee must take such measures, including placing and display of safety devices, as may be necessary to insure safety of the general public affected by the project.
11. The applicant, for himself, his heirs, his assigns and successors in interest, binds and obligates himself to save and hold harmless Highlands County from any and all damages, claims or injuries caused in whole or in part by the applicant that may occur by reason of this permitted facility design, construction, maintenance or continuing existence.
12. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the holder.
13. The attached sketch covering the details of this installation shall be made a part of this permit.
14. The applicant binds and obligates himself to conform to the above description and attached sketch and to abide by the Highlands County Land Development Regulations.
15. After approval the office of the County Engineer shall be notified **72** hours in advance before grades can be set or inspections allowed. Allow five **5** working days for compliance review, prior to field inspections.
16. Within three **3** working days of notification of construction completion from the permittee, the County Engineer shall make a final inspection of the driveway to ensure its compliance with the conditions of the Driveway Permit. The permittee will be notified when construction does not comply with the approved permit

Permit Approved By: _____
(For County Engineer)

Date: _____

Permit Denied By: _____

Date: _____

I certify this driveway shall comply with ADA requirements as shown in the Highlands County Technical Standards Manual. TM 6:27 or TM 6:26, by constructing a 5' sidewalk section adjoining or within 5' of the property line as directed with a maximum cross slope of 1.5%. I will request a form board inspection from the Engineering Department 24 hrs. prior to the placement of any concrete or paving within the right-of-way in addition to the Building Department's pre-pour inspection.

Signed

Submitted by: _____
(Permittee's Name- Type or Print)

(Permittee's Signature & Title)

(Permittee's Mailing Address)

(City, State, Zip)

(Telephone Number)

A SITE PLAN SHOWING CONSTRUCTION LOCATION AND DETAILS MUST BE ATTACHED

From the forms below, please select and complete the ONE form that best apply to your project.

For more information, Please call (863) 402- 6877

PLEASE READ ALL INSTRUCTIONS
SITE PLAN BY APPLICANT

PERMIT NO. _____

This site plan must show the following information:

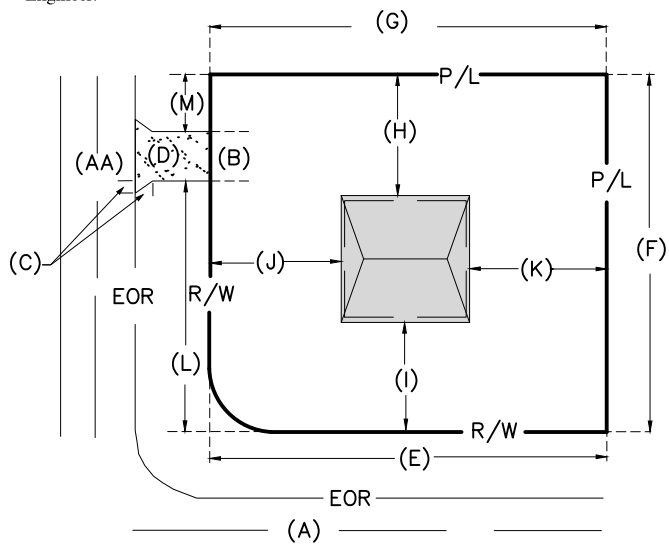
1. Lot dimensions, total lot or parcel area;
2. Drawing scale used, or the notation "not to scale";
3. North arrow;
4. Street names of all abutting rights-of-way and showing their side swales or ditches;
5. The driveway width as being 10 feet minimum and 20 feet maximum, 10 to 14 feet wide with flares 5 feet on each side of driveway; 15 to 20 feet wide with flares 3 feet on each side of driveway;
6. Type of pavement being used, such as asphalt, concrete, shell (for unpaved roads), etc. and thickness;
7. **general direction of surface water flow across the lot and in the roadside swales and ditches to ensure that the runoff will be conveyed from the lot without flooding adjacent properties, and if applicable, to ensure that the grading of the lot is in compliance with an approved stormwater management plan or an approved improvement plan;**

8. Distance from side lot line to driveway and **driveway width**.

Additional Notes:

1. All disturbed area within right-of-way must be sodded.
Sod must be placed 2 inches below driveway, edge of pavement, and culvert.
2. All culverts must be new and in compliance with the *Highlands County Land Development Regulations*.
3. Minimum culvert size is 15" and minimum length is width of driveway at centerline of culvert plus 4 feet.
4. Concrete mitered end headwalls are required on all collector and arterial roads.
5. A road damage fee as adopted by the Board of County Commissioners will be assessed.
6. More than one driveway for a single building site requires special approval by the County Engineer.

- (A) ROAD NAME: _____
- (AA) ROAD NAME: _____
- (A) ROAD MATERIALS: (ASPHALT) _____ (SHELL) _____ (OTHER) _____
- (AA) ROAD MATERIALS: (ASPHALT) _____ (SHELL) _____ (OTHER) _____
- (B) DRIVEWAY WIDTH: _____ FT.
- (C) DRIVEWAY FLARES WIDTH: (3 FT. _____) (5 FT. _____)
- (D) DRIVEWAY MATERIALS: (CONC.) _____ ASPHALT) _____ (SHELL) _____ (OTHER) _____
- (E) _____ FT. (F) _____ FT. (G) _____ FT. (H) _____ FT. (I) _____ FT.
- (J) _____ FT. (K) _____ FT. (L) _____ FT. (M) _____ FT. (N) _____ FT.



A SPECIAL RESIDENTIAL DRIVEWAY SPECIFICATION SHEET IS AVAILABLE FROM THE ENGINEERING DEPARTMENT.

Reserved for Engineering Department Use

YOUR DRIVEWAY IS APPROVED FOR CONSTRUCTION AS SHOWN BELOW:

Corner Lot Left

DRIVEWAY WIDTH _____

DRIVEWAY FLARE _____

DRIVEWAY MATERIAL _____

CULVERT SIZE _____

MITERED ENDS _____

ROAD MATERIAL _____

CALL FOR GRADES WHEN READY

CAUTION: DO NOT BEGIN BUILDING OR DRIVEWAY CONSTRUCTION UNTIL YOU RECEIVE AN APPROVED COPY OF THE DRIVEWAY PERMIT FROM THE COUNTY ENGINEER'S OFFICE.

PLEASE READ ALL INSTRUCTIONS
SITE PLAN BY APPLICANT

PERMIT NO. _____

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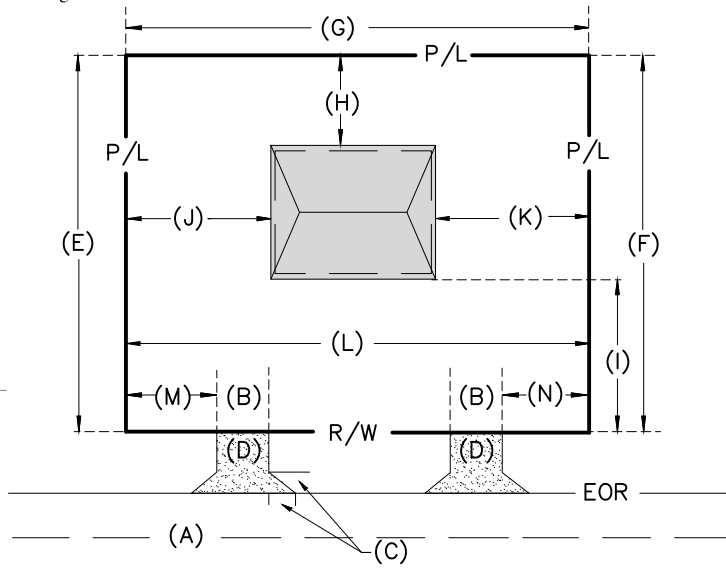
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4. Street names of all abutting rights-of-way and showing their side swales or ditches;
5. The driveway width as being 10 feet minimum and 20 feet maximum, 10 to 14 feet wide with flares 5 feet on each side of driveway; 15 to 20 feet wide with flares 3 feet on each side of driveway;
6. Type of pavement being used, such as asphalt, concrete, shell (for unpaved roads), etc. and thickness;
7. **general direction of surface water flow across the lot and in the roadside swales and ditches to ensure that the runoff will be conveyed from the lot without flooding adjacent properties, and if applicable, to ensure that the grading of the lot is in compliance with an approved stormwater management plan or an approved improvement plan;**

8. Distance from side lot line to driveway and **driveway width**.

Additional Notes:

1. All disturbed area within right-of-way must be sodded.
Sod must be placed 2 inches below driveway, edge of pavement, and culvert.
2. All culverts must be **new** and in compliance with the **Highlands County Land Development Regulations**.
3. Minimum culvert size is 15" and minimum length is width of driveway at centerline of culvert plus 4 feet.
4. Concrete mitered end headwalls are required on all collector and arterial roads.
5. A road damage fee as adopted by the Board of County Commissioners will be assessed.
6. More than one driveway for a single building site requires special approval by the County Engineer.

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YOUR DRIVEWAY IS APPROVED FOR CONSTRUCTION AS SHOWN BELOW:

Inside Lot (Double)

DRIVEWAY WIDTH _____

DRIVEWAY FLARE _____

DRIVEWAY MATERIAL _____

CULVERT SIZE _____

MITERED ENDS _____

ROAD MATERIAL _____

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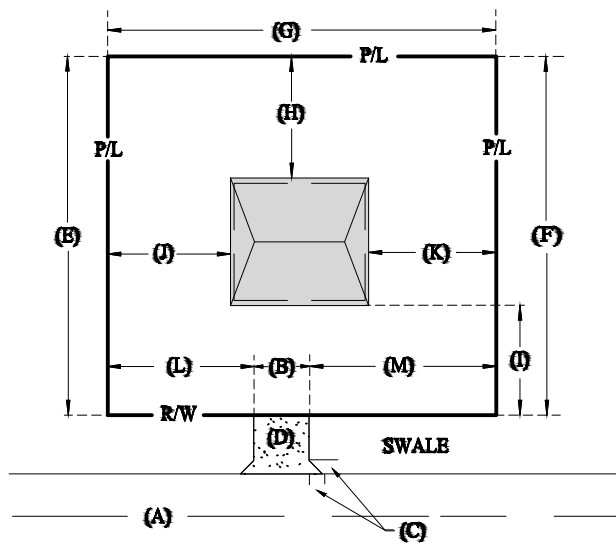
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8. Distance from side lot line to driveway and **driveway width**.

Additional Notes:

1. All disturbed area within right-of-way must be sodded.
2. Sod must be placed 2 inches below driveway, edge of pavement, and culvert.
3. All culverts must be **new** and in compliance with the *Highlands County Land Development Regulations*.
4. Minimum culvert size is 15" and minimum length is width of driveway at centerline of culvert plus 4 feet.
5. Concrete mitered end headwalls are required on all collector and arterial roads.
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7. More than one driveway for a single building site requires special approval by the County Engineer.

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YOUR DRIVEWAY IS APPROVED FOR CONSTRUCTION AS SHOWN BELOW:

Regular Inside Lot

DRIVEWAY WIDTH _____

DRIVEWAY FLARE _____

DRIVEWAY MATERIAL _____

CULVERT SIZE _____

MITERED ENDS _____

ROAD MATERIAL _____

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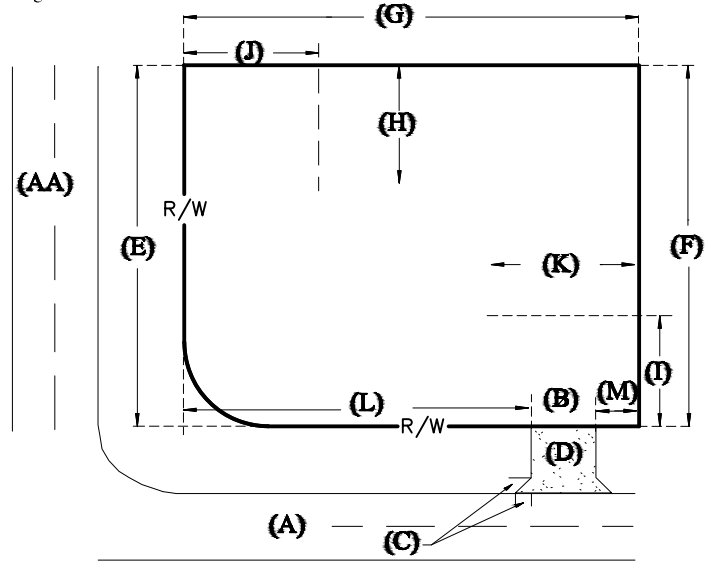
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Corner Lot Right

DRIVEWAY WIDTH _____

DRIVEWAY FLARE _____

DRIVEWAY MATERIAL _____

CULVERT SIZE _____

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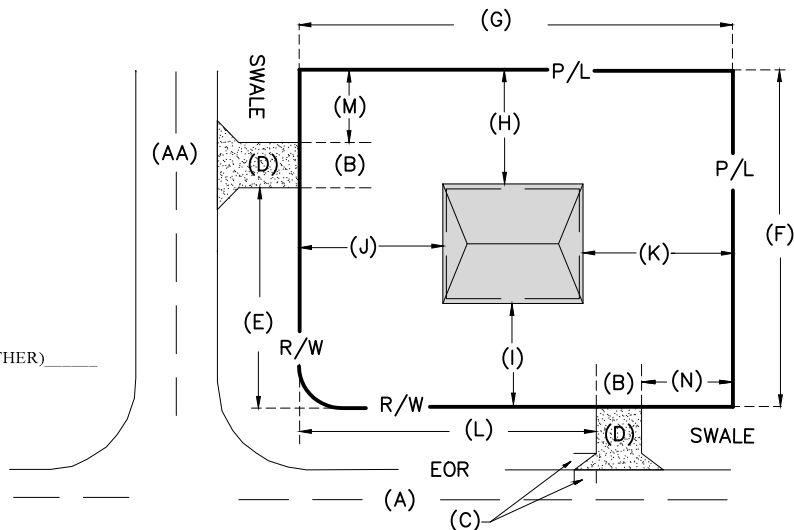
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Corner Lot (Double)

DRIVEWAY WIDTH _____

DRIVEWAY FLARE _____

DRIVEWAY MATERIAL _____

CULVERT SIZE _____

MITERED ENDS _____

ROAD MATERIAL _____

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