

Applicant Submittal Checklist

Description and nature of the proposed installation shall be outlined in the blank lines on the application. A separate sheet may be attached if needed.

The Applicants Certification shall be signed by the applicant or agent.

Two copies of the application shall be filed with the Town's Building Official at the address listed on the top of the application. (One copy will be returned to the applicant at time of issuance.) The application shall include a plan of the construction, not smaller than 11" x 17" and not larger than 24" x 36". On the attached plan, the following data shall be supplied:

The plan shall show the right-of-way lines and the widths of the right-of-way. The offset distance from the centerline of the proposed installation shall be shown and the scope of the proposed project, with all the distances and sizes clearly indicated.

Typical cross section shall be furnished showing width of pavement, width of right-of-way on each side, offset distance from centerline to proposed installation and any pertinent data to sidewalks, curbs, gutters, etc.

The type of installation on both typical cross section and plan review.

All pertinent drainage information and calculations or justification for size of pipe and/or grading.

All improvements within Town maintained right-of-way shall conform to Florida Department of Transportation requirements.

All applications for water and sewer lines must be separate applications and countersigned by the utility involved prior to submittal.

If the project will result in any total or partial street closure, a traffic maintenance plan in accordance with the Florida Department of Transportation Temporary Traffic Control (f/k/a Maintenance of Traffic) standards shall be provided with the application.

NOTE: If the Town requires a bond to be paid, that fee will be paid to the Town directly prior to permit issuance. The required permit fee will be paid to SAFEbuilt at the time of issuance.