



APPLICATION FOR BORROW AREA

WHAT IS A BORROW AREA?

A borrow area is an excavation operation contained within a parcel(s) of land where the spoils from the excavation are removed and placed on another parcel of land, or are sold. A borrow area shall include the leveling, scraping, or reducing of a hill or rise of land, as well as the digging of a pit, hole, depression or valley. A single borrow area may be located on more than one parcel and may result in more than one area of excavation. It shall not include the spoils from a lawfully permitted swimming pool, pond, or building site.

ELIGIBILITY

- Parcel must be greater than 5 acres and less than 30 acres
- Must be in a AG zoning District
- Must acquire a Special Use Permit
- Parcel is not identified as Environmentally Sensitive Lands under the Putnam County Comprehensive Plan

Note: Borrow areas in excess of 30 acres or borrow areas that operate or are intended to operate for more than 10 years shall be treated as mines under section 3.02.31 of the Land Development Code.

PROCESS

1. Call Planning Staff at (386) 329-0491 about your interest in a Borrow Area. A pre-application meeting is required.
2. The following are the steps to gain final approval for a borrow area:
 - a. Rezoning (applicable if the subject property is not in an AG zoning district, and is allowed to be rezoned)
 - b. Borrow Area Application (required)
 - c. Special Use Permit (required)
 - d. Preliminary Plans Approval from the Development Review Committee(required)
 - e. Site Work Permit (required)
 - f. Building Permit (applicable if structures will be place on-site)

Note: This is the Borrow Area Application, which describes the requirements, eligibility, and process to gain approval for the Borrow Application. Refer to the specific application (e.g. Rezoning) or permit (e.g. Site Work Permit) for information on their requirements, eligibility, and process. Please consult staff with any questions.



Planning & Development Services

P.O. Box 1486, Palatka, FL 32178

Phone: 386-329-0491

Fax: 386-329-1213

REQUIREMENTS

A permit application shall not be approved without the following information:

- Application**- Complete, correct, signed and notarized
- Application fee**- \$300.00
- Recorded Deed**
- Legal Description**
- Site Plan**
- Agent Designation Form**
- A Dust Control Plan** – To minimize dust, the access road to the borrow area shall be paved or constructed of some other dust free surface, or the applicant may provide some other plan for dust control that must be approved by Public Works and shall continue to clean maintain and, when necessary, improve the access roads to insure that dust from the access road and borrow area does not leave the site.
- An Erosion Control Plan**- All areas not draining internally to the existing borrow area(s) must remain vegetated or all areas that will not be excavated within a six-month period should be re-vegetated. A silt fence should be installed downstream of all grubbed areas where storm water is directed off-site.
- An Excavation/Site Plan** – Provide an excavation plan showing the location, size, sequencing, duration and depth of the excavation. As part of the excavation plan on a separate site plan or survey, show the size of the property, location of the excavation, distances from the excavation to all property lines, the location of the required fence, and the location of any wells or sewage treatment systems (i.e. septic systems) within the appropriate set back distances specified in subsection e. below.
- Storm Water Retention Plan** – Provide a storm water retention plan that indicates areas for retention, the capacity of the retention areas and the infiltration rate of the retention areas. The Public Works Director may require engineering from a Florida licensed engineer, if the applicant's storm water plan does not adequately address retention.
- Site Access** –The applicant must obtain a driveway permit from the FDOT for State Roads or Public Works for County Roads before permit is effective.
- Utility easements** – Where a borrow area is in or abutting a utility easement, the applicant must notify the local utility that crosses the property and obtain a letter from them that



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indicates their approval of the current excavation below their lines. In addition, this letter should state the depth of excavation, setback requirements and access that will require from their lines or poles.

- Reclamation Plan** – Provide a reclamation plan indicating proposed slopes upon completion of the reclamation and proposed re-vegetation plan.
- Groundwater Table Separation** – The applicant must submit survey or provide boring information indicating the groundwater table in the borrow area and demonstrate that the proposed depth of the excavation will not result in a harmful impact to the groundwater and will not penetrate any impervious surface layers.
- Spill Plan** – When there is refueling or maintenance of machinery at the borrow area, the applicant shall provide a spill prevention control and countermeasures plan (SPCC) (i.e. a concrete pad to prevent spills or leaks from entering the excavated areas or the groundwater)
- A Copy of Notification to Florida Department of Environmental Protection (DEP) and a statement from the Florida Department of Environmental Protection regarding compliance with the applicable provisions of Chapter 378, Florida Statutes and Chapter 62C, Florida Administrative Code.
- If de-watering or on site retention of water is required to accomplish the excavation, a statement from the St. Johns River Water Management District regarding compliance with all applicable regulations enforced by the Water Management District or a letter of no action from Water Management District.

Note: For a detailed description of each item, or further information on the supplemental and design standards, please refer to the Land Development Code 3.02.09 for Borrow Areas.



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APPLICATION FOR BORROW AREA

1. Name of property owner(s):

Address(es):

2. Property 911 Address(es) _____

3. Parcel ID number(s): _____

3. Subdivision name: _____ (If applicable)

4. Driving directions to property from Palatka: _____

5. Parcel Size: _____ acres Borrow Area Size: _____ acres

6. Zoning Designation: _____ Future Land Use designation: _____

Current Use: _____

YOUR SIGNATURE BELOW AFFIRMS THAT YOU HAVE READ AND AGREE TO THE TERMS OF THIS APPLICATION IN ITS ENTIRETY.

10. Signature(s) of Property Owner(s):

Telephone Number(s):

STATE OF _____

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20__

Signature of Notary

Personally Known/ID Produced
Type of Id Produced _____





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AGENT DESIGNATION FORM

The applicant(s) does (do) hereby appoint and designate: _____
as agent in fact for the owner(s) of parcel(s): _____

to present an application for a Borrow Area for all or a portion of the referenced parcel(s) and to present all evidence in support thereof to the Zoning Board of Adjustments, and to respond to and furnish all information and data requested by said Board.

Print name of property owner(s) _____ Signature(s) of property owner(s) _____

STATE OF _____

COUNTY OF _____
Sworn to and subscribed before me this _____ day of _____, 20__

Signature of Notary Personally Known/ID Produced
Type of Id Produced _____



AGENT OATH AND SIGNATURE:

The undersigned _____, being duly appointed as agent in fact for the above named owner(s) of the property whereby said owners are seeking a Variance and the undersigned does hereby accept said appointment and will faithfully and truly carry out the request of said owner(s).

Signature of Agent: _____

Address: _____

Telephone Number: _____ Email: _____

STATE OF _____

COUNTY OF _____
Sworn to and subscribed before me this _____ day of _____, 20__

Signature of Notary Personally Known/ID Produced
Type of Id Produced _____





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Pre-application Meeting Verification: Date: _____ Time: _____ am/pm

Staff Signature: _____

Staff Sufficiency Review Comments:

1. Submittals Check List:

- | | |
|--------------------------------|--|
| ___ Application Fee | ___ All Required Plan |
| ___ Completed Application form | ___ Agent Designation form (if applicable) |
| ___ Recorded Deed(s) | ___ Legal Description(s) |

2. Property is currently/proposed to be serviced by:

- | | | |
|---------------------|-------------------------------|--------------------|
| central sewer _____ | package treatment plant _____ | septic tank _____ |
| central water _____ | public supply well _____ | private well _____ |

Health Department

Comments: _____

_____.

3. Case Number: _____

4. Hearing Dates:
Zoning Board of Adjustments _____

5. Special

Comments: _____

Reviewed by:

Date:

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