

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

2509 Crill Ave., Suite 300
Palatka, FL 32177
Fax: (386) 329-1213
Email: pzb@putnam-fl.com
Website: main.putnam-fl.com



Planning: (386) 329-0491
Zoning: (386) 329-0316
Building: (386) 329-0307
Animal Control (386) 329-0396
Code Enforcement (386) 329-0317

SITE WORK PERMIT APPLICATION

Project Name: _____

Parcel Number: _____

911 Address: _____

Owner Name: _____

Mailing Address: _____

Primary Phone: _____ EMAIL: _____

Contractor Name: _____

Mailing Address: _____

Primary Phone: _____ Email: _____

Future Land Use Designation: _____ Zoning District: _____

Flood Zone: _____ Size of area to be disturbed _____ (sq. ft./acre)

Anticipated amount of fill or excavation (If Applicable) _____ (Cubic Yards)

Supplemental Applications: Administrative Variance _____ Variance _____

Rezoning _____ FLUM Amendment _____ Mining or Borrow Area application _____

I hereby certify that I have reviewed the Putnam County, Florida Land Development Code and that my submission meets all requirements. The only exceptions are those items to which I am requesting variances or waivers from certain sections of the code and understand that they must be listed on the plans individually and on the attached submittal.

Owner/Contractor

Date

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 _____

SITE WORK PERMIT

DO I NEED A SITE WORK PERMIT?

You need a Site Work Permit to pave, alter/provide drainage, dredge, fill, or build storm water management facilities. A typical project requires building permit for the structure(s) and site work permit which displays the civil plans. Civil plans include:

- Drainage Plan (Engineered)
- Grading & Paving Plan
- Landscape & Irrigation Plan
- Sedimentation Control Plan
- Stormwater Management Plan

REQUIREMENTS

- Application (Signed & Notarized)
- Application Fee (Non-refundable) Established by the Putnam County BOCC
 - Residential
 - Commercial
- Recorded Deed
- Site Plan
 - All basic site plan elements must be displayed including but not limited to location of the proposed work, all existing structures on the property including driveways and access roads, if any existing utilities or easements, and the site plan shall be drawn to scale with all pertinent dimensions. (See Example Site Plan Check List)
- Applicable Plans
 - An engineered Drainage Plan and narrative must be submitted.
 - Typical commercial projects require the following additional plans:
 - Grading & Paving Plan
 - Landscape & irrigation plan
 - Sign Plan
 - Mining and Borrow Area projects shall submit their respective applications. These materials should be adjusted to reflect comments from their Preliminary Development Review meeting.

For more information please review the DRC application or call the DRC Chair at 386-329-0491. ***Note: Plans must provide supporting information (e.g. reference LDC sections, display calculations, etc.) to illustrate compliance with the LDC.***

SITE PLAN SUBMITTAL CHECKLIST	INCLUDED
Basic Site Plan Elements	
Location Map with Survey	
· Location of Existing Utilities (Water, Sewer, Electric, Gas, Etc.)	
· Existing and Proposed Easements	
· Special Flood Hazard Areas with Elevations	
· Wetland Protection Setback Lines	
Proposed use and Description of Project	
Grading/Paving Plan	
· Paved or Stabilized Areas	
· Existing & Proposed Vehicular & Pedestrian Access Ways	
· Off-Street Parking	
· Loading & Service Areas	
· Location of Adjacent, Internal, Streets, Driveways, Access Points	
· Lighting for Parking Areas	
· Mobility Signage	
Landscaping & Irrigation plan	
· Screening & Buffering	
· Landscaping Vehicle Use Areas	
· Irrigation	
Life Safety Plan	
· Fire Protection	
· Fire Hydrants & Water Mains	
· Fire Access Lanes	
· Turning Radius	
· Hazardous Processes/Materials	
Drainage Plan with Narrative	
Sedimentation Control Plan	
· Proposed Water/Wastewater Facilities	
· All Service Laterals, Water Meters with Size	
· Stormwater Management Facilities	
· Maintenance Statement	
Sign Plan	
· Location/Dimensions/Engineering	
Statement Outlining Status of Federal, State, Regional Permits	
Phasing Plan (if applicable)	
Construction Plans	
· Occupancy Classification of Building(s)	
· Assumed Property Lines/Building on the Same Lot (if applicable)	
· Location of Exterior Egress Doors	
· Accessibility Route (exterior, interior, entrances, etc.)	

Example Site Plan Check List	
Provide Check List Items On Site Plan	✓
The name and preparer of the site plan.	✓
The property owner as listed on the deed.	✓
The location of the property. (911 address or intersection.)	✓
The present zoning of the property.	✓
The dimensions of the property. (I.E. length of the lot lines.)	✓
A North arrow. (must point north relative to property.)	✓
A graphical scale.	✓
Date of submittal.	✓
Signature of the applicant or designated agent.	✓
The location of all existing and proposed structures and major features.	✓
The existing structures or major features are labeled "existing" and the proposed structures or major features are labeled "proposed".	✓
Location of septic tank and drain field.	✓
Location of water well.	✓
Location of large equipment. (Mechanical Equipment, Generator, ETC)	✓
The dimensions of all structures and features.	✓
The distance of all structures from property lines. (measured from farthest projection of exterior wall.)	✓
The distance between all structures. (measured from furthest projection of exterior wall.)	✓
The Floor Area Ratio complying with Putnam County Land Development Code section 7.02.02. (See Example Calculation Below)	✓
The percentage of property covered by existing and proposed structures complying with Putnam County Land Development Code section 7.02.02. (See Example Calculation Below)	✓
The width, length and surface type of all existing and proposed driveways.	✓
Example Impervious Surface Area Ratio Calculation: Step 1. Find total impervious area: Driveway = 780 sq. ft. Deck = 260 sq. ft. Home = 2400 sq. ft. Total = 3440 sq. ft. Step 2. Find total lot area. 151' X 170' = 25,670 sq. ft. Step 3. Divide total impervious area by the lot area. 3440 / 25670 = .134 Step 4. Move decimal to the right to obtain a percentage. .134 = 13.4%	Example Floor Area Ratio Calculation: Step 1. Find total impervious area: Deck = 260 sq. ft. Home = 2400 sq. ft. Total = 2660 sq. ft. Step 2. Find total lot area. 151' X 170' = 25,670 sq. ft. Step 3. Divide total impervious area by the lot area. 2660 / 25670 = .103 Step 4. Move decimal to the right to obtain a percentage. .103 = 10.3%

EXAMPLE SITE PLAN	
Parcel Number: 00 - 00 - 00 - 0000 - 0000 - 0000	Scale: 3/32" = 2'
3,440 / 25,670 = 13.4% Impervious Surface Ratio.	Floor Area Ratio: 10.3%
Property Owner: John Doe	Address: 100 First Street
Name of Preparer: John Doe	Zoning: R-2
I affirm that this plot plan is true and accurate to the best of my knowledge.	
Signature of Applicant or Agent: <i>John Doe</i>	Date: 10/23/2015

Office Use Only

Sufficiency Review

- Complete, signed & notarized application _____
- Application Fee
 - Residential: \$ _____
 - Non-residential \$ _____
 - Mining/Borrow Area Application Fee has been collected _____
- Recorded Deed _____
- Mandatory Plans
 - Site Plan _____
 - Drainage Plan _____
- Other Plans (if applicable)
 - Grading & Paving Plan _____
 - Landscape & irrigation plan _____
 - Sign Plan _____
 - Associated BLDG Permit # _____
- Supplement Applications (if applicable)
 - Case # _____
 - Case # _____
 - Mining or Borrow Area application _____

Date _____ Staff Initials _____

Final Approval (Permit Issuance)

Date _____ Staff Initials _____