



# CITY OF FLAGLER BEACH

FLORIDA

## What is required to apply for a DRAINAGE permit?

### Application Documents

- Completed Change of Grade / Driveway / Drainage permit application
- Property owner signature on application
- Contractor license, insurance, and City registration current

### Required Plans

- Signed & sealed drainage plan showing:
  - Existing drainage patterns
  - Proposed drainage patterns
  - Swale cross-sections
  - Flow arrows and slope direction
  - Driveway slope and tie-in elevations
  - Culvert size, material, and invert elevations (if applicable)
  - All elevations referenced to NAVD 88
- Boundary survey (current and legible)

### Technical Requirements

- Plan maintains continuous drainage flow
- No ponding or obstruction created by proposed work
- Culvert details match City standards
- Any right-of-way work is clearly shown and labeled

### Supporting Documents

- Culvert specifications (size, material, inverts)
- Drainage calculations (if altering runoff volume or direction)
- Right-of-way authorization (if applicable)

**Proof of property ownership** - recorded deed or property appraisers office printout

### Drainage Affidavit

**Notice of commencement (certified copy)** this is required for any improvements to your property greater than \$5000. The notice of commencement is to be filled out, and recorded with the Flagler County Clerks office in Bunnell. It is not required at the time of permit issuance, but will be required prior to any inspections.

*Application review fee is \$55.00 and the Permit fee is \$55.00*

*Work must comply with The City of Flagler Beach Land Development Regulation  
Sec. 4.05.00 Flood Damage Prevention.*