



CITY OF FLAGLER BEACH

FLORIDA

What is required to apply for a Driveway permit?

- Permit application
- Site plans/survey to include the following:
 - Elevations relative to the National Geodetic Vertical Datum (NGVD)
 - Proposed finished floor elevation
 - Spot elevations at property corners, and at least two intermediate points along side property lines, and the high & low points along the centerline of the property
 - Finished floor elevation of adjacent residences (if applicable)
 - Wetlands jurisdiction line and wetlands buffer delineation (if applicable)
 - Setbacks to include all proposed structures, cantilevered structures i.e. decks, covered doorway
 - Building dimensions and/or other proposed improvements
 - Lot coverage percentage (Pervious/Impervious)
 - Surface water management plan (to include compensating storage volume calculations) if fill is proposed
 - Final grading plan
 - Proposed fill in cubic yards
 - Identify what type of surface to be utilized: rock, concrete, pavers ...
 - Location and size/extent of proposed work with dimensions

****If intent is to match existing grade survey requirement may be waived****

- 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.

If pavers are to be installed in the city right of way (from edge of property line to edge of pavement), an original Right of Way Utilization Agreement must be provided. This form must be signed by ALL persons on the recorded deed. If the property is deeded in a Trust, there is a specific agreement which must be completed in the name of the Trust. (see both Agreements in the document links below)

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.*