



CITY OF FLAGLER BEACH

FLORIDA

What is required to apply for a RIGHT-OF-WAY permit?

Application Documents

- Completed Right-of-Way Permit Application (all fields filled out)
- Property owner signature on the application
- Contractor license, insurance, and City registration current
- Recorded Notice of Commencement (NOC) if project value is \$5,000 or more (must be recorded before first inspection)

Required Plans & Drawings

- Signed & sealed site plan showing:
 - Limits of work within the ROW
 - Property boundaries and ROW boundaries
 - Existing and proposed conditions
 - Dimensions of work area
 - Driveway tie-ins (if applicable)
 - Sidewalk, pavement, or swale impacts
 - Utility locations (existing and proposed)
- Construction drawings (if applicable):
 - Paving details
 - Trench or excavation details
 - Culvert details
 - Restoration details
 - Cross-sections
- Maintenance of Traffic (MOT) / Traffic Control Plan meeting FDOT standards
 - Required for any work affecting a roadway, sidewalk, or travel lane

Supporting Documents

- Utility locate ticket (811) or utility clearance (if digging, trenching, or boring)
- Drainage calculations (if altering drainage flow or swale geometry)
- Culvert specifications (if installing or replacing)
- Erosion control plan (if disturbing soil)
- FDOT permit (if work touches a state road)
- Environmental or dune protection documentation (if applicable)



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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.

Contractor Responsibilities (Acknowledgment Items)

- I understand that all ROW areas must be restored to equal or better condition
- I understand that no work may begin until the permit is issued
- I understand that inspections must be scheduled as required
- I understand that blocking drainage or traffic flow is prohibited without approved MOT

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.*