



CITY OF FLAGLER BEACH

FLORIDA

What is required to apply for a CHANGE OF GRADE 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 site plan showing:
 - Existing grade elevations (NAVD 88)
 - Proposed grade elevations (NAVD 88)
 - Cut/fill areas clearly labeled
 - Drainage flow arrows
 - Property boundaries and setbacks
 - Adjacent property tie-in elevations (if grade change affects them)
- Boundary survey (current and legible)

Technical Requirements

- Plan demonstrates no runoff will be directed onto neighboring properties
- Plan maintains positive drainage to an approved outfall
- Plan does not obstruct swales, roadside drainage, or driveway access
- Any work in the right-of-way is clearly identified on the plan

Supporting Documents

- Right-of-way authorization (if applicable)
- Drainage calculations (if grade change alters runoff volume or direction)
- Construction notes or details relevant to grading

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.*