



Nassau County Engineering Services  
96161 Nassau Place  
Yulee, Florida 32097

J. Scott Herring, P.E.  
Public Works Director

**ITEMS & STANDARDS REQUIRED FOR SUBMITTAL OF  
POND (up to 1 acre) APPLICATION  
(Ordinance 2012-10, Section 38.03)**

- \*Completed pond application and site plan (Submit one (1) original and one (1) copy)
- \*Give a detailed description of proposed work in the "Other" box located on the application.
- \*Detailed Site Plan (Per Nassau County Ordinance 2012-10) to show at minimum:
  - Show parcel boundaries, septic systems, and wetlands (Must observe 25 foot setbacks)
  - Show all easements, buildings and the proposed pond
  - Four (4) feet horizontal to one (1) foot vertical (4:1) slopes shall be observed to a depth of two (2) feet below mean low water line
  - Maximum depth shall be twelve (12) feet below the Seasonal high ground water table elevation
  - Lot upon which the proposed pond will be located shall be a minimum of one (1) acre in size (uplands)
- \*Any two (2) or more excavations, located upon lands under common ownership, within six hundred and sixty (660) feet of each other shall be aggregated and regulated as a single excavation.
- \*Copies of other associated permits (ex. SJRWMD, DEP, FDOT, Nassau County Growth Management, etc.) if applicable
- \*Final Order from Conditional Use & Variance Board from Nassau County Growth Management if applicable.
- \*Submit Draft bond; after bond amount is determined by Engineering Services, if applicable
- \*Fee in the amount of \$200.00 for pond, if driveway installation is required an additional \$135.00 will be required.
- \*County approval to excavate a pond shall expire sixty (60) days from the approval date. The expiration date may be extended for thirty (30) days upon submission of a written extension request from the operator to the Engineering Services Department. Upon expiration of the county approval, the operator may re-apply in accordance with this Article.



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### **ITEMS & STANDARDS REQUIRED FOR SUBMITTAL OF BORROW PIT (exceeding 1 acre) APPLICATION (Ordinance 2012-10, Section 38.04)**

- \*Completed borrow pit application and site plan (Submit one (1) original and one (1) copy).
- \*Give a detailed description of proposed work in the "Other" box located on the application.
- \*Submit Site Plan signed and sealed by a professional engineer (Per Nassau County Ordinance 2012-10) to show at minimum:
  - Show parcel boundaries, structures, right of way, easements, existing bodies of water and wetlands
  - Borrow pits shall not be closer than seventy-five (75) feet to any part of a septic tank system
  - Show fence detail, if side slopes are less than Four (4) feet horizontal to one (1) foot vertical (4:1) slopes shall be observed to a depth of two (2) feet below mean low water line
- \*Documentation of the seasonal high groundwater level (soil bore to determine lithology) if excavation will be deeper than twelve (12) feet below the Seasonal High Ground Water Table Elevation as referenced in Rule 40C-42.026, F.A.C.
- \*Erosion and sediment control measures, and plans for dewatering activities if required by SJRWMD.
- \*Access to the project (note: owner to provide access to the appropriate county personnel for the purpose of inspection during normal working hours and at reasonable times when work is in progress.
- \*Any Access/haul roads that abut a public or private paved road shall provide for edge of pavement stabilization with a minimum depth of six (6) inches, which stabilization may consist of compacted crushed crete, limerock, slag rock, or asphalt millings, to protect pavement edge; and access points abutting a public or private road shall be twelve (12) feet wide.
- \*Any two (2) or more excavations, located upon lands under common ownership, within six hundred and sixty (660) feet of each other shall be aggregated and regulated as a single excavation.
- \*Copies of other associated permits (ex. SJRWMD, DEP, FDOT, Nassau County Growth Management, etc.) if applicable.
- \*Final Order from Conditional Use & Variance Board from Nassau County Growth Management if applicable.
- \*Submit Draft bond; after bond amount is determined by Engineering Services, if applicable.
- \*Fee in the amount of \$200.00 for Borrow Pit, if driveway installation is required an additional \$135.00 will be required.
- \*County approval to operate a borrow pit shall expire on the expiration date of the Environmental Resource Permit (ERP) issued by the SJRWMD. If the operator obtains an extension of the ERP by the SJRWMD, the operator shall provide the Engineering Services with a copy of the ERP extension approval from SJRWMD. The Engineering Services Department shall extend County approval to operate the Borrow pit to that expiration date established by the ERP.
- \*Hours of Operation. Borrow pits may operate from 7 a.m. to 6 p.m. Monday through Saturday.



Nassau County Engineering Services Department  
96161 Nassau Place  
Yulee, Florida 32097  
(904) 530-6225

Permit # \_\_\_\_\_  
Approved By \_\_\_\_\_  
Permit Issue Date \_\_\_\_\_  
Permit Expiration Date \_\_\_\_\_  
Amount Paid \_\_\_\_\_  
Check # (If Applicable) \_\_\_\_\_


**Borrow Pit / Pond  
Permit Application**

(Please do not write above this line)

**Owner**

Owner \_\_\_\_\_ Contact Person \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contractor / Agent**

Contractor/Agent \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Site Address**

Address for Site \_\_\_\_\_  
Directions to Site \_\_\_\_\_  
Property ID Number \_\_\_\_\_

**Nature of Work**

Proposed Work (check one)  Borrow Pit (more than 1 acre)  Pond (up to 1 acre)  
Material Use  Material being removed from site  Material to remain on site  
Roads Impacted  Paved  Dirt

Other (description of haul route with Nassau County roads impacted listed)

**\*Approval of this permit does not exclude the applicant from obtaining other approvals or exclude requirements based on PUD's, DEP, SJRWMD, FDOT, Growth Management, driveway permits, etc.**

**\*Call Sunshine 48 hours before you dig at 1-800-432-4770. It's the law in Florida.**

**\* To schedule an inspection, call the Engineering Services Department at (904) 530-6225.**

## General Conditions

1. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying the approved permit to their contractor or subcontractor who must have it on site during construction at all times. **Failure to present the approved permit upon demand may result in immediate shutdown of any and all construction activities as determined by the Nassau County Director of Engineering Services.**
2. All authorized work shall be completed in accordance with this approved application, the provisions of the Nassau County Ordinance 2012-10, with revisions, and requirements of all other federal, state and local agencies having jurisdiction over the project. In addition construction must meet standards as set forth in the Americans with Disabilities Act of 1990, Title II.
3. It expressly stipulated that this permit is license for permissive use only and the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.
4. All materials, equipment and workmanship shall be subject to inspection by the County Engineer.
5. The attached site plan covering details of this installation shall be made part of this permit.
6. Pursuant to Section 337.402, Florida Statutes, when any public road or publicly owned rail corridor is damaged or impaired in any way because of the installation, inspection, or repair of a driveway located on such road or publicly owned rail corridor, the owner of the driveway shall, at his or her own expense, restore the road or publicly owned rail corridor to its original condition before such damage. If the owner fails to make such restoration, the authority is authorized to do so and charge the cost thereof against the owner under the provisions of s.337.404.
7. Nassau County reserves the right to withhold issuance of current and future permits to the applicant for failing to comply with Nassau County General Conditions, Ordinances, Resolutions or ANY part of the Nassau County Roadway and Drainage Standards Ordinance 99-17 and Ordinance 2012-10.
8. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the holder, and the holder will, at all times, assume all risk of indemnify, defend, and save harmless the County of Nassau and the Department from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercises by said holder of the aforesaid rights and privileges. During construction, all safety regulations of the Department shall be observed and the holder must take such measures, including placing and display of safety devices, as may be necessary in accordance with the department's safety requirements.
9. It shall be the sole responsibility of the contractor to maintain public safety (to include proper maintenance of traffic) and passability of public roads; this may include but not be limited to grading of unpaved roads and sweeping of paved roads daily.
12. Any activity resulting with side slopes steeper than 4:1 shall be fenced regardless of any exemptions obtained.
13. **The Nassau County Engineering Services Department shall be notified twenty-four (24) hours in advance before starting any work.** Contact Becky Liddell at (904) 530-6225.

**By signing below I have read and fully understand and agree to the General Conditions of this permit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date