



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

Site Work Permit

DRC #	
Plan Approval Date	
Permit Issue/Pre-Con Date	
Permit Expiration Date	
Check # (if applicable)	
Amount Paid	

↑ Please do not write above this line ↓

Owner	
Owner _____	Contact Person _____
Owner's Address _____	Phone _____
Email _____	
Contractor / Agent	
Contractor Business Name _____	
Name of Licensed Contractor _____	State Certification / Registration # _____
Address _____	Phone _____
Email _____	

Engineer of Record	
Engineering Firm _____	Contact Person _____
Engineer of Record _____	PE # _____
Engineer's Address _____	Phone _____
Email _____	

Bonding Company	
Bonding Company Name _____	
Bond Number _____	Bond Amount _____
Bond Company Address _____	Phone _____
Email _____	

Project Description	

Project Location	
Parcel Identification Number:	Property Address:
Directions to Site:	

- * **Construction bond and / or local municipality letter of approval may be required for the project. If required, they must be submitted prior to scheduling of pre-construction meeting.**
- * **Approval of this permit does not exclude the applicant from obtaining approvals or exclude requirements based on PUD's, Building Department, DEP, SJRWMD, etc.**
- * **Call Sunshine 48 hours before you dig at 1-800-432-4770. It's the law in Florida.**
- * **Projects located on Amelia Island are required to conduct a site inspection with the Planning Department prior to any clearing to ensure tree protection barricades are in place.**

By signing below, I certify that all the forgoing information is accurate and that all work will be done in compliance with all applicable ordinances and fully understand and agree to the General Conditions of this permit.

Owners Name

Signature

Date

Contractors Name

Signature

Date

General Conditions

ORDINANCE 99-17 – ROADWAY AND DRAINAGE STANDARDS,

ARTICLE 6 - PERMITS, SECTIONS 6.2-6.3

Section 6.2. – Development Review Approval

6.2.1. Development Review Committee approval issued through the Nassau County Development Review Process as specified in the Nassau County Development Review Regulations shall be obtained prior to commencement of construction for all residential, commercial, industrial, and institutional projects meeting review requirements established by the Nassau County Development Plan Review and Approval Procedures. DRC approval shall be valid for a specified period not to exceed five (5) years but no less than three (3) years. The designated duration for DRC approval will be dependent on the facts and circumstances of each situation, including but not limited to: The size of the project and the anticipated amount of time required to complete the project. Commencement of construction shall be made during the designated permit time period.

6.2.2. Development Review approval shall expire unless construction has commenced and continued in good faith on the three-year anniversary of approval for projects less than or equal to fifty (50) acres. For projects greater than fifty (50) acres, the DRC approval shall expire based on the three-year anniversary period plus one (1) year for each additional ten (10) acres or portion thereof up to a maximum of five (5) years. Prior to expiration, DRC approval may be granted one (1) extension upon demonstration of significant progress toward start of construction of the development through a written request from the owner/applicant to the engineering services department.

6.2.3. Once DRC approval has expired, renewal can only be made by resubmittal through the Nassau County Development Review Process. Resubmittals shall be subject to the current Land Development Regulations of Nassau County including all applicable review fees.

6.2.4. The owner/applicant and their agents are responsible for constructing the site improvements in accordance with the approved construction drawings under the authority of the Development Review Committee. Any substantial deviations shall be reviewed by the engineer of record with concurrent review through the Nassau County Development Process prior to field changes being made. If approval is granted for the construction deviations, revised construction drawings and related documents showing compliance with Nassau County Land Development Regulations may be required.

Section 6.3. - State and federal permits.

Copies of applicable permits, including permit conditions, from all agencies having jurisdiction over construction projects shall be provided to the engineering services department prior to issuance of DRC approval. Construction plans may be conditionally approved subject to permits being received by the engineering services department from other regulatory agencies prior to commencement of construction. These permits include, but are not limited to: work in or near wetland areas, stormwater management systems, specialized flood hazard areas, coastal construction and roadway construction. The burden of obtaining these permits, if required, will be the sole responsibility of the owner/applicant including any work to upgrade existing public or private roadway and drainage facilities which will be unreasonably impacted by the project. Agencies, which may have jurisdiction over the proposed work include, but are not limited to, the following:

- St. Johns River Water Management District;
- Florida Department of Environmental Protection;
- Florida Department of Transportation;
- United States Army Corps of Engineers;
- United States Environmental Protection Agency;
- Federal Emergency Management Agency.

General Conditions Continued

ARTICLE 7 - NOTIFICATION AND INSPECTIONS, SECTIONS 7.1-7.4

Section 7.1. - Authorization for inspection.

7.1.1. The engineering services department shall have the right to inspect any project that has been issued a development permit to ensure that all roadway and drainage improvements are constructed in accordance with the approved construction drawings and related specifications.

7.1.2. The engineering services department shall have the right to enter upon and inspect land where construction activities have commenced in violation of Nassau County Land Development Regulation[s], regardless of whether or not an application for development permit has been made to Nassau County.

Section 7.2. - Notification.

7.2.1. All site-related roadway and drainage improvements shall be constructed in accordance with approved construction drawings and related specifications under the authority of the right-of-way permit or development permit, as approved by the Nassau County Development Review Process. To ensure construction is in compliance with permit conditions, the engineering services department shall be given advanced notification of the following items in the format indicated:

Permit Type/Work Item	Advance Notification	Format
<i>Development Permits</i>		
Commencement of Construction	48 hours	Written
Storm Sewers and Underdrains (prior to backfilling)	24 hours	Verbal
Roadway Subgrade	24 hours	Verbal
Roadway Curb and Concrete Work	24 hours	Verbal
Roadway Base Course	24 hours	Verbal
Roadway Surface Course	24 hours	Verbal
Final Inspections	5 days	Verbal
<i>Right-of-Way Permits</i>		
All Construction and Installations	24 hours	Verbal

7.2.2. The engineering services department acknowledges that conflicts may occur in scheduling and there may be times when a county inspector will not be available. In those instances where an inspector is not available, and to wait would unreasonably delay the project, the inspection requirements may be met by having the engineer of record submit, with applicable test reports, a signed and sealed certification to the engineering services department that construction was performed and completed as specified in the approved construction drawings and specifications.

7.2.3. Pre-construction conference: If a development is large enough, as determined by the engineering services director, a pre-construction conference will be held prior to commencement of work. Pre-construction

conferences shall include all interested parties. A proposed project schedule is required for all pre-construction conferences.

General Conditions Continued

Section 7.3. - Testing.

The engineering services department shall have the right to require adequate testing during construction on-site and off-site related improvements to ensure that work is performed and completed as specified on the construction drawings and related documents. All roadway and drainage projects, public or private, which serve or provide services to the citizens of Nassau County shall meet the construction and testing requirements as contained within this document.

Section 7.4. - Final inspection.

7.4.1. All roadway and drainage improvements shall be completed including, if applicable, installation of street name signs, directional signs, and traffic control signs prior to scheduling for final inspection. Grassing requirements shall be a minimum of 70% coverage and fully established and/or sodding to be 100% coverage & stabilized.

7.4.2. Unless otherwise approved by the engineering services department, an "As-Built" Survey shall be submitted at the time of scheduling for final inspection.

7.4.3. The final inspection shall be a joint inspection consisting of at least a representative of the engineering services department, the general contractor, and the engineer of record.

7.4.4. Upon completion of the final inspection and review of the "As-Built" Survey, the engineering services department shall notify the owner/applicant of the results of the final inspection and "As-Built" review including any remedial action which may be necessary to bring the on-site and related off-site roadway and drainage improvements into compliance with the approved construction drawings and related specifications.

Contact Engineering Services at (904)-530-6225 for further information on Site Work Permitting and Inspections.