



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

ROW Permit # \_\_\_\_\_

Approved By \_\_\_\_\_

ROW Permit Issue Date \_\_\_\_\_

Permit Expiration Date \_\_\_\_\_

Payment Method \_\_\_\_\_

Amount Paid \_\_\_\_\_

## Right-of-Way Permit Application Residential Driveway

↑ Please do not write above this line ↓

<b>Owner</b>		
Owner _____	Contact Person _____	
Address _____	Phone _____	
Email _____		
<b>Contractor / Agent</b>		
Contractor/ Agent _____	Contact Person _____	
Address _____	Phone _____	
Email _____		
<b>Site Address</b>		
Site Address _____	Lot # _____	City _____
Directions to Site _____		
Parcel ID Number _____		

**Permittee must attach a site plan/sketch showing work within the limits of County right-of-way and/or easement. Show existing and proposed culvert pipe if applicable. All disturbed areas within the right-of-way must be sodded.**

<b>Nature of Work</b>			
<b>Type of Road</b>	<input type="checkbox"/> Dirt	<input type="checkbox"/> Paved	
<b>Road Classification</b>	<input type="checkbox"/> Local	<input type="checkbox"/> Minor	<input type="checkbox"/> Major
<b>Proposed Work</b>	<input type="checkbox"/> New Install	<input type="checkbox"/> Paving ROW	<input type="checkbox"/> Second Access
	<input type="checkbox"/> Existing No work to d/way	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Temporary
			<input type="checkbox"/> Brick Pavers
			<input type="checkbox"/> Concrete/ Asphalt
<b>Other</b>			
(provide description) _____			

- Construction bond and / or City of Fernandina Beach letter of approval may be required.
- Approval of this permit does not exclude the applicant from obtaining other required approvals nor exclude requirements based on PUD's, Building Department, DEP, SJRWMD, etc. Note #12 on attached "General Conditions" becomes an integral part of this permit when signed by the applicant.
- Call Sunshine 48 hours before you dig at 1-800-432-4770 (811). It's the law in Florida.
- Driveway inspections can be requested Monday – Friday 8:00 a.m. – 4:00 p.m. (with the exception of 12:00 p.m. – 1:00 p.m.) to be scheduled for the next business day. To schedule an inspection, call the Engineering Department at 904-530-6225, or email [engineering@nassaucountyfl.com](mailto:engineering@nassaucountyfl.com).

## General Conditions

1. Per Ordinance 99-17, Article 8; Unless exempted herein, or otherwise approved by the County Engineer or their designee, any construction, installation, or placement of any above-ground or under-ground temporary or permanent structure or utility with County right-of-way is prohibited unless an application for right-of-way permit has been submitted and approved by the Engineering Services department. Temporary or permanent structures shall include but not be limited to: driveway connections, signs, posts, fences, landscaping, drainage connections, above-ground and under-ground utility installations, cross drains, side drains, ditches, and swales.
2. 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 subcontractors 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 County Engineer.**
3. The permit shall be completed within 12 months of approval date. Upon approval by the Engineering Department, permit may be extended an additional 6 months by written request by the applicant. Additional extension beyond a period of 18 months shall require a new application to be submitted and approved, including payment of all applicable fees. (Ordinance 99-17, Section 6.1.2)
4. All driveway and/or drainage connections to and/or across public right-of-way shall require a permit. The pipe size and invert depth of all side drains/driveway culverts shall be determined by the County Engineer or their designee. Driveway connections shall be constructed with a minimum of 6 inches of reinforced concrete (3000 psi). Swale driveways may be allowed, if approved by the County Engineer or their designee. (Ordinance 99-17, Section 8.6.3)
5. All connections, both commercial and residential, to paved roadways shall be permanent type pavement, including Portland Cement Concrete or asphaltic concrete. Gravel, bituminous surface treatments, and other similar materials without a permanent surface are prohibited. "Millings" surface treatments are only allowed for residential connections if all of the criteria set forth in Ordinance 99-17, Section 9.5.3 is met.
6. Construction areas within county right-of-way and easements shall be treated with sod, to protect the right-of-way against erosion, siltation and rivulets caused by surface run-off. (Ordinance 99-17, Section 11.8.1)
7. All authorized work shall be completed in accordance with this approved application, the provisions of the Nassau County Roadway and Drainage Standards Ordinance 99-17, 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.
8. 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.
9. All materials, equipment and workmanship shall be subject to inspection by the County Engineer or their designee.
10. The attached Driveway Install Drawings covering details of the installation requirements shall be adhered to.
11. All areas disturbed by construction activities within County right-of-way shall be restored to the standards specified for new construction or restored to a condition equal to conditions prior to the disturbance if the prior conditions exceeded new construction standards. Asphalt areas shall be resurfaced for the full roadway width if any patching, saw-cutting, or any other activities impacting the existing pavement occurs, as determined by the County Engineer. Overlay for open road cuts, patching, saw-cutting, or other activities impacting the pavement shall extend for a minimum distance of 50' each way beyond said impacts. (Ordinance 99-17, Section 8.5.5) If the owner fails to make such restoration, Nassau County is authorized to do perform the repairs / restoration and charge the cost thereof against the owner.
12. In the case of noncompliance with the County's requirements, this permit is void and the driveway will have to be brought into compliance or removed from the right-of-way at no cost to the County.

**General Conditions (Continued)**

- 13. Pavers are allowed within the Nassau County rights-of-way for residential driveways and sidewalks. Pavers must meet FDOT specifications (ASTM C90 to Brick Pavers as ASTM C 936 concrete pavers) and a notarized letter of certification from the contractor / builder is required before permit is issued.
- 14. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public, are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities or their successors or assigns, shall be responsible for maintaining such facilities in good and safe repair.
- 15. It is the sole responsibility of the applicant to video and/or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicants interest in the event of disputes between residents, subcontractors, Nassau County inspectors, etc. In the event of a dispute, the applicant will provide Nassau County a copy of the original video/digital photographs for review. All rights-of-way must be restored to existing or better conditions set forth and detailed within the Nassau County Roadway and Drainage Standards Ordinance 99 - 17, section 11.8.
- 16. 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.
- 17. 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 accordance with the Department's safety requirements.
- 18. Driveway inspections can be requested Monday through Friday at 8:00 a.m. through 4:00 p.m. (with the exception of 12:00 p.m. to 1:00 p.m.) to be scheduled for the next business day. Inspections requested after 4:00 p.m. will be scheduled for the second business day. Contact Engineering Services at (904)-530-6225 or engineering@nassaucountyfl.com.

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of [  ] physical presence or [  ] online notarization, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person acknowledging) \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ (type of identification) \_\_\_\_\_ as identification.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

Oath taken: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_



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

## Notice to Homeowner

Property Address: \_\_\_\_\_

Please be advised that Nassau County Engineering Department requires that each newly installed driveway culvert be inspected prior to the release of your home to the building department. If your driveway is adjacent to a paved road, there will be a total of three inspections. The first will be to determine the culvert size and pipe inverts. The second will be done after the pipe has been set to the provided elevations and the form boards are in place. The third and final inspection will be done after all driveway work is complete, including pouring concrete, mitered ends (if applicable), sidewalk (if applicable), and restoring right-of-way with sod. The homeowner will not be given a certificate of occupancy or a final approval until all of these inspections have passed.

Please call the Nassau County Engineering Services Department at (904) 530-6225 or email [engineering@nassaucountyfl.com](mailto:engineering@nassaucountyfl.com) to schedule your inspections Monday – Friday 8:00a.m. – 4:00 p.m. (with the exception of 12:00 p.m. to 1:00 p.m.).

By signing below, I fully understand all of the above requirements.

\_\_\_\_\_  
Homeowner / Authorized Agent Signature

\_\_\_\_\_  
Date



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## Installation of Non-Standard Concrete/Asphalt Driveways

Pavers are allowed within the Nassau County right of ways for use as residential driveways and as sidewalks. Pavers must meet FDOT Specifications Section 526 (ASTM C902 Brick Pavers or ASTM C936 Concrete Pavers).

Nassau County is **not responsible** for any maintenance repairs of pavers in the right ways. If there is a new or existing sidewalk within any portion of the new replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (American with Disabilities Act) standards must be strictly followed. Should any portion of the permitted driveway be determined to be out of compliance with County standards and/or ADA standards, the applicant or the applicants contractor will be required to remove this non-conforming section and replace it within 48 hours of written notice by Nassau County. This requirement will be enforced even if the existing driveway or modification to the sidewalk or not showing on the drawings as submitted with this driveway permit. In the event Nassau County or any utility needs to make repairs in the county right of way, which may include removal or damage to the non-standard installation of my driveway, I fully understand I am solely responsible for the replacement and/or repair at my own expense.

By signing below, I fully understand and am agreeing to the above conditions. I am also certifying the pavers meet the above-mentioned specifications located at

\_\_\_\_\_ and \_\_\_\_\_  
 (Site address) (Parcel id #)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person acknowledging) \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ (type of identification) \_\_\_\_\_ as identification.

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_

Oath taken: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
 Notary Signature

My commission expires: \_\_\_\_\_

Phone  
 (904) 530-6225

Fax  
 (904) 491-3611



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 96161 Nassau Place  
 Yulee, Florida 32097  
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## Owner's Agent Authorization

\_\_\_\_\_ is hereby authorized TO ACT ON BEHALF OF

\_\_\_\_\_, the owner(s) or agent(s) of the organizational ownership named below of the property described within the attached application, and as described in the attached deed or other proof of ownership as may be required, in applying to Nassau County, Florida, for an application related to a Development Permit or other action pursuant to a:

- |                                   |                               |
|-----------------------------------|-------------------------------|
| _____ Rezoning/Modification       | _____ Special Use Permit      |
| _____ Zoning Variance             | _____ Non-Zoning Variance     |
| _____ Appeal                      | _____ Overlay District Review |
| _____ Concurrency Application     | _____ Borrow Pit              |
| _____ Construction (DRC)          | _____ Right of Way / Driveway |
| _____ Review of Development Plans | _____ Other _____             |

And in making representations to Nassau County related to the application. I attest the application is made in good faith and that my information contained herein is accurate and complete to the best of my knowledge and belief. I further attest that I am the owner of subject property or otherwise duly authorized to act in that capacity.

BY: \_\_\_\_\_

Signature of Owner(s)	Print Name(s)
_____	_____
Signature of Owner(s)	Print Name(s)
_____	_____
_____	Name of Organization (If Applicable)
_____	_____
Address	_____

Telephone: \_\_\_\_\_ State of \_\_\_\_\_

Email: \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ (date) by \_\_\_\_\_ (name of person acknowledging) \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ (type of identification) \_\_\_\_\_ as identification.

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_

Identification Presented: \_\_\_\_\_

Oath taken: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Notary Signature

My commission expires: \_\_\_\_\_



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**NASSAU COUNTY, FLORIDA**  
**NASSAU COUNTY**  
**Owner/Contractor Release and Waiver of Liability Form**

This Release and Waiver of Liability (the “release”) executed on \_\_\_\_\_ (date) by \_\_\_\_\_ (“Owner/Contractor”) releases Nassau County Board of County Commissioners, (“NCBOCC”), a County organized and existing under the laws of the State of Florida and each of its directors, officers, employees, and agents.

I, the Owner/Contractor, release and forever discharge and hold harmless NCBOCC and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from any work performed within NCBOCC Right of Way.

I understand and acknowledge that this Release discharges NCBOCC from any liability or claim that I may have against NCBOCC with respect to bodily injury, personal injury, illness, death, or property damage that may result from any work performed within NCBOCC Right of Way.

I further acknowledge that this Release and Waiver of Liability affects my legal rights and that I freely, voluntarily, and knowingly agree to and execute this Release and Waiver of Liability after having received the opportunity to seek legal counsel for advice as to my legal rights and after my free and voluntary decision as to whether to seek legal counsel. The terms of this Release and Waiver of Liability shall serve as a release for my personal representative, heirs, executors, administrators, assigns, and for all members of my family.

Further I understand that NCBOCC does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of NCBOCC.

I hereby Release and forever discharge NCBOCC from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency while performing work within NCBOCC Right of Way.

I understand that any work performed within NCBOCC Right of Way may include activities that may be hazardous to me. As an Owner/Contractor, I hereby expressly assume risk of injury or harm from these activities and Release NCBOCC from all liability. I certify that I am 18 years of age or older or if under 18, signature of parent or guardian is required.

As an Owner/Contractor, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that this Release shall be governed by and interpreted in accordance with the laws of the State of Florida. I agree that in the event any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.



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Engineering@nassaucountyfl.com

**NASSAU COUNTY, FLORIDA**  
**NASSAU COUNTY**  
**Owner/Contractor Release and Waiver of Liability Form**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name of Signature

\_\_\_\_\_  
Witness Signature Date

\_\_\_\_\_  
Printed Name of Witness

NOTARY PUBLIC  
STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of 20\_\_\_\_, by  
\_\_\_\_\_  
(name of person acknowledging.)

\_\_\_\_\_  
Signature of Notary Public  
Print, Type/Stamp Name of Notary

Personally known: \_\_\_\_\_  
OR Produced Identification: \_\_\_\_\_  
Type of Identification Produced: \_\_\_\_\_



# DRIVEWAY CONSTRUCTION STANDARDS

(Ordinance 99-17, Section 9.3 & 9.5)

<b>Single Family</b>	<b>Local Roads</b>	<b>Minor Collectors</b>	<b>Major Collectors</b>
<b>Driveway Width (W)</b>	12-26'	12-26'	16-26'
<b>Shared Driveway Width (W)</b>	20-26'	20-26'	22'-26'
<b>Minimum Flare (F)</b>	35 MPH or Less 5'	35 - 50 MPH 10'	Greater than 50 MPH 15'

## MINIMUM SPACING

<b>From Property Line</b>	5'	5'	15'
<b>From Street Corner</b>	50'	100'	100'
<b>Between Driveways</b>	50'	100'	100'

## PAVEMENT SECTION

<b>Concrete (Reinforced)</b> (Minimum 3000 psi)	6"	6"	6"
<b>Asphalt</b>	1½" SP - 9.5	1½" SP - 9.5	1½" SP - 9.5
<b>Base Course</b> (Limerock) @ LBR 100 & 98% Density	6"	6"	6"
<b>Stabilized Subgrade</b> @ LBR 40 & 98% Density	12"	12"	12"

NOTE: Pipe size, length and invert to be determined by Engineering Services. All pipes to have poured mitered end sections when installed on roads with posted speed limits over 45 M.P.H. unless clear zone requirements of Section 9.5.5 are met. All installations to include necessary erosion control; I.E.: sod, bales, grass, ETC. Non-paved driveways require only minimum 12" stabilized subgrade over pipes.

Per adopted Nassau County Resolution #97-185, a \$104.00 reinspection fee is required prior to rescheduling a failed inspection. This fee may be paid at the Engineering Services Department located at 96161 Nassau Place in Yulee, Florida from 8:00am until 5:00pm, Monday thru Friday (excluding holidays).

**To schedule an inspection call (904) 530-6225.**

## ROADWAY FUNCTIONAL CLASSIFICATIONS

### MAJOR COLLECTORS

Amelia Concourse  
Amelia Island Pkwy  
Blackrock Rd (CR 107)  
Chester Rd  
CR 108\*  
CR 121\*  
Crawford Rd  
N 14th Street  
Old Nassauville Rd (CR 107)  
Pages Dairy Rd (CR 200A)  
River Rd/Brandies Av (CR 108)  
S 14th Street  
Sadler Rd  
William Burgess Blvd

### MINOR COLLECTORS

Amelia Road  
Andrews Road\*  
Bailey Road  
Barnwell Road  
Bay Road (CR 115)  
Buccaneer Trail (CR 105A)  
Christian Way  
Citrona Drive  
Courtney Isles Way  
CR 119\*  
David Hallman Parkway  
Eastwood Road  
Edwards Road  
Flora Parke Blvd

Ford Road\*  
Green Pine Road  
Griffin Road\*  
Haddock Road  
Harts Road  
Henry Smith Road  
Heron Isles Parkway  
Jasmine Street  
Kings Ferry Road (CR 115A)\*  
Kolar's Ferry Road  
Lake Hampton Road  
Lessie Road\*  
Lime Street  
Middle Road (CR121A)\*

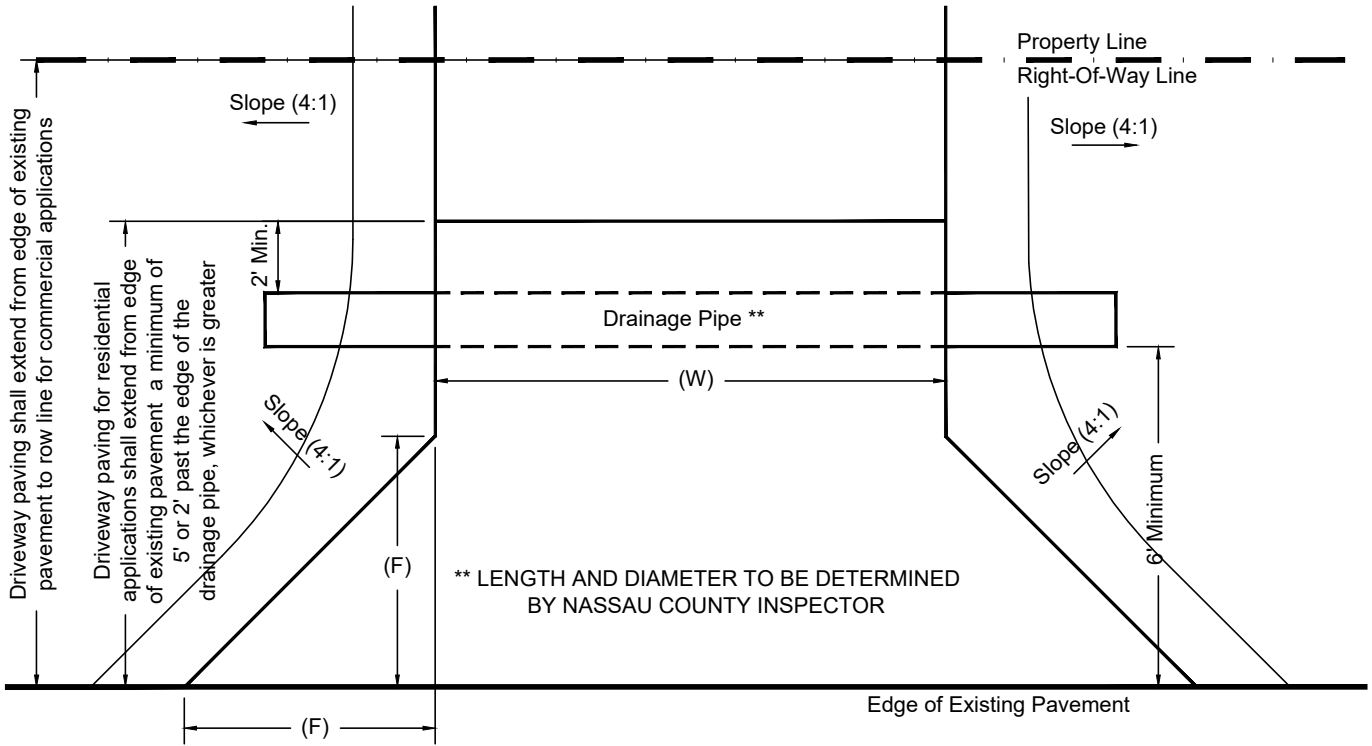
Miner Road  
Murrhee Road  
Musslewhite Road\*  
North Hampton Club Way  
North Harts Road  
Old Dixie Highway (CR 115)\*  
Otis Road  
Pratt Siding Road  
Ratliff Road  
Simmons Road  
SR2 (CR2)  
T.J. Courson Road  
Thomas Creek Road  
Timber Creek Blvd

**NOTE:** This list is subject to change upon revisions.

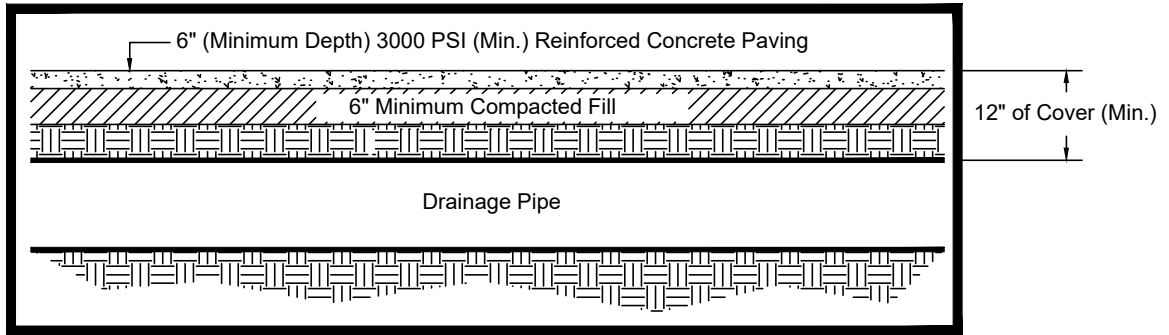
\*Millings allowed if not in a platted subdivision

# Typical Paved Driveway Installation Drawing

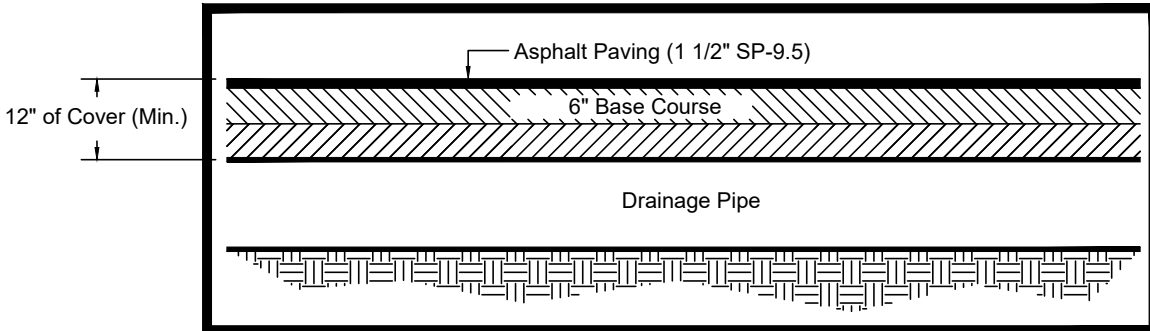
See Ordinance 99-17, Section 9.5.5 For End Treatment Requirements



Plan View



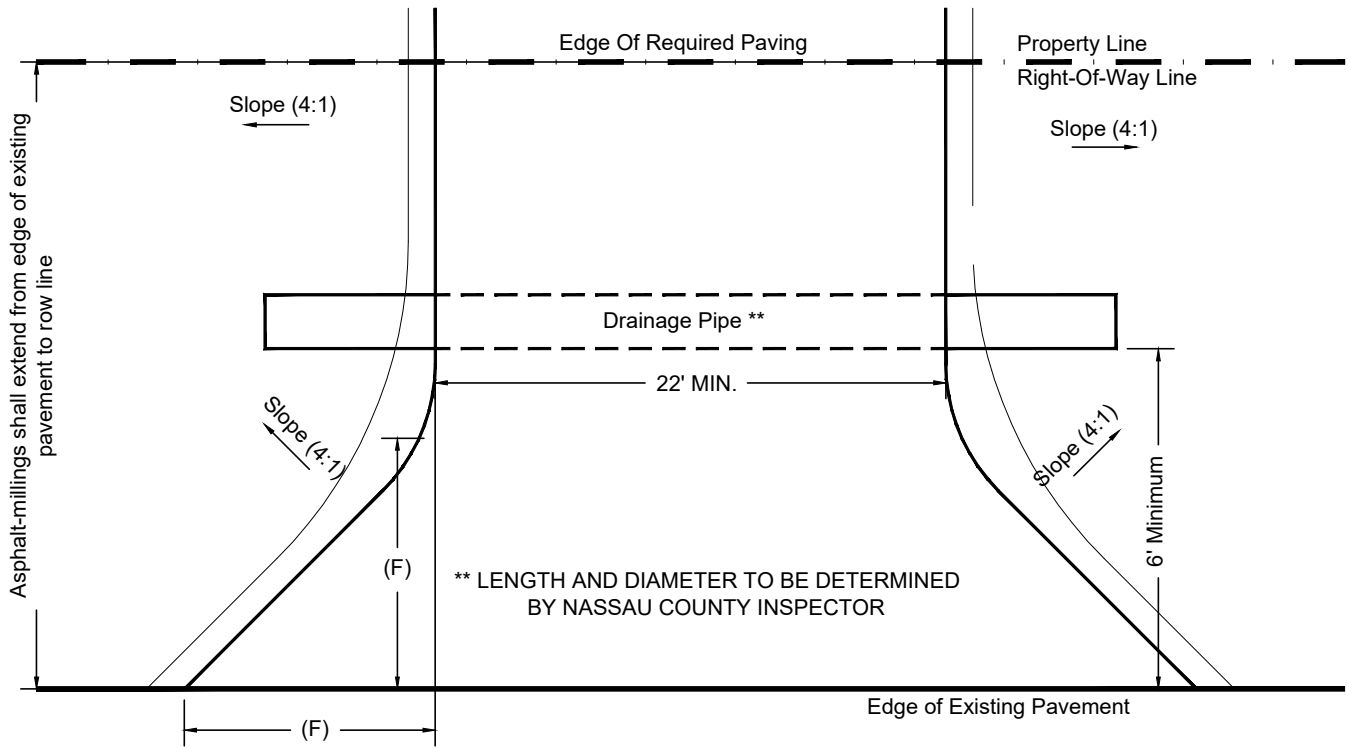
Concrete Detail



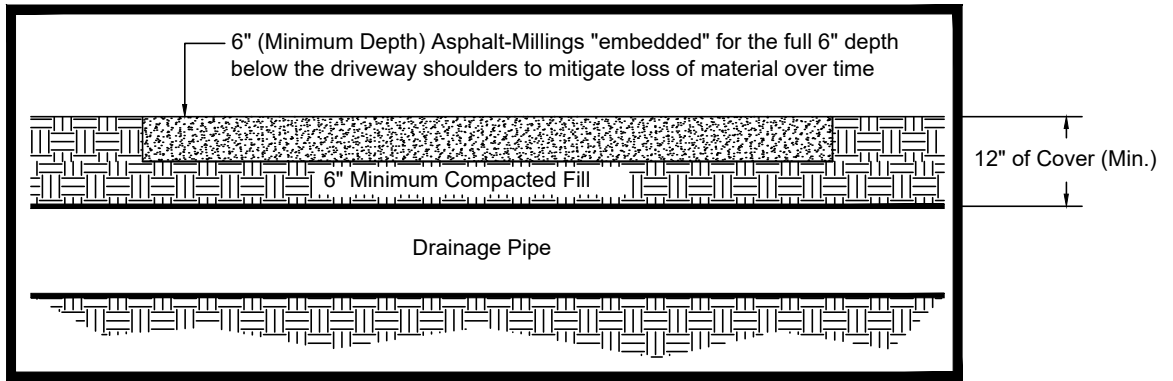
Asphalt Detail

# Alternate Asphalt-Millings Driveway Installation Drawing

See Ordinance 99-17, Section 9.5.5 For End Treatment Requirements



Plan View



Asphalt-Millings Detail

"MILLINGS" SURFACE TREATMENTS ARE ONLY ALLOWED FOR RESIDENTIAL CONNECTIONS IF ALL OF THE CRITERIA SET FORTH IN ORDINANCE 99-17, SECTION 9.5.3. IS MET