



AMENDMENT TO PERMIT No. _____

General Level I Level II Level III After-the-Fact

1. PROPERTY OWNER INFORMATION

Name _____
 Mailing address _____
 Telephone (Home) _____ (Business) _____ (Fax) _____
 Applicant name (if different than Property Owner) _____
 Mailing address _____
 Telephone (Home) _____ (Business) _____ (Fax) _____

2. PROPERTY INFORMATION

PROPERTY IDENTIFICATION NUMBER (PIN) _____
(Available at the Property Appraiser Office)
 Legal description of site to be permitted _____

 Section _____; Township _____ South; Range _____ East; Total acreage or size of the site _____
 STREET ADDRESS OF THE SITE _____

3. DESCRIPTION OF PROPOSED WORK

3.a Reason for excavating, stockpiling, and/or filling _____

 3.b Excavation Area: _____ acres or square feet _____ cubic yards
 Fill Area: _____ acres or square feet _____ cubic yards
 Stockpile Area: _____ acres or square feet _____ cubic yards
 3.c Proposed source(s) and type(s) of fill: _____
 3.d Proposed method of dewatering: _____
 3.e Proposed method of erosion control: _____
 3.f Proposed method of site stabilization: _____

General	- 100 – 1,999 yd ³
Level I	- 2,000 – 9,999 yd ³
Level II	- 10,000 – 100,000 yd ³
Level III	- > 100,000 yd ³

4. APPLICATION SUBMITTAL REQUIREMENTS are specified in Attachment 2.

- Mail or deliver the application, application fees, and all required documents to Sarasota County Permitting Center:
 North County - 1301 Cattlemen Road, Building A, Sarasota, Florida 34232
 South County - 4000 S. Tamiami Trail, Room 122, Venice, Florida 34293

SECTION A. STATEMENT

The undersigned understands that the granting of a permit shall not be deemed to authorize or create a duty or responsibility on the part of Sarasota County and its officers, agents, and employees to assure and guarantee construction and work in compliance with the permit or the plans and specifications incorporated herein.

The undersigned agrees to hold and save Sarasota County, its officers and employees, harmless from any damage or injury, no matter how occasioned and no matter what amount, to persons or property which might result from the work, activity or structures authorized by any permit granted by Sarasota County, and from any and all claims or judgements resulting from such damage or injury.

The undersigned understands that granting of a permit by Sarasota County does not relieve the undersigned of the responsibility to comply with all applicable Federal, State, and Sarasota County laws, ordinances or rules, nor is the undersigned relieved of the responsibility to obtain any licenses or permits which may be required by Federal, State, or Sarasota County laws. The undersigned understands that any deviation from proposed earthmoving will invalidate any permit granted by Sarasota County, and subject the owner, applicant, and violator to prosecution pursuant to Chapter 54, Article XII, Sarasota County Code (formerly Ordinance No. 81-60, as amended).

SECTION B. ACCESS AUTHORIZATION

The undersigned agrees to allow any authorized agent or employee of Sarasota County and any duly empowered law enforcement officer to enter upon the premises associated with the work for which a permit is requested for purposes of conducting a preliminary inspection(s) prior to initiating work, and for ascertaining compliance with the terms and conditions of the application, the permit, and the provisions of Chapter 54, Article XII, Sarasota County Code.

SECTION C. PROPERTY OWNER CONSENT

This section must be completed by the property owner, if the applicant is a person or firm other than the property owner

The undersigned, being the owner and record title holder of the real property herein described in this application, does hereby authorize _____ to act as our agent and in our behalf in applying for and doing all matters necessary with regard to an earthmoving permit on said property in accordance with applicable ordinances of Sarasota County. We understand that this property owner signature obligates the property owner(s), successors, and their agents to comply with all permit stipulations and all provisions of Chapter 54, Article XII, Sarasota County Code.

SECTION D. CONFIRMATION

The undersigned hereby certifies that all information submitted with this application is true and complete to the best of my/our knowledge.

Signed this _____ day of _____, 200_____.

Signature of the Owner

Signature of the Owner

Print Name

Print Name

STATE OF FLORIDA
COUNTY OF SARASOTA

Affirmed and subscribed before me this _____ day of _____, 200____, by _____, who is/are personally known to me or who has/have produced identification _____.

Notary Public

Notary Stamp

BOND AUTHORIZATION

For Level I, II, or III Earthmoving Application, when the bond fee is provided in cash, check or money order

The undersigned provides to the Sarasota Board of County Commissioners a bond(s) in the total amount of _____ (\$_____), which binds ourselves, our respective heirs, personal representatives, successors, and assigns, jointly and severally, firmly by this bond.

The purpose for this bond(s) is:

- _____ Performance and Reclamation
_____ Roadway Performance

The bond(s) shall remain in full force and effect until the work is completed in accordance with the permit conditions and compliance with Chapter 54, Article XII, Sarasota County Code, as determined by the Ordinance Administrator. The appropriate bond(s) may be forfeit to the County in the event any component of the permitted work or requirements of Chapter 54, Article XII, Sarasota County Code, are not satisfactorily completed as determined by the Ordinance Administrator. The undersigned shall be financially responsible for all legal fees and associated costs incurred by Sarasota County in recovering the bond(s).

Signed this _____ day of _____, 200_____.

Signature of the Owner

Signature of the Owner

Print Name

Print Name

NOTES:

- 1. A bond is not required for a General Permit.
2. For Level II, and Level III Earthmoving Permit Applications, when a Letter of Credit or other Surety Bond is provided, the applicant must complete, a separate Performance and Reclamation Surety Bond authorization form. The appropriate form is available at Resource Protection office.
3. The completed application, application fees, bonds and attachments, can be mailed or delivered to Sarasota County Permitting Center at any of the following locations:

North County - 1301 Cattleman Road, Building A, Sarasota, Florida 34232
South County - 4000 S. Tamiami Trail, Venice, Florida 34293

For additional information please contact Resource Protection at (941) 861-6113

APPLICATION SUBMITTAL REQUIREMENTS

GENERAL, LEVEL I, II, and III, and all permit amendment applications, except for Conceptual Permits, should provide the following in accordance with Sections 54-345(a)(1) and 54-345(a)(2), Article XII, Sarasota County Code:

1. **Original and four copies of the application**, pages 1 and 2, complete, signed and notarized.
2. **Non-refundable application fees. See Attachment 3, for schedule of fees.** Amount of fee provided: \$ _____
3. The original and three copies of a site plan showing the following:
 - a. Boundaries of the site to be permitted;
 - b. Map scale;
 - c. North arrow;
 - d. A site boundary and topographical survey clearly showing existing and proposed elevations, existing site features, easements, and rights-of ways;
 - e. Proposed location(s) for excavation and/or disposition of fill;
 - f. Location of wetlands, if any, and other native habitats;
 - g. Proposed method(s) to control erosion including stabilization of excavated side slopes, filled and stockpiled areas (complete Item C, page 1 of the Application);
 - h. On-site and adjacent off-site stormwater flow patterns for existing and proposed conditions;
_____ Proposed culverts and dimensions (length, diameter, inverts);

FOR EXCAVATIONS:

- k. Proposed slopes (refer to Section 54-347(3) and complete Attachment 5, Cross Section of Excavation);
- l. Proposed setbacks from abutting property lines (refer to Section 54-347(1));
- m. Method of dewatering and on-site retention (complete Item 3d., page 1 of the Application);
- n. Location of any septic tanks and drain fields within 100 feet of the edge of the excavation;

PROVIDE THE FOLLOWING ONLY IF APPLICABLE TO YOUR PROJECT:

FOR PROPOSED FILLS WITHIN 100 YEAR FLOODPLAINS:

- o. A compensation plan (refer to the Subdivision Technical Manual of the County's Land Development Regulations).

FOR PROPOSED EARTHMOVING INVOLVING WETLAND IMPACTS:

- p. A wetland mitigation, monitoring, and maintenance plan if wetland impacts are proposed (also refer to the Environmental Technical Manual of the County's Land Development Regulations);
- q. Date of the pre-application meeting with Resource Protection: _____;

4. A littoral zone plan if any proposed excavation is greater than one acre in size (also refer to Sections 54-347(7) and 54-347(8)).
5. A hydroperiod maintenance plan if wetlands are on-site (also refer to the Environmental Technical Manual of the County's Land Development Regulations).
6. For Level I permit applications, complete Attachment I and provide performance bond of \$500 (Check or Money Order or Letter of Credit) in accordance with Section 54-345(d)(2), 54-345(d)(5) and 54-351.

FOR PROPOSED EARTHMOVING WHERE TREES EXIST ON SITE: As an option, a combined tree removal and earthmoving permit may be requested. Please provide the following information in accordance with Chapter 54, Article XVIII, Sarasota County Code:

7. Application for a Tree Removal & Protection Permit, complete and signed. See Attachment 4.
8. A tree location survey, printed on the site plan.
9. Application fee. See Attachment 3 for schedule of fees. Amount provided: \$ _____

LEVEL II and III permit amendment applications (more than 10,000 cubic yards of Type A fill or earthmoving involving Type B or C fill), should provide the following additional information in accordance with Section 54-345(a)(3), Sarasota County Code:

1. **Site plan** (scale: 1 inch = 200 feet or less) prepared, signed, and sealed by a Florida Registered Engineer. For Level III permit applications (more than 100,000 cubic yards of Type A fill or more than 50,000 cubic yards of Type B or C fill), a 8 1/2" x 11" reproducible copy (not to scale) is to be submitted for inclusion into the Board packets.
2. Preliminary closure plan and reclamation cost breakdown certified by a Florida Registered Engineer (refer to Sections 54-344(3)c., 54-344(3)d., 54-345(d), 54-345(j)(10), 54-345(j)(11), 54-347(3), 54-347(6), 54-347(7), 54-347(8), 54-347(9), 54-348(a)(4), 54-348(a)(5), and 54-352(a)).
3. **Reclamation bond** in accordance with Sections 54-345(d)(3), 54-345(d)(5) and 54-351 (obtain a separate Performance and Reclamation Surety bond form from Resource Protection office).
Amount of reclamation bond provided: \$ _____.
4. **For Level III amendment applications only**, a report demonstrating compliance with any master plan approved as part of a conceptual permit approval.

FOR HAULING:

5. Identification of a designated haul route.
6. Evidence of existing road conditions along a designated haul route including photographs or video tape.
7. Destination(s) of material to be transported.
8. **For Level III amendment applications only** (more than 100,000 cubic yards of Type A fill or more than 50,000 cubic yards of Type B or C fill to be removed off-site):
 - a. Date of the pre-application meeting with Land Development Services: _____.
 - b. **A Roadway Performance Bond** in accordance with Sections 54-345(d)(4), 54-345(d)(5) and 54-351 (**see Attachment 1, Bond Authorization**). Amount of roadway performance bond provided: \$ _____.

FOR EXCAVATION:

9. Test borings (to a minimum depth of 20 feet) showing the seasonal high water table and type of materials to the depth of the proposed excavation.
10. Locations of all water wells within 500 feet of the edge of the proposed excavation.

FOR EXCAVATIONS WHERE DEWATERING MAY OCCUR WITHIN 200 FEET OF A WETLAND FOR A PERIOD GREATER THAN 30 DAYS:

11. Area of groundwater drawdown (refer to Section 54-347(1) d.).

CONCEPTUAL PERMIT AMENDMENT APPLICATIONS (more than 100,000 cubic yards of Type A fill or more than 50,000 cubic yards of Type B or C fill), please provide the following information in accordance with Section 54-345(a)(4), Sarasota County Code:

1. The original and four copies of the application, pages 1 and 2, complete, signed and notarized.
2. A vicinity map showing relation of the site to be permitted to nearby roadways.
3. Three copies of the most recent available aerial photograph (scale: 1 inch = 200 feet or less) with the parcel boundaries clearly identified.
4. The original and three copies of a master site plan showing the following:
 - a. Proposed location(s) for excavation and/or disposition of fill;
 - b. Location of wetlands, if any, and other native habitats.
5. Evidence of existing road conditions along a designated haul route, if applicable.
6. **For hauling more than 100,000 cubic yards of Type A fill or more than 50,000 cubic yards of Type B or C fill only:**
 - a. Date of the pre-application meeting with Land Development Services office _____.
7. A non-refundable application fee. See Attachment 3, for schedule of fees. Amount of fee provided: \$ _____.

PUBLIC HEARING ITEMS. For **Conceptual Permit Amendment Applications and Level III Permit Amendment Applications** without prior Conceptual Permit Approval, please provide the following information in accordance with Sections 54-345(c), 54-345(f), 54-345(j), 54-350, 54-352(b), Sarasota County Code.

1. _____ Three sets of mailing labels and a list of the mailing addresses for all property owners to be notified pursuant to Section 54-345(c)(2). Each label should be no larger than 1" x 2 5/8". The most recent data available at the Property Appraisers Office should be utilized to develop this list.
2. _____ Aerial photo showing the location of each property meeting the notification criteria of Section 54-345(c)(1). This aerial photo should show the name of each property owner, the street address of each property, and the approximate boundaries of the properties. A list attached to the aerial photo with a key identifying and locating the properties will be accepted.

ADDITIONAL REQUIREMENTS

1. **APPLICATION AND BOND FEES:** Make all checks or money orders payable to Sarasota Board of County Commissioners. Application and bond fees can be submitted in one, or two separate checks.
2. **PERFORMANCE AND RECLAMATION BONDS** can be provided in cash, Surety Bonds or Letters of Credit in the official form approved by Resource Protection and the Sarasota County Office of the County Attorney (sample forms are available at the Resource Protection office).
3. **ADVERTISING AND MAILING FEES** will be billed to the applicant and should be paid prior to the public hearing.
4. For projects that occur in areas with known significant historic resources or in areas with a moderate to high probability for the presence of significant historic resources based upon review of the County's History Center Database or other information available, a site assessment survey may be required by the County's History Center, in accordance with Ordinance No. 95-050, Section 66, Article III, of the Sarasota County Code. For more information, please contact the **History Center at (941) 861-1180.**
5. For projects containing on-site wetlands or other protected native habitats, the applicant may need to hire an environmental consultant to delineate the boundaries of the protected habitat(s). These boundaries would then be field verified by the appropriate State or County regulatory agencies. **For more information, please contact Resource Protection office at (941) 861-6113.**
6. The Natural Resource Conservation Service may be contacted for technical advice on pond design, erosion and sedimentation control at (941) 316-1100.

For additional information contact Resource Protection
 1301 Cattlemen Rd., Bldg.D, Sarasota, FL 34232
 (941) 861-6341 – Fax (941) 861-6479

Resource Protection Service Fees
(BCC Resolution No. 2001-238)

C. Earthmoving Permits, Annual Reports and Variances

Conceptual Earthmoving Permit	\$1,750.00*
Level III Permit	3,000.00*
Level III Permit Amendment	2,000.00*
Level III Permit with Prior Conceptual Permit Approval	1,175.00*
Level III Permit Annual Report	1,250.00
Level II Permit	1,400.00*
Level II Permit Amendment	700.00
Level II Permit with prior Conceptual Permit Approval	1,000.00*
Level I Permit	950.00*
Level I Permit Amendment	475.00
General Permit	500.00*
General Permit Amendment	475.00
Variance (Processed concurrently with another public hearing)	300.00
Variance (Not processed concurrently with another public hearing)	1,000.00

*** Require review by Sarasota County History Center**

History Center review fee (non-refundable) as Required by BCC Resolution No. 2003-173	\$125.00
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Note: There may be an additional \$10.00 History Center review fee for third re-submittal and each subsequent re-submittal.

D. Tree Protection Permits

Tree Protection/Removal		
	< 1 acre	\$120.00
	>1 acre (per acre)	70.00
Tree Permit Amendments		50.00

E. Permit Reviews

Building Permit Review	\$40.00
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Section 6. General Fees

A. Project Meetings

Pre-application, Pre-construction and other major project meetings	\$250.00/hr or any part thereof
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B. Inspection Fees (Per Inspection)

Environmental	\$50.00
Code Enforcement	50.00
Engineering	50.00
Any Other Type of Inspection Not Listed	50.00
Major Special Request Inspection -- Pre-Inspection Walk-Through, Temporary Commercial Certificate of Occupancy, etc.	250.00
Minor Special Request Inspection -- Any Type	50.00

C. Reinspection Fees - All Types

1st Reinspection	\$65.00
2nd Reinspection for same item	100.00
3rd Reinspection for same item	150.00
4th and each subsequent inspection thereafter for the same item	4 times the initial inspection amount

D. Letters

Standard Letter of Verification	\$50.00
Written Conditioned Exception (WCE)	
w/o inspection	100.00
with inspection	150.00
Letter of Determination	
w/o inspection	150.00
with inspection	200.00

E. Administrative Expenses--Code Enf.

Case processing costs for Special Master Hearings	\$200.00 + 50.00 per inspection
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F. Other Fees And Charges

Permit Extension	\$50.00
Duplicate Permit Card	25.00
Post Permit Plan Revisions -- Per Page	15.00
Additional Job Site Plan Copies:	
Prior to Permit Issuance -- Per Set	25.00
After Permit Issuance -- Per Page	5.00
Non-Posted Permit Penalty	65.00
Stop Work Order Release	
Single Family Residential & Duplex	100.00
Multi-Family Residential, Subdivision & Commercial	250.00
Continuation Education Unit (CEU) Classes -- Per Credit Hour	25.00

G. Adjustments

The Executive Director, or designee, may adjust fees on a case by case basis due to unique and mitigating circumstances.

H. Citations (Section 2-253 and Section 22-126 of the Sarasota County Code)

First Offense Citation	\$50.00
Second Offense Citation	250.00
Third & Subsequent Offense Citations	500.00

I. After The Fact Fees

All Permits, Amendments, Variances or Written Conditioned Exceptions issued subsequent to the commencement, or completion, of work. Three times the normal fee amount

J. Transaction Fee For Collection Of Fees Not Otherwise Provided For By Statute, Ordinance Or Resolution

Service Fee per Collection	\$3.75
Service Fee per Refund	7.50

K. Refunds

No Refund on any fee, or portion thereof, collected =< \$100
All refunds will be @ 50% or less of the amount greater than \$100, or as determined by the Executive Director or designee
No Refund on any State Department of Business Regulation (BPR) surcharge
No Refund on any State Department of Community Affairs (DCA) surcharge

