



**EARTHMOVING PERMIT AMENDMENT  
APPLICATION  
AMENDMENT TO PERMIT No.**

**RE - 0 -**

**General** (100 – 2500 cubic yards)     **Minor** (2500-100,000 cubic yards)     **Major** (>100,000 cubic yards)     **After-the-Fact**

**1. PROPERTY OWNER INFORMATION**

Name \_\_\_\_\_  
Mailing address \_\_\_\_\_ (City/State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Fax) \_\_\_\_\_ (E-mail) \_\_\_\_\_  
Applicant name (if different than Property Owner) \_\_\_\_\_  
Mailing address \_\_\_\_\_ (City/State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_  
Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Fax) \_\_\_\_\_ (E-mail) \_\_\_\_\_

**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 \_\_\_\_\_ Total acreage or size of the site to be disturbed \_\_\_\_\_  
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(s) of sediment and erosion control: \_\_\_\_\_  
3.f Proposed method of site stabilization: \_\_\_\_\_

Permit Amendment Application Fees

General Earthmoving Permit - \$450.00\*  
Minor Earthmoving Permit - \$650.00\*  
Major Earthmoving Permit - \$2,900.00\*  
After-the-Fact Earthmoving Permit Amendment - Three times the standard fee amount  
plus the original permit fee

\*Excludes required \$150.00 History Center and \$15.00 Records Management Fees

**4. APPLICATION SUBMITTAL REQUIREMENTS. See specifications 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 "D", 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 General, Minor, or Major 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 minimum \$500 bond is required for a General Permit.
2. For Minor Earthmoving Permit Applications, a \$1,000.00, or where appropriate, an itemized Reclamation Bond, is required. 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 the 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 Cattlemen Road, Building A, Sarasota, Florida 34232

South County - 4000 S. Tamiami Trail, Venice, Florida 34293

**For additional information please contact Resource Protection at (941) 861-5000**

## APPLICATION SUBMITTAL REQUIREMENTS

**GENERAL, MINOR, MAJOR, and all permit applications, except for Conceptual Permits,** should provide the following in accordance with Appendix I, 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.        **For permit applications, complete Attachment 1, Bond Authorization,** and provide performance bond. (Check, Money Order or Letter or Credit) in accordance with Sections 54-350.
4.        **Vicinity map** showing relation of the site to be permitted to nearby roadways.
5.        **Aerial photograph** (scale: 1 inch = 200 feet or less), three copies of the most recent available with the parcel boundaries clearly identified.
6.        **Site plan**, original and three copies, 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.        Cross-section of fill and stockpile areas;
  - g.        Location of wetlands and applicable buffers, if any, and other native habitats;
  - h.        Proposed method(s) to control erosion including stabilization of excavated side slopes, filled and stockpiled areas (complete Item 3e., page 1 of the Application);
  - i.        On-site and adjacent off-site stormwater flow patterns for existing and proposed conditions;
  - j.        Proposed culverts and dimensions (length, diameter, inverts);

***PROVIDE THE FOLLOWING ONLY IF APPLICABLE TO YOUR PROJECT:***

**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.        Locations of underground storage tanks, septic tanks and drain fields;
- o.        Locations of wells on-site, including the number and specific type (e.g. public supply, domestic, agricultural, irrigation, monitoring)

**FOR PROPOSED FILLS WITHIN 100 YEAR FLOODPLAINS:**

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

**FOR PROPOSED EARTHMOVING INVOLVING WETLAND IMPACTS:**

- q.        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);
- r.        Date of the pre-application meeting with Resource Protection: \_\_\_\_\_;

7.        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)).

8.        A hydroperiod maintenance plan if wetlands are on-site (also refer to the Environmental Technical Manual of the County's Land Development Regulations).

**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:

9.        Application for a Tree Removal & Protection Permit, complete and signed. See Attachment 6.
10.        A tree location survey, printed on the site plan.
11.        Application fee. See Attachment 3 for schedule of fees. Amount provided: \$ \_\_\_\_\_

**MAJOR permit 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 Appendix I, 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 54-3346(1)(c),(d),(e); 54-350; 54-345(6)(b); 54-345(10); 54-347(3); 54-347(6); 54-347(7); 54-347(8); 54-347(9); 54-348(3); 54-348(1)(c); 54-343(3)(e); 54-348(a)(5); and 54-352(a)).
3. **Reclamation bond** in accordance with Sections 54-350 (obtain a separate Performance and Reclamation Surety bond form from Resource Protection office).  
Amount of reclamation bond provided: \$ \_\_\_\_\_.
4. **For Level III 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 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 the Land Development Services: \_\_\_\_\_.
  - b. **A Roadway Performance Bond** in accordance with Sections 54-350(d) (**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 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 Appendix I, Article XII of the 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 Applications and Major Permit Applications** without prior Conceptual Permit Approval, and variances, please provide the following information in accordance with Section 54-345(4) of the Sarasota County Code.

1. A list and corresponding graphical location of all property owners to be notified pursuant to Section 54-345(4)(a)(1) and 54-345(4)(a)(2), shall be provided at the time of application. 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(4)(a)(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) 861-5000.**
6. For projects where protected listed species may be present, the applicant may need to hire an environmental consultants and/or coordinate with the appropriate wildlife agencies regarding protection of the species. For more information, contact the U.S. Fish & Wildlife Service and/or the Florida Fish and Wildlife Conservation Commission.
7. The Natural Resource Conservation Service may be contacted for technical advice on pond design, erosion and sedimentation control at (941) 316-1100.
8. Please be aware that other information may be requested by staff to assist in their review of the project, in accordance with Appendix I, Sections (2) l and (5)k of the Sarasota County Code.

**For additional information contact Resource Protection**  
 1301 Cattlemen Rd., Bldg.D, Sarasota, FL 34232  
 (941) 861-5000 – Fax (941) 861-6479

## ENVIRONMENTAL SERVICES – RESOURCE PROTECTION

**Earthmoving Permits - Service Fees**

(BCC Earthmoving Resolution No. 2007-024)

**NOTE: The fees have changed effective January 7, 2008****A. Earthmoving Permits, Annual Reports and Variances**

Conceptual Earthmoving Permit	\$2,500.00 *^
Major Permit	4,000.00 *^
Major Permit Amendment	2,900.00 *^
Major Permit with Prior Conceptual Permit Approval	1,900.00 *^
Major Permit Annual Report	1,000.00^
Minor Permit	1,250.00*^
Minor Permit Amendment	650.00*^
General Permit	800.00*^
General Permit Amendment	450.00*^
Variance (Processed concurrently with another public hearing)	300.00^
Variance (Not processed concurrently with another public hearing)	1,000.00^
Exemption Review Fee	150.00^

**\* Required review by Sarasota County History Center**

History Center review fee (non-refundable) as Required by BCC Resolution No. 2003-173	\$150.00
---	----------

Note: There may be an additional \$10.00 History Center review fee for third re-submittal and each subsequent re-submittal.

^ Required Records Management Fee	\$15.00
-----------------------------------	---------

**B. Tree Protection Permits**

Tree Protection/Removal		
	< 1 acre	\$200.00
	Lot with No Trees	120.00
	Single-family >1 acre (per acre)	100.00
	Multifamily and Commercial >1 acre (per acre)	150.00
Tree Permit Amendments		100.00