

# Flagler Beach Building Department Permit Requirements

## LAND CLEARING CHECKLIST – Please return with permit application

Please provide two (2) sets of all required documents unless otherwise noted.

- 1** Permit application
- Site plan of the property – must include the following:
  - Location of all structures, drives, parking areas, utility lines and physical improvements.
  - Proposed grade changes of more than 12 inches outside of the buildable area which may adversely affect any such tree(s).
- Tree Survey - must be certified and include the following:
  - Outline of all proposed improvements.
  - Identify clearly, trees and native vegetation to be removed.
  - Indicate replacement – Utilize native trees. (trees shall be a minimum diameter of two (2) inches measured two (2) feet above grade level)
- Two (2) photographs of property taken from opposite corners of right of way.
- 1** Department of Environmental Protection (DEP) permit if you are clearing undeveloped property with heavy equipment (if applicable)

Completed plans and proposed construction permits must be submitted at the time of land clearing request.

- PRE AND POST AND FINAL LAND CLEARING INSPECTIONS ARE REQUIRED.
- MUST STRING OR STAKE FOOTPRINT OF NEW CONSTRUCTION.
- CLEARLY MARK ALL TREES TO BE REMOVED.
- ALL TREES PLANNED FOR PRESERVATION MUST BE BARRICADED PER SECTION 2.06.09 OF THE CITY OF FLAGLER BEACH LAND DEVELOPMENT REGULATIONS. (MINIMUM FIVE (5) FEET FROM TRUCK PERIMETER)
- ❖ THE LAND CLEARING PERMIT MUST REMAIN POSTED DURING CONSTRUCTION WORK.
  - A DEPOSIT/REVIEW FEE OF \$200.00 WILL BE COLLECTED FOR NATIVE VEGETATION CLEARING INSPECTION.
  - A FEE OF \$25.00 PER LOT IS DUE UPON THE ISSUANCE OF THE PERMIT
  - TREE RELOCATION OR REPLACEMENT OF TREES IS REQUIRED FOR EACH TREE APPROVED FOR REMOVAL WITHIN THE REQUIRED FRONT, BACK OR REAR YARD AREA.

Note: It is required that a permit must be issued before any lot clearing begins. Non-compliance will result in immediate code enforcement action. Fine maximum is \$500.00 plus double permit fees.

# CITY OF FLAGLER BEACH LAND CLEARING APPLICATION

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

PROPERTY OWNER INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBERS: HOME: \_\_\_\_\_ WORK \_\_\_\_\_ FAX \_\_\_\_\_

CONTRACTOR INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NUMBERS: HOME: \_\_\_\_\_ WORK \_\_\_\_\_ FAX \_\_\_\_\_

PROPERTY INFORMATION:

LOT ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

I/We certify that I/We understand and will comply with the provisions and regulations in Section 2.06.09 of the City of Flagler Beach Land Development Regulations. I/We further certify that the above statement or attached statements and drawings made on any paper or plans submitted herewith are true to the best of my/our knowledge. I/We understand that any false or incorrect information submitted on or with this application will result in the revocation of this permit and could result in applicable fines or charges.

Applicant is required to arrange for the disposal of all cuttings. If materials are left for City forces to remove, the HOMEOWNER / LANDOWNER will be CHARGED for this removal. For information on cutting removal call City Hall at 386-517-2000 or visit the City Web Site at [www.cityofflaglerbeach.com](http://www.cityofflaglerbeach.com) to view the yard waste removal schedule.

SIGNATURE OF CONTRACTOR: \_\_\_\_\_, DATE: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_, DATE: \_\_\_\_\_

STATUS:    \_\_\_ APPROVED    \_\_\_ DENIED            \_\_\_ WITHDRAWN            \_\_\_ INCOMPLETE