

City of Rockledge



Site Plan Review Submittal Guide

Planning Department
Revised May 2008

CITY OF ROCKLEDGE SITE PLAN APPLICATION FORM

Submittal Date: _____

Project Name: _____

Intended Use of Property: _____

Property Location: _____

Tax Account # _____

Tax Parcel Identification:

Twp _____ Rng _____ Sec. _____ S/D _____ Blk/Par _____ Lot _____

Property Owner: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

All correspondence to be provided to applicant at this address:

Name: _____ Company: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Cell: _____

Engineer of Record (if different from applicant):

Company Name: _____ Eng. or Proj. Mgr.: _____

Address: _____ Phone: _____ Fax: _____

**CITY OF ROCKLEDGE
REQUEST FOR SITE PLAN REVIEW**

PROJECT NAME: _____	SUBMITTAL DATE: _____
PROJECT LOCATION: _____	PROJECT USE: _____

ITEM	THE FOLLOWING ITEMS ARE REQUIRED AS CIRCLED	RECEIVED
1.	Two (2) copies of Concurrency Evaluation	
2.	Six (6) sets of sealed Site Plans	
3.	Two (2) sets of sealed Tree Surveys	
4.	Two (2) sets of sealed Landscaping Plans	
5.	Tree Removal Permit Application	
6.	Two (2) copies of Erosion/Sedimentation Control Permit Application	
7.	Three (3) sets of Erosion/Sedimentation Control Plans	
8.	Certified copy of recorded Deed	
9.	Copy of all recorded Easements	
10.	One (1) Condominium Document	
11.	Two (2) copies of the St. Johns River Water Management District Permit	
12.	Two (2) copies of Soil Tests	
13.	Two (2) copies of FL. Dept. of Environmental Protection Permit	
14.	Two (2) copies of Florida Department of Transportation Permit	
15.	Two (2) copies of sealed Drainage Plan and Drainage Calculations (100-year on-site)	
16.	Statement of project cost and proposed use	
17.	Site Plan Review Fee	
18.	Environmental Evaluation	
19.	Landscape Bond if greater than 2 acres (25% of cost)	
20.	Miscellaneous comments	

**CITY OF ROCKLEDGE SITEPLAN REVIEW
DOCUMENTATION AND FEES DUE NOVEMBER 2005 REVISED**

Approval Date	Received Date	Project
		CONCEPTUAL PLAN TO BE REVIEWED BY STAFF AND COMMENTS FORWARDED
		SUBMITTAL OF CONSTRUCTION PLANS IN COMPLIANCE WITH THE LDR'S, FEE \$ 1,500.00. MAX
		.
		PLANNING COMMISSION AND CITY COUNCIL APPROVAL IF OVER 25 DUA; 5 ACRES IN SIZE; OR 50,000 S.F. (PLANNING COMMISSION NEEDS 11 - 24X26 INCH DRAWINGS)
		PLANNING COMMISSION MEETING APPROVING PRELIMINARY PLANS
		CITY COUNCIL MEETING APPROVING PRELIMINARY PLANS
		SUBMITTAL OF REVISED CONSTRUCTION PLANS, REQUEST MEETING WITH ALL DEPARTMENT HEADS TO RESOLVE ALL FINAL ISSUES
		APPLICANT SUBMITS FOR ALL REQUIRED PERMITS
		TREE SURVEY NEEDED
		ENVIRONMENTAL REPORT NEEDED HABITAT AND SPECIES
		SITE PLAN MUST SHOW THE FOLLOWING
		Lighting Plan
		Finish floor elevations (6" to 12" above the crown of the adjoining roadway 12 above base flood elevation
		De-cel lanes
		DOCUMENTATION
		St. Johns permit
		A.C.O.E
		FDEP Sewer and water
		Brevard Road cut and Stormwater discharge, if needed
		Department of Interior
		Gopher Tortoise permit
		NPDES
		Concurrency Brevard (Solid waste and City of Cocoa water)
		Soil and sedimentation permit
		Drainage calculations
		Warranty deed
		Survey of property
		Fire hydrant flow data
		Landscape plan and itemized planting cost sheet

Rockledge Site Plan Review

Routing Sheet

To:	Police Fire Building Other:	Waste Waste Treatment Public Works Planner	Date: _____
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Project Name: _____	Lot: _____
Project Location: _____	Blk/Par: _____
	Section: _____
	Twp: _____
Subdivision: _____	Range: _____
	Orb/Page: _____ / _____

Owner Name: _____	Telephone: _____
Contact Address: _____	Fax: _____
City: _____, State: _____ Zip Code: _____	E-Mail: _____ @ _____
	SunCom: _____

Engineer: _____	Telephone: _____
Contact Address: _____	Fax: _____
City: _____, State: _____ Zip Code: _____	E-Mail: _____ @ _____
	SunCom: _____

Review # 1

Approved	Approved with Comment	Disapproved
Comments: _____		

Reviewed By: _____ Date Reviewed: _____ Received by Building: _____		

Review # _____

Approved	Approved with Comment	Disapproved
Comments: _____		

Reviewed By: _____ Date Reviewed: _____ Received by Building: _____		

City of Rockledge Public Works Department 1400 North Garden Road Rockledge, FL 32955 Ph(321) 690-3961 Fax (321) 634-6199	Control Number:
	Application Date:

APPLICATION FOR EROSION AND SEDIMENTATION CONTROL PERMIT
 (PERMITS MUST BE POSTED ON JOB SITE)

Site Location:
Starting Date: _____ Completion Date: _____

Owner:	Telephone:
Address:	Fax:

Contractor:	Telephone:
Address:	Fax:

REQUIRED INFORMATION:
 (RESPONSES SHOULD BE PROVIDED ON A SEPARATE PAGE)

1. Narrative of the overall project including:
 - a. Time frame for project
 - b. Description of control and practices
 - c. Description of adjacent property use and zoning
 - d. Description of re-vegetative plan
2. Maps, drawings, and Computations by a Licensed Engineer containing the following information:
 - a. Site Location
 - b. Temporary and permanent vegetative , and control measure plan
3.
 - a. Copy of FDEP permit for stormwater discharge
 - b. Copy of SJRWMD stormwater construction permit
 - c. Copy of Underground license when underground work is part of project infrastructure.

PERMITS WILL BE ISSUED FOLLOWING CERTIFICATION OF COMPLIANCE BY CITY ENGINEER

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT STATUS: Approved Disapproved

ST. JOHN'S RIVER WATER MANAGEMENT PERMIT STATUS: Approved Disapproved

◇ CITY STAFF USE ONLY ◇		
EROSION AND SEDIMENTATION PERMIT: <input type="checkbox"/> Approved <input type="checkbox"/> Approved with Comments <input type="checkbox"/> Disapproved		
REFERENCE: Section 40.20, Land Development Regulations		
COMMENTS:		
REVIEWED BY:	DATE:	

CITY OF ROCKLEDGE

CONCURRENCY EVALUATION WORKSHEET

Date: _____ Location: _____

Property Owner's Name: _____ Telephone No.: _____

Property Owner's Address: _____

Applicant's Name: _____ Telephone No.: _____

Applicant's Address: _____

LEGAL DESCRIPTION

Lot: _____ Block/Parcel: _____ Sub-Division: _____

Section: _____ Township: _____ Range: _____

PROPOSAL

_____ Zoning Action: From: _____ To: _____ Other: _____

_____ Site Plan Approval

_____ Sub-Division Plat Approval

_____ Building Permit

DEVELOPMENT POTENTIAL

Site Acreage: _____ Type of Use: Residential Or Non-Residential

If Residential: Type of Residential _____
Potential Dwelling Units _____

If Non-Residential: Specific Use(s) _____

Proposed Square Footage for Each Use _____

CONCURRENCY EVALUATION TEST

A. Transportation Facilities:

1. Primary Access Street Characteristics: **CITY OF ROCKLEDGE**

- (a) Name: _____
Classification: _____
- (b) Current Peak Hour Traffic: _____
- (c) Current V/C and L.O.S.: _____
- (d) Acceptable or Transitional L.O.S.: _____
- (e) Scheduled in the CIP (County Road) or TIP (State Road)?
YES ___ NO ___ Date: _____
- (f) Site's Potential Peak Hour Traffic: _____
- (g) V/C Ratio and L.O.S. with Development: _____

2. Explanation of Impact on the Roadway Network: _____

B. Potable Water: (To be completed by City of Cocoa Water Department if meter is over 1-1/2" or Sub-Division)

- 1. Is the proposal within an existing service area?
Yes _____ If Yes, identify service area: _____
and attach Certificate of Reserved Capacity.
No _____ If No, attach approved private well permit
- 2. Design capacity of plant: _____
- 3. Available capacity of plant: _____
- 4. Acceptable level of service: _____
- 5. Proposal's potential gallons per day: _____

C. Sanitary Sewer: (To be completed by the City of Rockledge)

- 1. Is the proposal within an existing service area?
Yes _____ If Yes, identify service area: _____
and attach Certificate of Reserved Capacity
No _____ If No, attach copy of septic tank permit or confirmation from the Brevard County Health Department that soils are suitable for septic tanks.
- 2. Design capacity of plant: _____
- 3. Available capacity of plant: _____
- 4. Acceptable level of service: _____
- 5. Proposal's potential gallons per day: _____

D. Solid Waste: (To be completed by Brevard County Solid Waste Utility)

1. Solid Waste Facility to be used: _____
2. Available facility capacity: _____
3. Acceptable level of service: _____
4. Proposal's potential volume: _____

E. Parks and Recreation: (To be completed by Brevard County Planning Department)

1. Potential population of proposal: _____
If phased, distribute population by phase: _____
2. Recreation planning area: _____
3. Existing level of service in the planning area: _____
4. Level of service based on proposal's potential: _____

F. Drainage: (To be completed by City of Rockledge)

Do stormwater management facilities meet level of service standards?

YES _____ NO _____

Facility and Service Availability

Using the information generated in Items A. through F. of the previous section, will the proposal be served by the following facilities and services within the Acceptable Levels of Service adopted in the 1988 City of Rockledge Comprehensive Plan?

	<u>YES</u>	<u>NO</u>
Transportation	_____	_____
Potable Water	_____	_____
Sanitary Sewer	_____	_____
Solid Waste	_____	_____
Parks/Recreation	_____	_____
Drainage	_____	_____

Concurrency Evaluation Results:

BREVARD COUNTY CONCURRENCY EVALUATION WORKSHEET

Intra-local Project

Name: _____ Item #: _____ Rockledge _____ Other _____

Specific Use(s)	Size (Units, Sq.Ft.,etc.)	Trip Generation (ADT)
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL: _____
Per Segment: _____ @ _____

A. TRANSPORTATION FACILITIES

Seg.# _____ Name: _____

Max.Acc. Volume: _____	DOA Volume: _____	Acc.LOS: _____
Current Volume: _____	Current Vol/MAV: _____	Current LOS: _____
Volume w/Dev: _____	Vol/MAV w/Dev: _____	LOS w/Dev: _____

Seg.# _____ Name: _____

Max.Acc. Volume: _____	DOA Volume: _____	Acc.LOS: _____
Current Volume: _____	Current Vol/MAV: _____	Current LOS: _____
Volume w/Dev: _____	Vol/MAV w/Dev: _____	LOS w/Dev: _____

Seg.# _____ Name: _____

Max.Acc. Volume: _____	DOA Volume: _____	Acc.LOS: _____
Current Volume: _____	Current Vol/MAV: _____	Current LOS: _____
Volume w/Dev: _____	Vol/MAV w/Dev: _____	LOS w/Dev: _____

B. PARKS AND RECREATION FACILITIES

Rec.Planning Area: _____	# Units: _____	Potential Population of Proposal: _____
Current LOS: _____	LOS w/Dev: _____	(acres per 1,000 capita)

C. SOLID WASTE

Billing Units: _____	Land Use Code(s): _____
Proposal's Potential Vol: _____ tons/day	Available Capacity: _____ million tons

FINDINGS: _____ Non-deficiency _____ Deficiency (see comments)

COMMENTS: _____

Prepared by: _____
Date: _____

Brevard County Land Development Division
(407) 633-2062

City Contact Information

Don Griffin
Planning Director & Grants Manager

Planning Division
Rockledge City Hall
1600 Huntington Lane
Rockledge, FL 32955

dgriffin@cityofrockledge.org
phone 321-690-3978
fax 321-690-3987

Carl Jones
Building Official

Building Division
Rockledge City Hall
1600 Huntington Lane
Rockledge, FL 32955

cjones@cityofrockledge.org
phone 321-690-3984
fax 321-690-6481

Ken Poole
Public Works Director

Public Works Division
1400 Garden Rd
Rockledge, FL 32955

kcpoole@cityofrockledge.org
phone 321-690-3961
fax 321-690-3965

Elmer Morales
Plans Examiner & Inspector

Public Works Division
1400 Garden Rd
Rockledge, FL 32955

plansexaminer@cityofrockledge.org
phone 321-690-3961
fax 321-690-3965

Alan LaDuke
Wastewater Director

Wastewater Division
1700 Jack Oates Blvd
Rockledge, FL 32955

aladuke@cityofrockledge.org
phone 321-690-3975
fax 321-690-3998

Jim Elmore
Wastewater Assistant Director

Wastewater Division
1700 Jack Oates Blvd
Rockledge, FL 32955

jelmore@cityofrockledge.org
phone 321-690-3975
fax 321-690-3998

Rick Allen
Fire Chief

Fire Station One
1800 Rockledge Blvd
Rockledge, FL 32955

firechief@cityofrockledge.org
phone 321-690-3968
fax 321-634-3592

John Shockey
Police Chief

123 Barton Blvd
Rockledge, FL 32955

johnshockey@rockledgepolice.com
phone 321-690-3988
fax 321-690-3996

Location of Facilities

TRANSPORTATION FACILITY:

Phone 321-633-2065
Fax 321-633-2052

Brevard County Land Development Division
2725 Judge Fran Jamieson Way
Building A, Suite A-119
Viera, FL 32940

POTABLE WATER:

Phone 321-639-7657

City of Cocoa
Utilities Department
600 School Street
Cocoa, FL 32922

SANITARY SEWER:

Phone 321-690-3975

City of Rockledge
Waste Water Treatment Facility
1700 Jack Oates Blvd
Rockledge, FL 32955

SOLID WASTE:

Phone 321-633-2042

Brevard County Solid Waste
2725 Judge Fran Jamieson Way
Building A, Suite 118
Viera, FL 32940

PARKS AND RECREATION:

Refer to the Transportation Facility

**SUBDIVISION REQUIREMENTS PRIOR TO
CONSTRUCTION OF DWELLINGS**

(Rockledge)

1. Conveyance of Utilities
2. 2-Year Maintenance Bond (Bond Amount \$ _____)
3. As-Builts: Building Department (Complete set: Paving, Drainage, Sewer & Water and/or Reclaimed Water, if available)
 Wastewater (Sewer and Reclaimed Water set)
 Public Works (Paving and Drainage set)
4. Engineers Cost Estimate
5. Sidewalk Construction Agreement
 Sidewalk Bond Furnished (Amount \$ _____)
 Letter identifying linear footage of sidewalk (Footage _____)
6. City Staff approval: Police, Fire, Public Works, Wastewater
7. Engineer to provide Certification letter of subdivision completion.
8. Release of Lien from all Sub-Contractors.
9. Letter from City of Cocoa on water acceptance.
10. Approval from City's Surveyor.
11. Surveyor's Affidavit whether in compliance or not with F.S.S., 177, (Permanent Reference Monuments (PRMS) and Permanent Control Points (PCP'S).
12. City to provide letter of subdivision acceptance to developer when all the above has been provided and accurate.
13. Prepare check for City Surveyor.
14. Return Payment and Performance Bond/Letter of Credit to developer.
15. Approval from Brevard County Waste Water and acceptance of system.

Planning Commission Review Check-off List (24 x 36 inch plans, 12 copies):

Property location: Twn____, Rng.____, Sec.____, Block____, Parcel____, Acres:____, Lots____

Owners name: _____

Owners Telephone: _____

Contractor name: _____

Contractor Telephone: _____

Type of Review: Commercial s.f.____, Industrial____, Multi-family____, Subdivision____, CRA____

PROJECT NAME: _____

Review items:

- (a) The property boundary and the proposed or existing lot layout and street system.
Approved Approved with comments Disapproved
- (b) All public and private right-of-way and easement lines located on and adjacent to the property (within 300 feet) and are proposed to be continued, created, relocated or abandoned.
Approved Approved with comments Disapproved
- (c) The location of the proposed buildings, driveways, parking lots, signs and other uses.
Approved Approved with comments Disapproved
- (d) Proposed use of property and showing or stating what adjoining property uses are.
Approved Approved with comments Disapproved
- (e) Location and dimension of all curb cuts, driving lanes, off-street parking and loading and/or unloading areas including number of spaces.
Approved Approved with comments Disapproved
- (f) All walks, malls and other open area.
Approved Approved with comments Disapproved
- (g) Location of all buffer walls, fences and screen planting.
Approved Approved with comments Disapproved
- (h) All existing and proposed water, sanitary sewer lines and electrical access points.
Approved Approved with comments Disapproved
- (i) A drainage plan, and retention area show proposed outfall
Approved Approved with comments Disapproved

Comments: _____

Submitted by: _____ Date _____ Planning Commission date _____

**CITY OF ROCKLEDGE
TREE REMOVAL PERMIT APPLICATION**

LOCATION _____ DATE _____

PARCEL _____ SECTION _____ TOWNSHIP _____ RANGE _____

OWNER _____

ADDRESS _____ TELEPHONE _____

CONTRACTOR _____

ADDRESS _____ TELEPHONE _____

NUMBER OF EXISTING TREES ON SITE _____

IDENTIFY TYPE(S) OF TREE(S) TO BE REMOVED _____

IDENTIFY TYPE(S) OF TREE(S) TO BE REPLACED _____

STATE REASON(S) WHY TREE(S) ARE BEING REMOVED _____

RESIDENTIAL

Site plan required: A site plan must be provided showing all existing trees and trees to be removed. Each lot must contain a minimum of four (4) trees. All newly planted trees must be a minimum of 8' to 10' in height.

Said site plan must contain entire site location of said property, including all buildings, parking areas, drive areas, utilities, elevations (existing and proposed), green areas, and legal description identifying adjacent property locations.

COMMERCIAL

Site plan required: Two (2) copies showing entire site location and size of all buildings, parking areas, utilities, elevations (existing and proposed), green areas, drive areas, and legal description identifying adjacent property locations.

Certified tree survey required: Survey must show existing protected trees.

APPLICANTS/CONTRACTORS SIGNATURE _____

OFFICE USE ONLY

TREE PERMIT APPLICATION: APPROVED APPROVED WITH CONDITIONS DENIED

FEES: FIRST TREE - \$20.00; EACH ADDITIONAL TREE - \$10.00
(NOT TO EXCEED \$1,000.00) - **** RESIDENTIAL LOTS ARE EXEMPT **** TOTAL \$ _____

REFERENCE, SECTION 40.00, ROCKLEDGE LAND DEVELOPMENT REGULATIONS

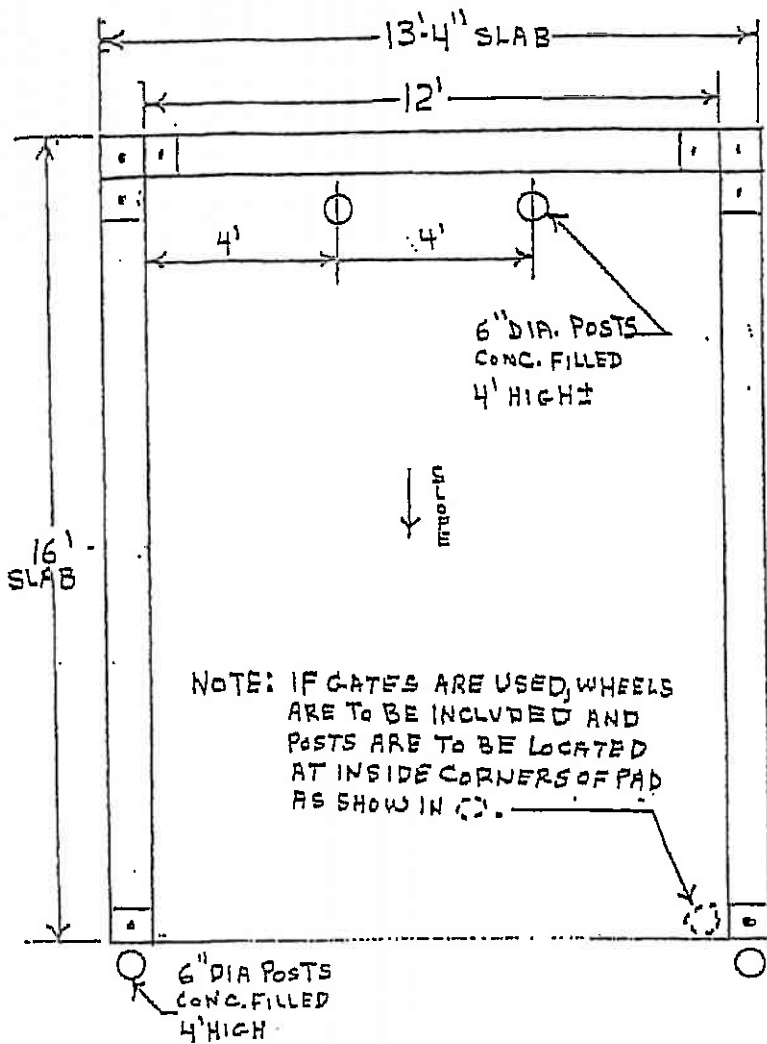
INSPECTOR'S SIGNATURE _____ DATE _____

**LANDSCAPE PLAN REVIEW CHECK-OFF
FOR REQUIRED LANDSCAPING**

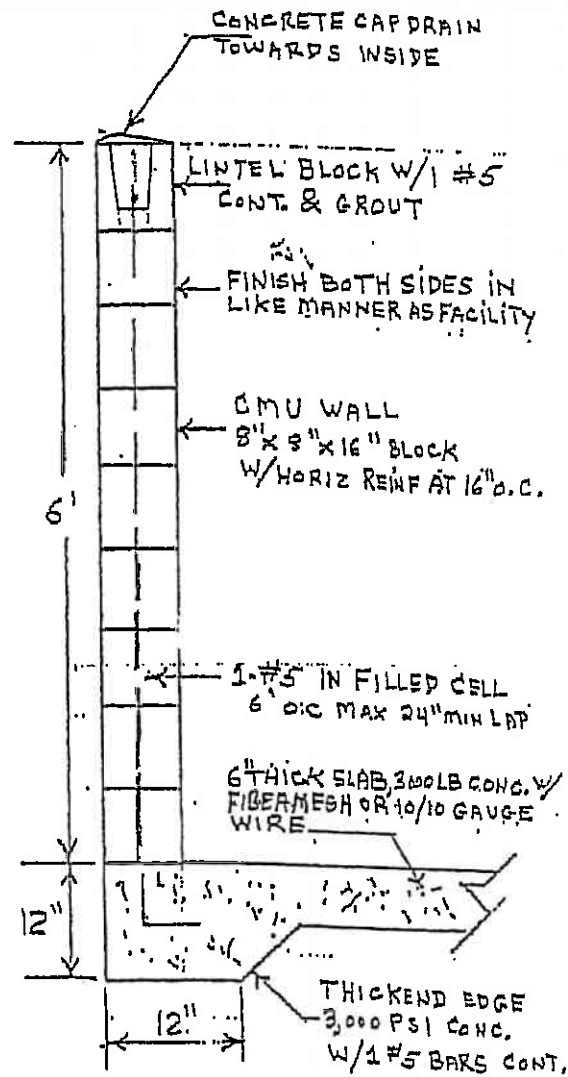
	Okay
Landscape plan must be sealed by a Design Professional competent in Landscape Design	
Plan scale not less than 1" = 50' shown	
Number of Parking Spaces	
Total ft² of parking area shown	
Ft² of total landscape area shown	
Water efficient irrigation system	
Plant materials (List number and size of each type and species used) (See Appendix)	
1. 75% required trees must be native	
2. 50% canopy type trees	
3. Not more than 30% any trees species	
4. Not more than one palm tree	
5. Dimension plan showing distance between perimeter trees	
Proximity of trees to power lines (See Appendix)	
10 ft landscape area abutting right-of-way	
1. No vehicle overhang	
2. Durable native drought tolerant landscape screen 2 to 3 feet in height	
Perimeter Non-screened parking area 3 to 6 foot hedge (landscape barrier 7 ft in width)	
Lot perimeter	
1. 1 tree each 30'	
Lot frontage	
1. 1 tree each 30'	
Interior Parking	
1. (10) sq. ft. interior landscaping for each parking space	
2. Each interior landscaped area not less than 250 ft ² and 10' wide	
3. Each interior landscaped area contain 1 tree (clear trunk not less than 5' high)	
4. Interior landscaping protected curb or wheel stops	
5. Show ft ² of each landscape area	
Channelized Parking	
1. 10% interior landscaping for total parking area	
2. 1 tree planted for each 250 ft ² of required landscape area	
3. Not over 30 spaces in a row	
4. Not over 15 spaces uninterrupted	
5. Landscape buffer not less than 6 ft in width	
6. No vehicle overhang of 4 ft area	
7. Pedestrian cross accessway installed within 4 foot buffer:	
a. 1 between 80' + 100'	

	b.	2 between 100' + 200'	
	c.	1 additional over 200'	
IP Zoning – 1 tree planted for each 1000 ft² of non-paved open area (This is in addition to interior landscaping requirements)			
Show accessible features			
1.	Parking		
2.	Routes		
3.	Signs		
4.	Curb ramps		
5.	Detectable warnings		
Landscape Maintenance Bond required if over 2 acres			
Provide planting and tree support details on the plan indicating accepted commercial planting procedures			
Show size and location of all signs			
Tree Survey showing trees to be preserved and removed			
LDR 40.10 - Tree and Open Space Preservation Credits _____			
Number of parameter and interior trees required _____			
Total number of trees to be added to site _____			
Additional preservation incentives approved by Planning Commission and City Council			

Forms/Landscape Review Check



DUMPSTER PLAN



DUMPSTER SECTION

BUILDING OR STRUCTURE



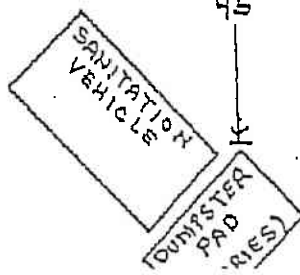
BUILDING OR STRUCTURE

SANITATION
VEHICLE

35'

30'

CITY OF ROCKLEDGE, DUMPSTER AND
SANITATION VEHICLE TURNING
RADIUS REQUIREMENTS.



SANITATION
VEHICLE

ROCKLEDGE WASTEWATER TREATMENT & RECLAMATION DEPARTMENT

407/690-3975

1. A permit from the Florida Department of Environmental Protection (FDEP) is required for installation of:
 1. Manhole
 2. Gravity sewer collection system
 3. Sewer force main
 4. Sewer lift station
2. A grease interceptor is required for any business that serves food and is connected to the Rockledge Sewer System.
3. Industrial businesses may be subject to the City of Rockledge Pretreatment Program. Any industrial business must complete a pretreatment survey to see if they fall under the guidelines of the City's pretreatment program.
4. Water reuse is available in some areas of the City. Contact the Wastewater Treatment for reclaimed water availability.
5. The contractor shall be responsible for relocation, extension, enlargement, or refurbishment of any part of the existing sanitary sewer system, including lift stations, upon which construction will have a direct impact, as determined by the City.
6. All underground utility installation shall be constructed by a certified Florida Underground Contractor.



Henry Dann, Executive Director
John R. Wehle, Assistant Executive Director

POST OFFICE BOX 1429 PALATKA, FLORIDA 32178-1429
 TELEPHONE 904-329-4500 SUNCOM 804-860-4500
 TDD 904-329-4450 TDD SUNCOM 860-4450
 FAX (Executive) 329-4125 (Legal) 329-4485 (Permitting) 329-4315 (Administration/Finance) 329-4500
 (Planning and Acquisition) 329-4048

SERVICE CENTERS

618 E. South Street Orlando, Florida 32801 407-897-4300 TDD 407-897-5960	7775 Baymeadows Way Suite 102 Jacksonville, Florida 32256 904-730-6270 TDD 904-448-7800	PERMITTING: 305 East Drive Melbourne, Florida 32904 407-984-4940 TDD 407-722-5368	OPERATIONS: 2133 N. Wickham Road Melbourne, Florida 32935-8109 407-752-3100 TDD 407-752-3102
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DO YOU HAVE THE NECESSARY PERMITS FOR YOUR PROJECT?

If not, you could experience costly delays. Avoid this by starting out right and checking with the District to determine what permits you may need. If a permit is required for your project, you must obtain it before you start clearing the land.

The St. Johns River Water Management District regulates construction of drainage systems, stormwater treatment ponds, large uses of water, and other types of projects, in order to protect the State's water resources and the rights of existing water users.

WHO NEEDS A PERMIT?

- You are building any commercial or industrial development, including additions.
- Your project is a residential/subdivision development, including additions.
- The project involves any work in, on or over wetlands or surface waters.
- You have any agricultural or industrial discharges into surface waters.
- Your project includes any bridge construction or roads.
- You are digging large excavations such as lakes, mines, or borrow pits.
- You are drilling a well 6 inches or greater in size.
- You are building a public supply well.

This is only a general overview of projects which may require District permits. Our Applicant's Handbooks further define these thresholds and are available by calling the District.

REMEMBER - You need to find out about what permits you are going to need before you start CLEARING THE LAND.

You may call any of the following District Service Centers to find out if your project needs a permit from the District:

Janice Unger
Compliance Manager
Melbourne Service Center
305 East Drive
Melbourne, FL 32904
(407) 984-4940

William Carlie
Compliance Manager
Orlando Service Center
618 E. South Street
Orlando, FL 32801
(407) 897-4300

David Miracle
Compliance Manager
Jacksonville Service Center
7775 Baymeadows Way
Jacksonville, FL 32256
(904) 730-6270

Serving:
Brevard, Osceola,
Indian River, and
Okeechobee Counties

Orange, Lake, Volusia,
Seminole, Marion, and
Polk Counties

Alachua, Baker, Flagler, Nassau,
Putnam, Duval, St. Johns, Clay,
and Bradford Counties

Dan Roach, CHAIRMAN FERNANDINA BEACH	Kathy Chinoy, VICE CHAIRMAN PONTE VEDRA	James T. Swann, TREASURER COCOA	Olis Mason, SECRETARY ST. AUGUSTINE
William M. Segal MAITLAND	Griffin A. Greene VERO BEACH	James H. Williams OCALA	Patricia T. Harden SANFORD
			Reid Hughes DAYTONA BEACH

City of Rockledge PUBLIC WORKS DEPARTMENT 1400 North Garden Road Rockledge, FL 32955 Phone (321) 690-3961 Fax (321) 634-6199	CITY CONTROL NUMBER:
	APPLICATION DATE:

RIGHT-OF-WAY/EXCAVATION USE PERMIT APPLICATION

COMPANY REQUESTING PERMIT: _____

COMPANY ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

COMPANY TELEPHONE: _____ COMPANY FAX: _____

WORK TYPE: Bury Cable Install Water Line/Water Main Excavation Install Sewer Manhole Liner
 Jack & Bore Other _____

WORK DESCRIPTION: _____

SUBDIVISION (if applicable): _____

STREET NAME: _____

SPECIFIC LOCATION: _____

WORK START DATE: _____ WORK COMPLETION DATE: _____

COMPANY PERFORMING WORK: _____

COMPANY ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

COMPANY TELEPHONE: _____ COMPANY FAX: _____

REVIEWED BY: _____

////////////////////////////////// PUBLIC WORKS DEPARTMENT USE ONLY ////////////////////////////////////

Approved Approved with comments Disapproved

PERMIT AMOUNT: \$25.00 BOND AMOUNT (Refundable): \$500.00

REFERENCE: Section 36.00, Land Development Regulations

COMMENTS: _____

REVIEWED BY: _____ DATE: _____

31.21. Required submittal for commercial permit (commercial, multi-family, hotel, motel, and industrial projects).

[Required submittals for commercial permits are as follows:]

- (a) Completed Building Permit Application.
- (b) Completed Concurrency Evaluation Form.
- (c) Site Plan Review Fee to be paid prior to Site Plan Submittal.
- (d) Sealed Site Plans, to include the following: A site plan covering the entire tract proposed for ultimate development, indicating existing conditions and development for an additional area including at least three hundred (300) feet from the boundaries of such tract, or such greater distance as may be indicated by the circumstances of the case, shall be submitted to the building official. Before a permit is issued for construction, six (6) copies of the site plan of the area, at a scale no smaller than one inch to one hundred (100) feet, shall be filed with the building official setting forth, identifying and locating the following:
 - (1) A map indicating the property boundary and the proposed or existing plotting and street system.
 - (2) All public and private right-of-way and easement lines located on and adjacent to the property which are proposed to be continued, created, relocated or abandoned.
 - (3) Existing topography with a maximum of one-foot contour point intervals.
 - (4) The location of the proposed buildings, driveways, parking lots and other uses.
 - (5) A description of the uses proposed in sufficient detail to indicate the effects of those uses on producing air pollution, water pollution, fire or safety hazards, or other factors detrimental to the health, safety and welfare of the area.
 - (6) Engineering plans or descriptions, prepared and sealed by a professional engineer, for the handling of any problems of the type outlined in subparagraph (c) above, including a designation of sewers to be used and necessary plans for controlling of smoke or other nuisances such as those enumerated in the same above-referenced paragraph.
 - (7) Location and dimension of all curb cuts, driving lanes, off-street parking and loading and/or unloading areas including number of spaces.
 - (8) All walks, malls and other open area.
 - (9) Location of all walls, fences and screen planting.
 - (10) Size, height and orientation of all signs.
 - (11) All existing and proposed water and sanitary sewer lines with plans prepared at a scale no greater than one inch to one hundred (100) feet, sealed by a professional engineer.
 - ([11]a) A drainage plan, prepared and sealed by a professional engineer, of the area showing size and location of each existing and proposed structure, the

approximate volume of run-off generated by development of the subject area and the proposed method of managing said water. Provisions shall be included for retention of the first one inch of rainfall on-site and for adequate control of erosion sedimentation, indicating the proposed temporary and permanent control practices and measures.

- (12) A copy of the restrictive covenants (if any) to be included in the deeds by the developer.
- (13) Such other information with regard to the development area as may be required by the building official to determine conformance with these regulations.
- (e) Two (2) sets of sealed Tree Surveys.
- (f) Two (2) sets of sealed Landscaping Plans.
- (g) Completed Erosion/Sedimentation Control Permit Application (See Public Works).
- (h) Three (3) sets Erosion/Sedimentation Control Plans.
- (i) Legal Description or Copy of Recorded Deed.
- (j) Four (4) sets sealed Construction Plans.
- (k) Two (2) sets sealed Construction Specifications.
- (l) Two (2) sets sealed Energy Calculations.
- (m) One (1) Condominium Document (if applicable).
- (n) One (1) copy St. Johns River Water Management District Permit.
- (o) Soil Test.
- (p) D.E.R. Permit (if applicable).
- (q) D.O.T. Permit (if applicable).
- (r) Brevard County Consumer Health Department Permit (if applicable).
- (s) Sub-Contractors Permit Authorization.
- (t) Proof of Workers Compensation.
- (u) Brevard County Impact Fee Form and a Prepaid receipt to be attached.

The Building Official may require additional information to confirm compliance to these regulations.

SECTION 32.00.

TREE REMOVAL PERMIT/REQUIREMENTS

- (1) *Generally:*

- (a) No person, directly or indirectly, shall cut down, destroy, remove or move, or effectively destroy through damaging any tree located on any property within the City of Rockledge without first obtaining a permit, unless otherwise provided herein.
 - (b) Tree permits authorized by this section may be obtained by making application for permit to the building official on a form to be supplied by the city, indicating the type tree and how it is proposed to be cut, destroyed or removed, who will perform the work, and such other information as may be required by the building official to effectively enforce the provisions of this section. A separate application shall be filed for each site upon which tree removal is requested.
- (2) *Exceptions.* The following types of trees shall be exempt from the provisions of this section, and no permit or fees shall be required for the removal, cutting down or destruction of these trees:
- (a) *Melaleuca quinquenervia* (Cajaput or Paperbark).
 - (b) *Melaleuca leucadendra* (Punk).
 - (c) *Casuarina* (spp), (Australian Pine), (Brazilian Oak).
 - (d) *Schinus terebinthifolius* (Brazilian Pepper).
 - (e) *Araucaria excelsa* (Norfolk Island Pine).
 - (f) *Eucalyptus* (all varieties except *Eucalyptus Cinerea*).
 - (g) *Bischofia javanica* (Bishopwood, Bischofia).
 - (h) *Ricinus communis* (Castorbean).
 - (i) *Metopium toxiferum* (Poison Wood).
 - (j) *Melaiceae asedarach* (Chinaberry).
 - (k) *Enterolobium* (spp), (Eartree).
 - (l) Trees located in state-licensed and governmental plant or tree nurseries or botanical gardens in which the trees are planted and growing for the sale or intended sale to the general public in the ordinary course of business or for some public purpose and which are sold.
 - (m) Trees which are required to be removed by law.
 - (n) Trees which, due to natural circumstances, are no longer viable, are in danger of falling, are too close to existing structures so as to endanger such structures, interfere with utility services, create unsafe vision clearance or constitutes a safety hazard.
 - (o) Trees located within three (3) feet of a survey line cut or cleared by a licensed land surveyor acting in the course of his profession or located within three (3) feet of any public utility main, pipe, wire, line or conduit.
 - (p) Trees on a single-family residential lot or on a two-family residential lot; provided, that after such removal the lot will contain a minimum of at least four (4) trees of any type or types listed in Appendix A of Ordinance No. 929-89; or, if after the removal the lot will contain less than four (4) trees listed on Appendix A, a substitute tree of any type or types listed on Appendix A, of Ordinance 929-89, is planted for each tree to be removed, such

planting to be performed within thirty (30) days prior to the removal.

(3) *Application for tree removal permit:*

(a) *Predevelopment:* The removal of any tree or trees from real property in the City of Rockledge which has not been previously developed pursuant to an approved site plan is hereby prohibited, except that no tree removal permit shall be required for removal of any of the exempt and excepted trees described in subsection (2) of this section. An application pursuant to the requirements in subsection (2) shall be completed and a permit required.

(b) *During construction:* Application for a tree removal permit during construction shall be required as a part of the site plan submittal, except that no tree removal permit shall be required for removal of any of the exempt and excepted trees described in subsection (2) of this section. The applicant shall submit a legible, reproducible plan, drawn to scale and indicating the following information for the entire site:

1. Location, shape and spatial arrangements of all existing and proposed buildings, walls or fences, or other improvements and structures.
2. Identification of uses on adjacent properties.
3. Location, shape and spatial arrangement of all parking areas and access roads.
4. Existing and proposed utility services.
5. Existing and proposed elevations.
6. Setbacks, yard requirements and location of easements.
7. Existing and proposed wells.
8. All sink holes, rock outcroppings and historical sites.
9. A tree survey certified by a landscape architect, land surveyor or land planner overlaid directly upon the site plan, and indicating the location referenced to structures, of all protected trees as defined in this section. The survey shall distinguish existing trees which are proposed to be destroyed, relocated, replaced or preserved at their present location. Said survey shall show the location of all existing trees as defined in this section. Tree information shall be summarized in a legend form and shall contain the variety, trunk diameter, height and location referenced to structure of all trees shown on the survey. Groups of trees less than three (3) feet apart may be designed as clumps, with the exception that any tree with a trunk diameter of eight (8) inches or more must be specifically designated. For sites on which tree removal activity is to occur on less than the entirety of the site, the building official shall provide that the tree survey may exclude those portions of the site which it determines will not be affected by the tree removal or clearing activity.
10. Trees not affected by tree removal or clearing activity shall be properly identified by means of surveying tape or noninjurious painting.

(c) *Post-development.* An application for a tree removal permit shall be required for removal of any tree on real property previously developed and for which a certificate of occupancy has been issued, except that no tree removal permit shall be required for removal of any of the exempt and excepted trees described in subsection (2) of this

section. The following information shall be required on an application for removal of a nonexempt tree from such previously developed property:

1. Site plan showing all structures, sidewalks, driveways, etc.
2. Location on site plan of trees to be removed, and replacement location of tree from Appendix A or B to Ordinance No. 929-89.

(4) *Criteria for issuance of tree removal permits.* Tree removal permits shall be issued in accordance with this subsection (C) when the building official has been satisfied that the application meets all of the following criteria:

- (a) The subject tree is located within the area where any building, roadway, pavement, retention pond or other improvement is proposed to be constructed, or where a grade change necessary to proposed development of the site will be made which is too severe for the tree to survive, and such proposed improvements or grade change cannot be relocated upon the site so as to further maximize the preservation of the existing trees upon the site while not unreasonably restricting the permitted use of the property.
- (b) If it is in the welfare of the general public that the tree be removed for a reason other than set forth above.
- (c) Appropriate arrangements for disposal of trees and tree parts have been provided that will comply to the Landfill Ordinance (Ordinance No. 922-89, adopted August 2, 1989) [Section 43.00].

(5) *Relocation or replacement:*

- (a) As a condition to the granting of a tree removal permit under this section, the applicant may be required, where practical, to:
 1. Relocate those trees which would otherwise be destroyed to another location upon the site; or
 2. Replace those trees which will be destroyed with suitable replacement trees elsewhere within the site. Such replacement trees shall be of a variety listed in Appendix A of Ordinance No. 929-89, or of any other variety approved by the building official.
- (b) In determining the required relocation or replacement of trees, the building official or agency shall consider the needs of the intended use of the property, including all lands dedicated to public use, together with an elevation [evaluation] of the following:
 1. Existing tree coverage on the site and in the immediate surrounding area.
 2. Number of trees or trees to be removed on the entire site.
 3. The type, size and condition of the tree or trees to be removed.
 4. The feasibility of relocating that particular tree or trees.
 5. Topography and drainage of the site.
 6. The extent to which the tree or trees contribute to the aesthetic, economic and environmental integrity of the surrounding area.

7. No person shall plant or transplant any tree or shrub within the area or space between a sidewalk and the adjacent street, in any parkway or right-of-way, without first obtaining a written permit from the city manager, subject to the list of prohibited species of trees.

(6) *Procedure for permitting tree removal:*

- (a) Upon receipt of a completed application containing all the information as required by this section, the building official shall review said application. The review procedure shall determine the adequacy and accuracy of content, and determine whether the application meets the requirements of this subsection, and whether the applicant has taken all necessary and reasonable steps to preserve existing trees and to otherwise enhance the aesthetic appearance of the proposed development by incorporation of trees into the design process.
- (b) Following approval of the application, the building official shall issue the appropriate permits.
- (c) Upon the issuance of a tree removal permit under this subsection, a copy of said permit shall be prominently displayed on the site prior to the removal, relocation or replacement of any trees. Tree removal permits shall be included with all other permit cards and shall be displayed alongside them on the site.
- (d) No final certificate of occupancy shall be issued nor electrical power connection authorization given until any relocation or replacement of trees required by the tree removal permit has been completed and a final tree inspection approval has been given by the building official. Trees relocating from one portion of the site to another which do not survive transplantation for at least one year shall be replaced by the owner of the site with a suitable replacement tree.

(7) *Protection of trees not approved for removal, relocation or destruction.* It shall be unlawful for any person to place, or cause to be placed, materials, machinery or temporary soil deposits within the drip line of any tree protected by this section and not permitted for removal or destruction, to fail to erect barriers necessary to protect such tree, or to attach anything other than protective wires, braces or other similar noninjurious materials to such tree. Furthermore, no structure or impervious paving shall be located within a three-foot radius of the trunk perimeter of any such tree. A tree of two and one-half (2 1/2) feet or more in diameter shall require additional space as may be determined by the building official.

GENERAL PROVISIONS ENSURING ENVIRONMENTAL PROTECTION

A. *[City declared bird and wildlife sanctuary.]* The City of Rockledge has been declared a bird and wildlife sanctuary. All property within the city is hereby declared to be a bird and wildlife sanctuary.

B. *Polluting Indian River generally.* No person shall deposit, place or throw, wrapped or unwrapped, in packages or in boxes or in any other manner or method into the waters of the Indian River or upon the shores or banks thereof within the city, any dead animals, fowls, fish or parts thereof, or any vegetables or parts thereof, or any fruit or parts thereof, or any rubbish, filth, trash, waste, weeds or any noxious matter whatsoever.

C. *Sewage pipes draining into Indian River.* No person shall construct or maintain any sewage pipes which drain into the Indian River.

D. *Wetlands or hydrologically sensitive areas.* No person or persons shall in any single or