



City of Minneola
Planning Department
800 N Highway 27, Minneola, FL 34715
(352) 394 – 3598 x172

Grading Permit Application

This Checklist is based on the relevant provisions of Chapter 122, Article III, Section 122-92 of the Minneola, FL Code of Ordinances. The Code is available online at www.municode.com.

General Requirements

Any change in grading of individual building lots within a platted subdivision from that level of grading that was previously approved during the subdivision's platting process, including but not limited to deviations in finish-floor elevations, lot grade type or modifications of drainage patterns shall require a grading permit as provided in section 122-83.

All plans and specifications must be signed and sealed by a Florida registered surveyor, landscape architect or engineer, as appropriate for the document.

Grading Permit Submittal:

Submit 6 copies of the grading plans at a scale of 100 feet to 1 inch on 24" by 36" sheets, 2 copies of the plans reduced to no greater than 11" by 17", all documents in PDF version on CD, and cash or check for \$600.00.

Transmit to:

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City of Minneola

Grading Plan Application Cont.

Checklist

Rec'd	Requirement
Notwithstanding the provisions of section 122-84, in order to receive a grading permit authorizing grading activity on individual building lots within platted subdivisions, an applicant must first submit an application showing the following:	
	Plot plan for the proposed construction on the lot

Plans and specifications for all proposed excavation and grading signed and sealed by a professional engineer showing:	
	The property limits and accurate one-foot elevations (contours) of the existing grade and details of terrain and area drainage and finished elevations (contours) to be achieved by the grading or filling;
	Certification that the result of grading activity on the lot will not alter the stormwater drainage pattern of the development as previously approved during the subdivision platting process set forth in chapter 126 of the land development regulations;
	That dedicated utility and drainage easements are not affected by the proposed grading activity
	All elevations must be stated in terms of the national geodetic vertical datum, and this fact indicated in a note on the plan sheet;
	The plans shall show the location of any existing or proposed buildings or structures on the property where the work is to be performed and the location of any existing or proposed buildings or structures on land of adjacent owners which are within 15 feet of the property or which may be affected by the proposed grading or filling operation
	Certification that no earth or fill will be moved from the building lot to any adjacent lots
	Such other information as reasonably may be required by the city engineer

Should the grading plans for any individual lot in a platted subdivision propose the construction of a retaining wall as part of the lot's grading plan, then plans and specifications for any proposed retaining wall must also be submitted with the lot grading application required by this section. The plans and specifications must be signed by a Florida registered professional engineer and show:	
	Dimensions, materials and methods of construction of any proposed retaining walls
	Construction details
	A statement that responsibility for ownership and maintenance of the retaining wall rests with the owner of the lot
	Certification that construction of the retaining wall will not affect the original stormwater drainage plan of the lot
	Certification that construction of the retaining wall will not alter the subdivision's stormwater management system as permitted by the St. John's River Water Management District. The city may require a similar certification from the developer's engineer of record or from the St. John's River Water Management District. If the above certifications are required by the city these shall be furnished at the applicant's expense

POST OFFICE BOX 678, MINNEOLA, FLORIDA 34755 ♦ (352) 394-3598 ♦ FAX (352) 394-7201

City of Minneola
Grading Permit Application Cont.

General Location and/or Street Address:

Alternate Key Number:

Project Area: _____ # of Units: _____ Density: _____ Zoning: _____

Reason grade is being altered: _____

Has this site been subject to any other development permit action in the last two years? If Yes, provide the type of action and date of final action below.

Applicant Name: _____

Applicant Address:

Applicant Phone #: _____ Fax # and/or E-Mail: _____

Owner Name _____

Owner Address _____

Owner Ph. #: _____ Fax and/or E-mail: _____

Person to be contacted regarding questions about this application, (engineer, architect, attorney, etc.):

Contact Name: _____

Contact Address: _____

Phone #: _____ Fax #: _____ E-mail: _____

City of Minneola
Grading Permit Application Cont.

Certification

I, the undersigned, do hereby certify that I have read the application and the relevant guidance material and understand the requirements described therein and that I will fully comply with all City, State and Federal regulations applicable to this project.

I understand that the application fee is non-refundable.

I further understand that I am responsible to reimburse the City for the actual advertising costs, mailing costs, AND the actual consultants' review fees, if any. Said fees shall be paid within 30 days of receipt of the City's invoice or further processing of the application will cease until the invoice is paid in full.

I understand that only application packages that are determined complete by the Department will be scheduled for review.

Applicant Signature

Date

Office Use:

Applicant Name: _____

Application For: _____

Amount: _____ \$600.00* Check #: _____

Rec'd by: _____ Date: _____ Receipt #: _____

*Additional Engineering Fees may apply.

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Grading Permit Application Cont.

Owner's Authorization
(required if the property owner is not the applicant)

STATE OF FLORIDA
COUNTY OF LAKE

Before me, the undersigned authority, personally appeared _____

who is being by me first duly sworn on oath, deposes and says:

1. That he/she is the property owner of the subject parcels in this application.
2. That he/she desires to apply for a Subdivision Construction Plans on land generally located at:

3. That he/she has appointed _____
to act as agent in his/her behalf to accomplish the above.
4. That he/she agrees to pay any costs associated with the application and review for the above.

Owner's Signature

This is to certify that on _____, 20____ before me,
an officer duly authorized to take acknowledgements in the State and County aforesaid, personally
appeared _____ he/she is personally know to me or has
produced _____ as identification and did (did not) take an oath.

SEAL

Signature of Acknowledger

Acknowledger Name

Serial Number

My Commission Expires

City of Minneola
Grading Permit Application Cont.

NPDES Stormwater Certification Statement

Project Name: _____

I hereby certify that proper Erosion and Sediment Control (ESC) procedures will be implemented by the Construction Site Operator from project initiation through project completion.

I further certify that Best Management Practices (BMPs) will be implemented to ensure proper control of waste materials on site and to limit the exposure of general project litter and hazardous materials to stormwater.

Project Owner Information

Project Owner Name: _____

Owner Address: _____

Phone #: _____ Fax and/or E-mail: _____

Signature

Date

Project Contractor Information

Project Contractor Name: _____

Contractor Address: _____

Phone #: _____ Fax and/or E-mail: _____

Signature

Date



City of
Minneola
FLORIDA

City of Minneola

800 N. US Hwy 27

Minneola, FL 34715

(352) 394-3598

Waiver / Disclaimer and Condition Pursuant to Chapter 166.033, Florida Statutes

Applicant: _____

Authorized Representative*: _____

Application Number: _____

Application Request: _____

I, _____ (Print Applicant / Authorized Representative*

name), on behalf of _____ (Applicant) hereby waive the deadlines and/or procedural requirements of Florida Statute Section 166.033 as the provisions of said statute apply to the above referenced application, including, but not limited to:

- 30-day Staff review of Applicant's application and/or response to Request for Additional Information
- 30-day requirement for Applicant's response to City's Request for Additional information
- The limitation of three (3) requests by the City of Minneola for additional information.
- Requirement of Final Determination on Applicant's application approving, denying, or approving with conditions within 120 or 180 days of the determination of incompleteness, as applicable.

I further acknowledge that the City offers weekly development review meetings on Thursdays for me to discuss any comments I received based on my submittal. It is my responsibility to request and schedule a meeting with the City if I have any questions.

Signature of Applicant or Authorized Representative*

Date

*Agent Authorization Form required.