



# SITE PERMIT APPLICATION

Please print clearly and provide all required information

121 SW Flagler Ave

Stuart, FL 34994

Tel: 772-288-5326

Fax: 772-288-5388

DEVELOPMENT DEPARTMENT USE ONLY	
<b>Permit #</b>	

ALL PLAN REVIEW FEES ARE DUE AT TIME OF APPLICATION

<b>A.</b>	<b>PROJECT NAME</b>			
	<b>PARCEL ID#</b>			- - - - -
	<b>ZONING</b>			
	<b>FUTURE LAND USE</b>			
	<b>ADDRESS</b>			
	<b>CONTACT</b>		<b>E-MAIL</b>	
	<b>COMPANY</b>			
	<b>PHONE</b>		<b>FAX</b>	
	<b>DESCRIPTION OF WORK:</b>			
<b>B.</b>	<b>PROPERTY OWNER / DEVELOPER INFORMATION</b>			
	<b>NAME</b>		<b>E-MAIL</b>	
	<b>ADDRESS</b>			

	<b>CITY</b>			
	<b>STATE</b>		<b>ZIP</b>	
	<b>PHONE</b>		<b>FAX</b>	
	<b>ENGINEER</b>		<b>E-MAIL</b>	
	<b>LICENSE #</b>		<b>COMPANY</b>	
	<b>ADDRESS</b>			
	<b>CITY</b>			
	<b>STATE</b>		<b>ZIP</b>	
	<b>PHONE</b>		<b>FAX</b>	
<b>C.</b>	<b>CONTRACTOR DETAILS</b>			
	<b>COMPANY NAME</b>			
	<b>STREET ADDRESS</b>			
	<b>CITY</b>			
	<b>STATE</b>		<b>ZIP</b>	
	<b>PHONE</b>		<b>FAX</b>	
	<b>CITY of STUART COMPETENCY #</b>		<b>QUALIFIER</b>	
	<b>STATE OF FLORIDA LICENSE #</b>			
	<b>SUBMITTAL REQUIREMENTS ( 1 sets of all documents unless otherwise indicated)</b>			
<b>D.</b>	<b>SITE PLAN</b>	<b>LANDSCAPE PLAN</b>	<b>LEGAL DOCUMENTS DEMONSTRATING UNIFIED CONTROL</b>	
	<b>BOUNDARY SURVEY</b>	<b>ARCHITECTURAL ELEVATIONS (1 Copies)</b>	<b>TRAFFIC STUDY (MIN &amp; MAJ, STATEMENT if under 100 Trips)</b>	
	<b>DEP STORMWATER DISCHARGE PERMIT</b>	<b>DESCRIPTION OF STORMWATER MANGEMENT SYSTEM &amp; CALCS</b>	<b>EXISTING TREE SURVEY</b>	
	<b>SOILS MAP</b>	<b>ENVIRONMENTAL ASSESSMENT REPORT</b>	<b>SIGN DETAILS</b>	
	<b>ALL DOCUMENTS ON A PDF FORMATTED DISC ELECTRONICALLY SIGNED AND SEALED (1 COPY)</b>			

A Notice of Intent is to be provided for Construction over 43,560sq.ft. (1 Acre)

Note: Additional fees will be assessed for Engineering Plan Review and Traffic Study Review

**ZONING**

<input type="checkbox"/> Completed Application	<input type="checkbox"/> Property Platted?
<input type="checkbox"/> Legal Description	<input type="checkbox"/> Zoning/Land Use/Density
<input type="checkbox"/> Buffering/Fences/Walls	<input type="checkbox"/> Building Height
<input type="checkbox"/> Setbacks (all structures)	<input type="checkbox"/> Accessory Structures
<input type="checkbox"/> Impervious/Pervious	<input type="checkbox"/> Dumpster location and landscaping
<input type="checkbox"/> Signage	<input type="checkbox"/> Wetland and Upland delineation
<input type="checkbox"/> Tree Survey	<input type="checkbox"/> Lighting (exterior)
<input type="checkbox"/> Architectural elevations (all facades) w/proposed colors and building materials	

**FIRE**

<input type="checkbox"/> Fire hydrant location	<input type="checkbox"/> Fire flow requirements/calculations
<input type="checkbox"/> Turning radii (proximity to property lines and adjacent structures)	

**LANDSCAPING**

<input type="checkbox"/> Abutting ROW/Abutting property	<input type="checkbox"/> Interior Parking
<input type="checkbox"/> Crossover easements/Unity of Title	<input type="checkbox"/> Minimum spaces required/provided
<input type="checkbox"/> Delineated stall size (dimension)	<input type="checkbox"/> Handicapped Spaces (correct number & size)
<input type="checkbox"/> Easements delineated.	<input type="checkbox"/> Utilities to site

**PUBLIC WORKS - GENERAL**

<input type="checkbox"/> Sidewalk/Driveway connections	<input type="checkbox"/> Location of adjacent driveways w/in 500 feet
<input type="checkbox"/> Dumpster location and details	<input type="checkbox"/> Backflow prevention details/specifications
<input type="checkbox"/> Exterior fire protection system connections (details/water section)	

**PUBLIC WORKS - SEWER PLANS**

<input type="checkbox"/> Calculations on piping size (size/materials)	<input type="checkbox"/> Connection Details
<input type="checkbox"/> Separation Details/General Notes	<input type="checkbox"/> All Sanitary Sewer Details

<input type="checkbox"/> Public and/or Private Easements	<input type="checkbox"/> Dept. of Environmental Protection Permits
<input type="checkbox"/> Grease Traps/Calculations	<input type="checkbox"/> ERC Calculations
<input type="checkbox"/> Lift Station Calculations/Details (Sizing/Buoyancy Calculations)	
<input type="checkbox"/> Executed Utilities Service Agreement from the City and/or County	

PUBLIC WORKS – WATER PLANS	
<input type="checkbox"/> Calculations on piping size (size/materials)	<input type="checkbox"/> Connection Details
<input type="checkbox"/> All Water System details	<input type="checkbox"/> Public and/or Private Easements
<input type="checkbox"/> Irrigation (City/County/Private Well)	<input type="checkbox"/> Dept. of Environmental Protection Permits
<input type="checkbox"/> Separation Details/General Notes	<input type="checkbox"/> ERC Calculations
<input type="checkbox"/> Fire Hydrant/Gate Valves (details)	<input type="checkbox"/> Meter Size/Calculations
<input type="checkbox"/> Well Permits/South Florida Water Management District Water Use Permits	
<input type="checkbox"/> Executed Utilities Service Agreement from the City and/or County	

ENGINEERING – CAPTEC ENGINEERING, INC. 398-8182 (PAVING)	
<input type="checkbox"/> Specifications of Materials	<input type="checkbox"/> Wheel Stops/Curbing
<input type="checkbox"/> Erosion Control	<input type="checkbox"/> Finish Floor Elevations/Code Criteria
<input type="checkbox"/> Proper Tie-In (connection) Permits (State and/or County)	

PUBLIC WORKS – STORMWATER MANAGEMENT	
<input type="checkbox"/> Narrative Summary of System	<input type="checkbox"/> Public and/or Private Easements
<input type="checkbox"/> Details	<input type="checkbox"/> Control Structures
<input type="checkbox"/> Perimeter Berm	<input type="checkbox"/> Sedimentation Control
<input type="checkbox"/> Vegetation/Sod	<input type="checkbox"/> Minimum Slopes
<input type="checkbox"/> Minimum Dimensions of Retention Area	<input type="checkbox"/> Retention Dry-Out /Soil Data
<input type="checkbox"/> Pervious Pavement Calculations	<input type="checkbox"/> No Off-Site Impact (Statement/Calculations)
<input type="checkbox"/> Flood Plain Compensations Calculation	<input type="checkbox"/> Federal Emergency Management Elevations
<input type="checkbox"/> Calculations (retention, pipe size, material type, allowable peak discharge, dry out, hardpan)	
<input type="checkbox"/> Legal Positive Outfall Details/Agreements (if necessary)	
<input type="checkbox"/> Existing/Proposed Drainage Patterns (off-site/on-site impacts)	

Application is hereby made to obtain a permit to do the work as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and site work in this jurisdiction.

**OWNERS AFFIDAVIT**

I certify all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNERS**

Your failure to record a Notice of Commencement may result in your paying twice for the improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your Notice of Commencement.

**Signature (Owner/Owner Agent)**

**Signature (Contractor)**

**State of Florida, Martin County**

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

**State of Florida, Martin County**

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

**Notary signature**

**Seal:**

**Notary signature**

**Seal:**

<b>CONSTRUCTION VALUATION</b>		<b>PLAN REVIEW FEE Payable with Application</b>	
<b>SITE WORK</b>	<b>\$</b>	<b>REVIEW</b>	<b>\$</b>
<b>TOTAL</b>	<b>\$</b>	<b>FEES DUE AT ISSUANCE OF PERMIT</b>	
		<b>PERMIT</b>	<b>\$</b>
		<b>WATER INSPECTION</b>	<b>\$</b>
		<b>SEWER INSPECTION</b>	<b>\$</b>

**NOTICE: IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF MARTIN COUNTY, AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENTAL ENTITITES.**



**NOTICE OF INTENT  
TO USE  
NPDES GENERIC PERMIT FOR STORMWATER  
DISCHARGE FROM LARGE AND SMALL  
CONSTRUCTION ACTIVITIES  
(RULE 62-621.300(4), F.A.C.)**

You must submit this completed Notice of Intent (NOI) form to the Department to get coverage under the Generic Permit for Stormwater Discharge from Large and Small Construction Activities provided in subsection 62-621.300(4), F.A.C. The Generic Permit document [DEP Document 62-621.300(4)(a)] tells you what construction activity qualifies for coverage, how you obtain and terminate coverage, what you must do to minimize pollution from your construction site, and what conditions apply to your project to use the generic permit. **You must submit the appropriate generic permit fee, as specified in paragraph 62-4.050(4)(d), F.A.C., with this NOI Form to obtain permit coverage.** You must read and understand the requirements of the generic permit document and the attached instructions before completing this NOI form. **Please print or type information in the appropriate areas below.**

**For construction activities also requiring an Individual Environmental Resource Permit (ERP), under Chapter 62-330, F.A.C.:**

**If your construction activities are already authorized by a valid Individual ERP issued by the Department, Water Management District or a Delegated Local Government, you may also elect to use this NOI form to provide the required notice of commencement of construction, in lieu of Form 62-330.350(1) (“Construction Commencement Notice”).**

**Do you wish to also provide notice of commencement of construction activities authorized under an Individual ERP permit through the use of this form?**    Yes    No

**I. IDENTIFICATION NUMBER:**

- A. Facility ID (if renewing coverage): \_\_\_\_\_
- B. ERP Permit Number\* (if applicable): \_\_\_\_\_
- C. ERP Permitting Agency (if applicable): \_\_\_\_\_

\*If the ERP permit authorizes phased construction, please also indicate which phase.

**II. STORMWATER POLLUTION PREVENTION PLAN (SWPPP) DEVELOPED AND READY TO BE IMPLEMENTED:**    Yes    No

\*If No, you may not submit your NOI at this time.

**III. APPLICANT INFORMATION:**

A. Operator Name: * ERP Permittee Name (if different than “Operator”), if applicable:		B. Operator Status:
C. Address:		
D. City:	E. State:	F. Zip Code:
G. Responsible Authority:		

H. Responsible Authority's Phone No.:
I. Responsible Authority's Fax No.:
J. Responsible Authority's E-mail Address:

**IV. PROJECT/SITE LOCATION INFORMATION:**

A. Project Name:		
B. Project Address/Location:		
C. City:	D. State:	E. Zip Code:
F. County:	G. Latitude:      °      '      "	Longitude:      °      '      "
H. Is the site located on Indian Country Lands?      Yes      No		I. Water Management District:
J. Project Contact:		
K. Project Contact's Phone No.:		
L. Project Contact's Fax No.:		
M. Project Contact's E-mail Address:		
N. Additional E-mail correspondence, optional:		

**V. PROJECT/SITE ACTIVITY INFORMATION:**

A. Indicate whether the project is Large or Small Construction (check only one):	<input type="checkbox"/> Large Construction (Project will disturb 5 or more acres of land, Fee \$400) <input type="checkbox"/> Small Construction (Project will disturb between 1 and 4.99 acres of land, Fee \$250)
B. Approximate total area of land disturbance from commencement through completion of construction: _____ acres	
C. SWPPP Location:	<input type="checkbox"/> Address in Part III above <input type="checkbox"/> Address in Part IV above <input type="checkbox"/> Other address (specify below)
D. SWPPP Address:	
E. City:	F. State:      G. Zip Code:
H. Construction Period:	Start Date:      Completion Date:

**VI. DEWATERING INFORMATION:**

A. Will dewatering operations be performed as part of the construction activities?      No      Yes      If yes, complete below. If no, skip this part and go to Part VII.
B. Is the project site currently identified as contaminated, or is there a site within 500 feet of the dewatering project identified as contaminated by a DEP or EPA cleanup/restoration program? You may use the Quick Link to DEP's Contamination Locator Map (CLM) and DEP's Institutional Controls Registry (ICR) Web Viewer to determine cleanup restoration status. You may access the CLM at: <a href="http://webapps.dep.state.fl.us/DepClnup/welcome.do">http://webapps.dep.state.fl.us/DepClnup/welcome.do</a> or



http://ca.dep.state.fl.us/mapdirect/?focus=contamlocator. The ICR may be accessed at:  
http://www.dep.state.fl.us/waste/categories/brownfields/pages/ICR.htm, or  
http://ca.dep.state.fl.us/mapdirect/?focus=icr

YES Continue to VI.C, below.  
NO Continue to Part VII.

C. Has the site been remediated?

YES Continue to Part VII.  
NO Continue to VI.D, below.

D. Are the pollutants of concern (i.e. contamination) present in ground water at the dewatering project site at concentrations equal to or exceeding the surface water criteria in Rule 62-302.530?

YES Dewatering activities do not qualify for coverage under this generic permit. However, the site may qualify for coverage under Rule 62-621.300(1), F.A.C., or under an individual wastewater permit on the appropriate form listed in Rule 62-620.910, F.A.C.

NO Continue to Part VII.

**VII. DISCHARGE INFORMATION:**

A. MS4 Operator Name (if applicable):

B. Receiving Water Name:

**VIII. CERTIFICATION<sup>1</sup>:**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

If providing notice of commencement of construction as required by an Individual Environmental Resource Permit, I also certify that I am authorized by the Permittee (identified in Part III.A., above), to commence construction activities authorized by the ERP Permit (identified in Part I.B., above).

Responsible Authority Name and Official Title (Type or Print):

Responsible Authority Signature:

Date Signed:

<sup>1</sup> Signatory requirements are contained in Rule 62-620.305, F.A.C.

**INSTRUCTIONS – DEP FORM 62-621.300(4)(b)  
NOTICE OF INTENT (NOI) TO USE GENERIC PERMIT FOR STORMWATER DISCHARGE FROM LARGE  
AND SMALL CONSTRUCTION ACTIVITIES**

**Who Must File an NOI:**

You must file the NOI and obtain coverage under the Construction Generic Permit if you discharge stormwater associated with large or small construction activities to surface waters of the State, including through a Municipal Separate Storm Sewer System (MS4), [http://www.dep.state.fl.us/water/stormwater/npdes/docs/all\\_ms4\\_by\\_county.pdf](http://www.dep.state.fl.us/water/stormwater/npdes/docs/all_ms4_by_county.pdf).

**Where to File NOI:**

The Department encourages the electronic submission of NOIs using the Department’s Interactive Notice of Intent (iNOI) available at <http://www.fldeportal.com/go/>. NOIs also may be submitted by paper copy to the following address:

NPDES Stormwater Notices Center, MS #3585  
Florida Department of Environmental Protection  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

**Permit Fee:**

Permit fees for large and small construction activities to be covered under the generic permit are specified in paragraph 62-4.050(4)(d), F.A.C. and available on our <http://www.dep.state.fl.us/water/stormwater/npdes/fees.htm>. You must submit the appropriate generic permit fee (either for large 5+ acres \$400 or small 1- 4.99 acres \$250 construction activities) with the completed NOI to obtain coverage under the generic permit. **Generic permit coverage will not be granted without payment of the appropriate permit fee.**

If the NOI is submitted electronically, the permit fee must be paid on-line by credit card or check. If the NOI is submitted using a paper copy, the permit fee must be paid by either check or money order made payable to: “Florida Department of Environmental Protection”.

**Part I – Identification Number:**

If you are renewing coverage, please enter the project’s DEP identification number (generic permit coverage number) if known. If this is a new project without an ID number then leave this item blank. If you know your ERP Permit Number or ERP Permitting Agency (if applicable) please identify it here, if not then leave these items blank.

**Part II – Stormwater Pollution Prevention Plan (SWPPP) Completed:**

Check the box to indicate whether you have completed your Stormwater Pollution Prevention Plan. You must complete your SWPPP and be ready to implement it before submitting your NOI.

**Part III – Applicant Information:**

Item A.: Provide the legal name of the person, firm, contractor, public organization or other legal entity that owns or operates the construction activity described in this NOI. The operator is the legal entity that has authority to control those activities at the project necessary to ensure compliance with the terms and conditions of the generic permit.

Item B.: Enter the appropriate one letter code from the list below to indicate the legal status of the operator:

F = Federal; S = State; P = Private; M = Public (other than federal or state); O = Other

Items C. – F.: Provide the complete mailing address of the operator, including city, state and zip code.

Items G. – J.: Provide the name, telephone and fax number (including area code) and E-mail address of the person authorized to submit this NOI on behalf of the operator (e.g., Jane Smith, President of Smith Construction Company on behalf of the operator, Smith Construction Company; John Doe, Public Works Director on behalf of the operator, City of Townsville; etc.). This should be the same person as indicated in the certification in Part VI.

#### **Part IV – Project/Site Location Information:**

Items A. – E.: Enter the official or legal name and complete street address, including city, state and zip code of the project. Do not provide a P.O. Box number as the street address. If it lacks a street address, describe the project site location (e.g., intersection of State Road 1 and Smith Street).

Item F.: Enter the county in which the project is located.

Item G.: Enter the latitude and longitude, **in degrees-minutes-seconds format**, of the approximate center of the project.

Item H.: Indicate whether the project is located on Indian Country Lands. If the project is located on Indian Lands you may not use this generic permit. Instead, you must apply to the <http://cfpub.epa.gov/npdes/stormwater/const.cfm> (EPA) for coverage.

Item I.: Enter the appropriate five or six letter code from the list below to indicate the <http://www.dep.state.fl.us/secretary/watman/default.htm> in which your project is located:

NFWWMD = Northwest Florida Water Management District  
SRWMD = Suwannee River Water Management District  
SFWMD = South Florida Water Management District  
SWFWMD = Southwest Florida Water Management District  
SJRWMD = St. John's River Water Management District

Items J. – M.: Enter the name, telephone and fax number (including area code) and E-mail address of the project contact person. The project contact is the person who is thoroughly familiar with the project, the facts reported in this NOI and who can be contacted by the Department if necessary.

Item N.: Enter additional E-mail correspondence as needed to receive permit related documentation. (Optional)

#### **Part V – Project/Site Activity Information:**

Item A.: Check the appropriate box to indicate whether the project involves large construction activity or small construction activity. **Check one box only.**

“Large Construction Activity” means construction activity resulting in the disturbance of five (5) or more acres of total land area. Large construction activity also includes the disturbance of less than five acres of total land area that is part of a larger common plan of development or sale such as a subdivision that will ultimately disturb five acres or more.

“Small Construction Activity” means construction activity resulting in the disturbance of equal to or greater than one (1) acre and less than five (5) acres of total land area. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale that will ultimately disturb equal to or greater than one acre and less than five acres.

Item B.: Provide the approximate total area of land disturbance, in acres, that the project will involve from commencement of construction through completion.

Items C. - G.: Indicate the location where the Stormwater Pollution Prevention Plan (SWPPP) can be viewed. Provide the address where the SWPPP can be viewed if other than as provided in Parts II or III of the NOI. **Note that to be eligible for coverage under the generic permit, the SWPPP must have been prepared prior to filing this NOI.**

Item H.: Enter the estimated construction start and completion dates in the MM/DD/YY format.

**Part VI – Dewatering Information:**

If your site has “noncontaminated ground water”, the CGP also authorizes discharges from ground water dewatering activities. A site will be presumed to have uncontaminated if it is not contaminated and there are no known contamination sites within 500 feet of the site. You may use the Department’s <http://webapps.dep.state.fl.us/DepClnup/welcome.do> or the Institutional Controls Registry (ICR) Web Viewer <http://www.dep.state.fl.us/waste/categories/brownfields/pages/ICR.htm> to determine the location of contaminate sites. The CGP does not authorize the discharge of contaminated ground water.

**Part VII – Discharge Information:**

To be covered under a CGP, you must provide the following information about where the discharge from your project will go. NOIs submitted without discharge information cannot be processed.

Item A.: If stormwater from your project discharges to a MS4 enter the name of the MS4 (e.g., City of Tallahassee MS4, Orange County MS4, FDOT District 5 MS4, etc.). If stormwater from your project does not discharge to an MS4 but to surface waters of the State, leave this item blank or indicate “N/A” and skip to Item B. of this part. **Please note that if your project discharges stormwater to an MS4, you must provide the MS4 operator with a copy of the completed NOI.** [http://www.dep.state.fl.us/water/stormwater/npdes/docs/all\\_ms4\\_by\\_county.pdf](http://www.dep.state.fl.us/water/stormwater/npdes/docs/all_ms4_by_county.pdf)

Item B.: If your project discharges stormwater to surface waters of the State, and not to an MS4, enter the name of the receiving water body to which the stormwater is discharged. Please provide the first named water body to which the stormwater from the project is discharged (e.g., Cypress Creek, Tampa Bay, unnamed ditch to St. Johns River, Tate’s Hell Swamp, etc.).

In certain cases, stormwater from the project will discharge to both an MS4 and surface waters of the State. In this case, complete both Item A. and Item B.

**Part VIII – Certification:**

Type or print the name and official title of the Responsible Authority signing the certification. Please note that this must be the same person indicated in Item II.G. as the Responsible Authority. Sign and date the certification.

Section 403.161, F.S., provides severe penalties for submitting false information on this application (NOI) or any reports or records required by a permit. There are both civil and criminal penalties, in addition to the revocation of permit coverage for submitting false information.

Rule 62-620.305, F.A.C., requires that the NOI and any reports required by the permit be signed as follows:

- A. For a corporation, by a responsible corporate officer as described in Rule 62-620.305, F.A.C.;
- B. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
- C. For a municipality, state, federal or other public facility, by a principal executive officer or elected official.