



**PUBLIC WORKS DEPARTMENT**

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## CHECKLIST For Mass Grading Permit Application

- **Completed Application**
  - Three (3) copies of the application with original signatures must be submitted for processing. Print both pages, 1 & 2 printed on 8 ½ x 14 paper.
  - Be sure to fill in ALL required information. Incomplete applications will not be accepted.
  - Do not write, “see attached” in any field.
  - For the legal description, write the parcel ID number. If the project is already subdivided into dozens of parcels, write the Plat Book and Page Number(s) of the project.
  
- **Owner’s Consent**
  - If the applicant does not own the property to be mass graded, a notarized letter of consent to is required. A copy of the contract pages, which identify relevant parties, may be substituted for the aforementioned letter.
  
- **Plans**
  - Submit six copies of the plans that bear the seal of a Professional Engineer licensed in the State of Florida. Plan should include Parcel ID number(s), and location key map. The plan sheets must show the existing and proposed elevations, erosion control measures, dust abatement plan, temporary drainage systems, wetland/conservation area delineations, flow arrows, and construction access with minimum 35’ radius and standard NPDES treatment (Right of Way Permit may be required prior to construction). The Development Engineering Division will send two sets of plans to the Environmental Protection Division for review. After the County Engineer approves the Development Plan, the applicant shall obtain approval from the Zoning Division’s Arbor Section prior to issuance of the Mass Grading Permit.
  
- **Calculations**
  - Submit earthwork calculations to justify the amount of material to be mass graded.
  
- **Fees**
  - **30 Day Permit** - \$298.00 processing fee plus \$384.00 permit fee due at the time of application. Permit is valid for thirty (30) calendar days or up to 10,000 cubic yards. Extensions will not be granted.
  
  - **Annual Permit** - \$298.00 processing fee due at the time of application. \$2,728.00 permit fee due prior to pick-up of permit. Permit is valid for one (1) year.

**NOTE: NPDES Notice of Intent must be sent to the Environmental Protection Division prior to application.**