

Clay County Driveway / Drainage Structure Application Form



Owner / Parcel Information

Owner Name: _____
Parcel ID Number: _____
Physical Address: _____
Mailing Address: _____
Phone Number: _____ Email: _____

Type of Permit Requested

- New Residential Driveway New Commercial Driveway Existing Driveway Driveway Upgrade
 Driveway Replacement Drainage Structure (Non-Driveway) Other

Owners Acknowledgement & Consent

I acknowledge that I must stake driveway location within 1 (one) business day of the date of the application. As the applicant I also acknowledge that there may be wetlands, subject to my property, and it is my responsibility to notify or contact the appropriate environmental agency (Florida Department of Environmental Protection or St. Johns River Water Management District) to ensure that I have not mistakenly altered, encroached, or damaged a wetland.

I understand and acknowledge that I am responsible and liable for meeting all Clay County regulations and for acquiring and adhering to any other agency and their permits that may have jurisdiction.

I hereby authorize the below mentioned contractor / applicant to act on my behalf to install the driveway / drainage structure requested. I understand that I am liable for the actions of my designee and that it is my responsibility as permit holder to meet all Clay County and other jurisdictional requirements..

Owner Signature

Date: _____

Contractor/Agent Information

Contractor / Agent Name: _____ Phone: _____
Address: _____

Official Use

Application Status: Recommended Denied Driveway Culvert Not Required Existing Driveway
Pipe Size & Type: _____ Invert Elevations Left: _____ Right: _____
Benchmark Placement /Conditions: _____
Inspector: _____ Review Date: _____ PWD # _____

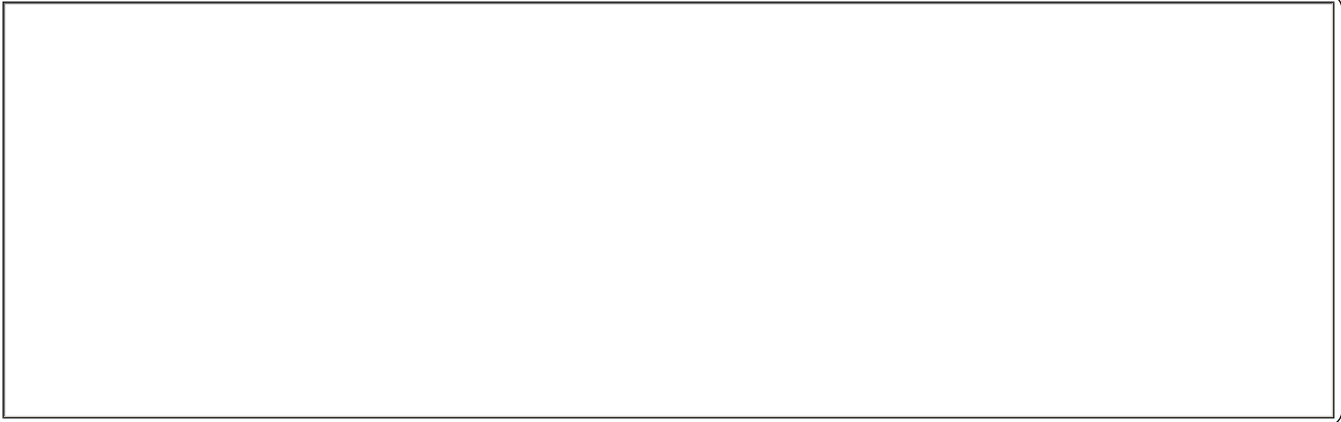
Official Use Central Collection

Number: _____ Received By: _____ Fee: _____

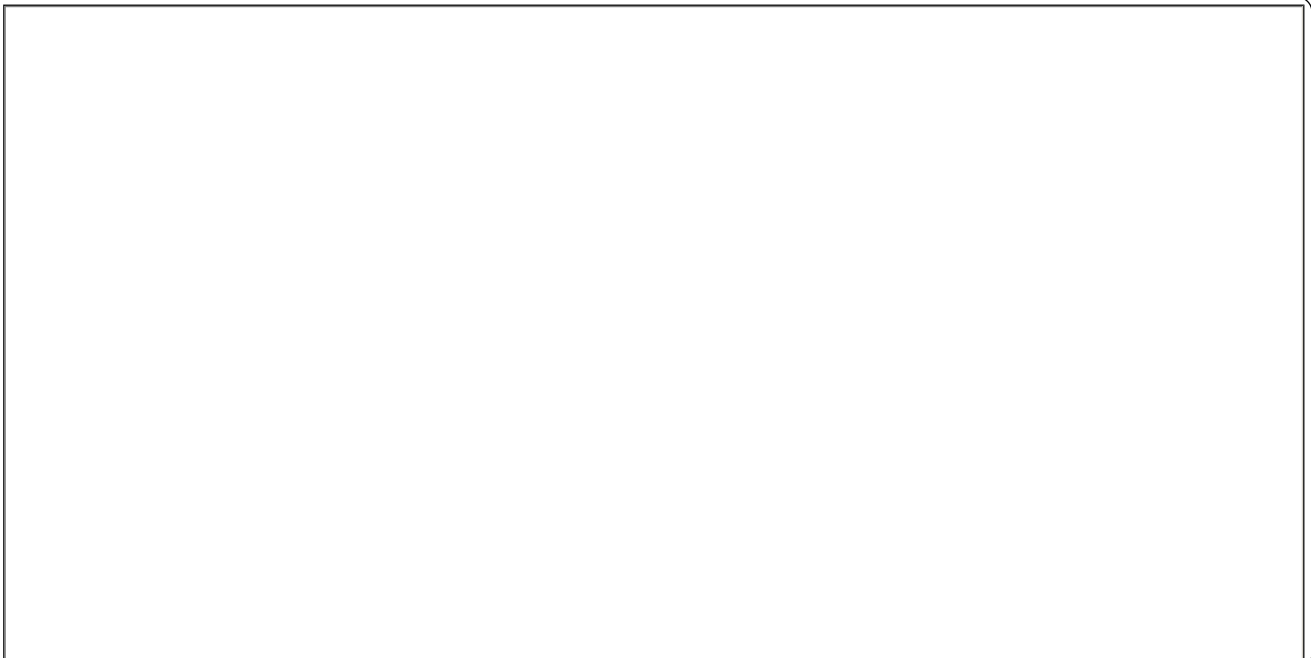
Sketch or Survey



Directions to Site:



Official Use Field Notes:



Driveway Permit

Any connection, replacement or repairs to driveways within Clay County Rights-of-Way requires a [driveway permit](#).

Driveway permit applications are accepted in person or mailed to:

Clay County Planning and Zoning Division
477 Houston Street 3rd Floor
Green Cove Springs, FL 32043

Or email at clay.zoning@claycountygov.com

Accepted payment methods are Cash, check or charge. Credit card transactions are payable <https://public.claycountygov.com/claypay/>

Fees:

New Driveway \$125.00

Driveway Change \$100.00

Driveway Inspection \$25.00

Clay County Planning and Zoning 904-529-4705

Clay County Engineering 904-529-4126

REVOCABLE PERMIT AND INDEMNIFICATION AGREEMENT

THIS PERMIT TO USE THE COUNTY'S RIGHT-OF-WAY OR EASEMENTS HEREIN DESCRIBED IS ISSUED BY CLAY COUNTY TO THE PERMITTEE(S) NAMED BELOW FOR THE PURPOSES HEREIN SPECIFIED UPON THE TERMS CONDITIONS SET FORTH BELOW AND THE GENERAL PROVISIONS ON PAGE 2 OF 2 OF THIS DOCUMENT. BY THE EXECUTION HEREOF THE PERMITTEE AGREES TO COMPLY WITH ALL SUCH TERMS, CONDITIONS AND GENERAL PROVISIONS.

1. ADDRESS OR NAME OF RIGHT-OF-WAY:	2. DATE:
3. DESCRIPTION OF RIGHT-OF-WAY OR EASEMENT (Width, intersection, legal description, ORB & page, etc.):	
4. PURPOSE OF PERMIT AND DETAILED DESCRIPTION OF IMPROVEMENTS: (Attach a Detailed 8½ x 11 or 8½ x 14 Sketch of Improvements)	
5. PERMITTOR: CLAY COUNTY	5a. REPRESENTATIVE: (Type Name, Title and Department)
6. PERMITTEE:	6a. REPRESENTATIVE: (Type Name, Title and Address)
	Telephone Number:
7. GENERAL PROVISIONS: (See Page 2 of 2) By signing this form, permittee agrees to the General Provisions as stated on Page 2 of 2	

FOR CLAY COUNTY By: _____ Date: _____
 Its: _____
 Witness: _____ Date: _____
 STATE OF FLORIDA
 COUNTY OF CLAY Witness: _____ Date: _____

The foregoing instrument was signed before me this day of 20__ by _____, the designee for the Director of Public Works of Clay County, a political subdivision of the State of Florida, who executed the foregoing instrument and acknowledged the execution thereof to be his own free act and deed on behalf of the County.

My Commission Expires:

Notary Public, State of Florida

PERMITTEE By: _____ Date: _____
 Its: _____
 Witness: _____ Date: _____
 STATE OF FLORIDA
 COUNTY OF CLAY Witness: _____ Date: _____

The foregoing instrument was signed before me this day of 20__ by _____ (name of officer), the _____ (title of officer) of _____ (name of entity), who executed the foregoing instrument and acknowledged the execution thereof to be his own free act and deed on behalf of said entity.

My Commission Expires:

Notary Public, State of Florida

7. GENERAL PROVISIONS:

- (a) The County hereby permits the Permittee to use the property described in Item 3 for the purposes set forth in Item 4 and in accordance with the detailed sketch attached thereto.
- (b) The Permittee shall maintain, at its sole cost and expense, the improvements set forth in Item 4 and the detailed sketch, in a good, safe and attractive condition.
- (c) The Permittee shall repair, at its sole cost and expense, any and all damage, if any, to the property described in Item 3, resulting from its use of said property.
- (d) This Permit is revocable at any time, upon giving 30 days notice to the Permittee, at the option and discretion of County or its duly authorized representative. Revocation may occur without cause.
- (e) In the event that the County revokes this permit, the Permittee shall immediately remove at its cost and expense the improvements described in Item 4 and shown on the detailed sketch in the right of way or easement and the Permittee shall at the Permittee's expense restore the right-of-way to its condition prior to installation of the improvements; provided, that if the Permittee shall fail to do so or fail to do so in a manner that does not interfere with the County's use of the right of way or easement, then the County may perform such removal at the cost and expense of the Permittee.
- (f) The Permittee shall act as an independent contractor, and not as an employee of the County in performing its obligations pursuant to this Agreement. The Permittee shall be solely liable, and agrees to be solely liable for, and shall indemnify, defend and hold County harmless from any and all loss, damage, action, claim, suit, judgment, cost or expense for injury to persons (including death) or damage to property (including destruction) in any manner resulting from or arising out of the installation, maintenance (failure to maintain), use or existence of the improvements described in item 4 and shown on the detailed sketch within County's right of way or easements foregoing shall include any damage incurred by the Permittee or to the improvements due to the removal of the improvements by County or the Permittee; as well as any damage caused by the forces of any natural occurrence.
- (g) The Permittee further agrees that, in the event County requires access to any area of the right of way or easement, necessitating the removal of and/or damage to any or all of said improvements, the Permittee shall remain solely responsible at its cost and expense for any necessary repairs to or replacement of said improvements in order to return the right of way or easement to its original condition, or to other conditions meeting County standards or requirements for the right of way or easement.
- (h) Upon completion execution hereof, the Permittee shall record at its cost and expense this permit with the Clerk of the Circuit Court in the official records of Clay County, Florida, and shall provide to the County a copy of the duly recorded permit showing on the face of it the appropriate recording stamp of said Clerk showing the book and page number in and at which it was recorded.

REVOCABLE PERMIT FOR NON-STANDARD CONSTRUCTION

Nonstandard construction includes the placement, construction or installation of any improvement inside a County right of way or easement for which the County will not accept liability or maintenance responsibilities. A revocable permit is required for nonstandard construction. Types of nonstandard construction include:

Brick Pavers

Landscaping

Monitoring Wells

Yard Drains and/or Drainage Pipes

Fencing

Walls

This is not a complete list, and the County Engineer is authorized to determine on a case by case basis what constitutes nonstandard construction.

Anyone wishing to do anything that is deemed nonstandard construction must obtain a Revocable Permit before applying for the required Right of Way Permit. The Revocable Permit is basically an agreement between the owner and the County that specifies that the owner will accept all liability and maintenance responsibilities for the proposed construction.

Application Instructions

The applicant must fill out the shaded portions of the Revocable Permit, sign it, and have it notarized. Please DO NOT edit the Revocable Permit application other than to fill in the needed blanks – if the applicant wishes to perform the work proposed, he or she must agree to the conditions and General Provisions as shown on the form.

The applicant must then submit the application along with drawings showing a plan view and, where applicable, an elevation view of the proposed construction. The applicant must include the second page or General Provisions of the Revocable Permit application. The second page contains General Provisions that are applicable to all revocable permits. The applicant must ensure continuing compliance with the General Provisions.

Drawing Requirements

The drawings must be on either 8½" x 11" or 8½" x 14" sized sheets so that they can be recorded with the Clerk of the Circuit Court. The plan view must show and adequately locate the proposed construction from a known reference point such as the roadway centerline, right of way lines, or property lines. The elevation view must show the height or heights of the proposed construction. An elevation view is required only for items that rise above ground level such as landscaping, fencing, or walls.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Review Process

When submitted, the Revocable Permit application is logged in and routed for review and signatures. The application and plans require review and approval from _____ people: the _____, the _____, and the County Engineer. Once the reviews are done, the applicant will either be provided with review comments or notified that the permit is approved and ready to be recorded. When the Revocable Permit is approved and recorded, but not before, the applicant can submit an application for a right of way permit.

Fees

The only cost incurred for the Revocable Permit is the cost to have the required documentation recorded with the Clerk of the Circuit Court. The documents that require recording are both pages of the Revocable Permit and the drawings. Currently the recording costs are \$10.00 for the first page plus \$8.50 for each additional page.