



New Driveway/Culvert Permit Information

Applicants must submit the driveway/culvert permit application, notarized affidavits, and one (1) copy of the site plan. All plans and/or drawings must include dimensions. Payment is due upon submittal. The permit application fee is \$4.00 a square foot (concrete/asphalt/pavers, etc.). The permit application fee for installing/replacing a culvert with no driveway, is \$100.00.

Applications can be submitted to the Superintendent of Public Works Department (PWD) located at City Hall, 481 W. Hickpochee Ave., LaBelle, FL. Once the application, additional forms and permit fee are received, the Superintendent will review the application and schedule the initial inspection. The application fee includes three (3) inspections by the Superintendent and/or his designee. If additional inspections are required, an additional fee may be charged.

Upon submittal of the application, the applicant will need to stake out the driveway. A stake marking the center line of proposed driveway connection, or a bright color center line symbol painted on the edge of the pavement.

The Superintendent of Public Works will do a site visit, confirming the site plan and perform a grade inspection. The PWD will email applicants with any changes required or issue a permit. The PWD will email applicants a copy of the permit. The original permit will need to be picked up at City Hall and needs to be displayed and available for inspection visits, until the final inspection.

Once the culvert is installed, applicants will need to contact the PWD to request an installation inspection and approval by the Superintendent of Public Works.

When the driveway/culvert installation is complete, applicants will again contact the PWD for a final inspection. The PWD will check for any damage to the roadway, shoulder and/or swale. If damage has occurred, the applicant is responsible for correcting in accordance with the PWD requirements.

Additional regulations and information are on page two (2) of the application.

NOTE:

A driveway/culvert permit does not authorize removal of significant oak trees. A significant oak tree may not be removed or relocated unless a permit is issued in accordance with sec. 4-80.16 of this Code. A driveway/culvert does not authorize the filling of wetlands. Permits for dredge and fill activities in wetlands must be obtained from the Department of Environmental Protection and/or the U.S. Army Corps of Engineers. Failure to obtain these permits can result in substantial penalties and fines. Where applicable, the required vegetated buffer between upland areas and jurisdictional wetlands must be preserved in accordance with state and federal regulations.

A driveway/culvert permit does not authorize any other development. Violations where construction is commenced for improvements not authorized by a driveway/culvert permit, the applicant will be issued a stop work order until the correct construction permit has been submitted and approved. An application after construction has commenced in violation of the original permit will be charged an application fee equal to four (4) times the original application fee.



City of LaBelle

481 W. Hickpochee Ave | LaBelle, Florida
Phone: 863-675-2872
www.citylabelle.com

**DRIVEWAY
PERMIT APPLICATION**

Job Information:

Permit Application #: _____

Tax/Folio#: _____ Legal Description: _____

Job Address: _____

Property Owner: _____

Mailing Address: _____

Est. Cost: \$ _____ Right-of-Way Square Footage: _____ Permit Expiration Date: _____

Work being performed:

- Construct new driveway
- Alteration or addition of driveway
- Resurface existing driveway - same footprint
- Resurface existing driveway involving grade changes
- Other: _____

Is there an existing concrete valley gutter? Yes No (No valley gutter will generally require a swale)

Pavement Material (select one): Asphalt Concrete Paving Block Turf Pave

*Where driveways are constructed by others other than the city, all materials used shall be approved by the city prior to being installed. (Code 1967, § 19-43)

Contractor or Owner/Builder Information (Circle One)- If Owner/Builder please fill owner/Owner/Builder Affidavit:

Contractor: _____ State Cert/CC Comp Card #: _____

Job Representative: _____ Phone #: _____

Email Address: _____

Address: _____
City State Zip

The following must be included with the application:

- ___ One copy of a Site Plan showing the width and location of driveway setbacks.

Application approval subject to the following conditions:

- Schedule a driveway grade inspection prior to driveway and/or sidewalk construction.
- Work subject to final inspection approval.
- **It is the owner/contractors responsibility to contact the Superintendent of Public Works regarding removal or relocation of oak trees prior to applying for a driveway permit.**

Engineering Division _____

Date _____

Regulations and Information:

1. All driveways are to be constructed in such a manner as not to impair proper and adequate drainage within the right-of-way, alter the stability of the street subgrade, or impair or materially alter drainage of adjacent areas. Minimum culvert diameter shall be eighteen (18) inches with a minimum length of eighteen (18) feet. All culverts used must meet latest Florida Department of Transportation specifications.
2. Driveways are to be constructed within the limits of the frontage boundary of the property which it is to serve. Minimum driveway width shall be twelve (12) feet. Maximum driveway width shall be sixty (60) feet. The ends of pipe culverts shall not be positioned closer than six (6) feet to the frontage boundary line.
3. The number of driveways to be provided for any single property tract or development shall be the minimum number required to adequately serve the needs of the property or development. Frontages of fifty (50) feet or less will be limited to one (1) driveway. Not more than two (2) driveways will be permitted for any single property or development. In cases of extensive development, additional driveways may be permitted upon approval of the City Commission.
4. No driveway shall be constructed near or within an intersection if the City Commission should deem such construction to be detrimental to the safe and efficient operation of the street. No driveway is to be located in a position so as to adversely affect the proper placing and functioning of roadway signs, signals, lighting or other devices.

More information can be found in Chapter 14, Article 5 of City of LaBelle Code of Ordinances

Recorded Notice of Commencement must be posted if the project valuation exceeds \$2,500.00

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor's Affidavit:

I certify that all the foregoing information is accurate and that all work must be done in compliance with all applicable laws regulating construction and zoning. I understand **THERE WILL BE A FINAL INSPECTION** of the work permitted herein. Compliance will be strictly enforced. **No work whatsoever will commence until the building permit has been issued.**

- The permit fee will be doubled if work is started without an approved permit.

Print Name of Qualifier

Signature of Qualifier

State of Florida

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

by _____, who is personally known to me or has produced _____ as identification.

Signature, Notary Public - State of Florida

(Seal)

Printed, Typed, or Stamped Name of Notary

Owner's Affidavit

I certify that all foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning. I have researched Federal, State and local regulations related to this project, and I have received permits from other agencies claiming jurisdiction over this project as required by law. I further understand that any omissions in content of this application or failure to provide additionally required information or to construct to Code may render this permit immediately void and a new permit will be required.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations or constraints.
- Issuance of a permit is not authorization to violate public or private restrictions, laws or regulations.
- Failure to comply with applicable construction regulations may result in with holding of future permits and a STOP WORK ORDER.
- I will comply with all the requests and requirements contained within this application to construct the new residential structure.

Signature: _____
(Owner or Agent including Contractor)

Signature: _____
(Owner Builder)

State of Florida, County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarizations, this ___ day of _____, 20____, by the contractor, their agent or the Owner/Builder, who is personally known to me or who has produced _____ Drivers License or _____ as identification and who did not take an oath.

Notary Stamp

Signature of Notary Taking Acknowledgment

Application reviewed and approved by _____ Permit Officer

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