

**APPLICATION FOR PERMIT # \_\_\_\_\_**  
**FOR THE CONSTRUCTION OF A DRIVEWAY CONNECTION**  
**SUN 'N LAKE OF SEBRING IMPROVEMENT DISTRICT**  
**5306 SUN 'N LAKE BOULEVARD**  
**SEBRING, FLORIDA 33872**  
**863-382-2196**

Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Unit # \_\_\_\_\_ Street Address \_\_\_\_\_

Parcel # \_\_\_\_\_ Highlands County Strap # \_\_\_\_\_

**Lot Owner:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

and, if applicable Authorized Representative:

**Contractor:** Company: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

WHEREAS the Sun 'n Lake of Sebring Improvement District (hereinafter the "**District**") has the authority and responsibility to maintain road, drainage, storm water retention and water & sewage facilities within the District and pursuant thereto the District must control and regulate the connection and/or access to the facilities. This Permit is issued pursuant to said authority. The District, at a minimum, requires that all construction meet the requirements of the Highlands County Land Development Regulations (current version on the date of issuance of the permit), and the requirements contained within this Permit.

Permission is hereby granted to the above listed Lot Owner or duly Authorized Representative (hereinafter together the "**Permittee**") for construction of a driveway connection in the right of way of the above-named street to connect to such street, subject to the terms and conditions (hereinafter called the "**Permit**"). The owner may appoint the contractor, or any other person, as the Authorized Representative by execution of the Authorized Representative Form attached as Exhibit A.

**Fee Schedule**  
**Sun 'n Lake of Sebring Improvement District**  
**5306 Sun 'n Lake Blvd.**  
**Sebring Florida 33872**  
**(863) 382-2196**

**RESIDENTIAL/COMMERCIAL DRIVEWAY INSTALLATIONS:**

<p>_____ DRIVEWAY PERMIT (per each access)          Includes initial inspection for road damage,          batter board elevation inspection, and final inspection.</p>	<p><b># of Connections</b> _____</p>	<p>\$250</p>
<p>_____ DRIVEWAY PERMIT: ALTERNATE GRADING PLAN          Includes initial inspection for road damage,          batter board elevation inspection and District approval.</p>		<p>\$250</p>
<p>_____ RE-INSPECTIONS - per visit</p>		<p>\$100</p>
<p>_____ SOD LETTER INITIAL  <i>(\$1,000 deposit required to cover any expenses associated with damages to ROW, roads, drainage, and utilities)</i></p>		<p>\$30</p>
<p>_____ ROAD DAMAGE FEE, per square foot</p>		<p>\$3.00</p>
<p>_____ ROAD SHOULDER DAMAGE, per square foot</p>		<p>\$2.25</p>
<p>_____ SOD DAMAGE, per square foot</p>		<p>\$0.45</p>

Authorized Representative Initial \_\_\_\_\_

## Permit Terms and Conditions

1. The Permit is not considered as issued or valid until picked up from the District office and signed for by the Permittee. The District will not notify the Highlands County Building Department of its concurrence with the issuance of a building permit until this Permit is issued. A copy of this Permit is required to be displayed at the job site for the full period of construction, together with the building permit issued by Highlands County.
2. Owners and builders are cautioned to have their engineers take into consideration the existing water management drainage restrictions, setbacks, and easements. In units 8, 10, 11 and 16, the existing surface water management permit does not allow the addition of culverts on any back or side lot ditches. As a last resort, it may be possible in some cases to allow extended driveway culverts to help with septic tank permitting. This alternative must be approved by the District prior to the start of any construction. You are advised to contact the Health Department to determine their septic tank requirements and submit this information with the application. You should note the Health Dept permit elevation requirements and show the septic tank location on your site plan.
3. By signing of this Permit, the Permittee acknowledges familiarity with and agrees to all terms and conditions of this Permit. Furthermore, the Permittee authorizes District personnel the right to access the property for purposes related to this Permit and any other utility construction, inspection or maintenance purpose for which access is necessary by District personnel both now and in the future.
4. The permit shall not be issued until all terms and conditions have been met or agreed to and all required fees paid in full. A current fee schedule as adopted by the Sun 'n Lake of Sebring Improvement District Board of Supervisors is attached.
5. The Permittee is hereby notified that certain areas within the District, specifically within Units 3, 4, 15, 18 and 25, among others, are subject to a Conservation Easement awarded to the State of Florida for preservation of habitat for the Florida Scrub Jay, as recorded in O.R. Book 1229, Page 1071, Public Records of Highlands County, Florida. This easement includes areas adjacent to golf course frontage home sites on golf courses No. 3 and No. 4. Maintenance of this optimal scrub jay habitat must be carefully controlled and can only be performed by knowledgeable District representatives. Fines and penalties will be imposed pursuant to adopted District regulations for any trespass and damage to the Scrub Jay Conservation Easement areas. Consultation with the District administrative office is mandatory if maintenance within the easement area is desired.
6. All work, materials and equipment required pursuant to this Permit shall be subject to inspection by the District's Engineer, or his designated representative. All materials shall be new unless otherwise authorized in writing by the District Engineer.

7. During construction all safety regulations of Highlands County and the Florida Department of Transportation shall be observed, and the permittee must take such measures, including placing and display of safety devices, as may be necessary to safely conduct the public through the project area. Construction vehicles or vehicles of construction workers shall not be parked on the road surface during construction of the driveway or the construction of the building whenever it constitutes a traffic hazard. The District shall be relieved of all responsibility from damage of any nature which may occur during or because of the construction authorized by this permit. As consideration for issuance of this Permit and the right to connect to the roadway system of the District, the Permittee does hereby agree to hold the Sun „n Lake of Sebring Improvement District harmless from any and all claims and demands, actions, suits or complaints whatsoever in law or equity which said Permittee has or might have, known or unknown, now existing or that might arise, or which any personal representative, successor, heir or assign of the Permittee, hereinafter can, may or shall have, resulting from the execution and issuance of this Permit by the Permittee, from the date of issuance of this Permit to the end of the world.

**8. The Permittee is required to submit an 8 1/2" x 11" drawing covering the details of this driveway installation which shall be made a part of this Permit. The drawing shall show the dimensions of all lot lines, the width of the driveway (10 feet minimum), the distance from the closest side lot line to the edge of the driveway (5 feet minimum), the type and thickness of material for the driveway (4" of 3000 psi concrete with 1.5 pounds of fiber mesh per cubic yard or 6"x6" #10 woven wire mesh, minimum - or - 6" shell and 1" of asphalt, minimum). The flares where the driveway meets the edge of pavement shall be a minimum of 10 feet wider (5 feet each side) than the width of the overall driveway and shall terminate perpendicular to the pavement for a distance of at least 1 foot to avoid a sharp corner break off. If applicable, the location of the well and STEP tank shall also be shown.**

9. In areas where culverts are required, the size shall be as specified by the District Engineer, **a 15" round (or its elliptical equivalent) is the minimum.** The length of the culvert shall be as specified by the District Engineer, and at a minimum the culvert shall be of sufficient length such that there is a minimum of a 5-foot shoulder from each edge of the driveway to the end of the pipe or the start of the mitered end section. Mitered end sections or a headwall are required on all new or modified driveways.

10. Culverts may extend across the entire length of the property line providing that a catch basin with traversable slots is provided on each property line at the end of the pipe. Details of the construction will be provided by the District Engineer. The catch basin must be designed and constructed to accommodate existing or future pipes on each side of the property.

**11. To help prevent flooding of buildings in the event a storm the District shall have the following lot grading requirements prepared by a professional land surveyor with elevations referring to NGVD datum or benchmarks provided on the Sun 'n Lake Benchmark Map provided by the District.**

With the completed and signed application the Permittee shall submit one signed and sealed boundary and topographic survey of the subject lot, prepared by a professional land surveyor, and should also include the elevations for the nearest existing culverts in either direction if located within 300' of the property. The topographic survey shall, at a minimum, include data for the full perimeter of the lot, with the shots no more than 50 feet apart and the data on the 2 street right of ways applicable to the subject lot and extending a minimum of 100 feet in both directions from the front property corners. The engineer, at his discretion, may require additional topographic information and/or design details prior to deciding. The first floor elevation at the center of the lot of the living area of the building (not the garage, porches or patios if they are lower) shall be a minimum of 15 inches higher than A) the crown of the road, B) the rear lot line (if no swale is present) or C) the top of bank of the rear lot line swale (if present), whichever is higher. The remainder of the lot shall be graded to direct storm water around the first floor of construction. The lot shall be graded such that the elevation at the property line in the front of the lot shall be at or above the elevation of the edge of pavement to prevent road swale water from ponding on the lot. Likewise, the grade in the rear area of the lot shall be at or above the elevation of the rear lot line swale top of bank.

\*\*\*\*\*Alternate Grading Plan Special Requirements\*\*\*\*\*

If there is more than an 18-inch difference in the elevation between the front and rear property lines and this requirement causes a hardship on the permittee, because of special circumstances or conditions on a particular lot or parcel, which may be remedied by an alternate grading plan, one may be submitted by the permittee for review by the District Engineer. Additionally, if the building is being constructed between two existing houses in an area or neighborhood developed prior to the implementation of this Permit and those special circumstances cause a hardship an alternate grading plan may be submitted for consideration. The topographic survey shall, at a minimum, include elevations of the boundaries and interior of the lot on a maximum of a 50-foot grid, data for the full width of the rear lot line easement and extending a minimum of 100 feet in both directions from the rear property corners. Also included shall be the data on the 2 of the streets right of ways applicable to the subject lot and extending a minimum of 100 feet in both directions from the front property corners. The alternate grading plan shall be a scaled drawing showing the topographical information and the proposed design, demonstrating how, in the event of flooding of the front and/or rear drainage system, storm water may be routed around the proposed building. The engineer, at his discretion, may require additional topographic information and/or design details prior to deciding on approval or disapproval.

\*\*\* Based on the sealed site survey. Polston Engineering will specify a minimum FFE for the house pad through the issuance of Exhibit B –Batter Board Inspection Form.

- 12.\*\*\* Prior to issuance of the Permit or commencement of any construction, including lot clearing, the roads and drainage shall be inspected by a representative of the District to assess the existing conditions. If there is existing damage it shall be noted on the application and if there is none it shall be so noted on the application. If damage is noted after construction commences, but prior to the inspection, such damage shall be attributable to the construction.

- 13.\*\*\* When the construction reaches the point that it is ready for the pre-pour inspection of the slab, the District shall be notified to check the first-floor elevation for compliance with this Permit. The contractor must provide the District with an elevation's certification from a licensed surveyor before the slab is poured.
- 14.\*\*\* The District shall inspect and approve of the final grading and other site conditions prior to notifying the Highlands County Building Department with its concurrence with the issuance of a Certificate of Occupancy.
15. The Permittee shall reimburse the District for all ROW damage, including but not limited to pavement, sod, ditch grading and or culvert. Please reference fee schedule.
16. Failure to comply with any of the specifications, terms and conditions of this Permit will be grounds for the District to deny concurrence to the Highlands County Building Department to issue the Certificate of Occupancy.
17. It is expressly stipulated that this Permit is a license for permissive use only and that the placing of facilities upon the public or private property pursuant to this permit does not operate to create or to vest any additional property rights to said permittee.
- 18.\*\*\* No concrete, washouts, rubble, trash, or debris (to include brush, limbs and trees from the construction) shall be dumped or disposed of on any Lot within the District, except normal construction trash generated as a part of construction and confined to the construction lot. All concrete, washouts, rubble, trash and/or debris, etc., shall be removed prior to the final inspection. The District shall inspect and approve of the compliance with this section prior to notifying the Highlands County Building Department with its concurrence with the issuance of a Certificate of Occupancy.
19. Prior to any construction the permittee shall call Sunshine State One Call Center (1-800-432-4770) and the District for the location of all utilities in the construction area.
20. The Permittee shall commence actual construction in good faith within 90 calendar days from the date of this permit and shall complete the work within 365 calendar days.
21. It is understood and agreed that in the case of public right of way, the rights and privileges herein set out are granted only to the extent of the Sun „n Lake of Sebring Improvement District's right, title and interest in the land to be entered upon and used by the permittee.
22. The permittee, for himself, his heirs, his assigns, and successors in interest, binds and obligates himself to save and hold harmless the Sun „n Lake of Sebring Improvement District from any and all damages, claims or injuries caused in whole or in part by the permittee that such occur by reason of this construction, said facility design, construction, maintenance and continuing existence of the connection facility.

23. The permittee binds and obligates himself to conform to the above description and attached sketch and to abide by the requirements of the Sun 'n Lake of Sebring Improvement District.

24. The office of the Sun „n Lake of Sebring Improvement District shall be notified 48 hours in advance before grades can be set or inspection made. Notifications called in after the close of business Wednesday are subject to be carried over to the next workweek. No inspections will be made on the weekend.

25. **\*\*\* Prior to the District notifying the County Building Department of its concurrence with the issuance of the Certificate of Occupancy, a representative of the District will inspect the construction for compliance with the Permit and its terms and conditions. The Permittee will be notified of any discrepancies or deficiencies found so that they can be remedied.**

26. **\*\*\* An Initial Condition Inspection was conducted on \_\_\_\_\_ and n o t e d the following existing damage to the construction site which will not be the responsibility of the permittee to repair.**

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27. Owner, developer, contractor have been notified that District inspections are for the purposes of functional drainage/driveway construction requirements.

Receipt of all fees due hereunder is acknowledged and the Permit is hereby approved and issued.

Authorized Representative:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Full Name)

\_\_\_\_\_  
(Date)

Approved By:

\_\_\_\_\_  
(Sun 'n Lake Improvement District Authorized Personnel)

Permit & Project Manager

\_\_\_\_\_  
(Position & Date)

**EXHIBIT A  
SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, residing at \_\_\_\_\_,

hereby appoint my (Contractor) (Other Representative): \_\_\_\_\_,  
as my true and lawful attorney-in-fact and authorized representative for me and in my name  
to act in my capacity to do all the following:

To execute all documents necessary to obtain a permit for the construction of a  
driveway connection within the Sun 'n Lake of Sebring Improvement District for the  
following real property:

Lot \_\_\_\_\_, Block \_\_\_\_\_, Unit \_\_\_\_\_, Sun 'n Lake Estates of Sebring subdivision

**This instrument is to be construed and interpreted as a special power of attorney.**

The rights, powers, and authority granted to my attorney-in-fact shall be effective on the date  
this document is signed and delivered to the attorney-in-fact and shall remain in effect unless  
sooner canceled by me until the construction on the above property is finalized.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Lot Owner/Permittee: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF HIGHLANDS**

**I HEREBY CERTIFY** that on this day before me, an officer duly qualified to take  
acknowledgments, personally appeared \_\_\_\_\_ to me known or who  
produced \_\_\_\_\_ as identification and who executed the foregoing  
instrument and acknowledged before me that he/she executed the same.

**WITNESS** my hand and official seal in the state and county named above.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Printed Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Notary Public, State of Florida at Large  
(affix notarial seal)



**EXHIBIT B  
BATTER BOARD INSPECTION FORM**

Required Batter Board House Pad FFE \_\_\_\_\_

**Grades and Elevations Determined:**

District Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

Roger Dale Polston,  
P.E. #33222  
President, Polston  
Engineering, Inc.

**\*\*\*A batter board inspection was conducted on \_\_\_\_\_ and noted the following;**

**The first floor elevation at the center of the lot of the living area of the building (not the garage, porches or patios if they are lower) shall be a minimum of 15 inches higher than A) the crown of the road, B) the rear lot line (if no swale is present) or C) the top of bank of the rear lot line swale (if present), whichever is higher,.**

Crown of the Road at highest elevation \_\_\_\_\_

Rear Lot line at highest elevation \_\_\_\_\_

Top of bank of rear Lot line at highest elevation \_\_\_\_\_

Batter Board elevation on the date checked \_\_\_\_\_ Field Book \_\_\_\_\_ Page \_\_\_\_\_.

Acknowledgement: \_\_\_\_\_

(Licensed Surveyor)

\_\_\_\_\_  
(License Number)

**EXHIBIT C  
FINAL INSPECTION FORM**

**\*\*\*A final inspection was conducted on \_\_\_\_\_ and noted the following:**

**The first floor elevation at the center of the lot of the living area of the building (not the garage, porches or patios if they are lower) shall be a minimum of 15 inches higher than A) the crown of the road, B) the rear lot line (if no swale is present) or C) the top of bank of the rear lot line swale (if present), whichever is higher,.**

The Driveway finished grades on both ends \_\_\_\_\_

If there is a culvert, the invert grade on both sides of the pipe \_\_\_\_\_

Rear Lot line at highest elevation \_\_\_\_\_

Top of bank of rear Lot line at highest elevation \_\_\_\_\_

**Acknowledgement:** \_\_\_\_\_  
(Licensed Surveyor)

\_\_\_\_\_  
(License Number)

**\*\*\*A final inspection was conducted on \_\_\_\_\_ and noted the following damage that must be repaired prior to issuance of a Certificate of Occupancy.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by:** \_\_\_\_\_  
(Sun 'n Lake Improvement District Authorized Personnel)  
Permit & Project Administrator/  
\_\_\_\_\_  
(Position & Date)

**\*\*\*A re-inspection of damage repairs was conducted on \_\_\_\_\_ and found the damage to be repaired satisfactorily.**

**Approved by:** \_\_\_\_\_  
(Sun 'n Lake Improvement District Authorized Personnel)  
Permit & Project Administrator/  
\_\_\_\_\_  
(Position & Date)



SUN 'N LAKE

OF SEBRING IMPROVEMENT  
DISTRICT



SUN 'N LAKE  
OF SEBRING IMPROVEMENT  
DISTRICT

80.00'

PROPOSED WELL  
LOCATION

125.00'

125.00'

LOT LINE DIMENSIONS

20.0'  
(10' MIN)

80.00'  
5.0'

5' MINIMUM  
5.0'