

APPLICATION FOR SITE IMPROVEMENT PERMIT
Version 3.5
SUN ‘N LAKE OF SEBRING IMPROVEMENT DISTRICT
5306 SUN ‘N LAKE BOULEVARD
SEBRING, FLORIDA 33872
863-382-2196

Application Date: _____ / _____ / _____

Parcel ID: C - _____ - _____ - _____ - _____ - _____ - _____

Street Address: _____

Owner(s): Name: _____

Address: _____

City, State, Zip: _____

Phone Number: (_____) _____

Email Address: _____

Authorized Representative (if applicable)

Company: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Number: (_____) _____

Email Address: _____

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 storm water drainage, access to the District roads rights-of-way, and/or connections to District utility systems. 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 and/or Duly Authorized Representative (hereinafter together the “Permittee”) for the following improvements to the lot(s)

listed: clearing of the site, construction of a driveway connection in the District road right-of-way, connection to District water and sewer lines, and installation of a STEP tank (if necessary), all at the above-named location, subject to the terms and conditions contained herein (hereinafter called the "Permit"). Fees associated with the permit are detailed on Exhibit A attached hereto and made a part hereof by reference. The owner may appoint a contractor, or any other person, as the Authorized Representative by execution of the Authorized Representative Form attached as Exhibit B.

PERMIT TERMS AND CONDITIONS

1. This Permit is not considered valid until issued by the District and signed and paid in full by Permittee. District will not notify the Highlands County Building Department of its concurrence with the issuance of a building permit until this Permit is issued. All construction sites must always have a metal dumpster of at least five (5) yards, available for all trash/debris associated with the jobsite. All sites must have a Portable Toilet available for employees. The dumpster and portable toilet must be removed when the project is complete. 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. By signing of this Permit, Permittee acknowledges familiarity with and agrees to all terms and conditions of this Permit. Furthermore, 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.

3. 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 available at the District office.

4. If the construction is in an area where wells and/or STEP tanks are allowed, then Permittee shall obtain a permit from the appropriate governmental authority for the well and/or STEP tank.

5. Concurrent with the issuance of this Permit, District has provided a copy of District's **Water, Sewer, and Utility Service Rules and Regulations**, the receipt of which is hereby acknowledged by Permittee. Special attention is directed to the provision of said Rules and Regulations requiring mandatory connection, at the owner's expense, to the central water and sewer lines of District when the required density is obtained.

6. Permittee is hereby notified that certain areas within 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 District administrative office is mandatory if maintenance within the easement area is desired.

7. 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. It may be possible to allow extended driveway culverts to help with septic tank permitting, but only if there is no other viable alternative. Extended culverts must be approved by District prior to the start of any construction. Permittee is advised to contact the Health Department to determine its septic tank requirements and submit this information with the Permit application. Permittee must note the Health Department permit elevation requirements and show the septic tank location on the site plan.

8. 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.

9. During construction all safety regulations of Highlands County and the Florida Department of Transportation shall be observed, and 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. As consideration for issuance of this Permit and the right to connect to the roadway system of District, Permittee does hereby agree to hold District harmless from any and all claims and demands, actions, suits, complaints, or damages 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 Permittee, hereinafter can, may, or shall have, resulting from the execution and issuance of this Permit by Permittee, from the date of issuance of this Permit to the end of the world. The preceding hold harmless provision is intended to be as broad as possible; Permittee is hereby relieving District of all responsibility for damage of any nature which may occur during or because of the construction authorized by this Permit.

10. Permittee is required to submit an 8½" x 11" drawing covering the details of the driveway installation which shall be incorporated and 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 3,000 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.

11. In areas where culverts are required, the size shall be as specified by the District Engineer - a 15" round (or its elliptical equivalent) being the minimum. A temporary culvert is required when crossing a ditch to access the jobsite. 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.

12. 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.

13. To help prevent flooding of buildings in the event a storm event exceeds the design storm event for the drainage system, 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 District.

14. Permittee shall submit one signed and sealed boundary and topographic survey of the subject lot, prepared by a professional land surveyor, with the completed and signed application, which shall also include the elevations of all existing culverts 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 data on the two (2) street rights-of-way applicable to the subject lot and extending a minimum of 100 feet in both directions from the front property corners. The District Engineer, at his discretion, may require additional topographic information and/or design details prior to making a final decision. The first floor

elevation at the center of the lot of the living area of the building 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 highest. 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. (See also #15)

15. 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 paragraph 14 causes a hardship on 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 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 two (2) street rights-of-way 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 scale drawing showing 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 District Engineer may require additional information and/or design details prior to making a final decision.

16. 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 District to assess the existing conditions. The existence or non-existence of any damage shall be noted on the application. If damage is noted after construction commences, but prior to the inspection, such damage shall be attributable to the construction.

17. When construction progresses to the point of pre-pour inspection of the slab, Permittee shall notify District to inspect the first-floor elevation for compliance with this Permit. Permittee must provide the District with an elevation's certification from a licensed surveyor before the slab is poured.

18. 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.

19. Permittee shall reimburse District for all right-of-way damage, including but not limited to pavement, sod, ditch grading and or culvert as detailed in the above fee schedule.

20. Water Service: A water service minimum of ¾" in diameter shall be installed. Water service refers to the pipe segment constructed from the meter to the exterior wall of the building.

21. Backflow Requirement: A ¾" minimum RPZ-type backflow device shall be installed as close as possible to the meter. The device must be installed 12" above the ground and all exterior piping shall be copper to prevent ultraviolet deterioration. Test results which confirm proper operation of the backflow device shall be provided to District prior to issuance of a Certificate of Occupancy.

22. Sanitary Service: A sanitary service minimum of 3" in diameter shall be installed. Sanitary service refers to the pipe segment constructed from the building to the step tank or gravity lateral located at the easement or right-of-way.

23. Sanitary Cleanout Requirement: For gravity sewer type services, a sanitary sweeping T-type cleanout shall be installed within the road shoulder of the right-of-way or back utility/drainage easement. The actual location will depend on the alignment of the sewer main. No pavement cuts will be allowed without a Permit from District.

24. STEP Tank: The lot layout and the location of the STEP tank on the lot must be approved by District prior to the initiation of any installation. Permittee shall submit a minimum of two (2) sets of construction plans of the STEP/drain field system to District for review and approval. One copy of the approved plans will be signed as approved and returned to Permittee; the other copy will be kept on file by District. Provisions shall be made during construction for the future mounting of a pump control panel for the low-pressure tank at a location approved by the District Engineer. Provisions shall be made during construction for the electrical connection of the pump control panel to the main electrical panel box. If necessary, conduit shall be installed for the electrical connection between the pump control panel and the main panel box. The location of the conduit and mounting location for the pump control panel shall be shown on the plans submitted to District. All conduits shall be capped by a glued or threaded fitting to ensure that it remains clean for future use. The top of the STEP tank riser lid shall be at the finished grade level of the yard at that location. Access lid **must not** be obstructed or covered at any time during or after construction. Tank types will require an engineering review of proposed tank drawings submitted by Permittee. Mounded or dosed systems requiring the use of pumps shall use the brand and model of pump approved by the District Engineer. District shall inspect the STEP tank prior to covering by Permittee. If a tank is covered without inspection, it shall be uncovered to allow for the inspection by District personnel at the expense of Permittee.

25. Prepared Surface Compliance: Proposed driveway must comply with Chapter 9, Article V, Section 9-102, Highlands County Ordinances. At the time this permit application was created, said section defined “prepared surface” as follows:

Prepared surface means the portion of a yard modified to accommodate the parking of motor vehicles that complies with all the following conditions:

- (1) Does not exceed 30 percent of the surface area of the front yard.
- (2) Does not intersect with any district-maintained road, right-of-way, or utility easement.
- (3) Does not consist of any area which is behind any structure, nor any area constructed in such a manner that any portion of the prepared surface is behind the front line of the house.
- (4) Meets all setback requirements as defined within Highlands County Land Development Regulations.
- (5) Consists of concrete, concrete pavers, asphalt, crushed concrete, crushed shell, crushed limestone, rock, or other substantially similar material with durability lasting greater than six months. Grass and mulch are not appropriate for this application.
- (6) Is constructed to a minimum depth of two inches.
- (7) Is bordered by curbing, landscape timbers, or other substantially similar material designed for the purpose of preventing the scattering of fill material which delineates the parking area.

If any discrepancy exists between this permit application and the Highlands County Ordinance, the Ordinance shall control. Applicant is responsible for confirming compliance with the most current version of the Ordinance.

Miscellaneous Provisions:

26. Failure to comply with any of the specifications, terms, and/or conditions of this Permit, or to pay any fees associated with this Permit, will be grounds for District to deny compliance to the Highlands County Building Department to issue a Certificate of Occupancy.

27. 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 in Permittee.

28. No concrete, washouts, rubble, trash, or debris (to include brush, limbs, and/or trees from the construction) shall be dumped or disposed of on any lot within 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 final inspection. District shall inspect and approve compliance with this section prior to notifying the Highlands County Building Department of said compliance for issuance of a Certificate of Occupancy.

29. Prior to any construction, Permittee shall call Sunshine State One Call Center (1-800-432-4770) and District for the location of all utilities in the construction area.

30. Permittee shall commence improvements in good faith within ninety (90) calendar days from the date of this Permit and shall complete said work within one (1) year (365 calendar days) unless a greater time is approved by District in writing. Failure to complete the permitted improvements within said time will result in a permit renewal fee being charged to Permittee. Unless modified by the District in writing, the permitted property will be assessed at the improved rate upon the completion of the work or the expiration of the Permit, whichever occurs first.

31. It is understood and agreed that, in the case of public rights-of-way, the rights and privileges herein set out are granted only to the extent District's right, title and interest in the land to be entered upon and used by Permittee.

32. Permittee, for himself, his heirs, his assigns, and successors in interest, binds and obligates himself to save and hold harmless District from all damages, claims or injuries caused in whole or in part by Permittee that occur as a result of the permitted construction, its design, construction, maintenance and continuing existence of the connection facility.

33. Permittee binds and obligates himself to conform to the property described herein, the attached sketch(es), and to abide by any further requirements of District related to the improvements.

34. Permittee shall notify District at least 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.

35. Prior to the District notifying the County Building Department of its concurrence with the issuance of a Certificate of Occupancy, a District representative must inspect the construction for compliance with the Permit's terms and conditions. Permittee will be notified of any discrepancies or deficiencies which must be remedied.

36. Permittee understand and agrees that all fees associated with this Permit must be paid in full before District will notify the County Building Department of its concurrence with the issuance of a Certificate of Occupancy. Permittee further understands and agrees that, should a Certificate of Occupancy be issued before all fees are paid in full, District may file a lien against the subject property and foreclose said lien if unpaid.

37. This Permit shall be governed by the laws of the State of Florida as they are now and hereinafter in force. Jurisdiction and venue of any litigation arising out of this Permit shall be exclusively in Highlands County, Florida. In the event legal action is required to settle issues arising hereunder, the prevailing party shall be entitled to recover against the non-prevailing party its costs and expenses, including reasonable attorney fees, which shall include any fees and costs attributable to pre-trial, trial, and appellate proceedings.

**SUN ‘N LAKE OF SEBRING
IMPROVEMENT DISTRICT:**

PERMITTEE:

Signature of Authorized Agent

Signature of Permittee

Printed Name of Authorized Agent

Printed Name of Permittee