

GUIDELINES FOR COMPLETING APPLICATION FOR EXCAVATION APPROVAL FOR LAKE/POND OR BORROW PIT

Revised April, 2007

In order to obtain a permit for a pond or borrow pit, at least two applications are required:

- A completed **Building Permit Application** (1 copy)
- A completed **Application for Excavation Approval** (13 copies)

A **Zoning Exception** will also be required for all ponds or borrow pits other than those on property zoned AGR (agricultural) that are used for bona fide agricultural purposes. Please check with the Zoning Section (255-8300) as early as possible to avoid delays. A **Zoning Exception** has document submittal requirements beyond those described in these guidelines, and can take sixty days or more for review. You may submit the **Application for Excavation Approval** while the **Zoning Exception** is in process.

With the exception of green-belted property (proof of greenbelt status is required), property zoned AGR (agricultural), and single family property currently used for single family purposes, a **Site Clearing Permit Application** is also required in addition to the **Application for Excavation Approval** and **Building Permit Application** for both ponds and borrow pits. For a **Site Clearing Permit** you will need to include:

- A completed **Site Clearing Permit Application**. (1 copy)
- Boundary survey. (3 copies)
- Survey of protected trees within work limits. (3 copies – may be combined with the boundary survey)

The **applications** can be obtained from the Building Counter located at 214 Hogan Street, or from our web site <http://www.coj.net/Departments/Public+Works/Building+Inspections/default.htm> under download forms. Once you have completed the required applications they are submitted along with all supporting documents and drawings to the Building Counter. You will receive a temporary **Building Permit Number**. Please keep this number handy as it will be used for all tracking purposes. Your permit will be in temporary status while it goes through the approval process.

After the **Permit Number** is assigned the Building Inspection Division will transmit copies of your **Application for Excavation Approval** to all agencies that require a review. Once all agencies have approved this application, or have not responded after thirty (30) days, and upon payment of the permit fee, your **Building Permit** will be changed to active status, you will receive a copy, and you may start work.

The instructions below are for completion of the **Application for Excavation Approval**. Complete it answering all questions, and sign where appropriate.

The excavation cannot exceed twenty-five (25%) percent of the land area of the lands under common ownership of which it is a part. The minimum distance from property line of land under different ownership to the rim of the excavation shall be twenty-five (25) feet or the depth of the excavation, whichever is greater. A legal description of the property is required in order to locate and properly address the excavation, and to determine the current zoning designation.

Ponds and borrow pits with side slopes steeper than 4 horizontal to 1 vertical will require a safety barricade (fence) that meets the provisions of the current building code for swimming pools.

The United States Dept. of Agriculture, Duval Soil and Water Conservation District, 260 U.S. Highway 301 North, Baldwin, FL 32234-1440, (904) 266-0088 has a wealth of information available for successful design and operation of recreational ponds.

A vicinity map and site plan (can be combined) must accompany the application and include the following (13 copies):

- Dimensions of the property.
- Proposed location of the pond.
- Location of any buildings, wells, water bodies, septic tanks, or other features on the property.
- Any wells on adjoining property within 1,000 feet of proposed excavation. Provide a list of the owner's names and addresses.
- Proposed locations of planned building(s) or mobile home(s), well, septic tank, etc., for vacant property.
- Any planned change in ground elevation or change of the existing drainage pattern.

DIFFERENTIATION BETWEEN BORROW PIT OR POND

A **borrow pit** is an excavation that is more than 15 feet in depth. They must conform to the provisions established in the Ordinance Code, Part 9, Excavations, Lakes and Borrow Pits (section 656.901-656.907) relative to depths, slopes, and distances from property lines.

A **pond** is an excavation no more than 15 feet in depth, and may be either of two (2) categories:

- **Pond which is developed as a part of a subdivision plat.** The development of these ponds is part of the City's civil review process, and they are exempt from the **Application for Excavation Approval**. **Building Permits** and **Site Clearing Permits** are still required, however.
- **Pond which is not a part of a subdivision plat.** Ponds which are not a part of a subdivision plat must meet the provisions established in the Ordinance Code, Part 9, Excavations, Lakes and Borrow Pits (section 656.901-656.907) relative to depths, slopes, and distances from property lines.

After you have obtained all required agency approvals, the **Building Permit** fee schedule is as follows for water surface acreage up to:

1 Acre	\$ 75.00	4 Acres	\$120.00	7 Acres	\$165.00	10 Acres	\$210.00
2 Acres	\$ 90.00	5 Acres	\$135.00	8 Acres	\$180.00	11 or More	\$225.00
3 Acres	\$105.00	6 Acres	\$150.00	9 Acres	\$195.00		

Site Clearing Permit fees are based on the site area and are as follows (not including tree mitigation fees):

Less than ½ acre \$50.00 ½ to 1 acre \$75.00 Each additional acre of portion thereof \$25.00

There is no fee for the **Application for Excavation Approval**. Check with zoning for **Zoning Exception** fees.