



## **Driveway (Addition/Replace) -Res. Permit Guidelines -**

### **- NOTICE -**

Effective Monday March 20<sup>th</sup>, 2023, new permit applications and all permit related documents must be submitted through EnerGov Citizen Self Service ([CSS Portal](https://energovweb.capecoral.gov/EnerGovProd/selfservice#/home)). We will no longer accept or process paper documents on or after the date listed above. Due to changes in statutory requirements<sup>1</sup>, Owner/Builders must submit all new permit applications through CSS as they are no longer required to appear in person for this permit type.

### **CAPE CORAL ENERGOV CSS PORTAL**

<https://energovweb.capecoral.gov/EnerGovProd/selfservice#/home>

### **Required Documents:**

- Stormwater Permit Application for Driveway Replacement / Addition
- One (1) copy of site plan showing the following:
- Show property lines, existing driveway, block and lot numbers and any other existing features, i.e., catch basins, storm water pipes, etc.
- Show a clear scope of work to be done. Include both existing and proposed driveway dimensions, proposed drive width City right-of-way, and finishing materials of proposed driveway.

NOTE: driveways must be offset minimum 6' from side property line.

- Circular driveways must include width of new driveway & width between driveways (20' minimum) at the city right-of-way.
- Must clearly state size of garage, i.e., 2-car, 3-car, on site plan at the garage entrance.
- Burrowing Owl Gopher Tortoise Affidavit
- NOC: required if value is \$2500 or greater.

### **Description:**

- Work being done to driveway (addition, extension, circular, widen, replace concrete with pavers, request culvert installation under drive etc.)

### **Inspections**

#### **Auto Inspection Scheduling (IVR) # 855-636-2824**

**Number in parentheses is used to schedule inspection via IVR**

- SW-Notice of Commencement
- SW-Initial Cutsheet/Sod/Ec (540)
- SW-Culvert Final (542) \*if work includes a culvert
- SW-Form/Base Check (541)
- SW-Driveway Final (543)
- SW-Swale Stabilization (098)

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<sup>1</sup> As per Florida Statute 489.117(4)(a), Driveway installation is included as a job scope in which a local government may not require a license.



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### **Cont'd**

- Storm water inspections may vary depending on the scope of work
- Improvements to driveways may require improvements to ensure compliance with ADA (Americans with Disabilities Act) requirements depending on location of site.
  - SW-ADA Form Check (547)
  - SW-ADA Drive Final (548)
- Inspections are entered in the system by Storm water.
- Inspections are completed and resulted one business day after requested date in Energov System.
- A culvert pipe may be required under Drive when replacing a Swale Type Drive. This will be determined at the time of Initial Cut Sheet / Stake Out inspection.
- Driveway configuration: swale, ramp, or culvert under the driveway to be determined by Stormwater Inspector at Initial Cut Sheet/Stake Out Inspection.
- Driveway Configuration may change from original/existing driveway (swale type driveway to culvert, or swale type driveway to ramp driveway).

### **Fees:**

- SW - Processing Fee \$ 26.00
- SW – Drive Permit Fee \$ 99.00 \*per driveway

### **Expiration:**

- Six (6) months

### **NOTES:**

**Drive Width** – Minimum width for all driveways is 9' wide. Max width is dependent on size of garage.

- Car Port or 1-Car Garage = 20' Maximum width @ Right of Way
- 2-Car Garage = 27' Maximum width @ Right of Way
- 3-Car Garage = 36' Maximum width @ Right of Way

**Regular pavers** (2 ¾" thick) cannot be put on existing concrete. Tiles or decorative surface pavers (1/4" plus thin set) can be used on driveways with no permit unless it is a swale drive (no culvert) as it will reduce the amount of pitch or flow across the property and can cause a drainage problem.

**Decorative Coating Pavers** – such as Crete or Flow Crete or tiles which are approximately ½" to ¾" thick can only be used over a culvert or ramp type drive without a permit. These tiles are glued or cemented down and don't affect storm water runoff. Decorative coating pavers are **NOT** permitted on driveways with a swale (exceptions will be considered on a case-by-case basis. Final elevations must provide for proper storm water flow)

**Paver Bricks** – are approximately 2 ¾" thick and need to be placed on 1" of sand, which is placed over 4" minimum of lime rock. The old driveway needs to be removed. This type of work requires a permit. This application also requires a concrete edge restraint or footer, which is 3" or 4" wide and 10" deep and borders the entire driveway to hold it together.

- ☐ A driveway addition must be permitted and consists of only two types of material, concrete or pavers.

When gravel, bricks or stepping stones are placed by a driveway, the homeowner needs to establish a separation between landscape and the driveway with a grassy area. If there is no separation, then it's used for vehicle parking and falls under a permitted driveway addition that requires a permit.



PERMIT #			
DATE		CLERK	

## **Stormwater Permit Application** **Driveway Replacement / Addition**

### CONTRACTOR INFORMATION

Contractor Business Name:			License Holder's Name:		
Mailing Address:			City License #:		
City:	State:	Zip:	State License #:		
Phone #:	Fax #:		Contact Person:		
Email:					

### PROPERTY INFORMATION

Property Owner:			Strap #:		
Site Address:					
City:	State:	Zip:	Block/Lot:		
Phone #:			Email:		

### SCOPE OF WORK

Please check the applicable boxes below to indicate the work to be permitted.  
Additional details for the scope of work can be written in the space provided.

Remove and replace existing driveway	Driveway will remain the same size
Additional driveway to be installed	Driveway will be widened
Existing driveway to remain	Proposed drive material: PAVER      CONCRETE
Existing drive width at Right of Way	Proposed drive width at Right of Way
Proposed width of additional drive	Request Culvert?      YES      NO

Valuation:

**PLEASE USE THE SPACE BELOW TO DESCRIBE ANY ADDITIONAL PROPOSED WORK NOT LISTED ABOVE**

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**\*\*Please note that Impervious Area cannot exceed 60% of the property square footage\*\***



Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I further certify that I have entered into a contract with the owner/agent of the subject property to make the specified improvements to, or perform the contracting at, the real property specified in this application. I have also made the owner/agent aware of the provisions of the Homebuyers Protection Act. I certify that all the foregoing information is accurate, the city has been advised of all easements on the property and all work will be done in compliance with all applicable laws regulating construction and zoning. I acknowledge and accept responsibility for compliance with the current Florida Building Code, regulations, and ordinances, as well as the payment of all legally constituted fees regarding this development application, including but not limited to ALL REVIEW FEES, PERMIT FEES, AND IMPACT FEES. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, etc. **NOTICE:** In addition to the requirements of this permit, there may be additional restrictions to this property that may be found in the public records of this county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

I hereby acknowledge that I have read and understand the above affidavit on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
APPLICANT (PLEASE TYPE OR PRINT)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

**(SIGNATURE MUST BE NOTARIZED)**

STATE \_\_\_\_ , COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ , by \_\_\_\_\_ who is personally known or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public:

Printed name of Notary Public: \_\_\_\_\_



**DEPARTMENT OF COMMUNITY DEVELOPMENT  
CUSTOMER SERVICE-PERMITTING DIVISION**

P.O. Box 150027  
Cape Coral, FL 33915-0027  
Tel. (239) 574-0546

**BURROWING OWL/ GOPHER TORTOISE AFFIDAVIT**

Applicant:					
Block:	Lot:	Unit:	Strap:		
Site Address:					
Within the last 30 days, I have inspected the property described above AND all vacant properties near the jobsite where I or my subcontractors may drive vehicles or place construction material.					
1. I have found the following number of Burrowing Owl and/or Gopher Tortoise burrow(s) located on the property or adjacent to the property, including those located in the abutting City rights-of way.					
<input type="checkbox"/> No burrows found on the Property, Adjacent Properties, or Right-of-Way					
<input type="checkbox"/> On Property:	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four	<input type="checkbox"/> Other _____
<input type="checkbox"/> Adjacent Properties or Right-of-Way:	<input type="checkbox"/> One	<input type="checkbox"/> Two	<input type="checkbox"/> Three	<input type="checkbox"/> Four	<input type="checkbox"/> Other _____
2. If burrows are found, please select <u>ONE</u> of the two options below.					
<input type="checkbox"/> STATE AND/OR FEDERAL PERMITS <u>ARE</u> NECESSARY. I cannot protect the burrow(s) per instruction. I understand that State and/or Federal permits are required prior to the commencement of development activity.					
<b>**Please indicate species, if known.</b>		<input type="checkbox"/> BURROWING OWL		<input type="checkbox"/> GOPHER TORTOISE	
<input type="checkbox"/> STATE AND/OR FEDERAL PERMITS <u>ARE NOT</u> NECESSARY. I agree that the required protections zones will be installed and maintained during all phases of development.					
<b>**Please indicate species, if known.</b>		<input type="checkbox"/> BURROWING OWL		<input type="checkbox"/> GOPHER TORTOISE	
By accepting City building permits, I assume all responsibility of ensuring the protection of Burrowing Owls and/or Gopher Tortoises and their burrow(s) during all phases of development activity.					
<b>Burrowing Owls:</b> a protection zone shall extend a radius of <b>33 feet</b> (66-foot diameter) from the burrow entrance during the nesting season (February 15 <sup>th</sup> - July 10 <sup>th</sup> ), or a minimum of <b>10 feet</b> (20-foot diameter) outside of nesting season.					
<b>Gopher Tortoises:</b> a radius of <b>25 feet</b> (50-foot diameter) is required from the burrow entrance year-round (Ordinance 20-19). All burrows must be staked and roped off using these dimensions.					
<b>No activity, materials, fill, equipment, or parking is allowed within these buffers.</b> I understand that molesting, harassing, or harming Burrowing Owls or Gopher Tortoises or their burrows is a State/Federal crime. The City shall notify the law enforcement division of the Florida Fish & Wildlife Conservation Commission if a wildlife violation is observed, and the permit holder will be responsible for any illegal activity.					



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I fully understand the State, Federal and City regulations that prohibit the endangerment and/or harassment of Burrowing Owls or Gopher Tortoises and their burrows, and I accept full responsibility for the actions of my employees and subcontractors. I understand that the City is not liable for an applicant(s) violation of State or Federal Law. I understand that I am liable for failure to obtain any state and/or federal permits, failure to fulfill obligations imposed by a state and/or federal agency and will be liable for any violations to state and/or federal law. Further, I also understand that the City Requires that all applicable state and federal permits be obtained prior to the commencement of development activities. Copies of State/Federal permits are required prior to any City inspection and shall be posted onsite. I am fully aware that failure to secure such permits, or failure to maintain the appropriate buffers, will result in a STOP WORK ORDER being issued on my site.

Under penalty of perjury, I declare that I have read the forgoing document and that all information contained herein is true and correct to the best of my knowledge and that violation of these Laws is punishable by a fine and or imprisonment.

BY: \_\_\_\_\_

Print Name & Title of Applicant

Signature of Applicant

**(SIGNATURE MUST BE NOTARIZED)**

Sworn to (or affirmed) and subscribed before me, by means of physical presence or online notarization, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification.

Exp Date: \_\_\_\_\_ Commission Number: \_\_\_\_\_

NOTARY STAMP  
HERE

Signature of Notary Public: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_



**DEPARTMENT OF DEVELOPMENT SERVICES**  
**CUSTOMER SERVICE-PERMITTING DIVISION**

P.O. Box 150027  
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Tel. (239) 574-0546

NOTICE OF COMMENCEMENT			
Permit #	Tax Folio #	State of:	County of:
THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.			
1. Description of property: (legal description of the property, and street address if available)			
2. General description of improvement:			
3. Owner's information or Lessee information if the lessee contracted for the improvement:			
Name:		Phone:	
Address:		Email:	
<i>Interest in the Property:</i>			
Name and address of fee simple Titleholder (if different from Owner listed above):			
4. Contractor's information:			
Name:		Phone:	
Address:		Email:	
5. Surety information (if applicable, a copy of the payment bond is attached):			
Name:		Phone:	
Address:		Amount of Bond:	
6. Lender information:			
Name:		Phone:	
Address:			
7. Persons within the State of Florida designated by Owner upon whom notices, or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:			
Name:		Phone:	
Address:			