



City of Casselberry

Public Works Department

Engineering Permit Application Checklist

All of the following items must be received in order to process an application.

Incomplete applications will be returned to the Applicant.

It is the Applicant's responsibility to be aware of all requirements of the City of Casselberry's *Code of Ordinances, Part II, Chapter 68*, from which all of the following requirements are derived.

- Two (2) full size (24" x 36" or 30" x 40") hard copy of each plan and drawing
- One (1) hard copy of applicable stormwater analysis, traffic impact analysis, MOT plan, etc.
- One (1) electronic copy of the above documents in AutoCAD and PDF formats
- Completed Engineering Permit Application form
- Fee payment and Engineer's Cost Estimate from which the Fee is derived
 - See City of Casselberry Resolution 05-1621 *Permit Fee Schedule* for itemized permit fees.
 - *Note:* If you believe your agency is Exempt from paying fees, please submit a letter indicating the executed agreement and date which renders this agency Exempt.
- Site plan(s) meeting the following criteria:
 - To scale (scale must be noted on the plan)
 - Dimensions clearly labeled for all improvements
 - Section, Township, and Range
 - North Arrow
 - Right-of-way and/or pavement width
 - Distance of improvement(s) to notable physical features
 - Designed and certified by a state-registered Professional Engineer
- Strip drawing(s):
 - Offset from centerline of the right-of-way or road
 - Right-of-way and/or pavement width
 - Distance from edge of pavement to the proposed improvement
 - Location of other utilities within the area of work
 - Minimum vertical clearance above or below the parkway or pavement
 - One or more typical cross sections to reflect the location of the proposed improvement
- Copies of all Notification Letters to Agencies and date of mailing
- Copy of Liability Insurance meeting City requirements
- Road and/or sidewalk closure and detouring plans



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Engineering Permit Application

Application Number: _____

RIGHT-OF-WAY USE

- Residential Driveway Number of Curb Cuts: _____
- Commercial Driveway Number of Curb Cuts: _____
- Repair Work Open Cut Required Surface Only
- Underground Facilities
- Wireless Communication Facilities*

SITE DEVELOPMENT

- Underground Facilities Installation
- Clearing, Grubbing, Grading, Paving

OTHER _____

SUBJECT PROPERTY INFORMATION

Property Address: _____

Tax Parcel ID Number: _____

General Location of Work: _____

Property Location: Inside City Limits Outside City limits

County: Seminole Orange

OWNER/AGENT INFORMATION

Property Owner Name: _____

Agent Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

WORK PROPOSAL

Description of Proposed Work: _____

Proposed Start Date: _____ Proposed Completion Date: _____

The following Agencies have been sent Notification Letters, which are attached to this application:

- Water: _____ Electric: _____
- Sewer: _____ Gas: _____ ID#: _____
- Telephone: _____ Other: _____

As condition of applying for this Engineering Permit, I agree that I have read and agree to the conditions listed the City of Casselberry's Code of Ordinances, Part II, Sections 68-53 and 68-54. I also certify that I have complied with the requirements of Section 68-46, Notification to Other Agencies.

Owner/Agent Signature: _____ Date: _____



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*Per City Ordinance 18-1485, the following procedures are required for Wireless Communication Facilities installed and/or maintained in the City ROW. For more information, please refer to City Ordinance 18-1485.

- Registration for Placing or Maintaining Communications Facilities in Public ROW is required with Community Development department; no registration fee shall be imposed. Even if Exempt from Permit, Registration is still needed if the structure will be installed in the ROW.
- Pre-submittal meeting is required and needs to be set up with Public Works department.
- Permit application submittal appointments shall be scheduled with Public Works department. Submittal shall include: Site Plan, Description of installation or construction, a temporary sidewalk and traffic lane closure plan etc. Please refer to Sec. 68-156 of the Ordinance for the complete list of submittal requirements.
- Engineering permit fee will be charged unless applicant provides proof that Communication Services Tax has been paid, please refer to Ordinance 18-1485 for fee schedule.
- Application completeness comments will be given to the applicant within 14 days after the date of receiving the application. Please refer to Sec. 68-157 of the Ordinance for permit review process.



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TO BE COMPLETED BY CITY STAFF

Application Number: _____

Property Address/Location: _____

Work Proposed: _____

FEES: Fixed Fee: _____ \$ _____

Engineering Estimate: _____ \$ _____

Other: _____ \$ _____

TOTAL: \$ _____

Receipt #: _____

NOTIFICATION TO AGENCIES:

Water: _____ Agency Comments: _____

Sewer: _____ Agency Comments: _____

Telephone: _____ Agency Comments: _____

Electric: _____ Agency Comments: _____

Gas: _____ Agency Comments: _____

Other: _____ Agency Comments: _____

UPON REVIEW, THE SUBJECT PERMIT IS:

APPROVED

Start Date: _____

Permit Expires: _____

Approved By: _____ Date: _____

DENIED

Comments Sent to Applicant on: _____

INSPECTIONS:

1st Inspection: _____ Date: _____ Passed Failed Expired

Comments: _____

2nd Inspection: _____ Date: _____ Passed Failed Expired

Comments: _____

Project Complete Date: _____ Comments: _____

Engineering Inspector: _____