



# City of Casselberry

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## 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.

- Four (4) copies of each plan and drawing
- Engineering Permit Application form
- Fee payment and Engineer's Cost Estimate from which the Fee is derived
  - See the *Public Works Department 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



# City of Casselberry

## Public Works Department

### 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

**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:** \_\_\_\_\_



# City of Casselberry

## Public Works Department

### 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:

1<sup>st</sup> Inspection: \_\_\_\_\_ Date: \_\_\_\_\_  Passed  Failed  Expired

Comments: \_\_\_\_\_

2<sup>nd</sup> Inspection: \_\_\_\_\_ Date: \_\_\_\_\_  Passed  Failed  Expired

Comments: \_\_\_\_\_

**Permit Complete** Date: \_\_\_\_\_ Comments: \_\_\_\_\_

Engineering Inspector: \_\_\_\_\_