

Charlotte County Excavation Application Group I Submittal Requirements & Application Processes

Submittal Requirements

Submit one (1) copy of the tabbed binder (see Application section below); three (3) copies of the Excavation and Reclamation Plans - if these are larger than 11" x 17" then include an additional copy sized 11" x 17"; and one (1) electronic disc that includes all submitted information.

If delivering by hand, please obtain a payment receipt from Room 105, Building B. If sending by mail, include a check and staff will deposit it; a receipt will be placed in the main file and you may request a copy at any time. Payment is to be made out to **CCBCC** for **\$2,400**. An Amendment to this application is **\$500**.

Application

The Application includes the application form and all other information required by the Sufficiency Checklist. Please submit the information required for the Application in a tabbed binder, except for the Excavation and Reclamation Plans which may be attached separately. Please place the items in the binder in the order they are presented in the Sufficiency Checklist. The Sufficiency Checklist indicates the appropriate tab numbers in the far left column. Number all pages in logical, sequential order. Indicate the page number on the Sufficiency Checklist.

For the Plans:

- The Reclamation Plan(s) may be included as a page or pages within the Excavation Plans;
- Each page of the Plan(s) must contain a north arrow, date, an appropriately sized scale, and be signed and sealed by a professional engineer;
- Include the words "Hours of operation are from 7 a.m. to 6 p.m. Mon-Fri; 7 a.m. to Noon on Saturday" on the Excavation Plans.

Permitting Processes

Applicant submits an application to the Growth Management Department, Room 205, Building B, Murdock Administration Center. This application does not go to the Hearing Examiner, approval or denial is issued by the Excavation Administrator.

Staff has 5 working days from submittal of the application to review it for completeness. If the application is not complete, the applicant will be sent a written notice detailing the requirements for completeness. Once all information is received for completeness, the application will be reviewed for sufficiency.

The Excavation Administrator shall proceed with review and determine sufficiency within 27 days of the application being deemed complete. If the application is determined to be insufficient, the applicant will be sent a written notice detailing the requirements for sufficiency. The applicant may supplement the application and work with the Excavation Administrator to correct deficiencies. Once all information is received and reviewed, the Excavation Administrator shall prepare a master report and the applicant will be notified of the administrator's decision to approve or disapprove the application.

If approved, the permit shall be issued upon satisfaction of any approval requirements. If denied, the applicant may work with the Excavation Administrator to correct any deficiencies.

If the application is not approved within one year of the submittal date, it shall be considered null and void unless an extension is granted because of delays that occurred through no fault of the applicant.

Office Use Only	
Excavation File # _____	Date Submitted _____
	Date Deemed Complete _____

Charlotte County Excavation Application Group I

SUFFICIENCY CHECK LIST

Tab #	Binder Item	Included ? (check)	Page #	*If not included, why not?	Office Use Only
Place in front of 1st tab	Complete application form				
	Sufficiency Check List				
	Check (Application Fee)				
1	Affidavits (Forms A, B, and C as applicable)				
2	Deed or other Proof of Ownership				
3	Location Map				
4	Project Narrative , including but not limited to:				
	Description of all activity that will take place on-site				
	Type of ownership				
	Proposed legal measures to provide for perpetual maintenance of the excavation including any common or dedicated open space, improvements, easements, dedications and reservations				
	Variance request(s)				
	DRI Development Order compliance statement				
5	Excavation Narrative , include any information that supplements drawn excavation plans, such as:				
	Excavation schedule				
	If within ½ mile of residential structures, discuss the effects that the excavation could have on the health, safety and welfare of those residents (Quality of Life)				
	Dust control and suppression methods				
	Erosion control methods				
	Proposed method of dewatering and use of settling ponds, to supplement drawn plans				
	Haul route location and method of mitigating impacts (if necessary)				

Tab #	Binder Item	Included ? (check)	Page #	*If not included, why not?	Office Use Only
	Provide a description as to how the mine perimeter will be secured (i.e. berms, fencing, etc).				
	Other items, please list				
6	Reclamation Narrative - reclamation schedule and plan narrative to supplement drawn plans				
	Littoral Area Calculation Worksheet or own document with same information				
7	Environmental surveys				
	Listed Species Survey (no older than one year) and FLUCCS Map				
	Describe any projected contaminants, hazardous materials, tailings or other by-products, including naturally occurring elements				
8	Legal description and boundary survey of the project site (including total acreage) - stamped, sealed & signed				
9	Haul Route Narrative , to include:				
	Current condition of roads i.e. paved, width etc.				
	Description of trucks to be used; weight of trucks, number of axles, anticipated payloads of trucks				
	Description of adverse impacts haul route could have, i.e. noise, dust, etc. and proposed mitigation and traffic safety measures				
10	Soil Boring Report if excavation will be greater than 12 feet in depth 1 boring per 10 acres, with a minimum of two per excavation application				
11	Copies of local, state, and federal permits or exemption letter				
	County Tree Permit				
	County Stormwater Management Plan Permit				
	County Right of Way (ROW) permit				
	SWFWMD or SFWMD Environmental Resource Permit (ERP)				
	Water Use Permit				
	FDEP permit approval				

Tab #	Binder Item	Included ? (check)	Page #	*If not included, why not?	Office Use Only
	ACOE permit approval				
	Fish and Wildlife Agency (FWC&FWS) comments				
	FDOT permit approval of Turn lanes/Deceleration lanes				
12	Stormwater calculations				
13	Other items, such as draft Access Easements, Charlotte Harbor CRA approval letter, etc., list these items below:				

Excavation Plans & Reclamation Plans shall be submitted with all applications					
<i>These plans are attached separately to the tabbed binder, therefore no tab numbers are needed</i>					
	Excavation Plans, shall include the following at a minimum:	Included ? (check)	Page #	*If not included, why not?	Office Use Only
	Ownership and boundary lines, including bearings and distances superimposed over an Aerial Photo – the map shall clearly indicate any parcels within the project site that are not owned by the Applicant/owner (access shall be provided to these sites in the form of an access easement)				
	Size, shape, depth and location of the proposed excavation, including recharge trenches and settling ponds				
	Proposed haul routes, including alternative route; location of asphalt aprons; clear line of site distances at all intersections (entrance to mine); inspection area for law enforcement personnel & FDOT; signage; etc				
	Right-of-way and easement lines				
	Distance of excavation from right-of-way lines, easement lines, property lines, and residential structures within and adjacent to the site				
	Existing natural and manmade features within the site and within 150 feet of the perimeter of the excavation - if blasting, this shall be expanded to ½ mile				
	Location and preservation plan for all proximate wetland areas to be preserved, including showing the required buffer.				
	Topographic survey showing existing and proposed grades related to NGVD				

Proposed slopes: include a cross-sectional drawing referring to NGVD showing the proposed depth of excavation, slope of the side and depth of water				
Location of soil borings				
Points of access to the excavation				
All potable water wells or lakes within a five hundred foot radius of excavation perimeter				
Locations of all proposed spoil piles and stockpiles of excavated materials				
Location of all staff gauges required on-site				
If the project is located within a flood hazard zone as established by FEMA, provide elevations				
Reclamation Plan(s) , shall include the following at a minimum	Included ? (check)	Page #	*If not included, why not?	Office Use Only
Show all areas to be reclaimed by depicting what manmade and natural features will exist when reclamation plan is complete, include depiction of mitigation or preservation area for wildlife species				
Depict two typical cross sections, with elevations oriented north to south and east to west, showing areas to be filled, back-filled, reconstructed or reshaped - water elevations shall also be shown				
Techniques to be used to vegetate littoral zone, if littoral zones are to be included				
Show any area to become a lake				
Show the lineal feet of the lake edge(s) and illustrate the littoral zone				
Depict any required fences, walls, vegetative buffers - include at least one cross-section				
Document the type and location of vegetation to be preserved or planted, document methods necessary to control erosion				
Indicate that all spoil piles and stockpiles of material shall be removed from the site or incorporated into the reclamation plan when the excavation is complete.				

*N/A = Not available
 *N/R = Not required
 *other explanation as appropriate

Reviewer's Name: _____ Date: _____



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Office Use Only

Date Received: _____ Excavation File #: _____
Date Deemed Complete: _____
Review Fee Amount: _____ Review Fee Receipt #: _____

_____ **New Application**

_____ ***Non-administrative Permit Amendment**

*A non-administrative permit amendment means a permit amendment that changes a specific permit condition. Specific permit conditions are provisions that govern operating days and times, permit duration, quantity of material to be excavated, maximum depth of excavation, etc.

Project Name: _____

(Any previous names used): _____

Project Address (contact Land Information Division, 764-4125, for addressing information):

Project Tax ID # (provide all Tax ID#'s of property): _____

1. Name of Applicant _____

Home/Office Phone () _____ Cell Phone () _____

Fax # _____ e-mail _____

Address _____ City _____ St _____ Zip _____

2. Name of Local Agent _____

Home/Office Phone () _____ Cell Phone () _____

Fax # _____ e-mail _____

Address _____ City _____ St _____ Zip _____

3. Owner(s) of Record _____

Home/Office Phone () _____ Cell Phone () _____

Fax # _____ e-mail _____

Address _____ City _____ St _____ Zip _____

4. Land Surveyor _____
Home/Office Phone () _____ Cell Phone () _____
Fax # _____ e-mail _____
Address _____ City _____ St _____ Zip _____

5. Engineer _____
Home/Office Phone () _____ Cell Phone () _____
Fax # _____ e-mail _____
Address _____ City _____ St _____ Zip _____

6. Attorney _____
Home/Office Phone () _____ Cell Phone () _____
Fax # _____ e-mail _____
Address _____ City _____ St _____ Zip _____

7. Contractor/Operator _____
Home/Office Phone () _____ Cell Phone () _____
Fax # _____ e-mail _____
Address _____ City _____ St _____ Zip _____

PROPERTY INFORMATION:

8. Legal Description: Lot _____, Block _____, Subdivision _____
Section/Unit _____ or Parcel _____, Section _____ Twp. _____ Rge. _____

9. Property Size _____ (acres)

10. Zoning District designation: _____

11. Future Land Use Map designation: _____

12. Existing Land Use: _____

13. Is the property located within a Development of Regional Impact (DRI)? Yes ___ No ___
If yes, name the DRI, _____, and include in the **Project Narrative** a description of how the excavation will comply with conditions of the DRI Development Order.

14. Is the property located within the Charlotte Harbor Community Redevelopment Area (CRA)?
Yes ___ No ___
If yes, include the Decision Letter from the CRA Advisory Committee under Tab 18.

15. Are there any known archaeological or historical sites to be found on this property?
Yes ___ No ___

PROJECT INFORMATION:

- 16. In a Project Narrative**, describe the project in sufficient detail to provide an understanding of the nature of the development proposal.
- 17. a.** Has this property ever undergone previous Excavation review? Yes___ No___
If yes, indicate the Excavation file number_____
- b.** Was the previous project approved? Yes___ No___
- c.** If submitting for an Amendment, explain in the **Project Narrative** the changes from what was previously approved.
- 18.** Is any variance from the excavation ordinance requirements anticipated?
Yes___ No___
If yes, include the request in the **Project Narrative**.
- 19.** Is the development site to be subdivided? Yes___ No___
_____ Not at this time, but possibly in the future
- 20.** List any State or Federal permits required for the proposed development.

- 21.** Provide the following information relative to the specific development:
- a.** Type of material to be excavated _____
- b.** Surface Area of the excavation _____ (acres)
- c.** Volume of material to be removed _____ (C.Y.)
- d.** Amount of material to be hauled off-site _____(C.Y.)
- e.** Amount expected to be hauled off-site per year _____(C.Y.)
- f.** Set-backs from top of bank to the following (Facing the project at the right-of-way):
1. Right-of-way (i.e. front of property) _____ (FT)
 2. Right side property line _____ (FT)
 3. Left side property line _____ (FT)
 4. Rear property line _____ (FT)
 5. Distance of nearest potable well _____(FT)
- g.** Maximum depth requested _____(FT)
- j.** Distance to nearest residence _____

- k. Distance to nearest commercial structure _____
 - 22. Type of fencing that will be utilized around the perimeter of the site _____
 - 23. Excavation duration ___ years and ___ months
Maximum duration: 2 yrs.
 - 24. Dewatering:
 - a. Pumping Rate _____ (GPM)
 - b. Minimum ground water table elevation during the process _____ (FT-NGVD)
 - c. I have attached a diagram illustrating limits of Cone of Depression (if including, list under Excavation Narrative, Tab #5, under Other items) Yes___ No___
 - 25. Has initial contact been made with the Southwest Florida Water Management District or South Florida Water Management District with regard to storm water discharge permits?
Yes___ No___
 - 26. Will a permit from the Florida Department of Transportation be required? Yes___ No___
If yes, has the Applicant made contact with FDOT? Yes___ No___
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ENVIRONMENTAL INFORMATION:

- 27. Have you submitted a tree removal/preservation site plan with your tree permit to the County's Environmental Specialist? Yes___ No___
- 28. Do any natural or man-made bodies of water exist on the property? Yes___ No___
Are any of them tidal? Yes___ No___
- 29. Will the resultant water be fresh, brackish, or salt? _____
If fresh, has Applicant provided for the control of aquatic weeds? Yes___ No___
Explain: _____

Office Use Only

Excavation File # _____ Date _____

FORM A. PROPERTY OWNER AUTHORIZATION TO APPLICANT

I, the undersigned, being first duly sworn, depose and say that I am the owner of the property described and which is the subject matter of the proposed hearing.

I give authorization for _____ to be the Applicant for this excavation application.

STATE OF FLORIDA, COUNTY OF CHARLOTTE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by who is personally known to me or has/have produced _____ as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Owner
_____ Notary Printed Signature	_____ Printed Signature of Owner
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number

Office Use Only

Excavation File # _____

FORM B. APPLICANT AUTHORIZATION TO AGENT

I, the undersigned, being first duly sworn, depose and say that I am the Applicant for this proposed excavation of the property described and which is the subject matter of the proposed hearing.

I give authorization for _____ to be my agent for this application.

STATE OF FLORIDA, COUNTY OF CHARLOTTE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

who is personally known to me or has/have produced _____

as identification and who did/did not take an oath.

_____ Notary Public Signature	_____ Signature of Applicant
_____ Notary Printed Signature	_____ Printed Signature of Applicant
_____ Title	_____ Address
_____ Commission Code	_____ City, State, Zip
	_____ Telephone Number

Office Use Only
 Excavation File # _____

FORM C. AGENT/OWNER SWORN STATEMENT

I, the undersigned, being first duly sworn, depose and say that I am the owner or agent of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the review can be scheduled, and that if I am not the owner of the property I have attached a notarized authorization from the owner(s) to submit this application. I further agree to comply with all stipulations and conditions that might be required by Charlotte County for approval of the site plan should it be approved for development.

STATE OF FLORIDA, COUNTY OF CHARLOTTE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by who is personally known to me or has/have produced _____ as identification and who did/did not take an oath.

Notary Public Signature	Signature of Applicant or Agent
Notary Printed Signature	Printed Signature of Applicant or Agent
Title	Address
Commission Code	City, State, Zip
	Telephone Number