

PERMIT NO \_\_\_\_\_

DATE \_\_\_\_\_

**THIS IS NOT A PERMIT UNTIL APPROVED BELOW. PERMIT WILL BE APPROVED OR DENIED WITHIN 5 WORKING DAYS.**

**TOWN OF LAKE PLACID RIGHT-OF-WAY CONSTRUCTION PERMIT APPLICATION  
Town of Lake Placid, 1069 US27 North - Lake Placid, FL 33852 lakeplacidinfo@gmail.com**

**THIS PERMIT APPLIES TO TOWN MAINTAINED ROADS ONLY - SEE END PAGE FOR ROADS EXCLUDED**

The undersigned hereby makes application to the Town Engineer, Town of Lake Placid, Florida for a construction permit as follows: (Check One.)

- RESIDENTIAL DRIVEWAY
- TYPICAL ROADSIDE SWALE DITCH MODIFICATION
- REPLACEMENT OF EXISTING RESIDENTIAL DRIVEWAY
- EXISTING DRIVEWAY INSPECTION
- COMMERCIAL DRIVEWAY
- OTHER RIGHT-OF-WAY CONSTRUCTION

STRAP NO. C - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT NO. \_\_\_\_\_ BLOCK NO. \_\_\_\_\_

PCM  NCM  PRIVATE  MOBILE HOME PARK  PRIVATE MOBILE HOME PARK

NAME OF SUBDIVISION: \_\_\_\_\_ SECTION/ UNIT: \_\_\_\_\_

**This construction permit, when approved, is subject to the following conditions:**

1. This permit authorizes construction in the public right-of-way, but the installation is for permissive use only and shall not be construed to create or vest any property right of the associated right-of-way to the permittee.
2. The permittee, his successor or assigns shall be responsible for construction, repair, and maintenance of the driveway until it is removed or unless specified otherwise by the Town Engineer.
3. If a change in use by the permittee, his successor or assigns creates undue disruption of traffic, or creates safety hazards at any time in the life of the driveway, the Town Engineer shall have the authority to require its alteration or relocation at the expense of the permittee, his successor or assigns.
4. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.
5. The construction and installation work shall conform to the standards of the adopted town code; the Town Engineer may issue a "stop work" order for any violation of the permit conditions.
6. All materials, equipment, and traffic control devices shall be subject to inspection by the Town Engineer.
7. All Town property shall be restored equal to or better than its original condition, or to the satisfaction of the Town Engineer; all disturbed area within the right-of-way shall be sodded.
8. The permittee shall notify all appropriate utility companies prior to the start of construction.
9. For driveways, the lot or tract numbers or address shall be posted at the job site at front property corners, and also on the side property corners when the lot or tract is a corner lot, until final inspection.
10. All applicable safety regulations of the Florida Department of Transportation and Occupational Safety and Health Administration shall be observed during construction and the permittee must take such measures, including placing and display of safety devices, as may be necessary to insure safety of the general public affected by the project.
11. The applicant, for himself, his heirs, his assigns and successors in interest, binds and obligates himself to save and hold harmless the Town of Lake Placid from any and all damages, claims or injuries caused in whole or in part by the applicant that may occur by reason of this permitted facility design, construction, maintenance or continuing existence.
12. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the Town's right, title and interest in the land to be entered upon and used by the holder.
13. The attached sketch covering the details of this installation shall be made a part of this permit.
14. The applicant binds and obligates himself to conform to the above description and attached sketch and to abide by the adopted town code.
15. After approval, the office of the Town Engineer shall be notified 72 hours in advance before grades can be set or inspections allowed. Allow five 5 working days for compliance review, prior to field inspections.
16. Within three 3 working days of notification of construction completion from the permittee, the Town Engineer shall make a final inspection of the driveway to ensure its compliance with the conditions of the Driveway Permit. The permittee will be notified when construction does not comply with the approved permit.

Submitted by:

Permit Approved By: \_\_\_\_\_  
(For Town Engineer)

Date: \_\_\_\_\_

Permit Denied By: \_\_\_\_\_

Date: \_\_\_\_\_

I certify this driveway shall comply with ADA requirements as shown in the Highlands County Technical Standards Manual. TM 6:27 or TM 6:26 by constructing a 5' sidewalk section adjoining or within 5' of the property line as directed with a maximum cross slope of 1.5%. I will request a form board inspection from the Engineering Department 24 hrs. prior to the placement of any concrete addition to the Building Department's pre-pour inspection.

Signed

\_\_\_\_\_  
(Permittee's Name- Type or Print)

\_\_\_\_\_  
(Permittee's Signature & Title)

\_\_\_\_\_  
(Permittee's Mailing Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone Number)

**A SITE PLAN SHOWING CONSTRUCTION LOCATION AND DETAILS MUST BE ATTACHED**

This site plan must show the following information:

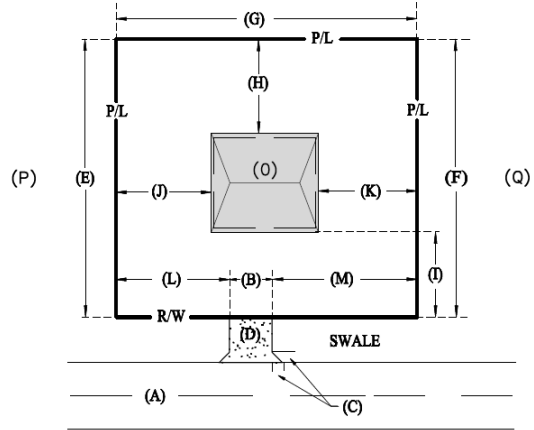
1. Lot dimensions, total lot or parcel area;
2. Drawing scale used, or the notation "not to scale",
3. North arrow,
4. Street names of all abutting rights-of-way and showing their side swales or ditches;
5. The driveway width as being 10 feet minimum and 20 feet maximum, 10 to 14 feet wide with flares 5 feet on each side of driveway; 15 to 20 feet wide with flares 3 feet on each side of driveway;
6. Type of pavement being used, such as asphalt, concrete, shell (for unpaved roads), etc. and thickness;
7. **General direction of surface water flow across the lot and in the roadside swales and ditches to ensure that the runoff will be conveyed from the lot without flooding adjacent properties, and if applicable, to ensure that the grading of the lot is in compliance with an approved stormwater management plan or an approved improvement plan;**

8. Distance from side lot line to driveway and driveway width.

Additional Notes:

1. All disturbed area within right-of-way must be sodded. Sod must be placed 2 inches below driveway, edge of pavement, and culvert.
2. All culverts must be new and in compliance with the **Highlands County Land Development Regulations**.
3. Minimum culvert size is 15" and minimum length is width of driveway at centerline of culvert plus 4 feet.
4. Concrete mitered end headwalls are required on all collector and arterial roads.
5. A road damage fee as adopted by the Board of County Commissioners will be assessed.
6. More than one driveway for a single building site requires special approval by the County Engineer
7. **If the proposed Finished Floor Elevation (FFE) is 2' higher or lower than the adjacent parcel foundation, contractor shall provide drainage plan per Section 12.16.302(0) of the Highlands County Code of Ordinances Land Development Regulation.**

(A) ROAD NAME: \_\_\_\_\_  
 (ASPHALT) \_\_\_\_\_ (SHELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_  
 (AA) ROAD NAME: \_\_\_\_\_  
 (ASPHALT) \_\_\_\_\_ (SHELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_  
 (B) DRIVEWAY WIDTH: \_\_\_\_\_ FT.  
 (C) DRIVEWAY FLARES WIDTH: (3 FT \_\_\_\_\_) (5 FT \_\_\_\_\_)  
 (D) DRIVEWAY MATERIALS:  
 (CONC.) \_\_\_\_\_ (ASPHALT) \_\_\_\_\_ (SHELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_  
 (E) \_\_\_\_\_ FT. (F) \_\_\_\_\_ FT. (G) \_\_\_\_\_ FT. (H) \_\_\_\_\_ FT. (I) \_\_\_\_\_ FT.  
 (J) \_\_\_\_\_ FT. (K) \_\_\_\_\_ FT. (L) \_\_\_\_\_ FT. (M) \_\_\_\_\_ FT. (N) \_\_\_\_\_ FT



(O)\*FFE (CONTRACTOR): \_\_\_\_\_  
 (P)\*FFE (HOME LEFT SIDE): \_\_\_\_\_ VACANT (LEFT SIDE): \_\_\_\_\_  
 (Q)\*FFE (HOME RIGHT SIDE): \_\_\_\_\_ VACANT (RIGHT SIDE): \_\_\_\_\_  
 Culvert Necessary: Yes \_\_\_\_\_ No \_\_\_\_\_

Temporary Construction Culverts shall be a minimum of 15" in diameter, unless otherwise specified by the County Engineer. Failure to do so will result in a Red Tag fee that will be paid at the Lake Placid Government Center. If not addressed by the contractor/permittee within 15 days of the red tag notice, the Town of Lake Placid will remove the deficient temporary pipe and driveway.

Signature \_\_\_\_\_

**\*FINISHED FLOOR ELEVATION (CONTRACTOR'S HOME OR PROPERTY)**

SPECIAL RESIDENTIAL DRIVEWAY SPECIFICATIONS SHEET IS AVAILABLE FROM THE ENGINEERING DEPARTMENT.\*\*

Reserved for Engineering Department Use

YOUR DRIVEWAY IS APPROVED FOR CONSTRUCTION AS SHOWN BELOW

## Regular Inside Lot

DRIVEWAY WIDTH \_\_\_\_\_  
 DRIVEWAY FLARE \_\_\_\_\_  
 DRIVEWAY MATERIAL \_\_\_\_\_  
 CULVERT SIZE \_\_\_\_\_  
 MITERED ENDS \_\_\_\_\_  
 ROAD MATERIAL \_\_\_\_\_

CALL FOR GRADES WHEN READY

**CAUTION: DO NOT BEGIN BUILDING OR DRIVEWAY CONSTRUCTION UNTIL YOU RECEIVE AN APPROVED COPY OF THE DRIVEWAY PERMIT FROM THE COUNTY ENGINEER'S OFFICE**

This site plan must show the following information:

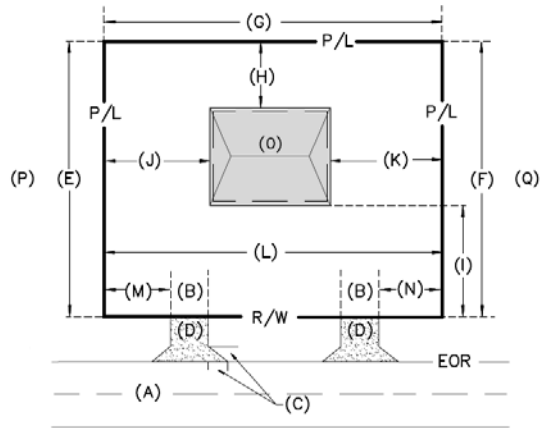
1. Lot dimensions, total lot or parcel area;
2. Drawing scale used, or the notation "not to scale",
3. North arrow,
4. Street names of all abutting rights-of-way and showing their side swales or ditches;
5. The driveway width as being 10 feet minimum and 20 feet maximum, 10 to 14 feet wide with flares 5 feet on each side of driveway; 15 to 20 feet wide with flares 3 feet on each side of driveway;
6. Type of pavement being used, such as asphalt, concrete, shell (for unpaved roads), etc. and thickness;
7. **General direction of surface water flow across the lot and in the roadside swales and ditches to ensure that the runoff will be conveyed from the lot without flooding adjacent properties, and if applicable, to ensure that the grading of the lot is in compliance with an approved stormwater management plan or an approved improvement plan;**

8. Distance from side lot line to driveway and driveway width.

Additional Notes:

1. All disturbed area within right-of-way must be sodded. Sod must be placed 2 inches below driveway, edge of pavement, and culvert.
2. All culverts must be new and in compliance with the **Highlands County Land Development Regulations**.
3. Minimum culvert size is 15" and minimum length is width of driveway at centerline of culvert plus 4 feet.
4. Concrete mitered end headwalls are required on all collector and arterial roads.
5. A road damage fee as adopted by the Board of County Commissioners will be assessed.
6. More than one driveway for a single building site requires special approval by the County Engineer
7. **If the proposed Finished Floor Elevation (FFE) is 2' higher or lower than the adjacent parcel foundation, contractor shall provide drainage plan per Section 12.16.302(0) of the Highlands County Code of Ordinances Land Development Regulation.**

(A) ROAD NAME: \_\_\_\_\_  
 (ASPHALT) \_\_\_\_\_ (SHELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_  
 (AA) ROAD NAME: \_\_\_\_\_  
 (ASPHALT) \_\_\_\_\_ (SHELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_  
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 (CONC.) \_\_\_\_\_ (ASPHALT) \_\_\_\_\_ (SHELL) \_\_\_\_\_ (OTHER) \_\_\_\_\_  
 (E) \_\_\_\_\_ FT. (F) \_\_\_\_\_ FT. (G) \_\_\_\_\_ FT. (H) \_\_\_\_\_ FT. (I) \_\_\_\_\_ FT.  
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(O)\*FFE (CONTRACTOR): \_\_\_\_\_  
 (P)\*FFE (HOME LEFT SIDE): \_\_\_\_\_ VACANT (LEFT SIDE): \_\_\_\_\_  
 (Q)\*FFE (HOME RIGHT SIDE): \_\_\_\_\_ VACANT (RIGHT SIDE): \_\_\_\_\_  
 Culvert Necessary: Yes  No

Signature \_\_\_\_\_

**\*FINISHED FLOOR ELEVATION (CONTRACTOR'S HOME OR PROPERTY)**

SPECIAL RESIDENTIAL DRIVEWAY SPECIFICATIONS SHEET IS AVAILABLE FROM THE ENGINEERING DEPARTMENT.\*\*

Reserved for Engineering Department Use

YOUR DRIVEWAY IS APPROVED FOR CONSTRUCTION AS SHOWN BELOW

## Inside Lot (Double)

DRIVEWAY WIDTH \_\_\_\_\_

DRIVEWAY FLARE \_\_\_\_\_

DRIVEWAY MATERIAL \_\_\_\_\_

CULVERT SIZE \_\_\_\_\_

MITERED ENDS \_\_\_\_\_

ROAD MATERIAL \_\_\_\_\_

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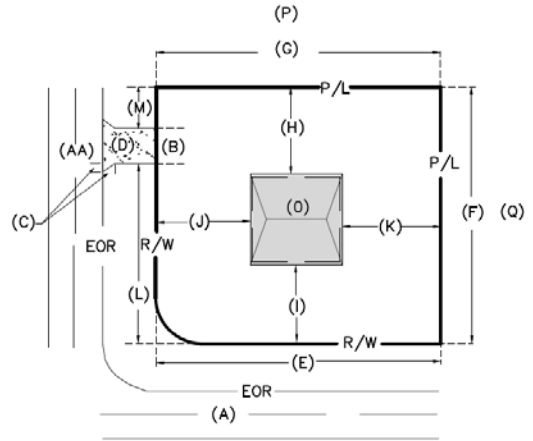
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8. Distance from side lot line to driveway and driveway width.

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 (Q)\*FFE (HOME RIGHT SIDE): \_\_\_\_\_ VACANT (RIGHT SIDE): \_\_\_\_\_  
 Culvert Necessary: Yes  No

Signature \_\_\_\_\_

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YOUR DRIVEWAY IS APPROVED FOR CONSTRUCTION AS SHOWN BELOW

## Corner Lot Left

DRIVEWAY WIDTH \_\_\_\_\_

DRIVEWAY FLARE \_\_\_\_\_

DRIVEWAY MATERIAL \_\_\_\_\_

CULVERT SIZE \_\_\_\_\_

MITERED ENDS \_\_\_\_\_

ROAD MATERIAL \_\_\_\_\_

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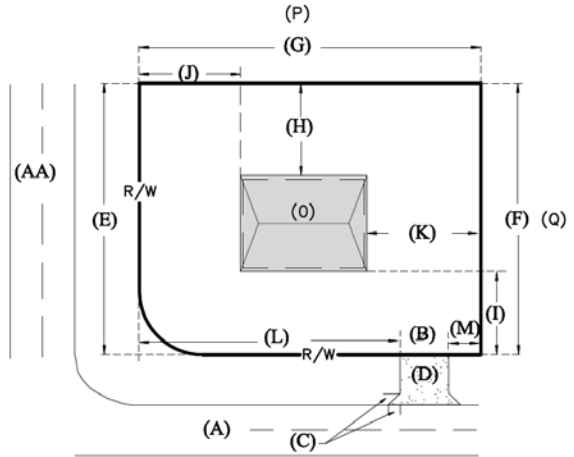
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 (AA) ROAD NAME: \_\_\_\_\_  
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 (J) \_\_\_\_\_ FT. (K) \_\_\_\_\_ FT. (L) \_\_\_\_\_ FT. (M) \_\_\_\_\_ FT. (N) \_\_\_\_\_ FT



- (O)\*FFE (CONTRACTOR): \_\_\_\_\_  
 (P)\*FFE (HOME LEFT SIDE): \_\_\_\_\_ VACANT (LEFT SIDE): \_\_\_\_\_  
 (Q)\*FFE (HOME RIGHT SIDE): \_\_\_\_\_ VACANT (RIGHT SIDE): \_\_\_\_\_  
 Culvert Necessary: Yes  No

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Signature \_\_\_\_\_

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Reserved for Engineering Department Use

YOUR DRIVEWAY IS APPROVED FOR CONSTRUCTION AS SHOWN BELOW

## Corner Lot Right

DRIVEWAY WIDTH \_\_\_\_\_

DRIVEWAY FLARE \_\_\_\_\_

DRIVEWAY MATERIAL \_\_\_\_\_

CULVERT SIZE \_\_\_\_\_

MITERED ENDS \_\_\_\_\_

ROAD MATERIAL \_\_\_\_\_

CALL FOR GRADES WHEN READY

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The Town does not issue right of way permits for any alterations intersecting with roads maintained by Highlands County located within the Town. These are:

Dal Hall Boulevard

Main Avenue

Interlake Boulevard

Tangerine Drive

Heartland Boulevard

South Lakeview Drive

Alderman Drive

Lake Clay Drive South

Tower Street

Some roads in Placid Plaza Subdivision

Roads in Lake Saddlebags Subdivision

CR 621

Aaron Drive

McCoy Drive

And some others

The Town does not issue right of way permits for any alterations intersecting with roads maintained by the State of Florida. These are:

US 27