

## SECTION 17.0 CLEARANCE SHEET APPROVAL

### Section 17.01 Introduction

Receiving Clearance Sheet approval is necessary prior to conducting any clearing or any land development activity including installing a septic or well system and is necessary prior to submitting for and obtaining a building permit. The clearance sheet provides a variety of information relating to a parcel of land which is needed throughout the permitting process. This includes the GIS address, flood zone information, zoning setbacks, minimum floor elevations, comprehensive plan information, impact fees etc. This process also involves site plan review for compliance with Upland Buffer, Land Clearing & Landscaping and Lot Grading requirements, or Neighborhood Site Plan (NSP).

Clearance Sheet approval is necessary for new single family residences, residential and commercial additions and accessory structures, mobile homes and most interior completion or remodeling of a commercial building. **New commercial projects will obtain clearance sheet approval following Development Review Committee approval.**

### Section 17.02 General Information

- A. Clearance Sheet Application approval is started by submitting a completed Application and appropriate fee to the Development Review Division.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084  
Phone: (904) 209-0724 & (904) 209-0068  
Fax: (904) 209-0661

#### [Fees](#)

**A residential Clearance Sheet is valid for 6 months, unless a building permit has been issued.**

### Section 17.03 Application Process

- A. Completed Clearance Sheet Application.
- B. Two (2) copies of a detailed site plan (see [Residential Site Plan Checklist](#) for necessary information).
- C. Appropriate Fees.

### Section 17.04 Plan Review Process

Clearance Sheet and detailed site plan are routed to the appropriate reviewers. The Applicant will be notified by County Staff when the plan review process is complete to

advise the applicant of the status (i.e. Approved or requiring more information). The review process can be monitored [on line](#).

## **Section 17.05      General Guidelines**

### **A.      Landscaping/Clearing**

1. Sec. 4.01.05.F.1.c of the Land Development Code prohibits the Removal of Protected Trees or Land Alteration without first obtaining County Permits. All Trees in any area with six (6) inches or more grade change are considered removed and no Tree Inches shall be given for such Trees. Label Protected Trees to be removed and include the size and specie.
2. All Trees to be preserved within ten (10) feet of the proposed Construction area shall have Tree Protection Barricades placed around the Tree's Protected Area.
3. Single family lots that are not included within a Neighborhood Site Plan and are larger than the minimum lot size established by Article II of the Land Development Code need only to provide their proportionate share of 40 Tree Inches per acre for the minimum required lot size. A table has been provided on the "Tree Information Sheet" included in this section.

### **B.      Lot Grading**

St. Johns County has many areas that are strongly influenced by a high water table and/or poor drainage. In certain situations, construction of retaining walls, roof gutters, underdrains, swales, or any other facility deemed necessary may be required to provide adequate drainage.

### **C.      Upland Buffer**

The following are upland buffer and setback requirements that may apply to single-family or duplex residential lots as defined by the Land Development Code Sections 4.01.02.E or 4.01.06. The upland buffer is to be measured landward from the State jurisdictional wetland line. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

1. Lot of Record recorded prior to September 15, 1999. Section 4.01.02.E of the Land Development Code requires a 25-foot upland buffer to be measured from the state jurisdictional wetland line.
2. Lot of Record recorded on or after September 15, 1999.
  - a. Section 4.01.06 of the Land Development Code requires a minimum 50-foot upland buffer for lots adjacent to the St. Johns River and the Intracoastal waterway and for lots on all tributaries of the Tolomato River, St. Johns River, Guana River, or Matanzas River where a mean high water line can be established up in those tributaries.

- b. Section 4.01.06 of the Land Development Code requires a minimum 25-foot upland buffer and a 25-foot building setback for contiguous wetlands where a mean high water line cannot be established. Accessory activities are allowed to take place in the 25-foot setback area. The accessory uses do not include homes or any building with a permanent foundation.
3. Where a 50- foot Upland Buffer is required, there shall be no instance where the Upland Buffer is less than 25 feet. The averaged upland buffer shall result in a greater overall upland buffer square footage than when not averaged.
4. The Land Development Code does recognize limited circumstances where the upland buffer may be impacted. These circumstances are limited to driveway crossings or access to an adjacent navigable waterway. All proposed impacts shall be approved by the County.
5. Lots included within a Neighborhood Site Plan may have unique upland buffers and setbacks. During the Planning process, the County requires developments to set forth upland buffers and setbacks for the project as a whole. Please refer to the established Neighborhood Site Plan for these unique buffer and setback locations.

D. Septic and Wells

If you are going to use either a septic tank or onsite water well the following requirements must be met. Please note that you must use State Mandated forms (Onsite Sewage-DH Form 4015 Page 1 or Well-DEP Form 62-532.900(1)).

Both applications are processed by the Environmental Public Health Service Center located in the St. Johns County Health & Human Services Complex at 200 San Sebastian View, St. Augustine, Florida 32084, Phone Number (904) 506-6081. Receipt of a septic system permit does not authorize immediate clearing and installation of that system, an approved Clearance Sheet must be obtained prior to any land clearing or development activity on the lot.

For septic tank Application with New Construction:

1. If the owner is not the person applying and the person is not a Florida Statutes Chapter 489 licensed contractor then an agent authorization form is to be completed to allow the person to act as the owner's agent.
2. Completed State Application form with fee, including:
  - a. Owner's name (and agent's, if applicable) mailing address and phone number.
  - b. Legal Description of total site ownership. (Metes and bounds description, copy of deed or survey, RI Number, PIN, or Tax Folio Number.) Date of Subdivision.

- c. Specific directions to drive to the property so it can be inspected.
  - d. Source of water supply (if well is off site, submit copy of deed or signed water-rights agreement between property owners as filed with Clerk of Court).
  - e. Type of project including number and square footage of buildings.
3. Three (3) scaled Site Plans of the total lot or parcel ownership showing boundaries with dimensions. Note: if an individual lot is five acres or greater, the site plan may show a minimum one (1) acre parcel that is scaled, or the minimum necessary to properly exhibit all features. The applicant must also show the location of that parcel inside the total parcel.
- a. Property boundaries (give numerical dimensions).
  - b. Location of the proposed and any existing septic tank(s), pump tanks, transmission lines and drainfield(s), including mounds.
  - c. Location of any existing or proposed structures. Structure footprint must match floor plans.
  - d. Location of driveways, parking areas, sidewalks, pools, recorded easements, filled areas, obstructed areas, etc.
  - e. Location of existing or proposed potable and non-potable water supply lines, including valves.
  - f. Location of any existing or proposed wells on the property or within 75 feet of the property boundaries. Location of any Public Wells within 200 feet of property boundaries.
  - g. Location of septic tanks, pump tanks, transmission lines and drainfields within 75 feet of the property boundaries.
  - h. Location of surface waters such as wetlands seasonally inundated > 180 days, submerged marshes or swamps, and the Mean high water line (MHWL) of any tidally influenced Surface water or the Mean annual flood line (MAFL) of any non-tidally influenced surface water such as ponds, lakes, rivers, streams, canals, waterways, ocean, etc. These lines require the elevation of the MHWL or MAFL and if a bulkhead constrains the surface water, then the elevation of the top of the bulkhead is also needed. Also show ditches, swales, Stormwater retention ponds on the property and within 75 feet of the property boundaries.
  - i. Location of the Coastal Construction Control Line (CCCL) for lots abutting the ocean and DEP CCCL permit, if any development activity, excavation, clearing, or structures (including septic tanks or drainfields) are proposed seaward of the DEP line.
  - j. Slope of property if not level.

k. Show all setbacks as required under the Florida Administrative Code 64E-6.

4. Two (2) floor plans with outside dimensions that coincide with site plan are needed. Residential plans must show number of bedrooms and the building area of each floor of the dwelling unit. Non-residential plans must show square footage, all plumbing drains and fixture types.

NOTE: One Site Plan and one Floor Plan with a Health Department approval stamp will be returned to the applicant to submit to the Building Division before the actual building permit is issued.

5. Environmental Public Health Service Center staff can perform soil tests and set benchmarks provided the site is accessible and a cleared drainfield area is available to conduct these activities.

NOTE: On heavily wooded lots, the cleared access path and the drainfield area should be readily visible to field staff.

NOTE: If lot is locked/fenced/gated, provide clear contact information to clerk taking information so a note can be made to gain access to the property.

E. Exempt Parcel Status for R/S and A-I Land Use Designated Lots

Clearance sheet requests for new residential units on lots classified as R/S or A-I on the Future Land Use Map require evidence from the applicant that the lot meets the minimum lot sizes as required by the Comprehensive Plan, or that the site qualifies as an Exempt Parcel as defined in Policy A.1.6.3. Exempt Parcels are those parcels and/or lots of record which existed as of September 14, 1990. It is the responsibility of the applicant to provide documentation, such as deeds, surveys, or other similar proof, to determine Exempt Parcel status.

Clearance sheet requests for additions to residential units legally in existence as of February 2, 2017, or for accessory structures to such legally existing residential unit, may be issued a development permit for such dwelling unit replacement, addition, or accessory structure regardless of whether the lot qualifies as an exempt parcel or meets the minimum lot size as required by the Comprehensive Plan. No permit shall be issued for residential units existing after February 2, 2017 without the lot meeting the minimum lot size required by the Comprehensive Plan or qualifying as an exempt parcel.

**Section 17.06 Approval**

We will contact you when your application is completed and/or if there are comments or requests for additional information. Once all outstanding comments are resolved, the Clearance Sheet will be issued, along with two (2) approved site plans.

Following approval, the clearance sheet and all appropriate plans are submitted to the Building Department by the applicant, along with the building plan review package.

Following Building Permit issuance, the Clearance Sheet remains valid unless the Building Permit is revoked, expires due to inactivity, or until the project receives a final inspection approval. Commercial Clearance Sheets follow expiration date of associated Construction Plan approval.

### **Section 17.07 Building Permit**

“Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas or plumbing system...shall first make application to the building official and obtain the required permit.”

All construction documentation submitted for Building Permits will be reviewed under the current edition of the [Florida Building Code](#), which can also be found online.

The following information is provided for the [Building Permit Application](#) stage of your project.

- A. Single Family Residential (Conventional)
  - a. A copy of the service letter from the utility company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review, only).
  - b. Completed “Building Permit Application”.
  - c. Two (2) sets of Plans to scale with same orientation as the building is on the site plan.
  - d. All applicable items as listed on the sufficiency checklist.
  - e. [Plan Review fees](#) are due upon application submittal.
  - f. Building Permit fees are due upon issuance of the permit.
- B. Mobile Homes
  - 1. A copy of the service letter from the company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review only)
  - 2. Complete Mobile/Manufactured Home application.
  - 3. Mobile Home Installer/Dealer to complete Mobile/Manufactured Home Installation Set-up Form.
  - 4. [Mobile Home fees](#) are due upon issuance of permits.

## **Section 17.08 Inspection**

Inspections for lot grading, landscaping, upland buffers, and turtle lighting shall be called into the Automated Inspection Request System used by permit holders. The inspection will usually be done the following day. If the work is approved, the “hold” for that department will be signed off. Please note that if re-inspections are required, additional fees may apply.

- A. Lot Grading call in Inspection number 904. Completed work should include final-fine grading, sod (if applicable), irrigation system, septic system, driveways and sidewalks.

The Building Contractor shall submit a signed Lot Grading Certificate and a Finished Floor Elevation Certificate certifying that the minimum floor elevation and lot grading was constructed as shown on the approved plans on file with the County.

- B. Landscaping and Irrigation call in Inspection number 126 (or 726 for a mobile home). All trees, required landscaping, and irrigation shall be in place.
- C. Upland Buffer call in Inspection number 903. When an upland buffer exists within the property boundaries, an upland buffer inspection will be required to ensure that it has remained undisturbed during construction. If the buffer has been disturbed, a replanting plan may be required.
- D. For lots adjacent to the coast, a turtle lighting inspection may be required per Section 4.01.09 of the Land Development Code. Please contact the Turtle Lighting Officer at 209-0323 for satisfaction of this hold, if applicable.

The above inspections are in addition to any Building Inspections that are required.

## **Section 17.09 Impact Fees**

Impact fees are one-time charges that are collected when new homes or businesses are built, or when existing homes or businesses are expanded. The purpose of the fee is to fund capital projects such as roads, parks, schools, jails, fire stations and other infrastructure to support new development. The funds collected cannot be used for operation, maintenance, or repair of capital facilities.

Impact fees are assessed when a Clearance Sheet application is processed based on the [current impact fee schedule](#).

- A. Credits and Exemptions

Any claim for credit under an approved Impact Fee Agreement, Developer’s Agreement, or pre-payment of impact fees (to extend Concurrency), must be made no later than at the time of Building Permit Application (Clearance Sheet).

Any claim for exemption (replacement of an existing home/building) must be made no later than the time of building permit application (Clearance Sheet).

NOTE: Any claim not so made shall be deemed waived.

B. Vouchers

An Impact Fee Voucher is a receipt for payment of an impact fee and is evidence that an impact fee has been paid directly to the holder of an impact fee credit. The voucher is submitted to the County at the time of building permit application ([Clearance Sheet](#)). The County then deducts the impact fee denoted on the voucher from the total amount of impact fees due to the County.



**PERMITS BECOME NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OR IF CONSTRUCTION OR WORK IS SUSPENDED, OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.**

\_\_\_\_\_

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

Tax Parcel Number \_\_\_\_\_ Depository Account Number \_\_\_\_\_

Site Legal Description \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Qualifying Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Fee Simple Titleholder's Name of the Site \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Name \_\_\_\_\_

Job Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bonding Co. Name \_\_\_\_\_ Address \_\_\_\_\_

Architect/ Engineer's Name \_\_\_\_\_ Address \_\_\_\_\_

Mortgage Lender's Name \_\_\_\_\_ Address \_\_\_\_\_

Description of Work \_\_\_\_\_ Structure Use \_\_\_\_\_

\$ Valuation of Work \_\_\_\_\_ Stories \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Conditioned Sq. Ft. \_\_\_\_\_

Height \_\_\_\_\_ # of Units \_\_\_\_\_ FIA Zone \_\_\_\_\_ First Floor Elevation \_\_\_\_\_

If proposed improvements are accessory Existing Sq. Ft. \_\_\_\_\_

to existing improved property provide: Ext Conditioned Sq. Ft. \_\_\_\_\_

New Sq. Ft. \_\_\_\_\_ New Conditioned Sq. Ft. \_\_\_\_\_ Height of Main Structure \_\_\_\_\_ Height of proposed Structure \_\_\_\_\_

Water \_\_\_\_\_ Well \_\_\_\_\_ Sewer \_\_\_\_\_ Septic Tank

Termite Protection By \_\_\_\_\_ Treatment Method: Soil \_\_\_\_\_ Bait \_\_\_\_\_ Wood \_\_\_\_\_

Per Florida Building Code 1816.1

(PLEASE COMPLETE OTHER SIDE)

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please complete the information below for single product use. For multiple product use, please complete St. Johns County Product Approval Specification Form.

Manufacturer \_\_\_\_\_ Product Description \_\_\_\_\_ Limitation of Use \_\_\_\_\_ Approval # \_\_\_\_\_

Job Address \_\_\_\_\_ City \_\_\_\_\_

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 this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNANCES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, ETC.

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 COMMENCEMENT 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.

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

Print Owner's or Owner Agent's Name

Business Qualifying Name

Owner's or Owner Agent's Signature

Print Contractor's Name

STATE OF FLORIDA
COUNTY OF \_\_\_\_\_

STATE OF FLORIDA
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_

Notary Public, State of Florida
Name: \_\_\_\_\_
My Commission Expires: \_\_\_\_\_
My Commission Number is: \_\_\_\_\_

Notary Public, State of Florida
Name: \_\_\_\_\_
My Commission Expires: \_\_\_\_\_
My Commission Number is: \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_
Type of Identification Produced \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_
Type of Identification Produced \_\_\_\_\_

THIS SPACE FOR COUNTY USE ONLY

Plans Reviewed By: \_\_\_\_\_ Application Approved By: \_\_\_\_\_

VALUATION CALCULATION:

LIVING: \_\_\_\_\_ ENCLOSED: \_\_\_\_\_ PARTIALLY ENCLOSED: \_\_\_\_\_
GARAGE: \_\_\_\_\_ ROOF: CLAY \_\_\_\_\_ CONCRETE \_\_\_\_\_ METAL \_\_\_\_\_ SHINGLE \_\_\_\_\_
PORCHES: \_\_\_\_\_ EXPOSURE "B" \_\_\_\_\_ EXPOSURE "C" \_\_\_\_\_ EXPOSURE "D" \_\_\_\_\_
TOTALS: \_\_\_\_\_ TOP CORD DEAD LOAD \_\_\_\_\_



# Certification of Finished Floor Elevation

Meeting Engineered Specifications

*This form is to be completed by the builder contractor, surveyor or a professional engineer and must be returned no later than the approved slab inspection has passed, and prior to any further inspection requests.*

Clearance Sheet #

Building Permit #  Address

In compliance with the approved building plan, I, \_\_\_\_\_  
certify that the finished floor elevation, for the above address is at or above the elevation specified  
(not to exceed six inches above the specified elevation) on the approved subdivision construction  
plans, the County Clearance Sheet, and the approved Lot Grading Plan.

- contractor
- surveyor
- engineer

Signature: \_\_\_\_\_

License # \_\_\_\_\_

Date

Please check here if building is STEMWALL construction

Please return to: Development Services  
 4040 Lewis Speedway  
 St. Augustine, Florida 32084  
 Fax: 904-209-0661  
 Email: gmclearancesheet@sjcfl.us

Fax Number for Return Confirmation of Receipt From County



## RESIDENTIAL SITE PLAN APPLICATION CHECK LIST / REQUIREMENTS

PREPARE SITE PLAN SHEET WITH ALL PERTINENT INFORMATION AND SUBMIT TWO (2) COPIES.

(Recommended maximum Site Plan sheet size is 11 inches x 17 inches.)

**No Land Clearing, placement of fill, structures, septic tanks, change in drainage patterns, or Protected Tree Removal shall be allowed before receiving an approved Clearance Sheet.**

Please check off each box of required information to confirm placement on site plan (for fastest possible processing). If you are proposing an addition or accessory structure such as but not limited to a shed, pool etc. complete Section A. If you are proposing a new or replacement home complete both Sections A and B. If either proposal includes a bulkhead or retaining wall also complete Section C. If your proposal is for just a bulkhead or retaining wall complete Section A items 1- 16 and Section C.

### Section A

Yes N/A

1. Provide Applicant name and site address.
2. Provide Applicant daytime phone number.
3. Show scale (ex: 1" = 50' ; 1" = 40' ; 1" = 30' ; 1" = 10').
4. Provide Lot, Block & Subdivision name.
5. Show lot dimensions, streets, roads, Finished Floor Elevation, driveways, easements, and waterways.
6. If wetlands exist on the lot, show State Jurisdictional Wetland Line as shown on the recorded plat, NSP or as determined by a qualified wetland scientist.
7. If present, show location, type and size of any specimen or historic trees on the lot (see tree information sheet).
8. Show and label the Coastal Construction Control Line (CCCL) on any lot where all or a portion of the lot is located seaward of the CCCL.
9. Show all proposed and existing structures including main use and accessory. Provide use of each, as well as distances from property lines and zoning setbacks.
10. Provide impervious surface ratio and floor area ratio.
11. Show existing and proposed well and septic systems.
12. Registered Architectural Review Association approval if required in accordance with the Land Development Code Section 5.03.02.H.
13. Show and label a twenty-five foot (25') or fifty foot (50') upland buffer, as applicable, measured landward/upslope of the state jurisdictional wetland line.
14. Show silt fence installation landward (upslope) of the naturally vegetated upland buffer.
15. Show a twenty-five (25') building setback from the twenty-five foot (25') upland buffer where applicable.
16. Show any conservation easements, habitat preservation areas (including any bald eagle protection zones), gopher tortoise burrows, or any other unique preservation area applicable to the lot.
17. Depending on environmental characteristics of the lot, documentation may be required that a qualified scientist has accessed the site for the presence of listed species. The location of any listed species habitat (i.e. nest, burrows, etc.) shall be shown on the site plan.
18. If the lot is in a coastal area, lighting may be subject to LDC 4.01.09. Please call turtle lighting officer for additional information 904-209-0323.
19. Show air conditioner pads, patios, stoops, internal sidewalks, pavers, etc. and indicate on site plan that you will maintain five feet (5') from property line. Improvements are not allowed to be located within a easement.

# RESIDENTIAL SITE PLAN APPLICATION CHECK LIST / REQUIREMENTS

page 2

## Section B

Yes N/A

- 1. In a designed subdivision, please show lot elevations, arrows and written drainage type, all of which must match.
- 2. Show limits and elevation of fill to be added, (in inches), above existing grade. If you have more than one (1) acre, depict elevation and drainage pattern if fill is being placed within 10' of the property line. Provide the comment that "**1% minimum slope will be provided from building to discharge point per Section 6.04.06.H of the Land Development Code**".
- 3. Indicate with arrows, the direction of drainage flow on the site: Type A (drainage flowing to the front); Type B (flowing both directions, usually breaking near the middle of the lot); or Type C (all flowing to the rear). Proposed drainage must conform with the Neighborhood Site Plan (NSP), if applicable. (NSP information is available through the Clearance Counter).
- 4. Where applicable, show and label sidewalks and curb ramps in designed subdivisions in conformance with the approved paving & drainage plans.
- 5. Driveway width allowed per Land Development Code is twelve foot (12') minimum and eighteen feet (18') maximum at right-of-way (ROW). Show driveway location and indicate driveway width at ROW line on site plan.
- 6. Show a three (3') minimum separation between the driveway and property line and five (5') minimum separation at right-of-way.
- 7. For a three (3) car garage facing the street that is thirty-five feet (35') or less from the ROW line, a maximum twenty-six foot (26') driveway width is allowed at the ROW. Indicate on the site plan that driveway meets this criteria.
- 8. Circular driveways on streets with ditches/swales require one hundred-fifty feet (150') minimum of frontage. Indicate frontage on site plan.
- 9. Circular driveway on streets that are curb and gutter require one hundred feet (100') minimum frontage. Indicate frontage on site plan.
- 10. Show erosion control measures (eg. silt fence) to ensure no silt migration onto adjacent properties.
- 11. Indicate Flood Zones and show Base Flood Elevation (BFE) required by FEMA. This information is available through IMap at: <http://www.sjcfi.us/GIS/IMap.aspx>. Include one foot (1') freeboard required by the Land Development Code to obtain minimum Finish Floor Elevation (FFE).
- 12. Indicate that you will maintain ten feet (10') between driveway radius and street corner radius.
- 13. Provide five feet (5') between toe of slope of drainfield and property line for drainage purposes, or indicate alternate drainage path to avoid impacting adjacent properties.
- 14. Show only the minimum tree inches required as shown on the tree information sheet.
- 15. In addition to the required tree inches, show street trees where applicable as shown on the NSP.
- 16. Any protected trees in an area where six inches (6") of grade change or more is proposed shall be considered removed and no tree inches shall be given.
- 17. Any preserved trees within ten feet (10') of the proposed construction area shall have tree protection barricades placed around the tree's protected area. Show location, type and size of such trees on the site plan.
- 18. If you are planting trees to meet the minimum tree requirement, include the note "At least 70% of the trees must be canopy type with no more than 50% of one species and 50% must be native" on the site plan.
- 19. No more than 50% of the lot area shall be irrigated with high volume irrigation (>30 gph) if required by the NSP. The remaining half of the lot may use low volume irrigation, which is less than 30 gallons per hour per emitter (i.e. drip, soaker, micro, trickle, bubbler systems).

# RESIDENTIAL SITE PLAN APPLICATION CHECK LIST / REQUIREMENTS

page 3

## Section C

Yes N/A

- 1. Show and label location of bulkhead or retaining wall on site plan.
- 2. Provide wing walls to prevent erosion, or note if abutting to adjacent bulkhead or retaining wall.
- 3. Show cross section view (side elevation) on site plan and show wetland line, buffer and amount of backfill to be added.
- 4. Provide arrows to show the flow of drainage as it relates to the bulkhead or retaining wall.

---

### CONTACTS:



We will contact you when your application is completed and/or if there are comments or requests for additional information. If you have questions, you may contact us. Please provide your Clearance Sheet Number when referencing your application.

You may also track the application review on line at:

<http://node28.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATS/clrsht/siteplanlookup.asp>

Lot Grading.....(904) 209-0660

Environmental.....(904) 209-0419 or (904) 209-0688

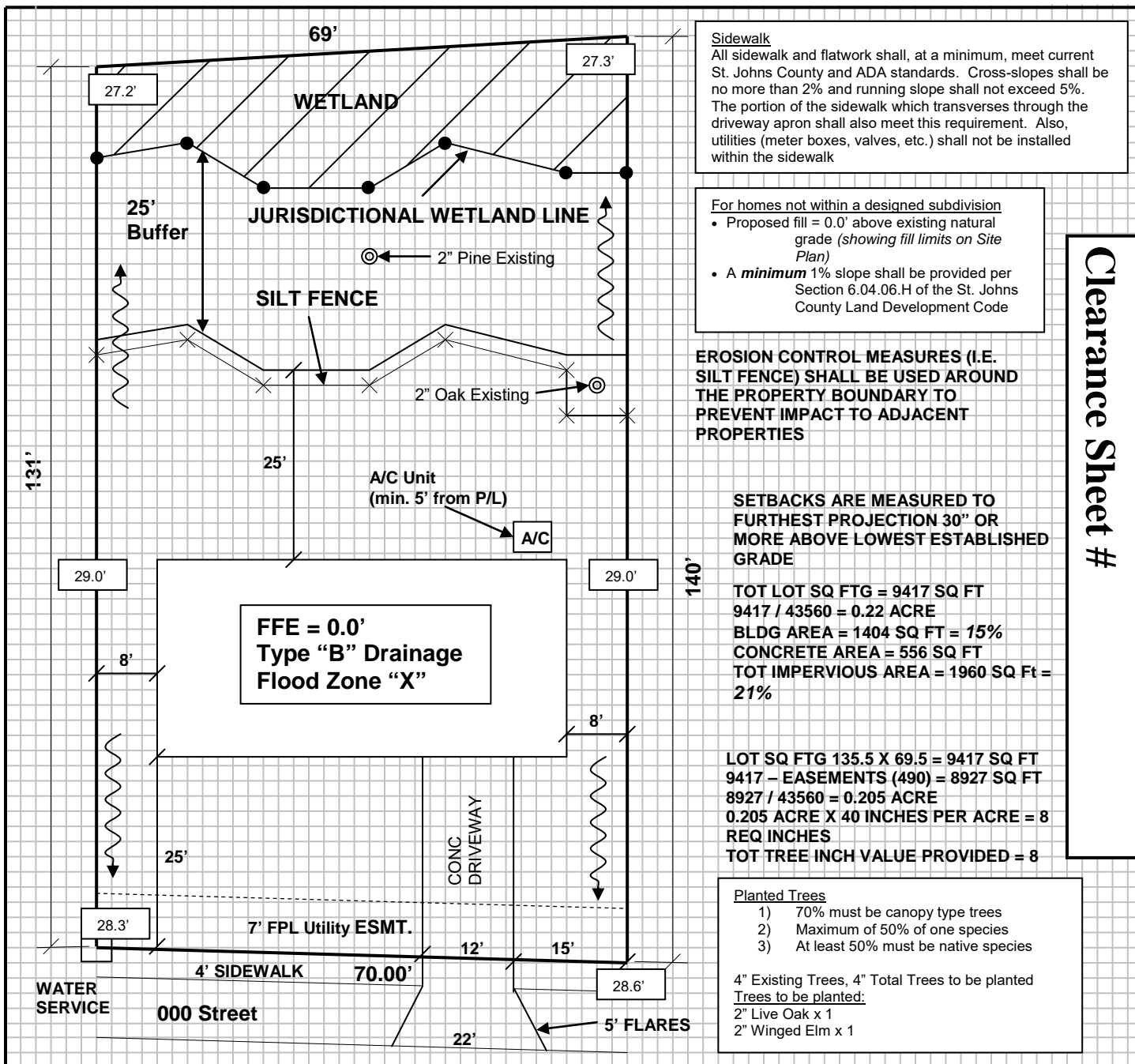
Typical Site Plan Review Process : St. Johns County Health Dept.     Clearance Sheet Desk     Building Services



# ST. JOHNS COUNTY RESIDENTIAL SITE PLAN



Applicant Name: John + Jane Q. Public Parcel #: 000000-0000 Acres: 0.22 Tree Inches Required: 8  
 Contact Name: John Public Map Book: 00 Page: 00 Wetlands Present? Yes X No       
 Daytime Phone Number: 904 - 000 - 0000 Lot No: 00 Lot Previously Cleared? Yes X No       
 Scale: 1 inch = 20 Feet (10 Blocks = 1 inch) Site Address: 000 Street, St. Augustine, FL



**Sidewalk**  
 All sidewalk and flatwork shall, at a minimum, meet current St. Johns County and ADA standards. Cross-slopes shall be no more than 2% and running slope shall not exceed 5%. The portion of the sidewalk which transverses through the driveway apron shall also meet this requirement. Also, utilities (meter boxes, valves, etc.) shall not be installed within the sidewalk

**For homes not within a designed subdivision**

- Proposed fill = 0.0' above existing natural grade (showing fill limits on Site Plan)
- A **minimum** 1% slope shall be provided per Section 6.04.06.H of the St. Johns County Land Development Code

**EROSION CONTROL MEASURES (I.E. SILT FENCE) SHALL BE USED AROUND THE PROPERTY BOUNDARY TO PREVENT IMPACT TO ADJACENT PROPERTIES**

**SETBACKS ARE MEASURED TO FURTHEST PROJECTION 30" OR MORE ABOVE LOWEST ESTABLISHED GRADE**

TOT LOT SQ FTG = 9417 SQ FT  
 9417 / 43560 = 0.22 ACRE  
 BLDG AREA = 1404 SQ FT = 15%  
 CONCRETE AREA = 556 SQ FT  
 TOT IMPERVIOUS AREA = 1960 SQ Ft = 21%

LOT SQ FTG 135.5 X 69.5 = 9417 SQ FT  
 9417 - EASEMENTS (490) = 8927 SQ FT  
 8927 / 43560 = 0.205 ACRE  
 0.205 ACRE X 40 INCHES PER ACRE = 8 REQ INCHES  
 TOT TREE INCH VALUE PROVIDED = 8

**Planted Trees**

- 70% must be canopy type trees
- Maximum of 50% of one species
- At least 50% must be native species

4" Existing Trees, 4" Total Trees to be planted  
**Trees to be planted:**  
 2" Live Oak x 1  
 2" Winged Elm x 1

**Clearance Sheet #**

**CHECK LIST OF POSSIBLE REQUIREMENTS:**  
 Lot Dimensions, Streets, Finished Floor Elevation, Waterways, Limits of Fill Erosion Control, Arrows showing Storm Water Flow, Existing/Proposed Well and Septic Systems, Jurisdictional Wetland Line, CCCL Line, Label Proposed and Existing Buildings – ~~Type text~~ from property lines zoning, setbacks, upland buffer, Vesting Documents or conditions of Non Zoning Variances, Show FEMA flood zones. **\*ALL CHANGES MUST BE APPROVED BY ST. JOHNS COUNTY\***

# St. Johns County Tree Information for Residential Home Sites

If the lot is not within a subdivision, PUD, or PRD with an approved Neighborhood Site Plan (NSP), please use the table below to determine the minimum tree inch requirement for the lot:

Zoning Districts	Min. Acreage	Min. Required Tree Inches
RS-E, OR	1.00	40
RS-1	0.30	12
RS-2	0.23	9
RS-3, RG-1 (SF), RG-2 (SF), RMH-S	0.17	7
RG-1 (MF), RG-2 (MF), RMH	0.14	6

If the lot is within a subdivision, PUD, or PRD with an approved NSP, please refer to the NSP for minimum tree requirements.

### Clearance sheet site plan requirements:

1. If existing trees are to be used to meet the minimum tree requirement, provide the locations, types, and diameters of those trees on the site plan. The diameter of an existing tree is measured at 4.5 feet above the ground. Any trees except exempt trees with a diameter of 2 inches and greater may be used for tree inch value. Existing palm trees that are of protected size may be counted for 6 inches of value.
2. If trees are to be planted for tree inch value, provide a table showing the tree types, quantities, and calipers that will be used to meet the minimum tree inch requirement. Caliper size is measured 6 inches above grade. Any palms to be planted are given value based on their clear trunk size. If the palm has 6 feet to 15 feet of clear trunk, it receives 3 inches of value. If it has greater than 15 feet of clear trunk, it receives 6 inches of value. Canopy trees shall be spaced at least 20-30 feet apart when planting.

When planting trees for value, the following note must be placed on the site plan: "At least 70% of the trees must be canopy type with no more than 50% of one species, and at least 50% must be native."

3. Both preserved and planted trees may be used together to meet the minimum tree inch requirements.
4. Any trees that meet specimen criteria as defined in section 4.01.05.D of the Land Development Code must be shown on the site plan. For example, many live oaks that measure at least 48 inches in diameter will meet specimen tree criteria.
5. Trees may not be planted or preserved for tree inch value if they are located within easements or wetlands. The areas of all easements and wetlands may be subtracted from the lot size area when calculating the minimum tree inch requirement.

**Exempt trees** – Trees that cannot be used for value include camphor, Chinaberry, tallow, Brazilian pepper, mimosa, Australian pine, queen palm, and Washington palm.

**Canopy trees** – Trees that will attain a mature canopy of 30 feet wide by 35 feet tall. Examples include laurel and live oak, pecan, hickory, elm, river birch, maple, sycamore, red cedar, magnolia, poplar, cypress, and pines.

**Multi-trunk trees** – Trees that normally grow with two or more trunks. Each trunk may be measured and added together to obtain tree inch value.