



GUIDELINES FOR SUBDIVISION PERMITTING

To provide information to owner and /or developer, contractor, and engineering desiring to obtain Subdivision constructions permit.

Step 1 - Development Review Meeting

The applicant attends a conceptual pre- application meeting with city reviewing staff (Planning, Engineering, Building, Utilities, Public Works and Fire departments) to discuss subdivision conceptual plans and code standards.

- ❖ To schedule pre application meeting contact:
Hector I Franco- (321) 733-3042
Francoh@pbfl.org

Step 2 – Subdivision Plat Applications and Approval (Preliminary and Final)

The applicant submits an application for preliminary plat approval. Deadline of applications is 5pm of the first day of the month to be processed and considered the following month. The preliminary plat application shall be heard by City Council and the Planning and Zoning Board. The preliminary approval will be valid for one year from the approval, if approved.

Final plat applications are submitted for final approval with the same deadline as the preliminary plat application and hear by same boards as the preliminary plat application. The applications are submitted in the Land Development Division office and the application can be found on the City's Web site or in the Land Development Division office. Final plat subdivision approval is required prior to construction starting on site provided all other requirements herein are completed.

All subdivision (private or public) improvements must be completed, all subdivision fees of development paid, all inspection fees paid, and the certificate of completion issued prior to the city endorsing approval for signing and recording final plat provided no other agreement for completion have been approved by the City. No construction of any kind is allowed prior to final plat approval.

- ❖ For inquiries on plat application contact:
Patrick Murphy - (321) 733-3042
murphp@pbfl.org

Step 3 - Construction Plan Approval

The applicant submits an application for construction plan review to the Land Development Division for City staff to review (Planning, Engineering, Utilities, Public Works and Fire Departments). Review time for first submittal is approximately three to four weeks and two weeks three weeks for resubmittal depending on the size and complexity of the project. All department review comments will be sent to the project engineer and owner for plan revision or completion of pending items as needed.

For information of City design standards see City of Palm Bay Land Development of the Palm Bay Code of Ordinances and the Public works manual.

Minimum Requirements:

- One completed subdivision review application
- Six sets of construction plans signed and sealed by record engineer
- Two sets of stormwater drainage calculations
- Two sets of geotechnical and environmental reports
- 3 certified copies of topographic and boundary surveys
- Tree survey showing all trees with a DBH \geq 18 inches
- Traffic study (if applicable)
- Copies of all other regulating agencies permits (as applicable)

When all comments have been satisfied and all needed documents provided, Ten final (10) sets of construction plans will be needed signed and sealed by the record engineer as applicable for approved. The approval of the plans will be endorsed (by City Engineer and the City Utility department). Three (3) copies will be sent to the Engineer's applicant, two (2) copies will be retained by the Land Development Division, one (1) copy each will be sent to the Fire, Utilities, Public Works and Building Departments and Brevard County.

- ❖ For street names and addresses contact
Patrick Murphy - (321) 733-3042
murphp@pbfl.org

Step 4 – Site Work Permit (prior to construction starting)

Upon approval of the Plat and Construction plans, the applicant shall submit an application for a site work permit to the Land Development Division which will initiate a pre site work meeting required between the Contractor, Owner and City inspection staff. A pre site work meeting will be required to be scheduled in order to proceed with land clearing and construction of the site. Building permits are also required for any construction of ancillary structures onsite (signs, retaining wall, fence, and irrigation etc.) as applicable. Contact Hector I Franco or Robert Loring for submission of site work permit application and to schedule the pre site work meeting at 321-733-3042 or visit the Land Development Division.

Minimum Requirements:

- Subdivision information and approval date
- Copy of approved landscape plans as applicable
- Copy of boundary and topographic survey indicating location of erosion control
- St. Johns River Water Management District notice of commencement
- Copy NPDES Permit (NOI and SWPPP) and contact for responsible reporting personnel
- Maintenance of Traffic Plans (MOT) with valid copy of FDOT certification in MOT
- Construction schedule of work

Step 5 - Building Permit

A Certificate of Completion issued by the City Engineer is required prior to approval of subdivision building permits. Issuance of building permits can be permitted prior to Certificate of completion provided permits are for model homes only. There are special requirements for these types of permits found in the Code of ordinance section 184.15 (B). A maximum of five percent (5%) of the lots up to maximum twenty (20) structures may be permitted. As part of the approval process a demolition bond and several affidavits are also required for model permits.

Building Certificate of Occupancy for permitted structure can be obtained from the Building Department but in no case shall they be issued prior to Certificate of completion of the Subdivision. Certificate of Occupancy are Issued by the Building Official and Fire Marshal. Contact the Building Department for issuance requirements.

Step 6 - Certificate of Completion

Request for Certificate of Completion: Upon completion of the subdivision improvements, the Contractor shall submit to the Land Development Division a request letter for Certificate of Completion (see requirements for Certificate of Completion below.) The City's Reviewing and Inspection staff will proceed with their final inspection, and review. Upon completion of project final punch lists of deficient items compiled, the list will be sent to the Contractor for compliance and correction. Upon satisfying all comments from City Inspectors, and Reviewing staff and submission of required final document and maintenance bond, as applicable, the City Engineer will issue a Certificate of Completion for the project.

Requirements

1. Provide request letter for Certificate of Completion and final inspection.
2. Submit six (6) sets of certified as-built plans with an AutoCAD reproducible electronic copy of as-built.
3. Approval completion certification from other Agencies:
 - ✓ St. Johns River Water Management District (SJRWMD)
 - ✓ Florida Department of Environmental Protection (FDEP)
 - ✓ Melbourne-Tillman Water Control District (MTWCD)
 - ✓ Florida Department of Transportation (FDOT) or Brevard County Permit closeout approval, as applicable, for right-of-way, driveway and drainage connection.
4. Provide engineer of record certification approval letter of improvements, signed and sealed.
5. Provide copy of Homeowner Association Document recorded with the Brevard County Clerk of the Court.
6. Provide copies of test results, densities, compaction, and cylinder test on concrete and asphalt areas onsite and offsite.
7. Provide floodplain permit closeout. Provide elevation certificate or surveyor certified letter stating no structures are in the floodplain area. Contact Jim Williams for more information at (321) 733-3042 (if applicable).
8. Provide cross-access, cross-drainage and cross-water-sewer maintenance agreement for share utility management areas recorded with the Brevard County Clerk of Court (if applicable).
9. Complete all striping and traffic signs onsite and offsite (if applicable).
10. Provide maintenance bond (2 years) for all public improvements (if applicable).

Contact Information:

Brevard County

Public Works Department
2725 Judge Fran Jamieson Way
Viera, FL, 32940
Driveway Permits - (321) 633-2079
Stormwater Permits - (321) 633-2014

E-911 Administration

2725 Judge Fran Jamieson Way, Bldg. C
Viera, FL, 32940
Approval of New Street Names
(321) 690-687

St. Johns River Water Management District

525 Community College Parkway SE
Palm Bay, FL, 32909
(321) 690-3250

Department of Environmental Protection

2600 Blair Stone Road, Mail Station 2500
Tallahassee, FL, 32399
NPDES Stormwater Permits -(850) 245-722

Melbourne-Tillman Water District

5990 Minton Road NW,
Palm Bay, FL, 32907
(321) 723-7233

Florida Department of Transportation

555 Camp Road,
Cocoa FL, 32927
(321) 690-6871

Building Department

5240 Babcock St NE Suite 105
Palm Bay, FL, 32905
Building Permits and Inspections
(321) 953-8924 Fax (321)953-8925

Utilities Department

3900 Osmosis Drive
Palm Bay, FL, 32909
Utilities Permits and Inspections
(321) 952-3410

Public Works Department

1050 Malabar Road SW
Palm Bay, FL, 32905
Right-of-Way Use Permits and Services
(321) 953-8985
Driveway Permits - (321) 952-3403

Fire Department

5240 Babcock St NE Suite 104
Palm Bay, FL, 32905
Bureau of Fire Loss Management
(321) 953-8928

US Fish & Wildlife Service

Jacksonville Field Office
6620 South Pointe Drive South Suite 310
Jacksonville, FL, 32216
(904) 232-2580 Fax (904) 232-2404

Florida Fish and Wildlife Commission

Northeast Region
1239 S.W. 10th Street
Ocala, FL, 34474-2797
Gopher Tortoise Permits– (352) 732-1225