



SANTA ROSA COUNTY PUBLIC WORKS DEPARTMENT

6075 Old Bagdad Highway | Milton, Florida 32583

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PROCEDURES FOR RESIDENTIAL DRIVEWAY PERMITS ON COUNTY MAINTAINED ROADS

Welcome to Santa Rosa County's Driveway Inspections and Permitting Department operated by Santa Rosa County Public Works. Please read the following information to assist you in completing your Driveway Application. After reading this document, if you have any questions, please do not hesitate to contact our office at PublicWorksAdminTeam@santarosa.fl.gov

ROAD MAINTAINER

You only need a county issued permit and inspection/s if your driveway will attach to a county maintained road. Please confirm road connection and surface via our Street Maintainer App found here:

<http://santarosagis.maps.arcgis.com/apps/View/index.html?appid=a7fd63b5d7b241af943d8bcc617d1096>

If your road is maintained by the state or a city, please contact the corresponding office for permitting requirements.

INSPECTION TYPES AND TIME FRAMES

Based on the type of work being done on the county right of way, you may need to submit requests for up to three separate inspections. The submission of your Driveway Application will be your request for your first inspection. For subsequent inspections, please email the permit number, address, and type of inspection to PublicWorksAdminTeam@santarosa.fl.gov.

Line and Grade Inspections are completed in seven business days. Pre-pour and Final Inspections are completed two business days. Results of each inspection will be e-mailed to the e-mail address provided on the Driveway Permit Application. Should there be any delay in inspection results, we ask for your continued patience. Typical delays are caused by circumstances outside the control of our offices like inclement weather and/or high demand for inspections.

DRIVEWAY TYPES AND REQUIRED INSPECTIONS

Your Driveway Application will ask what type of driveway you are planning. Upon inspection, should your Inspector deem another type is required, we will notify you.

Curb and Gutter – requires a pre-pour and final inspection.

During the pre-pour, the inspector will check the form boards and cut-outs. All debris must be removed from inside the forms. For the Final Inspection, two rows of sod are required around any concrete and any damage to county right of way will need to be repaired. For all properties other than empty lots, a mailbox must be installed to Post Master and county specifications (see "Mailbox Specs" Document).

Culvert – requires a line and grade, pre-pour and final inspection.

During the line and grade the inspector will set elevation for the pipe and provide the pipe size and type (mitered ends are required). There are some areas where the permit will require piping across the entire lot up to 150 feet.

During the pre-pour the inspector will check the form boards and elevation of the pipe. All debris must be removed from inside the forms. For the Final Inspection, two rows of sod are required around any concrete and any damage to county right of way will need to be

repaired. For all properties other than empty lots, a mailbox must be installed to Post Master and county specifications (see "Mailbox Specs" Document).

Swale - requires a line and grade, pre-pour and final inspection.

During the line and grade, the inspector will set elevation for the swale.

During the pre-pour the inspector will check the form boards. For the Final Inspection, two rows of sod are required around any concrete and any damage to county right of way will need to be repaired. For all properties other than empty lots, a mailbox must be installed to Post Master and county specifications (see "Mailbox Specs" Document).

Flat - requires only a pre-pour and final inspection.

During the pre-pour the inspector will check the form boards. For the Final Inspection, two rows of sod are required around any concrete and any damage to county right of way will need to be repaired. For all properties other than empty lots, a mailbox must be installed to Post Master and county specifications (see "Mailbox Specs" Document).

MAILBOX SPECS



SANTA ROSA COUNTY PUBLIC WORKS
6075 OLD BAGDAD HIGHWAY
MILTON, FL 32583

Ordinance No. 2006-03

AN ORDINANCE ESTABLISHING POLICIES AND PROCEDURES FOR THE PERMITTING OF THE CONSTRUCTION OF MAILBOXES AND DRIVEWAYS CONNECTIONS ONTO COUNTY ROADS AND RIGHTS OF WAYS. REQUIRING PRIOR NOTICE BE GIVEN TO THE SANTA ROSA COUNTY PUBLIC WORKS DEPARTMENT.

Section 4. Mailboxes and structures

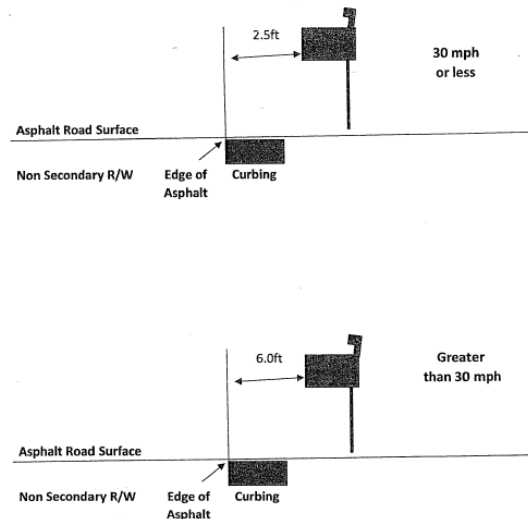
- A. No mailbox or any other structure shall be placed on any county right-of-way in violation of the regulations established by this ordinance.
- B. Guidelines.
1. Along any right-of-way designated with a speed limit greater than 30 m.p.h., no mailbox shall be constructed closer than six (6) feet to the improved road surface.
All mailboxes in this category shall be constructed to the following standards:
 - a. Wood posts—Maximum four-inch diameter (if round), four-inch by four-inch if rectangular;
 - b. Metal pipes—Two-inch inside maximum diameter;
 - c. Number of supports—Only one support for one box or group of boxes.Supports shall:
 - a. Yield or collapse if struck.
 - b. Bend or fall away from vehicle.
 - c. Not create severe deceleration.
 - d. Not be fitted with an anchor plate (metal post).
 - e. Not be imbedded over twenty-four (24) inches into the ground.
 - f. Not be set in concrete.
 2. On all rights-of-way and roads designated with a speed limit of thirty (30) m.p.h. or less, no mailbox shall be constructed closer than two and one-half (2 1/2) feet to the edge of the roadway surface.
- C. Set back variance may be granted by the public works department upon a determination that the right-of-way width is not adequate for compliance.
- D. Any person placing or maintaining any mailbox or structure in violation of this ordinance shall remove said item or bring it into compliance within thirty (30) days of notification by Santa Rosa County. If said mailbox or structure is not removed within the thirty-day period, Santa Rosa County may remove the mailbox or structure and the owner shall be responsible for the removal costs incurred by Santa Rosa County.
- E. Santa Rosa County may immediately remove any mailbox that it determines creates a hazard or interferes with right-of-way maintenance.
- F. Santa Rosa County will not be liable for any damage caused to a mailbox resulting from its removal or relocation.

Section 16. This Ordinance shall take effect upon filing of a certified copy of this Ordinance with the Department of State within ten (10) days after enactment.

Guide lines for Mailbox

Construction and Placement

* FEDERAL REGULATIONS SUPERSEDE THE COUNTY ORDINANCE
MAILBOX PLACEMENT MUST BE APPROVED BY THE LOCAL POSTMASTER*





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DRIVEWAY PERMIT APPLICATION

NOTICE

ELECTRICAL POWER AND CERTIFICATE OF OCCUPANCY
WILL NOT BE ISSUED

UNTIL DRIVEWAY CONSTRUCTION AND MAILBOX PLACEMENT HAS BEEN APPROVED

PLEASE CHECK ALL APPROPRIATE BOXES

Please confirm road connection and surface via our Street Maintainer App found here:

<http://santarosagis.maps.arcgis.com/apps/View/index.html?appid=a7fd63b5d7b241af943d8bcc617d1096>

DRIVEWAY CONNECTS TO:		ROAD SURFACE:		DO YOU PROPOSE:	
<input type="checkbox"/>	COUNTY ROAD	<input type="checkbox"/>	PAVED	<input type="checkbox"/>	CULVERT
<input type="checkbox"/>	*PRIVATE ROAD	<input type="checkbox"/>	DIRT	<input type="checkbox"/>	SWALE
<input type="checkbox"/>	*STATE ROAD	IS YOUR DRIVEWAY:		<input type="checkbox"/>	CURB AND GUTTER
<input type="checkbox"/>	*CITY ROAD	<input type="checkbox"/>	NEW	<input type="checkbox"/>	FLAT
*NO COUNTY PERMIT REQUIRED. Contact State or City office for permit.		<input type="checkbox"/>	EXISTING	See "Procedures for Residential Driveway Permits on County Maintained Roads."	
		<input type="checkbox"/>			

BUILDING PROJECT NUMBER:

(If you have any open permit with the Santa Rosa County, you must include Building Project Number.)

REQUIRED APPLICANT INFORMATION

APPLICANT NAME:

Hereafter termed "the applicant" requests permission
for the construction of a driveway(s) on Santa Rosa County right-of-way at the following location:

APPLICANT TELEPHONE NUMBER:

APPLICANT E-MAIL ADDRESS:

PARCEL NUMBER:

(If you do not have your parcel number, please visit <http://www.srcpa.org/search.html>. Parcel number is required.)

CONSTRUCTION ADDRESS:

REQUIRED ACKNOWLEDGEMENTS

DRAWING ATTACHMENT ACKNOWLEDGMENT INITIALS: _____

Please include sketch of property, street, and driveway with dimensions and plans. Space is provided below.

MARKING ACKNOWLEDGEMENT INITIALS: _____

By initialing above, the applicant acknowledges property must be obviously staked, painted, and or marked clearly prior to the submission of this application.

PROCEEDURES DOCUMENT INITIALS: _____

I have read "Procedures for Residential Driveway Permits on County Maintained Roads".

PERMITTING AND INSPECTION CONTACT INFORMATION

(If different applicant information above)

PROPERTY OWNER NAME:

E-MAIL ADDRESS:

MAILING ADDRESS:

MAILING CITY, STATE, AND ZIP:

DISCLAIMER STATEMENT

The driveway(s) will be constructed in accordance with County regulations in effect at the time the permit is issued. The applicant will save and keep Santa Rosa County harmless from any and all damages, claims or injuries that may occur by reason of this construction of said facility. The applicant binds and obligates himself that the above description and attached sketch are true and correct and to abide by the driveway regulations of Santa Rosa County. By submitting this document, applicant acknowledges all terms and agreements herein.

APPLICATION SUBMISSION INFORMATION

Please submit this application via our online portal or any of the following channels:

E-mail: Public-Works@santarosa.fl.gov

Fax: (850) 623-1331

US Mail Santa Rosa Public Works
ATTN: Driveways
6075 Old Bagdad Hwy
Milton, FL 32583

REQUIRED CONSTRUCTION PLANS SKETCH

Please use this area to draw a sketch of the property, street, and driveway with dimensions and plans.

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch of a property, street, and driveway. The box is currently blank.

If Public Works may assist you in the completion or submission of this application, please contact us at (850) 626-0191.