

TOWN OF PONCE INLET  
**PLANNING & DEVELOPMENT**

APPLICANT PERMIT PACKAGE CHECKLIST FOR NEW SINGLE & TWO-FAMILY RESIDENCES

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JOB ADDRESS \_\_\_\_\_

APPLICANT \_\_\_\_\_ TYPE OF PERMIT \_\_\_\_\_

**PRE-APPLICATION APPROVAL:** Approvals from all applicable Agencies must be included or permit application will not be accepted. Contractor AND Property Owner MUST sign Permit Application

- Agent Authorization Form (Signed by Property Owner and/or HOA or Corp Authorized Representative according to By-Laws and current list of board members)
- Obtain Property Address from Ponce Inlet Mapping       FP&L Approval w/plot plan
- Ponce Inlet Water & Meter Size Approval
- Sanitary Sewer Availability Request Form from the City of Port Orange OR
- Septic Tank Permit from Volusia County
- Irrigation System (Permit from Volusia County)
- Use Permit required from:     *Ponce Inlet*     *Volusia County* (S. Atlantic Avenue only)
- Approved FDEP permit
- Approved Volusia County Environmental Protection permit
- Army Corps of Engineers Permit

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**PLANNING & ZONING: \$25 Processing fee + \$75 Admin Tree Removal Review fees are due at time of submittal**

**NOTE:** The Permit application will not be forwarded to the Building Official for review until approved by Planning & Zoning. If you require additional information you can contact our office from 8:00am to 4:30pm at 386-236-2181.

- Current, full-size, signed and sealed survey drawn to a measurable scale showing elevations of streets and property, property lines, finished floor elevations building footprint and all setbacks.\*(less than 12 months)
- Site plans must be drawn to a measurable scale and reflect: **(11x17 paper preferred):** floor area for each floor with garage and porches/patios listed separately; elevations of all sides of all structures; and building height measured from lowest finished grade at front elevation.\*\*
- Tree survey showing all trees over 4" DBH. Application for removal of all specimen trees measuring over 6" DBH must be reviewed by Parks, Recreation & Tree Board and for removal of all specimen trees measuring over 12" DBH must be approved by Town Council.
- Tree replanting and/or relocation plan
- Landscape plan showing compliance with the requirements of Section 8.4 of the LUDC

\* **Engineering** scales include: 1" = 10', 1" = 20', 1" = 30', 1" = 40', 1" = 50', 1" = 60'

\*\* **Architectural** scales include: 1/8" = 1', 1/4" = 1', 1/2" = 1', 1" = 1', 3/16" = 1', 3/32" = 1", 3/4" = 1', 3/8" = 1', 1 1/2" = 1', 3" = 1'

**NOTE: Double frontage and corner lots have additional building envelope setback requirements for heights exceeding 15' along side yard boundaries and exceeding 20' along front yard boundaries.**

Variance Approval (if applicable): \_\_\_\_\_

Tree Removal Approval: \_\_\_\_\_

Planning & Zoning Approval: \_\_\_\_\_

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**BUILDING PERMIT: \$25.00 Processing fee & Non-Refundable Plan Review fees are due at time of submittal**

COMPLETED APPLICATION FORMS SUB-CONTRACTORS LISTED, ELECTRICAL, PLUMBING, MECHANICAL, ROOFING, ETC. & COST (Info on back page of application must be filled in completely)

\*\* A copy of the current Comp Card from Volusia County for General Contractor and all sub-contractors

\*\*\* All sub-contractor's must sign an Agent Authorization to be submitted with permit packet

COMPLETE BUILDING PLANS & SPECIFICATIONS

SIGNED **CONDITIONS OF BUILDING PERMIT FORM**

SIGNED CERTIFICATE OF COMPLIANCE: Notice of Location Survey & Elevation Certificate Required

NOTICE OF COMMENCEMENT

AFFIDAVIT

STORM WATER RETENTION APPLICATION

GOPHER TORTOISE COMPLIANCE

SIGNED ENERGY CODE FORM

ELEVATION CERTIFICATE

FEMA FLOOD ZONE APPROVAL

JOB SITE MAINTENANCE

VOLUSIA COUNTY TURTLE LIGHTING COMPLIANCE LETTER

NOTIFY JENNIFER WINTERS (ANY PROJECT EAST OF ATLANTIC AVENUE)

PRODUCT SPECIFICATIONS, FL PRODUCT APPROVAL # AND NOTICE OF ACCEPTANCE FOR DOORS AND WINDOWS W/COMPLETED SPECIFICATION SHEET ATTACHED TO ENVELOPE AND PRODUCT INFORMATION INSIDE

\_\_\_\_\_ APPROVAL

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**NOTE:** Some or all of the items listed above may be required in order to process your permit application. This list can be used as a guide for your convenience; however, additional items may be required to process your permit. If you require additional information you can contact our office from 8:00am to 4:30pm at 386-236-2182.

TOWN OF PONCE INLET  
BUILDING OFFICE  
**PERMIT REQUIREMENTS FOR  
DRAWINGS AND SPECIFICATIONS**  
**2014 5<sup>th</sup> Edition FLORIDA BUILDING CODE & NEC 2011**

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**TWO SET OF PLANS MUST BE INCLUDED WITH THE APPLICATION AT TIME OF SUBMITTAL**

**RECOMMENDED SUBMITTAL: 1 HARD COPY (24"X36" OR LESS) AND 1 COPY IN PDF FORMAT; IF PDF FORMAT IS NOT AVAILABLE, 2 HARD COPIES WILL BE ACCEPTED**

**BUILDING PERMITS:**

- PLANS MUST BE COMPLIANT WITH 2014 5<sup>th</sup> EDITION FL BUILDING CODES AND
  - STRUCTURES MUST MEET MINIMUM 140 MPH CATEGORY "D" WINDS
1. BUILDING/STRUCTURE – TWO COMPLETE SETS OF DRAWINGS, SIGNED & SEALED BY A DESIGN PROFESSIONAL, **TO SCALE**, SHOWING ALL DETAILS OF WORK TO BE PERFORMED, ALL OTHER DRAWINGS, SPECIFICATIONS, AND ACCOMPANYING DATA (IE - TRUSS ENGINEERING, WINDOW & DOOR DATA & INSTALLATION INSTRUCTIONS, NOTICE OF ACCEPTANCE AND FL PRODUCT APPROVAL NUMBERS, WITH COMPLETED SPECIFICATIONS SHEET)
  2. ELECTRICAL SYSTEM – SCHEMATIC DRAWINGS SHOWING LOCATION OF ALL COMPONENTS, INCLUDING LOAD CALCULATIONS AND SERVICE SIZE
  3. PLUMBING SYSTEM - DRAWINGS SHOWING LOCATION OF ALL COMPONENTS, INCLUDING WATER HEATERS, VENT LOCATION(S), DRAIN LINES & SIZES, BUILDING SEWER LINE, AND INDICATE IF SYSTEM WILL BE CONNECTED TO A PUBLIC OR PRIVATE SEWER SYSTEM
  4. MECHANICAL SYSTEMS - DRAWINGS SHOWING LOCATION OF A/C UNITS, AIR HANDLER LOCATIONS, SUPPLY & RETURN AIR VENTS, FUEL TYPE (IE – ELECTRICAL OR GAS; MAKE, MODEL, SIZE & SEER OF UNIT(S)
  5. GAS SYSTEMS – SCHEMATIC DRAWING INDICATING SIZING AND DEMAND, TYPE OF GAS & PRESSURE
  6. ENERGY CALCULATION FORMS

**ADDITIONAL PERMITS & FORMS REQUIRED**

1. LOCATION SURVEY & ELEVATION CERTIFICATE(S)
2. STORMWATER RETENTION AREAS AND RIGHT OF WAY USE PERMITS
3. NOTICE OF CONTRACTOR RESPONSIBILITY



Town of Ponce Inlet/Planning and Zoning Division  
*Application Intake Form*

Permit # \_\_\_\_\_

Date & Time Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Submission: \_\_\_\_\_

**This is to confirm that your application has been received by the Town of Ponce Inlet Planning and Zoning Division. Pursuant to Section 6.3.4.B of the Town's Land Use and Development Code, staff will conduct a completion determination of this application within five working days from the date of this receipt.**

**All applications received after 2:00 p.m. will be stamped as received the next business day.**

If the application is found to be incomplete, it will not be processed and may be returned. The applicant will have thirty (30) working days after notification to submit a complete application without payment of a reapplication fee.

**Applicant's Signature:** \_\_\_\_\_

**FOR STAFF USE ONLY:**

Application Complete? Yes \_\_\_\_\_ No \_\_\_\_\_

Items needed to complete application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Applicant contacted: \_\_\_\_\_ Response required by: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_



**SECTION 7: COMPLIANCE WITH FLORIDA BUILDING CODE - BUILDING DIVISION**

**Check all that apply for this permit**

Commercial  Residential  New  Addition  Alteration  Repair  Demolition   
 Building  Electrical  Gas  Mechanical  Plumbing  Roofing  Dock  Pavers   
 Boathouse  Boat Slip  Pier  Mooring Poles  Driveway  Shed  Other

SECTION 7: ELECTRICAL		SECTION 8: PLUMBING	
Company:		Company:	
License Number		License Number:	
Phone:		Phone:	
Existing service AMP size:		Number of fixtures replaced?	
New service AMP size:		Number of new fixtures?	
Remodel: Number of circuits added		Check one: City Sewer <input type="checkbox"/> Septic System <input type="checkbox"/>	
Remodel: Number of fixtures added			
Total Cost for this work: \$		Total Cost for this work: \$	
SECTION 9: MECHANICAL		SECTION 10: ROOFING	
Company:		Company:	
License Number		License Number	
Phone:		Phone:	
Check one: New <input type="checkbox"/> Replacement <input type="checkbox"/>		Type of material:	
Total cost for this work: \$		Total cost of this work: \$	
SECTION 11: GAS		SECTION 12: ADDITIONAL TRADE	
Company:		Company:	
License Number		License Number	
Phone:		Phone:	
Check one: New <input type="checkbox"/> Replacement <input type="checkbox"/>		Type of Work?	

Application is hereby made to obtain a Development/Construction Permit from the Planning & Development Department of the Town of Ponce Inlet, Florida to perform the type of work indicated herein. I certify that no work or installation has commenced **PRIOR** to the issuance of the requested Permit and, if so, then I will pay **additional fees per the Town regulations**. I further certify that all work will be performed to meet all applicable laws, rules and codes regulating construction and development in this jurisdiction. I understand that a separate Permit must be secured before any work for building, electrical, mechanical, plumbing, excavation & grading, sign installation, soil erosion control, tree removal, wells, pools, accessory buildings, seawalls & docks, or any other land disturbance activities. **Owner's Affidavit: I certify that all the foregoing information is accurate and all work will be done in compliance with all of the applicable laws, rules and codes regulating zoning and construction in Ponce Inlet, Florida.**

**WARNING TO OWNER: Your failure to record a Notice of Commencement (NOC) may result in your being required to pay DOUBLE fees for improvements to your property. If you intend to obtain financing, please consult your lender or attorney before recording your NOC.**

STATE OF FLORIDA

COUNTY OF VOLUSIA

TOWN OF PONCE INLET

\_\_\_\_\_  
Signature of Owner (required)

\_\_\_\_\_  
Signature of Contractor

Subscribed and sworn to (or affirmed) before me on _____, 20__ by _____. He / She is personally known to me or has presented _____ as identification.	SEAL / STAMP
	Notary Signature:  _____

Application Approved By: \_\_\_\_\_, Building Official Date: \_\_\_/\_\_\_/\_\_\_

Approved by: \_\_\_\_\_, Fire Marshal Date: \_\_\_/\_\_\_/\_\_\_

Additional Conditions Attached

Town of Ponce Inlet  
Planning & Development Department  
Building Office Division  
4300 S Atlantic Avenue  
Ponce Inlet, FL 32127  
Phone: (386)236-2182 / Fax: (386)236-2190

## AGENT AUTHORIZATION

I hereby authorize \_\_\_\_\_  
(Name of Agent(s) – not of entity)

To be listed as the authorized agent(s) for \_\_\_\_\_  
(Name of Company of Qualifier)

for the purpose of applying for and signing for all building permits to be issued for the named contractor (qualifier). I understand that the building permit applications must be signed by the qualifier.

**This authorization become effective on the date this affidavit is notarized, and shall remain in effect until terminated by the undersigned. This authorization acts as durable power of attorney only for the purposes stated.**

The undersigned understands the liabilities involved in the granting of this agency and accepts full responsibility (thus hold Ponce Inlet harmless) for any and all of the actions of the agent(s) names, related to the acquisition of permits for the aforementioned company.

By signing below, the undersigned authorizes the authorized agent(s) to drop off, pick up and sign Conditional Releases for all permits on my behalf, upon presentation of a notarized copy of this letter.

For the following licensed contractor (qualifier):

Company name: \_\_\_\_\_

Qualifier's name: \_\_\_\_\_ License # \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Signature of license holder (qualifier): \_\_\_\_\_

State of Florida, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ (qualifier), who is personally known to me or has produced \_\_\_\_\_ as identification.

Notary Public Signature \_\_\_\_\_  
Commission Expires: \_\_\_\_\_

*Notary Stamp/Seal*

Town of Ponce Inlet  
Planning & Development Department  
Building Office Division  
4300 S Atlantic Avenue  
Ponce Inlet, FL 32127  
Phone: (386)236-2182 / Fax: (386)236-2190

**AGENT AUTHORIZATION**  
(COMPLETE AND ATTACH TO PERMIT APPLICATION)

TO: TOWN OF PONCE INLET, PLANNING & DEVELOPMENT DEPT

FROM: (PLEASE PRINT)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (\_\_\_\_) \_\_\_\_\_

I, legal property owner of land parcel(s) located at:

Hereby Authorize: \_\_\_\_\_

As my Agent(s)/Representative(s) to act on my behalf in all aspects of the application process in order to obtain a permit from the Town of Ponce Inlet. My Agent/Representative is delegated my authority to submit all documents, exhibits and fees necessary to obtain the permit. I understand and agree that I am solely responsible for the accuracy of information submitted and for compliance with all requirements of my permit(s), in my name.

By signing below, the undersigned authorizes the authorized agent(s) to drop off, pick up and sign Conditional Releases for all permits on my behalf, upon presentation of a notarized copy of this letter.

Signature of Property Owner(s): \_\_\_\_\_

State of Florida, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

Notary Public Signature \_\_\_\_\_

Notary Stamp/Seal

Commission Expires: \_\_\_\_\_

**Town of Ponce Inlet**  
**BUILDING DIVISION**

PROJECT ADDRESS: \_\_\_\_\_

PERMIT #: \_\_\_\_\_

**AFFIDAVIT - FILL/DREDGING/SOIL**

I \_\_\_\_\_, licensed contractor of record, do hereby certify that the fill/dredge material/soil being removed for this project will be relocated to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

pursuant to Section 18-242.(10) of the Code of Ordinances.

\_\_\_\_\_  
Signature

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

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
by \_\_\_\_\_, who is personally known \_\_\_\_ or produced identification \_\_\_\_.  
Type of identification produced. \_\_\_\_\_.

Notary Public, State of Florida  
\_\_\_\_\_  
(Print, type or stamp name)  
Commission No.: \_\_\_\_\_

Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Date: _____
By: _____ Chief Building Official		



TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT  
BUILDING & CODE ENFORCEMENT DIVISION  
*We strive to be professional, caring and fair*

Re: Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tax Parcel ID (short): \_\_\_\_\_

**OWNER BUILDER DISCLOSURE STATEMENT**

\_\_\_\_\_ 1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

\_\_\_\_\_ 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

\_\_\_\_\_ 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

\_\_\_\_\_ 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

\_\_\_\_\_ 12. I agree to notify the Building Department of the Town of Ponce Inlet immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who is personally known to me or has provided the following identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
State of Florida  
County of Volusia



Town of Ponce Inlet/Planning & Development Department

### NOTICE OF COMMENCEMENT AFFIDAVIT

**A Notice of Commencement is required for any permit project exceeding \$2,500 (\$7,500 for mechanical permits)**

Work to be performed at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
PONCE INLET, FL

PARCEL ID NUMBER: \_\_\_\_\_

I CERTIFY THAT A NOTICE OF COMMENCEMENT FOR THIS PROJECT HAS BEEN FILED FOR RECORDING WITH THE CLERK OF THE CIRCUIT COURT AT THE VOLUSIA COUNTY COURTHOUSE.

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
APPLICANT'S SIGNATURE

STATE OF FLORIDA

COUNTY OF VOLUSIA

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_

DAY OF \_\_\_\_\_, BY \_\_\_\_\_

WHO IS:

(Printed name of applicant)

PERSONALLY KNOWN TO ME OR  HAS PRODUCED ID

(TYPE OF ID): \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public, State of FL

\_\_\_\_\_  
Print, Type of Stamp Name of Notary

07/07

# NOTICE OF COMMENCEMENT

State of Florida  
County of Volusia

Permit No

Tax Parcel Number

The UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement

1. Description of Property: (Legal description of the property, and street address if available.)

2. General description of improvement:

3. Owner information:

a. Name and address

b. Interest in property

c. Name and address of fee simple titleholder, (if other than owner)

4. Contractor:

Name and address

a. Phone number  
Fax number

5. Surety: Name and address

a. Phone number ( ) \_\_\_\_\_  
Fax number ( ) \_\_\_\_\_

b. Amount of bond \$ \_\_\_\_\_ .00

6. Lender: Name and address

a. Phone number ( ) \_\_\_\_\_  
Fax number ( ) \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

a. Name and address

b. Phone number ( ) \_\_\_\_\_  
Fax number ( ) \_\_\_\_\_

8. In addition to himself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Llenor's Notice as provided in Section 713.13(1)(b), Florida Statutes

a. Phone number ( ) \_\_\_\_\_

b. Fax number ( ) \_\_\_\_\_

9. Expiration date of Notice of Commencement (the expiration date is 1 year from the date of recording unless a different date is specified) \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name of Owner

State of Florida County of \_\_\_\_\_

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ by \_\_\_\_\_

who is personally known to me or who has produced \_\_\_\_\_ (type of ID) as identification.

\_\_\_\_\_  
Signature of Notary Public State of Florida

\_\_\_\_\_  
Print, Type or Stamp Name of Notary

Notarial Seal

FOR CLERK'S OFFICE USE ONLY

Empty rectangular box for Clerk's Office Use Only.



## Notification of New Construction Important Contact and Project Information-Residential

Description	Project Location
<input type="checkbox"/> Residential <input type="checkbox"/> Single Family <input type="checkbox"/> Multiple Family	<ul style="list-style-type: none"> <li>• Address _____</li> <li>• City _____ Zip Code _____</li> <li>• Lot _____ Block _____ Section _____</li> <li>• Subdivision Name _____</li> </ul>

How Can We Contact You?
<b>Contractor Name</b> _____ <b>E-mail Address</b> _____ <b>Mail Address</b> _____ <b>City, State, Zip Code</b> _____ <b>Phone Number</b> _____ <b>Cell Phone Number</b> _____ <b>Fax Number</b> _____ <b>Beeper Number</b> _____ <b>Electrical Contractor Name</b> _____ <b>Phone Number</b> _____ <b>Cell Phone Number</b> _____ <b>Homeowner Name</b> _____ <b>Phone Number</b> _____ <b>How would you like to be reached?</b> <input type="checkbox"/> Telephone <input type="checkbox"/> Beeper <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail

Construction Preferences	Required Information
<b>Type of Permanent Service</b> <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <b>Desired Date For Permanent Service</b> ____/____/____	<ul style="list-style-type: none"> <li>• Site Plan</li> <li>• Total A/C square footage _____</li> <li>• Total Tons of A/C _____</li> <li>• Heat Strip Size _____ KW</li> <li>• Main Panel Size _____ AMPS</li> <li>Bolt-in Meter _____ Plug-in Meter _____</li> </ul>
<b>Type of Temporary Service (if available)</b> <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <b>Desired Date For Temporary Service</b> ____/____/____	<b>Desired Voltage</b> <input type="checkbox"/> 120/240v-1ph <input type="checkbox"/> 120/240v-3ph <input type="checkbox"/> 120/208v-1ph <input type="checkbox"/> 120/208v-3ph <input type="checkbox"/> 277/480v-3ph
	<b>Environmental</b> If environmentally sensitive areas are involved, can utilities be included with developer's permit? YES / NO

Your FPL Construction Office	What FPL Will Provide you
<ul style="list-style-type: none"> <li>• Service Planning Office</li> <li>• 3000 Spruce Creek Rd</li> <li>• Port Orange, Fl. 32129</li> <li>• 386-322-3428/fax 322-3444</li> <li>• _____</li> </ul>	<ul style="list-style-type: none"> <li>• Industry Know How</li> <li>• Technical Proficiency</li> <li>• Hands-on Project Management</li> <li>• Crew Professionalism &amp; Knowledge</li> <li>• Open Communication</li> </ul>

Thank you for the opportunity to serve you. Please have the customer contact FPL customer service at 1-800-226-3545 to set up their account prior to receiving their final electrical inspection or Certificate of Occupancy.



Town of Ponce Inlet  
4300 S. Atlantic Avenue  
Ponce Inlet, FL 32127  
386-236-2182 (voice)  
386-322-6717 (fax)

# METER CONNECTION FEES

Submittal Receipt # and Date: \_\_\_\_\_

Application #: \_\_\_\_\_

Please Note: Failure to *fully complete* all the requested information will result in the application being deemed incomplete and may result in delays.

## SECTION 1: PROPERTY INFORMATION

Property Address	
Tax Parcel Number(s)	
Legal Description	

## SECTION 2: PROPERTY OWNER INFORMATION

Name		E-Mail	
Phone		Fax	
Address			
City			

## SECTION 3: APPLICANT/AGENT INFORMATION *(if not property owner)*

Applicant Name	
Phone	
Agent Name/Title	
Phone	

## SECTION 4: METER REQUEST *(Applicant's Request)*

- 3/4" METER: \$250.00
- 3/4" METER TAPPING FEE: \$300.00
- 3/4" METER STREET CROSSING: \$325.00
- 1" METER: \$400.00
- 1" METER TAPPING FEE: \$300.00
- 1" METER STREET CROSSING: \$325.00

## SECTION 5: METER REQUEST/APPROVAL (OFFICE USE ONLY)

- 3/4" METER: \$250.00
- 3/4" METER TAPPING FEE: \$300.00
- 3/4" METER STREET CROSSING: \$325.00
- 1" METER: \$400.00
- 1" METER TAPPING FEE: \$300.00
- 1" METER STREET CROSSING: \$325.00



**Town of Ponce Inlet**  
4300 S. Atlantic Avenue  
Ponce Inlet, FL 32127  
386-236-2182 (voice)  
386-322-6717 (fax)

## METER CONNECTION FEES

Submittal Receipt # and Date: \_\_\_\_\_

Application #: \_\_\_\_\_

Please Note: Failure to *fully complete* all the requested information will result in the application being deemed incomplete and may result in delays.

### SECTION 1: PROPERTY INFORMATION

Property Address

Tax Parcel  
Number(s)

Legal Description

### SECTION 2: PROPERTY OWNER INFORMATION

Name

E-Mail

Phone

Fax

Address

City

### SECTION 3: APPLICANT/AGENT INFORMATION *(if not property owner)*

Applicant Name

Phone

Agent Name/Title

Phone

### SECTION 4: METER REQUEST *(Applicant's Request)*

- 3/4" METER: \$250.00
- 3/4" METER TAPPING FEE: \$300.00
- 3/4" METER STREET CROSSING: \$325.00
- 1" METER: \$400.00
- 1" METER TAPPING FEE: \$300.00
- 1" METER STREET CROSSING: \$325.00

### SECTION 5: METER REQUEST/APPROVAL (OFFICE USE ONLY)

- 3/4" METER: \$250.00
- 3/4" METER TAPPING FEE: \$300.00
- 3/4" METER STREET CROSSING: \$325.00
- 1" METER: \$400.00
- 1" METER TAPPING FEE: \$300.00
- 1" METER STREET CROSSING: \$325.00

**SECTION 6: SIGNATURES/APPROVAL**

I understand that any changes, additions or deletions made to the approved plans will require additional review before final approval and may be subject to additional fees.

\_\_\_\_\_  
Signature of Applicant/ Agent

\_\_\_\_\_  
Date

**Office Use Only:**

Public Works:    Approved    Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Utility Dept:    Approved    Denied

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Ponce Inlet Fax (386) 236-2190  
 Phone (386) 236-2182  
 Email apierce@ponce-inlet.org

Port Orange Fax (386) 756-5370  
 Phone (386) 506-5750x4  
 Email aschumann@port-orange.org

NAME \_\_\_\_\_

ADDRESS/Parcel # \_\_\_\_\_

EMAIL / Phone Number \_\_\_\_\_

	Size	Cost
Impact Fee		
Connection Fee		
Tapping Fee		
Additional (Residential Only)		
Tapping Sleeve and Valve		
Well pointing		
Polytubing		
Check Valve		
County Right of Way Permit		
Performed by Contractor:		
Bore Under Road		
Restoration Work		
TOTAL		

Please notify Port Orange when fees are paid, to ensure timely completion of work.

Ponce Inlet Fax (386) 236-2190  
Phone (386) 236-2182  
Email apierce@ponce-inlet.org

Port Orange Fax (386) 756-5370  
Phone (386) 506-5750x4  
Email aschumann@port-orange.org

PONCE INLET

SEWER AVAILABILITY REQUEST FORM

Address/Parcel # \_\_\_\_\_

Person Requesting Information \_\_\_\_\_ Date \_\_\_\_\_

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

Email \_\_\_\_\_

Ponce Inlet Staff Taking Request \_\_\_\_\_ Date \_\_\_\_\_

Port Orange Staff Responding \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ -- CITY GRAVITY SEWER LATERAL PROVIDED ON SITE

\_\_\_\_ --CITY GRAVITY SEWER MAIN EXISTS WITHIN 100 FEET OF SITE

\_\_\_\_ --CITY FORCE MAIN AVAILABLE WITH SERVICE CONNECTION

\_\_\_\_ --CITY FORCE MAIN AVAILABLE WITHIN 100 FEET OF SITE WITH NO EXISTING SERVICE CONNECTION

\_\_\_\_ --CITY SEWER SERVICE NOT AVAILABLE WITHIN 100 FT. NEAREST POINT OF CONNECTION \_\_\_\_\_ FEET AWAY  
VIA (GRAVITY/FORCE MAIN)

ALL COSTS TO BE DETERMINED AT TIME OF CONNECTION

[ATTACH OR INSERT MAP HERE]

# TOWN OF PONCE INLET

## NOTICE TO CONTRACTORS

### Conditions of Building Permits

THE FOLLOWING INFORMATION SHALL ACCOMPANY ALL PERMIT APPLICATIONS:

This Notice must be submitted with a signed and notarized Affidavit/Statement of Receipt along with the application and other associated forms for permitting construction of all principal structures or for alterations and/or additions to any principal structure(s) on property in the Town of Ponce Inlet.

#### **SURVEY OF THE PROPERTY**

- A. A survey of the property must be provided, as applicable, to reflect all pertinent data relative to the existing site and proposed development, including but not limited to:
- lot boundaries
  - existing structures
  - spot elevations of property corners, 1' contours, and building corners at adjacent grade
  - protected trees 4" DBH and greater
  - footprint of proposed construction
  - the type of construction and materials to be used
  - FEMA flood zone using 1988 datum
- General survey requirements are outlined in Article 10 of the Town's Land Use & Development Code (LUDC).
- B. **The survey must be prepared not more than 6 months prior to the application.**
- C. For structures located in flood zones defined by FEMA as "V" zones, the elevation above mean sea level must be shown for the lowest horizontal structural member (existing and/or proposed).
- D. For structures located in all other FEMA-defined zones i.e. A or X, the lowest permissible habitable floor (BFE + 1') level must be shown above mean sea level.
- E. The foundation or footprint survey, including the finished floor elevation, must be completed within 5 business days after the building foundation or footprint is completed.
- F. Surveys shall be signed and sealed by a duly licensed Florida surveyor in good standing at the time of the application and shall comply with the minimum standards set forth in Florida Statutes Chapter 177.
- G. Applications submitted without the required survey shall not be accepted for review.

#### **SITE DEVELOPMENT PLAN**

For new construction, a site development plan must be submitted which shows the location of all proposed structures on the property, including AC units and/or pool pumps, etc. together with all dimensions and setbacks from property lines clearly indicated, and compliance with parking, grading and drainage provisions of the Town's LUDC. The plan must also demonstrate compliance, as applicable, with the Florida Department of Environmental Protection regulations regarding coastal construction. The site development plan must indicate the flood zone and location of the floodplain.

Plans for development proposed in flood-prone areas must also depict the proposed elevation of A/C compressors and other mechanical or accessory equipment.

### **COASTAL CONSTRUCTION ZONE**

Pursuant to Florida Statute 161.52 "Coastal Zone Protection Act of 1985", all permit applications for any "MAJOR STRUCTURE" as described by the Act shall be accompanied by a design certified by an architect or professional engineer licensed in the State of Florida. Such certification shall state that the design plans and specifications for the construction are in compliance with the criteria established by the Coastal Code. If roof trusses are designed by someone other than the engineer of record, truss engineering including resistance to uplift and anchoring details must be submitted for approval prior to framing inspection. In addition, all designs shall be certified by said architect or professional engineer to meet all requirements of the National Flood Insurance Program, CFR 44, Section 60.3 (E) (4), as amended, and the Flood Hazard Reduction provisions in Chapter 18, Articles IX, Section 18-249 and X, Section 18-271 of the Town's Code of Ordinances. A raised seal or digital signature on each page of actual plans shall be required.

### **EARTH MOVING AND TREE REMOVAL PERMIT REQUIRED**

A permit is required for any clearing, grading, and removal of any tree over 4" in diameter undertaken in conjunction with proposed construction. Inspection of the site by the Chief Building Official before commencement of such activity is mandatory.

### **MARINE PROJECTS**

For docks and seawalls (including new construction, additions, or replacement), the Applicant must specify the type of post, piling, planking, height of dock, pier, etc. Material treatment for marine projects shall be designed to inhibit rot.

### **APPROVAL FROM STATE AND/OR FEDERAL AGENCIES**

A permit may be required from state or federal agencies unless the work is exempt. These agencies should be contacted prior to application being submitted to this Department. Copies of all correspondence and/or permits from the Dept. of Environmental Protection, Army Corps of Engineers or other governmental agencies are not required prior to permit issuance, but must be submitted prior to commencement of any work.

### **FOUNDATION CERTIFICATION**

For all new construction or additions which require the placement of a building foundation, the contractor shall provide to the Town a "form board elevation survey." This survey is required prior to the placement of any concrete.

In the case of buildings with basements or crawl spaces, the proposed finished floor shall be surveyed prior to installation of wall panels and/or subflooring. In the case of buildings on piers or piles, the proposed finished floor shall be surveyed prior to the installation of wall panels and/or subflooring. For projects located in Special Flood Hazard Area (SFHA) Zone "V", the elevation of the lowest horizontal structural member shall also be surveyed as part of the proposed finished floor survey.

Prior to requesting a Certificate of Occupancy, the contractor shall submit an Elevation Certificate to the Town.

## **OTHER RULES AND REGULATIONS**

- A copy of the permit issued by the Volusia County Health Department for septic tank or sewage treatment facility is required. The Town's sewer agreement with the City of Port Orange requires the approval of the Port Orange Utilities Department indicating the availability of sewer service before the building permit can be issued.
- The inspection placard **shall** be securely and prominently displayed at the front of the site, in a weatherproof enclosure, throughout construction.
- Sanitary facilities must be on site prior to commencement of any construction. These shall not be located within the right of way.
- All subcontractors must be identified on a form provided and submitted with the building permit application. The Building Division must be notified of any change in sub-contractors. Each contractor must call the Inspection Hotline at 386-236-2188 for all necessary inspections at least 24 hours in advance of the desired inspection time.
- All vehicles must be parked on-site. No vehicles are to be parked on the paved right of way or adjoining property.
- All applicable inspections shown on the inspection placard must be made prior to the final inspection.
- Installation of an automatic lawn sprinkler system and/or well shall also include a rain sensor device or switch which will override the irrigation cycle of the sprinkler system when adequate rainfall has occurred. The Town does not issue permits for irrigation systems; however, each system requires a permit from the Volusia County Health Department.
- In the case of reconstruction, rehabilitation and/or addition, submittal of an application for Substantial Improvement/Damage is required when the property is located in a flood hazard area.

It is the duty of the Permit applicant to notify all sub-contractors, tradesman and other interested parties of these conditions.

No construction activities, including clearing or grading, shall commence until the attached Affidavit/Statement of Receipt and Understanding is duly signed and notarized, and the permit for construction is issued.

**The Building Permit is subject to suspension or revocation should any of these conditions continue to be in violation.**

## **FINAL DOCUMENTS/INSPECTIONS REQUIRED PRIOR TO ISSUANCE OF A CERTIFICATE OF OCCUPANCY:**

- All Impact Fees paid to the County, with receipt for file
- All-re-inspection fees paid, if applicable
- Final As-Built Survey (depicting final grade, finished floor elevation, height of structure, all setback clearly marked)
- Final Elevation Certificate (FEMA Document)
- Final grading & water retention areas complete and approved

- Termite Protection Certificate
- Insulation Certification by installer for blown-in and SPF systems
- Copy of Volusia County Irrigation/Well permit, if applicable
- Copy of final inspection from Volusia County for Septic Tank
- Final inspections by Building Division, Approved/Passed.
- Driveway and sidewalk inspections, Approved/Passed (Right-of-Way Use Permit Required)
- All other applicable Agency approvals: (i.e. FDEP, Volusia County, Army Corps of Engineers, FL Fish & Wildlife Commission)
- Landscaping Complete
- Tree Mitigation Complete

All the above listed items **MUST** be submitted and accepted prior to the Certificate of Occupancy being issued.

**NOTE: These requirements are not all-inclusive of the code requirements for the proposed construction. Additional drawings, specifications, calculations, may be required by the Building Division.**

**TOWN OF PONCE INLET**  
**NOTICE TO CONTRACTORS**  
**Conditions of Building Permits**

AFFIDAVIT/STATEMENT OF RECEIPT AND UNDERSTANDING

The TOWN of PONCE INLET has provided to me a copy of the **NOTICE TO CONTRACTORS - CONDITIONS OF BUILDING PERMITS**. I have read and understand the conditions set forth by the Town of Ponce Inlet for obtaining building permits, and I agree to comply with the conditions and requirements set forth in said notice:

\_\_\_\_\_ / \_\_\_\_\_  
General Contractor's Signature

\_\_\_\_\_ / \_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name/Company Name

**STATE OF FLORIDA**  
**COUNTY OF VOLUSIA**

Before me this day personally appeared \_\_\_\_\_, who, being duly sworn deposes and says that he has read, understands, and agrees to comply with all of the aforementioned conditions.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public State of Florida

\_\_\_\_\_  
My Commission Expires

**Town of Ponce Inlet**  
**BUILDING DIVISION**

**PROJECT ADDRESS:** \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_

**AFFIDAVIT - FILL/DREDGING/SOIL**

I \_\_\_\_\_, licensed contractor of record, do hereby certify that the fill/dredge material/soil being removed for this project will be relocated to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ pursuant to Section 18-242.(10) of the Code of Ordinances.

\_\_\_\_\_  
Signature

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

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_, who is personally known \_\_\_\_ or produced identification \_\_\_\_.

Type of identification produced. \_\_\_\_\_.

Notary Public, State of Florida

\_\_\_\_\_  
(Print, type or stamp name)

Commission No.: \_\_\_\_\_

Approved

Denied

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

By: \_\_\_\_\_

Chief Building Official



TOWN OF PONCE INLET, PLANNING AND DEVELOPMENT DEPARTMENT  
*We strive to be professional, caring and fair*

## Pre-Construction Site Inspection

JOB ADDRESS:

CONTRACTOR:

REVIEW DATE:

---

***OFFICE USE ONLY:***

Road Surface:

Curbing:

Right of Way:

Stormwater Drainage Swales:

Stormwater Drainage Inlets:

Sidewalk:

Other:



Town of Ponce Inlet  
 Planning & Development Department Building & Code Division  
 4300 S Atlantic Avenue  
 Ponce Inlet, FL 32127  
 Phone: (386)236-2182; Fax (386)236-2190

## SUB-CONTRACTOR AUTHORIZATION

**PERMIT #**

**PARCEL ID/RE #**

**ADDRESS**

**OWNER Name**


**Name of Company:**

--

This Company will be the sub identified below on the above referenced permit:

Electrical	Elevator
Plumbing	Mechanical
Pool	Roofing
Other:	

This letter authorizes \_\_\_\_\_  
 (Print Name of Individual)

to apply, sign, and pick-up any and all documents pertaining to this permit related to the sub discipline noted above.

This authorization becomes effective on the date this affidavit is notarized, and shall remain in effect until terminated by the undersigned. This authorization acts as a durable power of attorney only for the purposes stated.

The undersigned understands the liabilities involved in the granting of this agency and accepts full responsibility (thus hold Town of Ponce Inlet harmless) for any and all of the actions of the agent(s) named, related to the acquisition of permits for the aforementioned company.

\_\_\_\_\_  
 Signature and Title of Authorized Sub-Contractor (**QUALIFIER**)

NOTARY:

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_ as the Qualifying Contractor  
 (Print Name of Qualifier of Company)

for \_\_\_\_\_  
 (Company Name of Qualifier – not of agent)

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_ in the form of \_\_\_\_\_.

\_\_\_\_\_  
 Signature of Notary Public – State of Florida

My commission expires (SEAL)

# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ [www.floridabuilding.org](http://www.floridabuilding.org)

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. EXTERIOR DOORS</b>			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
<b>2. WINDOWS</b>			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
<b>3. PANEL WALL</b>			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
<b>4. ROOFING PRODUCTS</b>			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
<b>5. STRUCT COMPONENTS</b>			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
<b>6. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
A.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE



**Town of Ponce Inlet**  
 4300 S. Atlantic Avenue  
 Ponce Inlet, FL 32127  
 386-236-2182 (voice)  
 386-236-2190 (fax)

## TREE REMOVAL/RELOCATION APPLICATION

For single and two-family construction  
 Pursuant to Section 4.10 of the  
 Land Use and Development Code (LUDC)

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

Permit #: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Removal of specimen trees less than 18" DBH may be approved by the Director of Planning and Development; removal of specimen trees greater than or equal to 18" DBH may be approved by the Parks, Recreation and Tree Advisory Board; and the removal of Historic and Landmark trees may be approved by the Town Council.

*Please note:* All relevant sections of the application must be complete at the time of submission.

### SECTION 1: PROPERTY INFORMATION

Property Address	
Tax Parcel Number(s)	
Legal Description	

### SECTION 2: PROPERTY OWNER INFORMATION

Name		E-Mail	
Phone		Cell	
Address		Fax	
City			

### SECTION 3: APPLICANT/AGENT INFORMATION (if not property owner)

Name		E-Mail	
Phone		Cell	
Address		Fax	
City			

### SECTION 4: SUBMITTAL REQUIREMENTS [LUDC Section 4.10.5.B.1]

The following information must be submitted at the time of application for building permits for single-family or two-family residential home construction.

**(1) Tree Survey, including**

- All lot/parcel boundary information;
- Exact locations of trees over 4" DBH lying within proposed buildings, driveways, and/or accessory structures, or areas proposed to be cleared or graded, and within 25 feet of all such areas;
- Tree species, common name and/or scientific name, and DBH;
- Notation indicating which trees are to be removed or preserved;
- Finished floor elevations of existing and proposed structures and driveways; and
- Existing and proposed grades.

**(2) Tree Replacement Plan**

Tree replacement plans shall be consistent with the mitigation standards in LUDC Section 4.10.4.E. Such plans may be combined with required landscape plans.

## SECTION 5: TREE REPLACEMENT MITIGATION [LUDC Section 4.10.4.E]

Tree replacement mitigation shall be determined based on the table below. As an incentive to minimize tree removal, the required ratio of replacement trees is reduced to 1:1 if the owner protects any trees outside the designated protected zone.

Tree Size in DBH	Number of Replacement Trees Required per Tree Removed	
	If trees preserved in protected zone only	If trees also preserved outside protected zone
4 inches--6 inches	1	1
>6 inches--8 inches	2	1
>8 inches--12 inches	3	1
>12 inches--18 inches	5	1
>18"+	7	1

*Please refer to LUDC Section 4.10.4.E.2 for additional replacement requirements, including required size of replacement stock, incentives and use of palms as replacement for hardwood trees.*

*Please indicate in the following table the number of proposed trees to be removed, the size of the proposed trees to be removed, reason for removal, and the calculation of the replacement trees needed based on the table provided above.*

Number of Proposed Trees to be Removed	Size of Proposed Trees to be Removed	Replacement Trees Needed

## SECTION 6: ON-SITE REDUCTIONS IN REQUIRED TREE REPLACEMENT

[LUDC Section 4.10.4.E.4]

The number of required replacement trees may be reduced if adequate tree cover can be provided with fewer trees or if on-site conditions make conformance impractical. Requests for such reductions shall be submitted and reviewed pursuant to Section 4.10.5.B.4.

**a. Upsizing**

The minimum-size replacement stock may be substituted with a smaller number of larger trees at a 2:1 ratio, measured by DBH. For example, two 2.5" DBH trees may be substituted with one 5" DBH tree. Larger ratios may be utilized if necessary on legal non-conforming lots that do not meet the minimum dimensional requirements of their zoning district.

**b. Off-Site Plantings**

The applicant may install the balance of the required replacement trees on publicly owned sites, which may include rights-of-way, to be selected by the town. The trees may be installed in the right of way immediately in front of the applicant's property if the town has adopted a tree canopy planting plan for that street.

**c. Tree Mitigation Bank Contributions**

- (1) Where there are no presently available sites suitable for required plantings, the applicant shall pay an amount equal to the number of replacement trees required per the table in SECTION 5 above, multiplied by \$32/square inch, pursuant to the tree replacement fee schedule adopted by Town Council.

- (2) The Town shall earmark these contributions for tree or native vegetation planting purposes in public parks, facilities, and rights of way.
- (3) The contributions shall not count toward the individual lot landscaping requirements of LUDC Section 4.10.3.

**SECTION 7: EXPIRATION OF PERMIT [LUDC Section 4.10.5.B.3]**

Vegetation/tree removal permits approved in conjunction with development shall along with their associated development order or permit. Permit approvals may be extended by the Town in the same manner as the development order or permit.

**ACKNOWLEDGEMENT**

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

I understand that pursuant to Appendix A, Part XVI of the Land Use and Development Code, I am responsible for payment of any additional costs incurred for review of this application by consultants and/or specialists (including but not limited to engineers, attorneys, architects, biologists).

I understand that additional fees will be charged if this application is required to be reviewed by the Parks, Recreation & Tree Advisory Board and/or the Town Council.

Complete applications submitted less than two weeks prior to the next meeting date of the Parks, Recreation & Tree Advisory Board will be scheduled for the following meeting. If approval by Town Council is also required, the application will be placed on the agenda of the first regularly scheduled Town Council meeting held after the Park Board has reviewed the application.

**I understand that any changes, additions or deletions made to the approved plans will require additional review before final approval and may be subject to additional fees.**

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF VOLUSIA

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ who is personally known to me or who produced \_\_\_\_\_  
\_\_\_\_\_ (type of ID) as identification.

Notary stamp/seal

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_



**SECTION 5: RELEASE OF PERMIT**

The permit will not be released until a **Conditional Release** has been signed by the property owner, notarized and submitted to the Town's Planning & Development Department.

**SECTION 6: LOCATE TICKET NUMBER REQUIRED**

In order to prevent damage to any underground utilities, and pursuant to Florida Statute 556, as amended, the person responsible for the work performed under the scope of this application shall call SUNSHINE STATE ONE-CALL OF FLORIDA at 800-432-4770, not less than 2 business days before beginning excavation.

**NOTE:** Single-family homeowners are exempt from this requirement *only* if they are doing the work themselves and are digging less than 10 inches in depth.

A Locate Ticket is required with this application. Locate Ticket # \_\_\_\_\_

**NOTE:** This application may be forwarded to the Town's Public Works Division for comment.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date

STATE OF FLORIDA            }  
COUNTY OF VOLUSIA }

Affirmed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ (type of ID) as identification.

*Notary stamp/seal*

\_\_\_\_\_  
Notary Public's signature

*FOR OFFICE USE ONLY:*

Planning & Development Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved
- Approved with Conditions (list conditions) \_\_\_\_\_
- Denied (list reason) \_\_\_\_\_

# TOWN OF PONCE INLET

## NOTICE TO CONTRACTORS

### Sidewalk Requirements

LUDC Section 4.2.10.F  
Code of Ordinances, Appendix A, Part IX

#### SIDEWALKS REQUIRED WITH NEW CONSTRUCTION

New construction on undeveloped lots is required to comply with one of the following options:

1. A minimum 4-foot wide sidewalk shall be constructed in the public right-of-way from property line to property line. A form-board inspection and approval is required prior to pouring any concrete.
2. The Town may determine or accept as an option that the property owner makes an escrow payment into the Town sidewalk fund at the current contract price per linear foot of required sidewalk area.

Your escrow deposit in lieu of installing the sidewalk is \$ \_\_\_\_\_

#### REPAIR OF DAMAGED SIDEWALKS

If an existing sidewalk is damaged by construction or vehicular movements or any other activities of an abutting property owner, his/her tenant, contractor, employee or agent, the person who is responsible for causing the damage to the sidewalk shall repair the damaged sidewalk in accordance with all applicable town standards within 30 days, or another reasonable time determined by the Chief Building Official. If the 30-day time period passes without repair, the town council shall place a lien upon the property for reimbursement of the repair costs.

Replacement fee for damaged sidewalk: Current contract price per linear foot plus \$50.00 an administrative fee.

Are there existing sidewalks adjacent to the subject property? *(Please circle the appropriate answer)*

YES                      NO

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

# TOWN OF PONCE INLET

## NOTICE TO DEVELOPERS and CONTRACTORS

### Job Site Maintenance

Code of Ordinances Ch. 34, Art. I, Sec. 34-2  
LUDC Art. 4, Section 4.12.1

#### SAND AND SOIL RETENTION

All job sites shall be maintained to prevent the migration and movement of loose sand, soil and construction debris onto neighboring properties and adjoining roads. The specific methods employed shall be in accordance with the town's adopted standard construction details for site clearing, grading, and erosion control design and construction. Erosion control methods shall be installed and inspected prior to any construction, excavation, or demolition activity.

#### TEMPORARY SAND FENCING

In locations exposed to strong prevalent winds, such as the Atlantic Ocean coastline, the Chief Building Official may require temporary sand fencing to be installed in addition to the methods referenced above, not including the side facing the beach on coastal properties. The Chief Building Official may waive the placement of sand fencing in locations where the property is surrounded sufficiently by heavy vegetation or existing fencing to preclude drifting or blowing sand, soil or debris.

**The following conditions must be maintained at all times, or a STOP WORK ORDER will be imposed:**

1. Fencing or other adequate means must be maintained to prevent sand from blowing onto adjacent properties or rights-of-way;
2. Adequate protection must be taken and maintained to prevent flooding and soil erosion onto adjoining properties;
3. A dumpster must be provided or a fenced/screened area which will contain all discarded materials until site clean-up.

Once a STOP WORK ORDER has been issued, a re-inspection of the site will be required and a fee of \$40.00 must be paid before any work can resume.

It is the duty of the permit applicant to notify all sub-contractors, tradesmen, and other interested parties of these conditions.

As the contractor of record, I have read and understand the conditions/restrictions noted above. By signing this Job Site Maintenance form, I agree to abide to such conditions and or restrictions.

---

Contractor's signature

---

Date

# TOWN OF PONCE INLET

## NOTICE TO CONTRACTORS

### General Requirements

Code of Ordinances Ch. 34, Art. I, Sec. 34-3Ch. 78, Art. II, Sec. 78-59 and 78-94

- No excavation and grading, regardless of whether or not a permit is required for such work, shall be permitted in the Town of Ponce Inlet on Saturdays, Sundays or national holidays [Code of Ordinances, Ch. 18, Art. IX, Sec. 18-247].
- Construction, including the erection, demolition, alteration or repair of any building in a residential or commercial zoning district, is permitted **only** between the hours of 7:00 a.m. and 6:00 p.m. on weekdays and 8:30 a.m. and 5:00 p.m. on Saturdays. No construction is permitted on Sundays.
- Complete compliance is required with all applicable building and/or technical codes adopted by the Town of Ponce Inlet and/or the State of Florida.
- At the time of permit issuance, the building permit fees plus all fees for water, sewer connections and recreational impact fees shall be paid in full. *Note:* Volusia County Road and School Impact fees can be deferred until final inspection. Proof of impact fee payment must be provided before the certificate of occupancy can be issued.

**NOTE: DEED RESTRICTIONS OR OTHER RECORDED INSTRUMENTS MAY AFFECT THE USE OF THE PROPERTY AS PROPOSED WITH THIS APPLICATION. IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO COMPLY WITH SUCH RESTRICTIONS. REVIEW OF THIS APPLICATION BY THE TOWN IS LIMITED SOLELY TO THE REQUIREMENTS OF THE PONCE INLET CODE OF ORDINANCES AND/OR LAND USE AND DEVELOPMENT CODE.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TOWN OF PONCE INLET  
BUILDING OFFICE

Certificate of Compliance

STATE OF FLORIDA

COUNTY OF VOLUSIA

PROJECT ADDRESS \_\_\_\_\_

BUILDING PERMIT NUMBER \_\_\_\_\_

PARCEL NO. \_\_\_\_\_

OWNER

CONTRACTOR

As required by the Town of Ponce Inlet Code of Ordinances an Elevation Certificate on the approved FEMA form and a Location Survey shall be required to be performed and the documents shall be submitted to the Development Code Administrator for review. The elevation and location survey shall be performed upon completion of the lowest finished floor of the structure. It is further understood that no work will progress on the structure until such time that a **Certificate of Compliance** has been issued by the **Development Code Administrator** or person of such authority.

For development activity which includes structures, and in areas where Base Flood Elevations are available, the Developer shall submit to the Development Code Administrator an elevation certificate and a location survey prepared by a registered land surveyor or licensed professional engineer of the as-built elevation in relation to mean sea level of the lowest floor, flood-proofed elevation, or horizontal structural members of the lowest floor, as applicable as required by *FEMA National Flood Insurance Program, Town of Ponce Inlet Code of Ordinances Chapter 18 Article X. FLOOD DAMAGE PREVENTION ORDINANCE (2) Construction Stage*. These certifications shall be performed and provided to the Development Code Administrator upon completion of the above described construction. Work shall not commence prior to the issuance of a Certificate of Compliance by the Development Code Administrator.

I have read the above and do acknowledge that any work performed beyond the stage of construction described above prior to issuance of this **Certificate of Compliance** shall be at my own risk.

OWNER sign & date

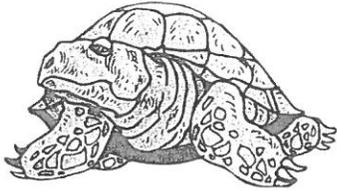
or

CONTRACTOR sign & date

The documents required, as described above, have been submitted and approved.

Development Code Administrator

Date



TOWN OF PONCE INLET / DEVELOPMENT SERVICES DEPARTMENT  
OFFICE OF THE BUILDING OFFICIAL

# PROTECTED SPECIES ADVISORY NOTICE & CERTIFICATE OF COMPLIANCE

*If the property on which you plan to build contains an active Gopher Tortoise burrow, please pay special attention!*

- As a species of special concern, Gopher Tortoises are protected under Florida Administrative Code 39-27.002(4);
- An active Tortoise burrow may not be bulldozed, paved over, destroyed by construction activity or otherwise disturbed without a permit from the Florida Game and Fresh Water Fish Commission; and
- If any development activity, including site clearing, is planned within 50 feet of Gopher Tortoise burrows, you **must** advise: **Florida Game & Fresh Water Fish Commission; 1239 Southwest 10<sup>th</sup> Street - Ocala, FL 32674 or (352) 732-1225.**

I certify that if a tortoise burrow is found, I will take the necessary steps as outlined above to ensure the protection of said burrow. I further certify that the property has been inspected and contains  No or \_\_\_\_\_ Gopher tortoise burrows

*Please Print:*

Applicant: \_\_\_\_\_

Address of Property: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

TOWN OF PONCE INLET / BUILDING DEPARTMENT  
**Stormwater Management Permit Application**

For Single Family Residential Lots Only

*The Town of Ponce Inlet Land Use and Development Code and Code of Ordinances requires on-site stormwater retention areas for all properties within the Town. This application is only for development of a single-family lot and will not require an engineer to calculate sizes, locations or shape of retention area(s) or seal this submittal. The minimum on-site storm related water retention required is no less than the first one inch of rain shed from all impervious surfaces on the property. Refer to Chapter 66 Stormwater and Conservation, LUDC Article 4: Development Standards, Section 4.9 Stormwater Management and Conservation*

**PERMIT PROCEDURE:**

1. Complete the attached page #2 of this Storm Water Management Permit Application:
2. On page #3 provide a sketch plan or submit a plot plan showing the following: lot dimensions, street names, north arrow, planned principal building footprint, all planned accessory structures, completed plan with roof slope directions, ridges and all roof dimensions, all new driveways, walkways, patios, etc., plus existing low areas, on property. Show proposed areas to provide the necessary retention and how the water will be diverted there.
3. Calculate the require volume of each retention area in cubic feet. The roof slopes generally determine the total retention area required. The required volume for each retention area is calculated by multiplying the dimensions of the roof section that will drain toward a particular retention area and dividing that area by 12. This is the one-inch runoff converted into feet (see sample calculation on the attached worksheet).
4. Refer to the General Notes on the Storm Water Management Application for additional information.
5. Submit the Storm Water Management Permit Application with the Building Permit application to the Town Building Official (attach one application to each set of building plan submitted).
6. Existing trees and existing dune formations can significantly affect the planning for this storm-water retention plan and a rough topographic layout and significant tree location must accompany or be part of the submittal.

Location of Single Family Residence: \_\_\_\_\_

Contractor Name & Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

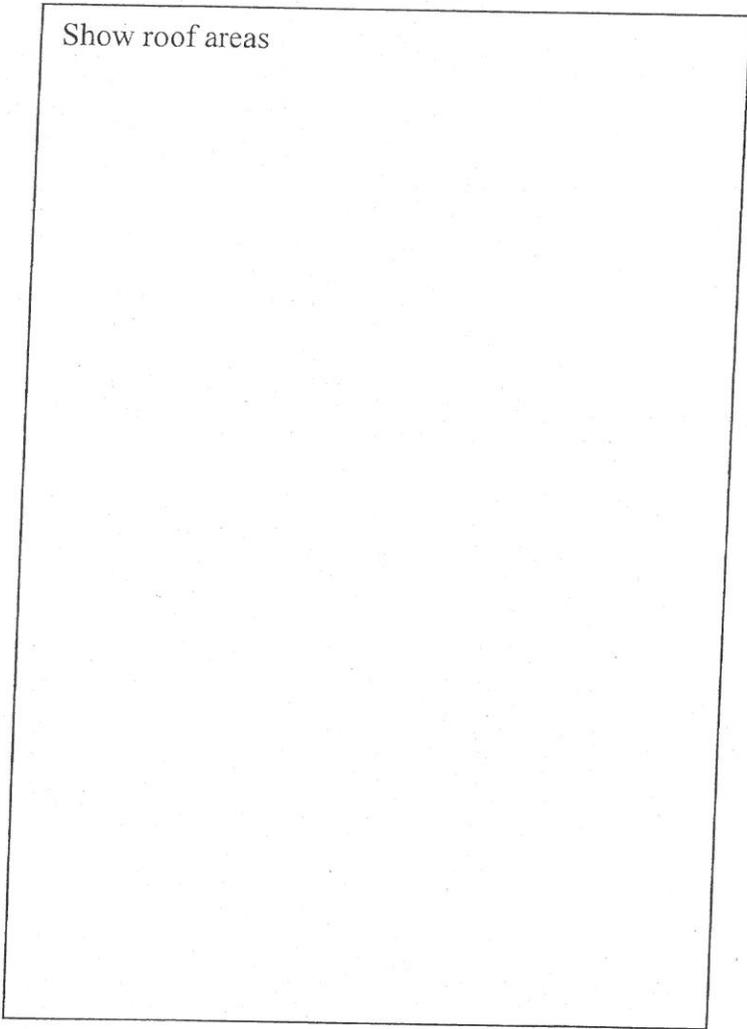
Applicant's printed name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**Show Calculations Below**

Note: One inch runoff = 1/12 cu. ft.: Treat each section of the roof separately and then combine totals to determine the amount of runoff to direct to the any particular retention area. Then determine number of retention areas necessary.

Show roof areas



**SAMPLE CALCULATION  
METHODS BELOW:**

Formulas

R.A. = Retention Area

R.A. Volume = Roof Area x 1/12 cu. ft.

R.A. **size at 6" depth** = Volume x 2 = sq. ft. ( See page 3)

Sample Calculations:

R.A. Volume for (Roof Area A) x 1/12 = Cu ft.

(10'x58') x 1/12 = 48 cu ft.

R.A. size = 48 cu. ft. x 2 = 96 sq. ft.

R.A. Volume for (B+C Roof Area)

X 1/12 = 10' x (38' +5' + 30'+5') x 1/12 = 65 cu. ft.

R.A. Size = 65 cu.ft. x 2 = 130sq.ft.

R.A. Volume for ( D+E Roof Area)

+ (Driveway Area) x 1/12=( 40x 10 +15'x 20' )x 1/12 = 58 cu.ft.

R.A. Size = 58 cu. ft. x 2=116 sq.ft.

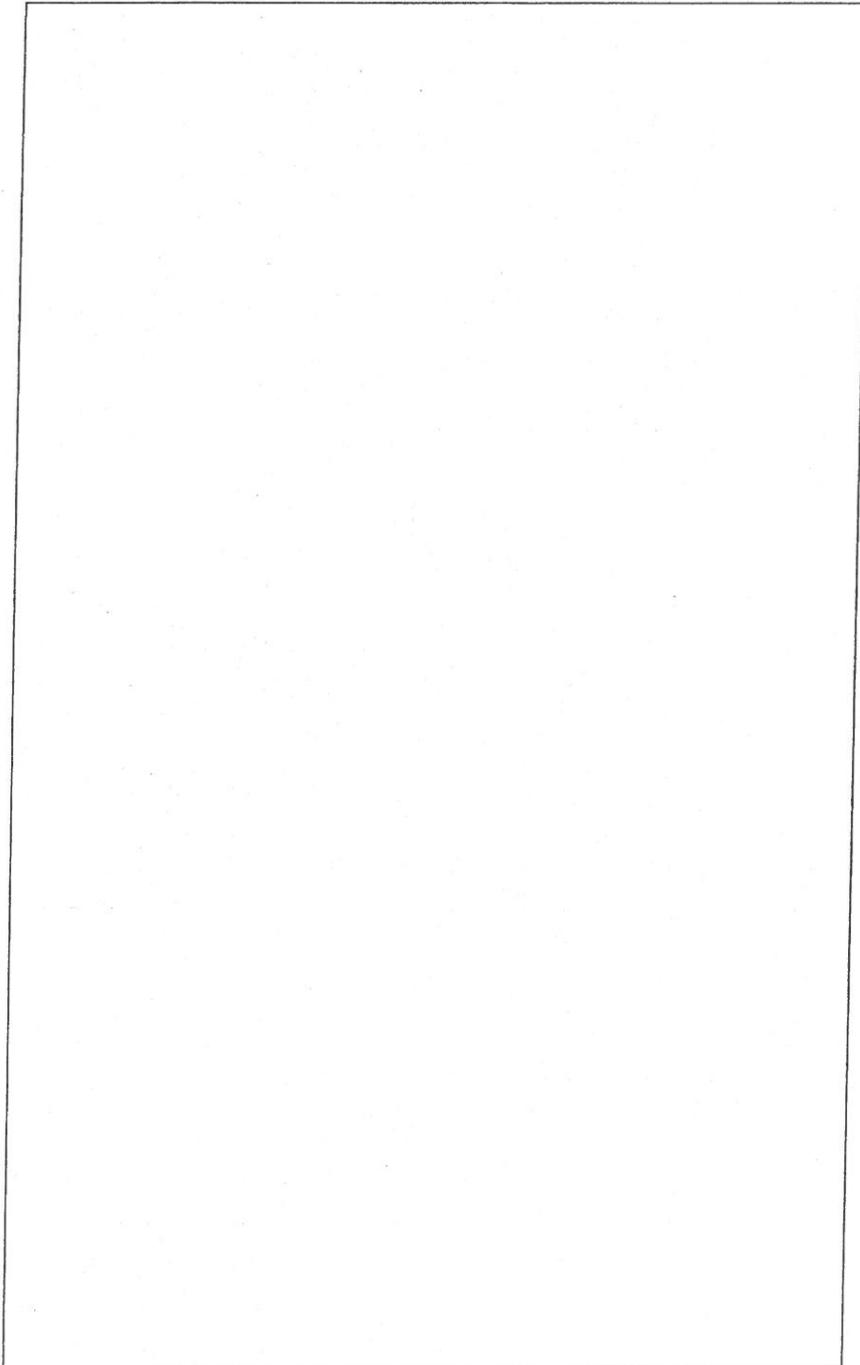
Total All Areas= 342 Sq. ft.

SKETCH PLAN

Street Address: \_\_\_\_\_

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

Use plot plan below to show retention areas

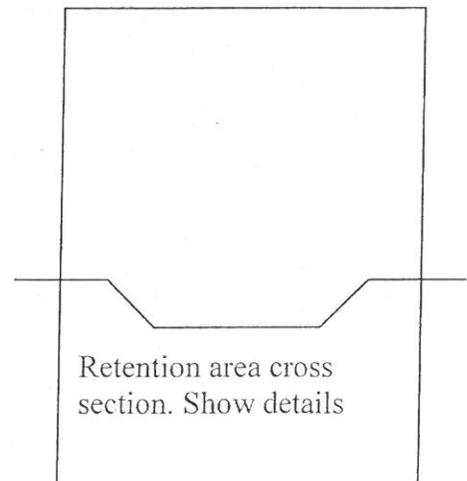


GENERAL NOTES:

1. Side slopes 6.1 or flatter
2. The Retention Area(RA) must be sodded.
3. Storm-water runoff from impervious areas is not allowed to discharge to the adjacent properties.
4. The first inch of runoff must be retained on the lot.
5. The desired min. depth of any particular area of retention is 5 inches.
6. The shape of the Retention Area is at the discretion of the property owner.
7. Rain gutters are acceptable to provide discharge direction to the Retention Area(s).
8. Proposed driveways should slope to a Retention Area when at all possible or to pervious surfaces.

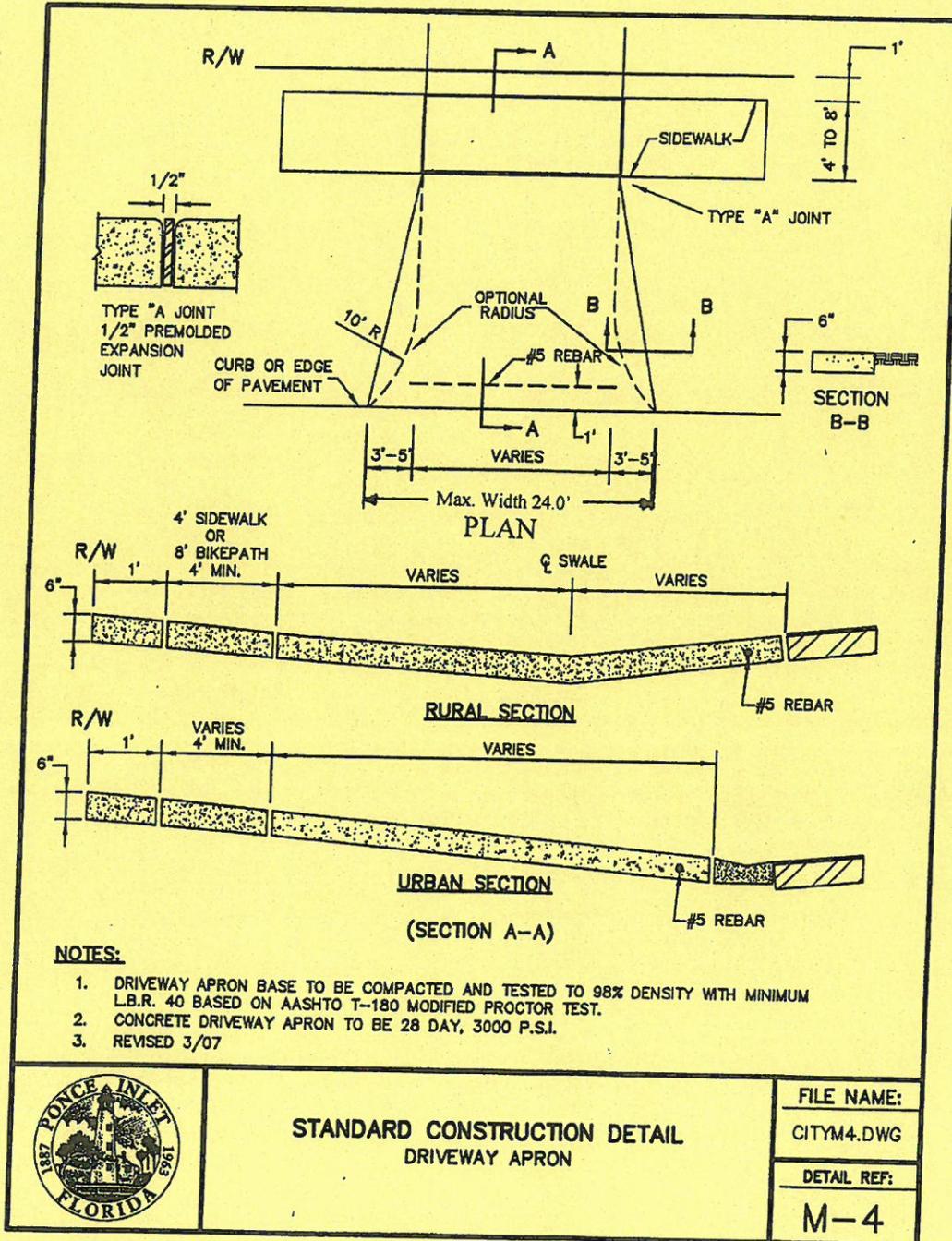
TYPICAL SECTION

Sodded Area



Town of Ponce Inlet, Building Department  
**MINIMUM DRIVEWAY REQUIREMENTS**

All driveways **must be inspected** prior to placing concrete. The details below show the minimum acceptable criteria for driveways. Commercial driveways may require greater strength and/or thickness, based on engineering associated with the project and expected load.



Note: Brick pavers require 8" - 10" compacted sub-base in the right-of-way. An inspection is required prior to placing pavers

Call the Building Department Inspection Line at 386-236-2188 to schedule inspections.



TOWN OF PONCE INLET  
PLANNING AND DEVELOPMENT DEPARTMENT  
4300 S. Atlantic Avenue  
Ponce Inlet, FL 32127  
(386) 236-2182

Mr. Robert Bailey, Chief Building Official/Certified Floodplain Manager

**Chapter 34, Section 34-3: Prohibitions and restrictions on building and construction operations on Saturdays, Sundays and national holidays.**

- (a) Construction and building operations. Construction and building operations, including erection of principal buildings, accessory buildings or any other structures or part thereof, alteration or repair is prohibited, except as otherwise provided in this ordinance, on Saturdays, Sundays and holidays as specified in section 1-2 of this Code. Excavating, grading, or demolition or clearing shall be prohibited on Saturdays, Sundays and holidays. Construction and building operations, including erection of principal buildings, accessory buildings or any other structures or part thereof, excavation, grading, demolition, clearing, alteration or repair are permitted between the hours of 7:00 a.m. and 6:00 p.m. on weekdays that are not holidays by the owner, contractor or any other person or entity acting on behalf of the owner or contractor. Construction and building operations, including erection of principal buildings, accessory buildings or any other structures or part thereof, alteration or repair are permitted between the hours of 8:30 a.m. to 5:00 p.m. on Saturdays and official holidays by the owner, contractor or any other person acting on behalf of the owner or contractor.
- (b) Exemption for existing single family residences. Repair and maintenance work on existing single family residences is permitted on weekends and holidays. Such activities include, but are not limited to, painting, wallpapering, carpeting, tiling, minor repairs, yardwork, etc.
- (c) Delivery and unloading of construction materials. The delivery and unloading of construction and building materials is expressly prohibited on Sundays and national holidays.
- (d) Emergency repairs. Emergency repairs for major structural damage caused by catastrophic event or natural phenomenon are permitted on weekends.
- (e) Penalties. Each day any violation of the provisions of this chapter is committed or permitted to continue shall constitute a separate offense and shall be punishable as a separate offense pursuant to the provisions of the Ponce Inlet Code of Ordinances, section 1-11, which provides a maximum fine of five hundred dollars (\$500.00) per offense and a maximum term of imprisonment of six (6) months per offense, or pursuant to the provisions of Chapter 162 as enforced by the Ponce Inlet Code Enforcement Board.

(Ord. No. 89-09, § 2, 5-24-89; Ord. No. 90-24, § 1, 10-24-90; Ord. No. 92-07, § 2, 9-16-92)

## **CONSUMER ADVISORY:**

NOTICE TO OWNERS installing new windows or glass doors within line sight of the beach.

Please be advised that the sea turtle lighting ordinance requires all glass within line sight of the beach to have a visual transmittance value of 45% or less. Most high efficiency, hurricane impact glass options have a value much lower than this. Some contractors may advise you to get "Turtle Glass". While this is a compliant option, "Turtle Glass" is a market selling term and is not required. Turtle glass may also be more expensive than other options. Please get multiple quotes before purchasing any product.

Your project will get an initial environmental review for compliance with this ordinance. A copy of the manufacturer product specifications, including visual light transmittance will be requested. It is advisable that you include this information when submitting your application. After installation, a final sea turtle lighting inspection will be required.

For questions and assistance, please contact the sea turtle lighting staff at (386) 238-4773 or (386) 238-4668.

Thank you!



Growth and Resource Management  
Building and Zoning  
123 W. Indiana Ave., DeLand, FL 32720  
(386) 626-6591 ~ (386) 626-6588  
www.volusia.org

**ACKNOWLEDGEMENT  
SEA TURTLE PROTECTION ORDINANCE**

STATEMENT

The undersigned property owner herewith acknowledges receipt of a copy of Article XII, Sea Turtle Protection, Appendix A, of the Code of Ordinances, County of Volusia and understands that the below described property must be in compliance with said ordinance.

Furthermore, the undersigned understands that the property will be inspected for compliance with said Ordinance and agrees to remedy all violations noted during inspection.

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

Owner's Signature: \_\_\_\_\_

Address of Project:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF VOLUSIA

Affirmed and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by  
\_\_\_\_\_, who is personally known to me or who has produced  
\_\_\_\_\_ (type of ID) as identification.

Signature of Notary Public State of Florida  
Notarial Seal

Print, Type or Stamp Name of Notary

Please fax this form to 386-238-4772, and mail this original form to the address listed above.

**Volusia County, Florida, Code of Ordinances**  
**PART II - CODE OF ORDINANCES**  
**Chapter 72 - LAND PLANNING**  
**ARTICLE III. - LAND DEVELOPMENT REGULATIONS**  
**DIVISION 12. - SEA TURTLE PROTECTION**

**Sec. 72-921. - Purpose and intent.**

The purpose of this division is to protect the threatened and endangered sea turtles which nest along the beaches of Volusia County, Florida, and to encourage sea turtle nesting on Volusia County beaches by minimizing the artificial light on the beaches.

*(Ord. No. 90-22, § III, 5-17-90; Ord. No. 2008-25, § III, 12-4-08)*

**Sec. 72-922. - Sea turtle nesting areas.**

Sea turtles nest or are likely to nest in an area of the beach from the Volusia/Flagler County line south to the Volusia/Brevard County line.

The above-described nesting areas are regulated as provided in this division. Provided, however, that this division shall not apply to any nesting areas of any incorporated areas of Volusia County which have adopted the standards contained in division 6, Minimum Environmental Standards for Sea Turtle Protection in Volusia County Ordinance No. 88-15, as amended [chapter 50, article III, division 6, Code of Ordinances].

*(Ord. No. 90-22, § III, 5-17-90; Ord. No. 98-24, § I, 12-3-98; Ord. No. 99-13, § I, 6-17-99; Ord. No. 2008-25, § III, 12-4-08)*

**Sec. 72-923. - Lighting standards for new development.**

- (a) It is the policy of the county to minimize artificial light illuminating the entire coastal beach of the county, and said lighting for new development shall be regulated as provided in this section. To meet this intent, building and electrical plans and the construction of single-story or multistory buildings or structures, signs, commercial or other structures, including electrical plans associated with parking lots, dune walkovers or other artificial lighting for real property within the incorporated and unincorporated regulated boundaries shall be in compliance with the following:
- (1) Light fixtures shall be designed, positioned, shielded or otherwise modified such that the source of light and any reflective surfaces of the fixture shall not be directly visible by a person who is in a standing position on the beach.
  - (2) Lights shall not directly or indirectly illuminate the beach during the sea turtle nesting season.
  - (3) Tinted glass, or any window film applied to window glass which meet the shading criteria for tinted glass, shall be installed on all windows of single- or multistory buildings or structures within line of sight of the beach in the regulated boundaries.

- (4) Lights illuminating signs shall be shielded or screened such that they do not illuminate the beach and the source of the light shall not be visible by a person who is in a standing position on the beach.
- (b) The provisions of this section, as amended, shall not apply to any structures for which a building permit has been issued prior to adoption of this division. Otherwise, existing development shall comply with section 72-924.

*(Ord. No. 90-22, § III, 5-17-90; Ord. No. 95-30, § I, 8-24-95; Ord. No. 98-24, § II, 12-3-98; Ord. No. 99-13, § II, 6-17-99; Ord. No. 2008-25, § III, 12-4-08)*

#### **Sec. 72-924. - Lighting standards for existing development.**

- (a) It is the policy of the county council to minimize artificial light illuminating the entire coastal beach of the county. To meet this intent, artificial lighting within the regulated boundaries where there are existing buildings, structures or signs within the line of sight of the beach, shall be in compliance with the following by July 1, 1999:
  - (1) Light fixtures shall be designed, positioned, shielded or otherwise modified such that the source of light and any reflective surfaces of the fixture shall not be visible by a person who is in a standing position on the beach.
  - (2) Lights shall not directly or indirectly illuminate the beach during the sea turtle nesting season.
  - (3) Lights illuminating buildings or associated grounds for decorative or recreational purposes shall be shielded or screened such that they do not illuminate the beach and the source of the light shall not be visible by a person who is in a standing position on the beach, or said lights shall be turned off during the sea turtle nesting season.
  - (4) Lights illuminating dune crosswalks of any area oceanward of the dune line shall comply with subsections (1) or (2) above during the sea turtle nesting season.
  - (5) Lights illuminating signs shall be shielded or screened such that they do not illuminate the beach and the source of the light shall not be visible by a person who is in a standing position on the beach, or said lights shall be turned off during the sea turtle nesting season.
  - (6) The following measures shall be taken to reduce or eliminate the negative effect of interior lights illuminating from doors and windows within the line of sight of the beach in the regulated boundaries:
    - a. Apply window tint or film that meets the standard for tinted glass;
    - b. Rearrange lamps and other moveable fixtures away from windows;
    - c. Use window treatments (e.g., blinds, curtains) to shield interior lights from the beach; and
    - d. Turn off unnecessary lights.
  - (7) Local governments shall develop and implement a public education program, primarily directed towards encouraging the management of interior lighting for single and multistory buildings or structures.

*(Ord. No. 90-22, § III, 5-17-90; Ord. No. 95-30, § II, 8-24-95; Ord. No. 98-24, § III, 12-3-98; Ord. No. 99-13, § III, 6-17-99; Ord. No. 2008-25, § III, 12-4-08)*

area of the community redevelopment area shall be in compliance with the following provisions:

- a. Light fixtures shall be designed, positioned, shielded, or otherwise modified such that the source of light shall not be visible by a person who is in a standing position on the beach.
- b. Lights shall not directly or indirectly illuminate the beach during the sea turtle nesting season except, in order to insure public safety, spillover and reflective lighting onto the beach will be permitted to the extent necessary to meet the minimum safe lighting standards for particular property uses as published in the *IES Lighting Handbook* by the Illuminating Engineering Society of North America.
- c. Lights illuminating buildings or associated grounds for decorative or recreational purposes shall be shielded or screened such that they do not illuminate the beach except, in order to insure public safety, spillover and reflective lighting onto the beach will be permitted to the extent necessary to meet the minimum safe lighting standards for particular property uses as published in the *IES Lighting Handbook* by the Illuminating Engineering Society of North America and the source of the light shall not be visible by a person who is in a standing position on the beach, or said lights shall be turned off during the sea turtle nesting season.
- d. Lights illuminating signs shall be shielded or screened such that they do not illuminate the beach and the source of the light shall not be visible by a person who is in a standing position on the beach, or said lights shall be turned off during the sea turtle nesting season.
- e. Interior lights that are shielded by tinted glass or by masking film, light filtration material, or window tint that meets the standards for tinted glass shall be permitted, whether or not the source of such light or its reflective surface is visible from the beach.
- f. True red neon light (tubular lamps containing neon gas), lights that emit a wavelength of 560 nanometers or longer, or fiber optic light may be used for signage or decorative purposes, whether or not the source of such light is visible by a person standing on the beach.

(Ord. No. 99-13, § V, 6-17-99; Ord. No. 2008-25, § III, 12-4-08; Ord. No. 2011-14, § V, 5-19-11)

### **Sec. 72-929. - Relation to Endangered Species Act.**

- (a) This article is adopted for the purpose of implementing the provisions of section 202.4 of the Charter to provide protection for sea turtles as a matter of local policy. It is the intent of the county that this division be consistent with, and in furtherance of, the provisions of the Endangered Species Act, 16 U.S.C. §§ 1531 through 1544, and that it satisfy any obligation the county may have under the Act to prevent harm to sea turtles by its election to adopt this regulation. There are no definitive federal standards regarding artificial lighting. The county has used as a guide the state's model lighting ordinance; followed the nesting season dates established by the state; and sought the advice of appropriate federal officials and subject matter experts.

### **Sec. 72-925. - Publicly owned lighting.**

- (a) Streetlights and lighting at parks and other publicly owned beach access areas located within the incorporated or unincorporated regulated boundaries shall be in compliance with the following by July 1, 1999:
  - (1) Streetlights, and lighting at parks or other publicly owned beach access points shall be designed, positioned, shielded or otherwise modified such that they shall not illuminate the beach and the source of the light shall not be visible by a person who is in a standing position on the beach.
- (b) Specifically exempted from the terms of this division are lights which are aids to navigation, motion sensors and traffic control devices.

*(Ord. No. 90-22, § III, 5-17-90; Ord. No. 95-30, § II, 8-24-95; Ord. No. 98-24, § IV, 12-3-98; Ord. No. 99-13, § IV, 6-17-99; Ord. No. 2008-25, § III, 12-4-08)*

### **Sec. 72-926. - Application review.**

- (a) Any permit applied for under this division may be processed concurrently with development order review under divisions 2 or 3 of this article as the case may be, [and] then it shall be filed as part of the development order review application.
- (b) Except as provided above, an application for a permit may be filed without development order review. It shall be processed in the manner required by the appropriate [regulations], including but not limited to, building or electrical code in conformity with this article.

*(Ord. No. 90-22, § III, 5-17-90; Ord. No. 2008-25, § III, 12-4-08)*

### **Sec. 72-927. - Reserved.**

#### ***Editor's note—***

Section I of Ord. No. 99-17, adopted June 17, 1999, repealed § 1207 in its entirety. Formerly, § 1207 pertained to the method of determining compliance with the sea turtle protection ordinance and derived from § IV of Ord. No. 95-30, adopted Aug. 24, 1995 and § V of Ord. No. 98-24, adopted Dec. 3, 1998, which has further been renamed section 72-927 by Ord. No. 2008-25, § III, adopted Dec. 4, 2008.

*(Ord. No. 2008-25, § III, 12-4-08)*

### **Sec. 72-928. - Standards for community redevelopment areas.**

Notwithstanding any other provisions of sections 72-923 through 72-925 of this Volusia County Land Development Code Ordinance No. 88-3, as amended, the provisions of this section shall apply to lighting in the core area of the community redevelopment area, whether such lighting is in new or existing developments. The term "core area of the community redevelopment area" means that area within the regulated boundaries in the City of Daytona Beach bounded by 50 feet north of the centerline of Butler Street on the north and 200 feet south of the centerline of Main Street on the south.

- (1) It is the policy of the county to minimize artificial lighting illuminating the entire coastal beach of the county. To meet this intent, artificial lighting within the core

- (b) As an alternative to compliance with the terms of this division, a local government or person may adhere to: (a) a lighting plan reviewed and evaluated in writing by the United States Fish and Wildlife Service as not likely to take sea turtles; or (b) the conditions of a permit issued under federal law authorizing the taking of sea turtles for an otherwise lawful activity.
- (c) Nothing in this division shall be construed to authorize or license any act prohibited by the Endangered Species Act. Artificial lighting not otherwise regulated by this division which may be in violation of the Endangered Species Act, may be reported to the United States Department of Interior, Fish and Wildlife Service, for resolution and enforcement under federal law.

(Ord. No. 99-13, § VI, 6-17-99; Ord. No. 2008-25, § III, 12-4-08; Ord. No. 2011-14, § VI, 5-19-11)

**Secs. 72-930—72-960. - Reserved.**

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FOOTNOTE(S):

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--- (48) ---

Code reference—Environmental protection standards relating to protection of sea turtles, § 50-241 et seq.

**Volusia County Minimum Standards  
Chapter 50 Environment,  
Article III, Division 6. Sea Turtles  
Sec. 50-241 Definitions**

**(only the definitions pertinent to this article appear here)**

*Artificial lighting:* Any source of temporary, fixed or movable light emanating from a manmade device, including, but not limited to, incandescent mercury vapor, metal halide, or sodium lamps, spotlights, streetlights, construction security lights or lights which illuminate signs. This definition shall not include handheld or vehicular lighting.

*Beach:* Means lands and waters lying seaward of the seawall or line of permanent vegetation and within three miles seaward of the mean low-water mark.

*Directly illuminating:* Illuminated as a result of the glowing element(s), lamp(s), globe(s), or reflector(s) of an artificial light source which is visible to a person who is in a standing position on the beach.

*Existing development* means a building or structure for which a building permit has been issued prior to the adoption of this article.

*Fixture:* The device that holds, protects and provides the optical system and power connections for a lamp.

*Indirectly illuminating:* Illuminated as a result of the glowing element(s), lamp(s), globe(s) or reflector(s) of an artificial light source which is not visible to a person who is in a standing position on the beach.

*Lamp:* The source of light within a luminaire.

*Low-profile luminaire:* Light fixture set on a base which raises the source of the light no higher than 48 inches off the ground, and designed in such a way that light is directed downward from a hooded light source.

*Luminaire:* A complete unit that artificially produces and distributes light. An artificial light source, including fixture, ballast, mounting and lamp(s).

*Nest:* An area where sea turtle eggs have been naturally deposited or subsequently relocated.

*Nesting season:* The period from May 1 through October 31 of each year.

*Pole lighting:* Light fixture set on a base or pole which raises the source of the light higher than 48 inches off the ground.

*Regulated boundaries:* The area between the Atlantic Ocean and the westerly boundary of any lots or parcels that abut the westerly right-of-way line of the easternmost north south public maintained roadway. Said boundaries shall also include any docks, piers or other structures projecting into the Atlantic Ocean.

*Sea turtles:* Any specimen belonging to the species *Caretta caretta* (loggerhead turtle), *Chelonia mydas* (green turtle), *Dermochelys coriacea* (leatherback turtle), or any other marine turtle using Volusia County beaches as a nesting habitat.

*Sign:* Any surface, fabric, device or display that is designated to advertise, inform, identify or to attract the attention of persons. For the purpose of this article, the term "sign" shall include all structural parts.

*Source of light:* Means a bulb, lamp, filament or other manmade source that emanates light, including, but not limited to incandescent, tungsten-iodine (quartz), mercury vapor, fluorescent metal halide, neon, halogen, high pressure sodium, and low pressure sodium light sources, as well as natural gas lights, torches, camp and bonfires. The definition includes a bulb, lamp, filament, or other manmade source that is covered by or contained within a translucent material or fixture.

*Tinted glass:* Any glass treated to achieve an industry-approved, inside-to-outside light transmittance value of 45 percent or less. Such transmittance is limited to the visible spectrum (400 to 700 nanometers) and is measured as the percentage of light that is transmitted through the glass.