



City of Belleair Beach
Pre-Construction Permitting Application

Expires 90 days after City Approval

The following application is required for the purposes of pre-construction in order to satisfy compliance with the City of Belleair Beach city code section 10-38 as it relates to the National Pollutant Discharge Elimination System. (N.P.D.E.S.)

A copy of the site plan indicating the location and type of barriers to be used for sediment control must accompany this application.

All applicants must register with the City prior to any pre-construction permit being issued. Once this application is approved, you must then apply to the Pinellas County Building Department for your building permit.

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

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Location: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Additional Notations: \_\_\_\_\_

Note: All applicants must submit a plan review and inspection fee. The inspection fee covers the initial on-site compliance inspection. All sites that fail inspection are subject to a \$100.00 re-inspection fee for non-compliant inspection for the duration of the project. Inspections are made weekly and post-rain events. My signature below indicates that I understand and agree to comply with all the regulations reference N.P.D.E.S. during the project.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Administrative Review

Site Plan Review/Information Package Provided [ ] Yes [ ] No

Site Plan Submitted [ ] Yes [ ] No

Certified Survey Submitted [ ] Yes [ ] No

Erosion Control Required: [ ] Yes [ ] No

Stormwater Inlet Protection Required [ ] Yes [ ] No

Special Conditions: \_\_\_\_\_ Construction Materials are NOT permitted in Right-of-Way at any time

Application Fee Paid [ ] Yes [ ] No

Fee Amount: \$ \_\_\_\_\_

This application has been reviewed. Applicant must submit the approved Pre-Construction Permitting Application and Pre-Permit letter to Pinellas County for a building permit.

Permit Application [ ] ROW Permit Application [ ]



**City of Belleair Beach**  
**BUILDING CONSTRUCTION AFFIDAVIT**

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The spirit and intent of this Affidavit is to regulate the use of all public right-of-ways before, during and after the staging of all building construction/demolition, which requires a building permit, a certificate of occupancy, or final inspection. This ruling shall apply to all city right-of-ways. This Ruling shall apply to building construction activities including, but not limited to all commercial and residential land uses citywide.

- Parking of commercial vehicles associated with the loading and/or unloading of building materials and/or building equipment shall be limited to a period not to exceed two hours, unless otherwise approved.
- Storage of building materials of any type shall be prohibited in public right-of-ways.
- Overnight parking of any type of vehicle or equipment shall be prohibited in public right-of-ways.
- Damaged sidewalks, driveways, curbs, gutters, surfaces or any other public infrastructure shall be replaced prior to issuance of a certificate of occupancy or final inspection.
- Debris, including soil, sand, dust and spent or scrap material shall not be left on sidewalks, public access ways or any public right-of-ways.
- Prior to issuance of a certificate of occupancy, a Multimodal Impact Fee may be assessed.
- Prior to the issuance of a certificate of occupancy or final inspection, the Public Works Department shall inspect and make final determination for damage repairs to public infrastructure.

I hereby understand and agree to comply with all of the above stipulations and requirements listed above.

\_\_\_\_\_  
Project Site Address

Date \_\_\_\_\_

\_\_\_\_\_  
Contractor/License Holder Signature

\_\_\_\_\_  
Print Name

**SIGNATURE**

I, the undersigned, acknowledge that all representations made in this application are true and accurate to the best of my knowledge and authorize City representatives and/or their designees to visit and photograph the property described in this application.

I, the undersigned, further acknowledge and understand that the owner and his/her engineer/architect/landscape architect or other design professional(s) are ultimately and solely responsible for the design and compliance of this project. Applications are sometimes reviewed by outside consultants/engineers. APPLICANTS ARE RESPONSIBLE FOR ALL COSTS OF THESE REVIEWS.

The signature below and submittal of this application acknowledges acceptance of this potential, additional, financial responsibility/liability. In no way does the consultant's review and recommendation or the City's approval of the application take the place of or render null and void any other permits or permit modifications required for the construction of this project by entities, including but not limited to Pinellas County, the State of Florida, the Southwest Florida Water Management District and/or the Florida Department of Transportation.

This permit is issued based upon the design and plans prepared by the Permittee's consultant. If at any time it is determined by the City that the Conditions for Issuance of Permits per City Code have not been met, and then upon written notice by the City, the Permittee shall obtain a permit modification and perform any construction necessary thereunder to correct any deficiencies in the system design or construction to meet City code criteria. The Permittee is advised that the correction of deficiencies may require reconstruction of the subject improvements.

This permit is valid only for the specific processes, operations and designs indicated on the approved drawings or exhibits submitted in support of the permit application. Any substantial deviation from the approved drawings, exhibits, specifications or permit conditions may constitute grounds for revocation or enforcement action by the City.

\_\_\_\_\_  
Signature of Property Owner or Representative

\_\_\_\_\_  
Printed Name of Property Owner or Representative

STATE OF FLORIDA

COUNTY OF PINELLAS

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

\_\_\_\_\_

Who is personally known to me or who has produced a valid driver's license as identification.

Notary Seal/Stamp

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

My commission expires: \_\_\_\_\_

**CITY OF BELLEAIR BEACH**

444 Causeway Blvd.  
Belleair Beach, Florida 33786  
Phone: 727-595-4646 Fax: 727-593-1409

**IMPERVIOUS AREA CALCULATIONS**

|   | <u>Currently</u> | <u>With<br/>Proposed<br/>Addition</u> |
|---|------------------|---------------------------------------|
| <b><u>SECTION A – TOTAL AREA OF THE LOT</u></b>                                 |                  |                                       |
| Show the dimensions of the lot in lineal feet.<br>Attach a plot plan or survey. |                  |                                       |
| TOTAL LOT AREA IN SQUARE FEET   | _____            | _____                                 |
| <b><u>SECTION B – IMPERVIOUS AREA</u></b>                                       |                  |                                       |
| State the following areas in square feet:                                       |                  |                                       |
| Ground area covered by the main building  | _____            | _____                                 |
| Ground area covered by the driveway   | _____            | _____                                 |
| Ground area covered by swimming pool and deck                                   | _____            | _____                                 |
| Ground area covered by sidewalks  | _____            | _____                                 |
| Ground area covered by patio  | _____            | _____                                 |
| Ground area covered by out buildings  | _____            | _____                                 |
| Miscellaneous impervious areas (if any)   | _____            | _____                                 |
| TOTAL IMPERVIOUS AREA SQUARE FEET   | _____            | _____                                 |
| <b><u>SECTION C – PERCENTAGE OF IMPERVIOUS AREA</u></b>                         |                  |                                       |
| TOTAL IMPERVIOUS AREA DIVIDED BY LOT AREA                                       | _____            | _____                                 |
| TOTAL FLOOR AREA RATIO<br>(Total main building area divided by lot area)        | _____            | _____                                 |

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

This form must be completed and returned with your permit request application



**ROAD RIGHT OF WAY  
PERMIT**

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

THE CITY OF BELLEAIR BEACH, a political subdivision of the State of Florida, hereinafter called the “Permit Grantor”, “City”, or “City of Belleair Beach”, hereby grants \_\_\_\_\_

**(Contractor/Utility)**

hereinafter called the “Permittee”, a permit to construct , operate , maintain , renew , and/or remove  the facilities listed and described below and as shown on attached graphical descriptions, sketches, or surveys. \_

\_\_\_\_\_  
**(description of work)**

This work is to occur along, beneath, across, and/or over the right-of-way and/or property of the Permit Grantor at the following location:

**Street Address or description of location:** \_\_\_\_\_

and is situated between \_\_\_\_\_

and \_\_\_\_\_

Section \_\_ Township \_\_ (South), Range \_\_ (East)

All work permitted is subject to the Conditions of Approval as included in this Right-of-Way Utilization Permit, City of Belleair Beach Municipal Code of Ordinances, and any other applicable laws, regulation or policies of the City, State, Federal government, and/or other regulating authority.

**SIGNING BELOW IMPLIES ACCEPTANCE TO ALL REQUIREMENTS STATED, IN WRITING, AS A CONDITION OF THE ISSUANCE OF THIS RIGHT-OF-WAY UTILIZATION PERMIT.**

**RIGHT-OF-WAY UTILIZATION PERMIT, CONDITIONS OF APPROVAL, AND ANY LETTERS (FROM THE PERMIT GRANTOR) REFERRING TO THIS RIGHT-OF-WAY UTILIZATION PERMIT ARE ALL TO BE CONSIDERED AS PART OF THIS RIGHT-OF-WAY UTILIZATION PERMIT AGREEMENT.**

Provisions and Conditions:

1. This Right-of-Way Utilization Permit will be completed with the description and nature of the proposed work fully described in writing and with an associated graphical description of the work zone.
2. Along with a description of work and location of work, a graphical description, sketch or survey may be requested. Information that may be required for inclusion in the survey are as follow:

- a. Graphical description of work to be done
  - b. Right-of-Way lines
  - c. Sidewalks
  - d. Descriptions of area of land, pavement, and/or curb disturbing activity.
  - e. The offset distance from the centerline of the proposed work shown with all distances and sizes clearly indicated.
  - f. Cross section denoting locations of other utilities in the area being disturbed/affected areas, deposition/release of nutrients or other pollutants to the neighboring properties, water bodies, and/or wastewater system.
3. The Utility Notification Center – Sunshine One Call of Florida must be notified 48 hours in advance of any work. Their phone number is 1-800-432-4770.
  4. Section corner monuments and other survey markers subject to displacement shall first be referenced and later reset by a Florida Registered Surveyor.
  5. The Right-of-Way Utilization Permit is to be signed by the applicant or their legally empowered agent.
  6. The Contractor(s) performing the work must be licensed/registered through the Pinellas County Construction Licensing Board (PCCLB) and must meet requirements required by the PCCLB including that of insurance.
  7. Construction, operation, and maintenance of such utility shall not interfere with property and right of prior occupant.
  8. The construction, operation, and maintenance of such utility shall not create obstructions or conditions which are or may become dangerous to the traveling public.
  9. Maintenance of Traffic (MOT) and safety procedures shall follow standards of the Florida Department of Transportation and the Manual of Uniform Traffic Control Devices (MUTCD).
  10. Digital photos may be required prior to the start of work by the Permittee.
  11. Right-of-Way restoration will be inspected periodically for the period of one (1) year after the final restoration of this site; at that point the responsibility for the permitted area will revert back to the City.
  12. To insure that hazards do not impact the owners, residents, property, or the environment, the City of Belleair Beach maintains the right to inspect all materials and equipment used on or in conjunction with the work outlined in this Right-of-Way Utilization Permit.
  13. The Permittee shall repair and/or restore any damage or injury to the Right-of-Way or to any other City property and shall repair the same promptly (within 7 days of notification to the Permittee), restoring it to a condition at least equal to that which existed immediately prior to the infliction of such damage or injury.
  14. Any work that may affect stormwater quantity or quality shall require the installation of proper stormwater Best Management Practices (BMPs). Devices or actions to be implemented may include hay bales, silt fences, geotextiles, dewatering, analytic sampling, and/or techniques listed in the Florida Department of Environmental Protection's Stormwater, Erosion, and Sedimentation Control Inspector Handbook.

15. Emergency Work – In the event of an emergency, the facility owner will be allowed to affect the necessary repairs in advance of receiving a permit. However, the application must be submitted and received at City Hall before the end of the following business day.
16. THE CONDITIONS OUTLINED ARE ACCEPTED BY THE APPLICANT AND CONTRACTOR – The permit is not transferable and is VOID after 60 days from the date approval.
17. Work within the Right-of-Way under construction shall be within the times allowable for work, as denoted in the City of Belleair Beach’s Code of City Ordinance, except where the work must proceed in order to protect the public interest.
18. The Permittee shall and does hereby agree to indemnify, pay the cost of defense, and save harmless the Permitter from and against payment of all claims, suits, actions, costs, attorney’s fees, expenses, damages, judgments, or decrees by reason of any person or persons or property being damaged or injured by the Permittee, their employees, agents, or subcontractors, or in any way attributable of the performance, prosecution, construction, operation, or maintenance of work herein permitted by City and resulting from negligent acts or omissions of said Permittee in connection with the work herein permitted.
19. The permittee shall repair any damage or injury to the street or right-of-way or other City property by reason of the exercise of any of the privileges granted in this permit, and shall repair the same promptly, within seven (7) days of opening, restoring it to a condition at least equal to that which existed immediately prior to the infliction of such damage or injury. (Note all portions of the right-of-way other than paved areas disturbed by the construction of this utility will be compacted, grassed, and mulched or sodded as required).
20. All overhead installations shall conform to clearance standards of the State Utilities Accommodation Guide and all underground crossing installations shall be laid at a minimum depth of 36” below pavement, or at such greater depth as Permitter may require.
21. In the event of widening, repair, or reconstruction of said road, the Permittee shall move or remove said utility installation at no cost to the City.
22. This permit creates a permissive use only and the placing of facilities upon City property pursuant hereto shall not operate to create or to vest any property rights in said Permittee and is granted in perpetuity subject to termination by the Permitter upon the giving of 30-days’ notice in writing to the Permittee.
23. All activities in accordance with this permit will require conformance to the “Manual on Traffic Control and Safe Practices for Street and Highway Construction, Maintenance, and Utility Operations”.  
(CHAPTER 316 FLORIDA STATUTES)
24. The Permittee’s attention is directed to the provision of the Trench Safety Act (Florida Statutes, Section 553.60 et. Seq) and the Occupational Safety and Health Admonition Excavation Safety Standards (29 C.P.R. Section 1926.650, Subpart P) which shall apply to construction, operation, and maintenance pursuant to this permit.
25. Compaction of trench backfill in the City right-of-way to meet Pinellas county Minimum Standards.

- 26. The permittee may be required to notify the occupant or home owner a minimum of 48 hours prior to beginning work, door hangers must be placed at each home, the door hanger shall contain the contractor's name, address, and phone number, and a brief explanation of the proposed utility work. Failure to notify may result in the voiding of this permit, until corrected.
- 27. The Permittee shall commence construction within 60 days from the date of this permit and shall be completed within \_\_\_\_\_ days.
- 28. **The City's Community Services Administrator is to be notified a minimum of 48 hours** prior to beginning work by phone at 727-595-4646 otherwise the Permit will be voided.

**Permittee or Agent:**

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Date:** \_\_\_\_\_

APPROVED BY THE CITY MANAGER

Photos Required \_\_\_\_\_

Stormwater BMP \_\_\_\_\_

Pavement Restoration Required       **YES**      

Curb or Sidewalk Restoration Required       **YES**      

Other Restoration Work Required       **YES AS NEEDED**      

Sod required (Yes/No): \_\_\_\_\_ Seed & Mulch (Yes/No) \_\_\_\_\_

Open cut (Yes/No): \_\_\_\_\_ Jack and Bore (Yes/No): \_\_\_\_\_

Other Comments or Special Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City of Belleair Beach

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature)



**City of Belleair Beach**

**Site Plan Review Checklist**

**This checklist is intended to aid applicants to provide information necessary in the review of site plan submittals.**

**The listed items are the specific minimum items that must be submitted or addressed as part of the site plan review and approval process. Additional materials or information may be requested as part of the review and approval process.**

**SITE PLAN SUBMISSION REQUIREMENTS**

**Submit electronic PDFs for the following as applicable.**

- Signed application.
- Signed and sealed plan (New Construction, Major Remodels, Pools, Seawalls, Sheds, etc.).
- All other submittal materials.
- Property/Boundary Survey signed and sealed by a professional land surveyor licensed in the State of Florida.

**SITE DATA TABLE INFORMATION**

| <b>Item</b>  | <b>Existing</b> | <b>Required</b> | <b>Proposed</b> |
|--|-----------------|-----------------|-----------------|
| <input type="checkbox"/> Land area (square feet and acres)               | _____           | _____           | _____           |
| <input type="checkbox"/> Gross floor area                                | _____           | _____           | _____           |
| <input type="checkbox"/> Building/Structure height (ft)                  | _____           | _____           | _____           |
| <input type="checkbox"/> Impervious surface (sf) and (% of total area)   | _____           | _____           | _____           |
| <input type="checkbox"/> Floor area ratio (FAR) (nonresidential use)     | _____           | _____           | _____           |
| <input type="checkbox"/> Official records book and page of all easements | _____           | _____           | _____           |

**SITE PLAN REQUIREMENTS**

- Title of project or development
- Name, address, and phone number of the property owner, engineer and/or architect
- Provide the existing conditions site plan showing boundaries of the property, all existing easements, existing buildings, section lines, property lines, existing street paving, and existing and/or proposed rights-of-way, topography, existing surface water areas, existing water mains, sanitary and storm sewers, overhead and underground power lines and/or substations, culverts and other underground structures in and adjacent to the property
- Index sheet and chart referencing individual sheets included in package
- Date plan prepared
- Engineering bar scale (minimum scale of one (1) inch equals 50 feet)
- North arrow
- Legal description
- Property lines of the area involved
- Section lines
- Topography
- Dimensions of the proposed lot(s)
- All required setbacks

- ❑ Existing surface water areas
- ❑ Footprint, dimensions, structure heights and size of EXISTING and PROPOSED buildings and structures
- ❑ Location, dimensions and character of all EXISTING and PROPOSED points of access and curb cuts
- ❑ Sight visibility triangles
- ❑ Location and size of easement for all above and underground utilities within site
- ❑ Existing and proposed water/sewer lines
- ❑ Complete screening detail including fences and walls
- ❑ Driveway access improvements
- ❑ Accessory structures such as pools, docks, decks, etc.
- ❑ Identification of environmentally unique and sensitive areas, such as watercourses, wetlands, tree masses, and specimen trees, including description and location of understory, ground cover vegetation and wildlife habitats
- ❑ Survey signed and sealed by a professional land surveyor licensed in the State of Florida (including legal description of property). Provide one original (24" X 36") and one electronic version in the submittal. Any discrepancies between field dimensions and platted dimensions should be clearly identified. The survey should reflect the present conditions found on the property as of the date of submittal
- ❑ Grading plan

Reference: *City Code Chapter 62, Utilities, Article III, Stormwater Utility; Section 62-71, Intent; Section 62-72, Definitions; Section 62-73 Stormwater drainage and discharge prohibitions; Chapter 90, Subdivisions; Section 90-61 Submission of proposal; Section 90-62, Contents; Section 90-63, Applicants responsibility; Section 90-64, City Actions; Section 90-101, Specifications and requirements; Section 90-102, Lots; Section 90-103, Easements; Section 90-138, Seawalls*

## **LANDSCAPE PLAN REQUIREMENTS**

- ❑ All existing and proposed structures
- ❑ Names of abutting streets
- ❑ Drainage and retention areas including swales, side slopes and bottom elevations
- ❑ Delineation and dimensions of all required perimeter landscape buffers
- ❑ Sight visibility triangles
- ❑ Proposed plant schedule with a key (symbol or label) indicating the size, description, specifications, quantities, and spacing requirements of all existing and proposed landscape materials, including botanical and common names
- ❑ Typical planting details for trees, palms, shrubs and ground cover plants including instructions, soil mixes, backfilling, mulching and protective measures
- ❑ Interior landscaped areas to be hatched and/or shaded and labeled as interior landscape coverage, expressed in both square feet and percentage covered
- ❑ Irrigation notes

Reference: *Chapter 94, Zoning; Section 94-2, Definitions; Section 94-6, Landscaping Requirements; Section 94-6, Landscaping Permits; exception; Section 94-7, Enforcement, violation and penalty;*

## **STORMWATER PLAN REQUIREMENTS**

- ❑ Proposed grading including finished floor elevations of structures
- ❑ All adjacent streets and municipal storm systems;

- ❑ The proposed stormwater control plan including all calculations and data necessary to demonstrate compliance with the City regulations/codes, SWFWMD requirements and/or any other applicable regulatory agency
- ❑ Plans and calculations shall be signed and sealed by a Florida Registered Professional Engineer
- ❑ All runoff entering the site and/or lot from adjacent lands/parcels shall be carried through the site and discharged to a positive and adequate outfall. A sinkhole shall not be considered a positive or adequate outfall
- ❑ Existing surface water drainage systems are not blocked or diverted onto neighboring property.
- ❑ The drainage system will be maintained as such, not planted or built upon, and will continue to function
- ❑ Existing contours at a maximum of one (1) foot intervals shown on drawing and proposed grades

Reference: *City Code Chapter 62, Utilities, Article III, Stormwater Utility; Section 62-71, Intent; Section 62-72, Definitions; Section 62-73 Stormwater drainage and discharge prohibitions*

## **NFIP COMPLIANCE REQUIREMENTS**

- ❑ Where lands are within flood zones, as designated by the Federal Flood Insurance Program (NFIP), Digital Flood Insurance Rate Map (DFIRM), the first floor elevation must be in compliance with the base flood, as indicated on the DFIRM. The proposed project shall comply with the City of Belleair Beach Code for minimum lowest floor elevation criteria
- ❑ The proposed plan shall comply with City code, Florida Building Code and NFIP requirements for substantial improvement or repair of substantial damage construction and/or reconstruction of structures within a flood hazard zone. Projects exceeding the 50% of the Market Value threshold shall be brought into NFIP compliance
- ❑ The proposed plan shall indicate:
  - Flood Hazard Zone classification
  - Number of feet of actual elevation if elevation is less than Zone "X".

Reference: *City Code Chapter 74, Floodplain Management Ordinance; Section 74-73, Applications and permits; Section 74-74, Substantial improvement and substantial damage determinations; Section 74-165, Limitations on placement of fill; Section 74-166, Limitations on sites in coastal high hazard areas (zone V); Chapter 94, Zoning; Section 94-2, Definitions;*

## **WATER QUALITY AND NPDES PERMIT COMPLIANCE REQUIREMENTS**

- ❑ The proposed project storm water management systems shall adhere to the treatment standards set forth in the State Water Policy and the City's MS4 Permit
- ❑ The proposed project shall include a Stormwater Pollution Prevention Plan (SWPPP) as part of the site plan review. The Best Management Plan (BMP) for proper storm water management, erosion and sediment controls during construction shall clearly show how the proposed project will prevent pollutants from exiting the proposed project construction site
- ❑ The applicant shall note on the plans that the National Pollutant Discharge Elimination System (NPDES) Construction Permit notification shall be made to FDEP in a timely manner. Attach FDEP's latest criteria to all building and site plan application forms
- ❑ Water quality of receiving water bodies shall be maintained or improved at a minimum:
  - All new construction shall have provisions for no impact to water quality of surface waters as required by the Florida Department of Environmental Protection (FDEP)
  - During excavation and construction, downstream turbidity shall be maintained at or below 29 national turbidity units above background, i.e. the level of turbidity upstream of the site or as existed prior to development. This shall be indicated on a detail sheet.

- All ground surfaces disturbed by construction shall be sodded or seeded per State Department of Transportation design standards
- All construction practices shall conform to accepted best management practices for erosion control, such as straw bales, ground cover, slope stabilization, temporary vegetation, silt barriers and turbidity barriers
- For on-site irrigation purposes, water quality treatment volume may be pumped onto land from which surface water runoff returns to the same detention area

Reference: *City Code Chapter 10, Buildings, Section 10-38, Compliance with NPDES requirements; Chapter 62, Utilities, Article III, Stormwater Utility; Section 62-71, Intent; Section 62-72, Definitions; Section 62-73 Stormwater drainage and discharge prohibitions; 62-74 Illicit discharges;*

## **BUILDING ELEVATION PLAN REQUIREMENTS**

- Building Elevation Drawings with the following information:
  - All sides of all buildings
  - Dimensioned
  - Provide full size plans and on 8 ½” x 11” sheets
- Swimming Pool plan drawings shall be provided showing:
  - Dimensions
  - Elevations
  - Setbacks

Reference: *City Code Chapter 10 – Buildings; Section 10-32, Permits; exceptions; Section 10-38,*

*Compliance with NPDES requirements; Section 10-173, Plans; permits; fees; 10-174, Setbacks; height; width*