



Land Development Division

120 Malabar Road SE,

Palm Bay, FL 32907

Phone: (321) 733-3042

Fax (321) 953-8920

landdevelopmentweb@palmbayflorida.org



Your Success is our Business

**GUIDELINES FOR
SITE AND BUILDING
PERMITTING PROCEDURE**

TABLE OF CONTENTS

Pre-Application Meeting	4
Pre-Application Meeting Submittal	4
Site Plan Package Submittal	4
Plan Review and Approval	5
STAFF REVIEW REQUIREMENTS.....	7
LAND DEVELOPMENT DIVISION	7
BUILDING DEPARTMENT	7
BUILDING DEPARTMENT	8
PUBLIC WORKS DEPARTMENT	8
UTILITIES DEPARTMENT	9
CITY STANDARD INFORMATION AND NOTES	10
ALLOWABLE SITE WORK.....	10
DRIVEWAY AND RIGHT-OF-WAY USE PERMITS.....	11
WATER AND SEWER SERVICE.....	11
STANDARD NOTES TO BE ADDED TO THE PLANS.....	11
SITE PLAN PREPARATION REQUIREMENTS	12
The following minimum information must be on the site plans:.....	12
Tabulation of the following as applicable:.....	12
Graphic requirements. Show the following:.....	13
BUILDING PLANS AND PERMIT APPLICATION.....	14
GENERAL INFORMATION REQUIRED:.....	14
DOCUMENTS REQUIRED:	14
BUILDING DEPARTMENT REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY	15
CITY DIVISION / DEPARTMENT APPROVALS.....	16
AGENCY APPROVALS	16
DIRECTORY OF AGENCIES - BREVARD COUNTY AGENCIES	16
STATE AGENCIES	18
FEDERAL AGENCIES	19
ADJACENT MUNICIPALITIES.....	19
OTHER AGENCIES.....	19
REQUIRED SITE PLAN INFORMATION.....	20

Tabulations Of The Following.....	20
Locate And Dimension.....	21
Tree Survey & Landscaping (180.00 & 185.142)	21
Photometric Plan (185.143).....	22
Utilities	22
Stormwater Calculations & Basin Map	22
Retention/Detention Area.....	23
Drainage.....	23
Applicable Standard Details	24
CHECKLIST FOR CERTIFICATE OF COMPLETION/OCCUPANCY.....	25
Documents.....	25
Approval from Permitting Agencies.....	25
Approval from City of Palm Bay Departments.....	25
AS-BUILT SURVEY REQUIREMENTS	26
Paving & Grading / Drainage As-Built.....	26
Water & Sewer As-Built.....	27
Sewer.....	27
Water	28
Rates, Charges and Fees.....	32
Fire Department	32
Parks and Recreation Department.....	32
Business Regulations.....	32
Miscellaneous	32
Growth Management Department.	32
Utilities Department	32

SITE PERMITTING PROCEDURE

Pre-Application Meeting

The applicant, or their representative, attends a pre-application meeting with the City's reviewing staff. Meetings are held on Tuesdays @1:30 p.m. in the Growth Management Conference Room or Via Teams. Contact Ximena Escobar at 321-733-3042.

Pre-Application Meeting Submittal

- Pre-Application Meeting Application (apply online)
- Pre-Application Meeting Fee Payment
- Concept Plan

Site Plan Package Submittal

- Site plan review application (apply online).
- Site plan review fee payment.
- Site plan (including Landscape, Photometric and Architectural plans signed and sealed)
- Boundary and topographic surveys (signed and sealed) showing existing trees and referenced to NAVD88.
- Stormwater Calculations and Soils Report. (signed and sealed)
- Traffic Impact Study.
- Colorized Building elevations and a completed Materials Finishes Form showing compliance with the Palm Bay Architectural Style Ordinance, if applicable. See Section 185.134 and indicate which style the building is being designed to emulate.
- One (1) copy of the water/sewer Utilities Capacity Allocation Form.
- Letter of Authorization (Notarized)
- Address Assignment form completed and signed by Brevard County Address Assignment

The applicant incorporates staff comments from the pre-application meeting and submits the package online. **The site plans will not be routed for review unless all of the required information is submitted.** Failure to include the information required will delay review until it is submitted. The applicant / owner shall have 5 years from the site plan approval date to commence construction of all or any phase. An approved site plan may still be required to meet new requirements unless a building permit has been issued.

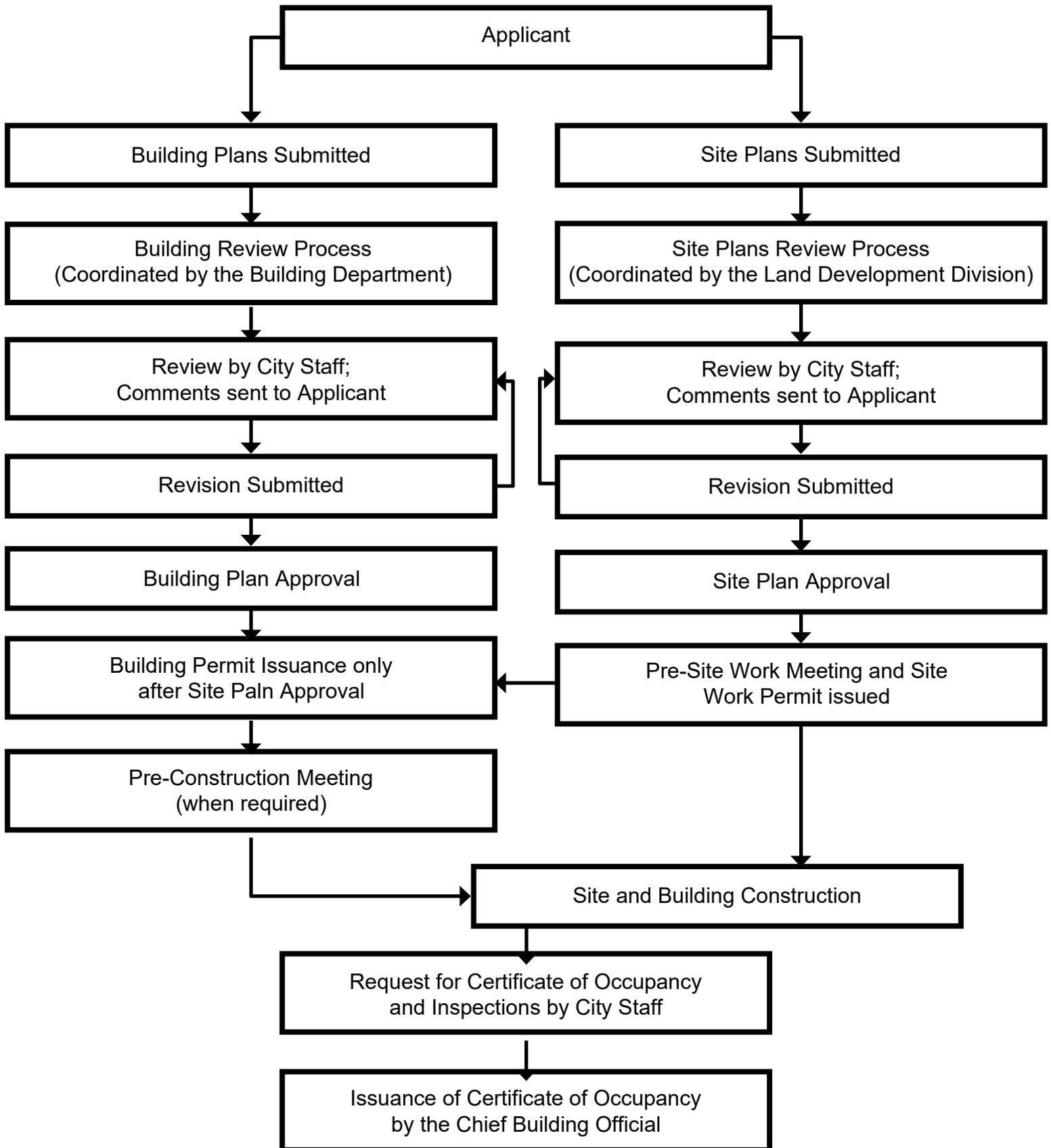
Should the review process stall for longer than 12 months, re-submittal may be required consistent with current regulations and fees.

The building plans may be submitted at the same time as the site plans. Addresses for the project are assigned by Brevard County Address Assignment upon site plan submittal.

Plan Review and Approval

- A. The Land Development, Fire, Utilities, Police and Public Works staff reviews the plans and returns comments to the Planning Specialist. Review process will follow Florida Statute 166.033 Development Permits and Orders.
- B. The Planning Specialist compiles all comments and emails them to the contact person listed on the site plan application, to the owner, and the engineer of record, if different from the contact person.
- C. The Engineer of record shall respond to each of staff's comments in the order in which the comments are provided.
- D. Revised site plans, landscape plans, or other information needed to satisfy the comments shall be submitted with the written responses in the same quantities as the number of reviewers.
- E. The site plan will be approved when all staff comments have been satisfied. For site plan approval, seven (7) sets of site plans will be required. (One (1) Final sets for each: Owner, Contractor, Engineer of Record, City Inspections, Public Works, Utilities, and Land Development Division).
- F. If design changes are required, the Engineer of record shall submit an itemized list of changes with the revised plan indicating all changes made during the last review process. All changes shall be clouded.

SITE AND BUILDING PERMITTING PROCEDURE CHART



STAFF REVIEW REQUIREMENTS

The following is a list of the basic items which each Department/Division checks. (All items may not be required) Questions about these items should be directed to the appropriate Divisions. The City's main telephone number is 321-952-3400.

LAND DEVELOPMENT DIVISION

Tel: 321-733-3042 Fax: 321-953-8920

Lisa Frazier, Growth Management Director: lisa.frazier@palmbayflorida.org

Althea Jefferson, Assistant Growth Management Director: althea.jefferson@palmbayflorida.org

Tania Ramos, Senior Planner: tania.ramos@palmbayflorida.org

Kimberly Haigler, GIS Planner: kimberly.haigler@palmbayflorida.org

Lori Damms, Planning Specialist: lori.damms@palmbayflorida.org

Brye Moyer, Planning Specialist: brye.moyer@palmbayflorida.org

- Zoning restrictions and setbacks;
- Landscaping requirements;
- Parking requirements/design;
- Tree removal/site work permits;
- Street naming;
- Architectural review;
- Easements, cross-access and shared use agreements, etc.;

BUILDING DEPARTMENT

Tel: 321-953-8924 Fax: 321-953-8925

Senior Plans Examiner: building@palmbayflorida.org

****Please Coordinate with Building Department for Building Permit Process****

- New construction review – building, structural, mechanical, electrical, plumbing and gas;
- Alter, enlarge, repair, move, demolish or change of use of existing building(s);
- Florida Energy compliance;
- Fire, Police and Parks impact fees;
- Manufactured building compliance – DCA approval and foundation; and
- Florida Accessibility compliance.

BUILDING DEPARTMENT

Tel: 321-953-8924 Fax: 321-953-8925

Building Services & Flood Plains Coordinator: floodzone@palmbayflorida.org

- Floodplain permits (FEMA)
- Finished floor elevations;

BUILDING DEPARTMENT

Tel: 321-953-8931 Fax: 321-953-8925

Fire Marshal: FDInspections@palmbayflorida.org

Building construction review - life safety, means of egress, fire rated assemblies; Fire flow calculations:

- A complete set of working plans on automatic fire sprinkler systems or fire suppression systems shall be submitted for approval prior to a building permit being issued.
- A complete set of working plans on fire alarm systems shall be submitted prior to a building permit being issued. This shall include system schematic type wiring. All devices and factory information sheets on all devices in the system shall be shown, etc.
- Fire hydrant requirements - number and location; and
- Equipment accessibility, driveway slopes and turning radii. (Reference to page 19 & 20)

PUBLIC WORKS DEPARTMENT

Tel: 321-952-3403 Fax: 321-768-6401

Email: PWDevelopmentReviewTeam@palmbayflorida.org

Frank Watanabe, P.E, City Engineer: frank.watanabe@palmbayflorida.org

Joe Hale, City Surveyor: joe.hale@palmbayflorida.org

Right-of-Way Use Permits: PW permitting@palmbayflorida.org

Driveway Permits and utility work related issues in the right-of-way:

PWpermitting@palmbayflorida.org

- Bike paths and sidewalk design standards and connections;
- Driveway permits, construction starts, utility connections and placements in the right-of-way, driveway and sidewalk permits and pre-pour inspections of these items;
- Right-of-way use permits, utility work, jack and bore, road cuts and median openings and cuts;

- Right-of-way use permits, utility work, jack and bore, road cuts and median openings and cuts;
- Right-of-way utility and infrastructure construction/restoration, and inspection
- Drainage and construction standards in City rights-of-way; and
- Maintenance of traffic (MOT) plans.
- Review of Performance and/or Maintenance Bonds
- Plat reviews legal description and closure
- Public improvement(s) dedications
- Traffic studies and mitigations
- Dewatering plans
- Survey reviews
- Erosion control; Environmental issues
- Stormwater Pollution Prevention Plan (SWPPP)
- Stormwater management design and drainage calculation reviews;
- Outside agency permits – FDOT, Republic Services, SJRW MD, MTW CD, etc.;
- Traffic control, striping and signage;
- Pavement design and construction details;
- Drainage and pavement inspections;
- Requirements for Shop drawings and testing logs and review of such documents;
- Conducts Pre-Site Work meetings;
- Calculation of transportation impact fee
- Traffic study requirements and review of such documents.

UTILITIES DEPARTMENT

Tel: 321-952-3410 Fax: 321-984-8082

Thomas Marinelli, Assistant Utilities Director: thomas.marinelli@palmbayflorida.org

Tim Roberts, Project Manager: tim.roberts@palmbayflorida.org

- Incorporation of applicable Utilities Department standard details into plan set;
- Location, size, and material type of existing, sewer and/or reclaimlines;
- Location, size, and material type of proposed water, sewer, reclaim lines, fire hydrants, and fitting and valves;

- Provide the inverts of all pipes entering and leaving manholes and lift stations. Identify invert direction (i.e. N, S, E, or W);
- Lift station diameter, top elevation, and bottom elevation;
- Lift station design calculations signed and sealed by a Registered Florida Professional Engineer;
- Provide the distance and grade of each pipe between manholes or lift stations; and provide location and detail of connection to existing system;
- Provide location of meter/backflow preventer and details;
- Provide location of any other proposed onsite or offsite water and /or sewer equipment or structures (i.e. lift stations, manholes, grease trap, oil/sand interceptors, etc.);
- Provide location of utility connections to facility;
- Submit shop drawing submittals and testing requirements submittals reviews;
- Provide Plan and Profile view of directional bores or jack and bores with elevations;
- Provide fixture count for proposed facility;
- Provide a completed Capacity Allocation form;
- Prior to site plan approval, the Utility Agreement will be drafted and submitted to the owner for review and acceptance.
- The payment of impact/connection fees and execution of the Utility Agreement must occur prior to acquisition of a Site Work Permit.

CITY STANDARD INFORMATION AND NOTES

ALLOWABLE SITE WORK

A Site Work Permit is required before any activity can commence on-site. Please submit online.

Clearing of trees, as defined in the City's Land Development Code, is not allowed without a Site Work Permit issued by the Land Development Division. No clearing of the site shall be done until the site has passed inspection by the Land Development Division. All locates must be completed prior to site work start. Construction entrance, Erosion Control (silt fence), tree protection and appropriate MOT signage (if applicable) shall be required prior to issuance of Site Work Permit. Any trees removed without permit may subject the owner to additional landscape requirements and/or Code Compliance action.

Grading and filling of the site is allowed only after the site plan has been approved, all outside agency permits have been submitted, and the Site Work Permit has been issued. No structural work of any kind is allowed without a building permit. The Building Department will not issue a building permit until the site plan has been approved. **A copy of the site plans approved by the City Shall be kept on-site at all times. Any work started/ or completed prior to an issued building permit, may result in additional fees.**

DRIVEWAY AND RIGHT-OF-WAY USE PERMITS

City of Palm Bay Driveway and Right-of-Way Use permits may be applied for at the Public Works Department at 1050 Malabar Road SW, Monday - Friday from 8:30 am to 5:00 pm. Requests for inspections must be called in to the project inspector. The driveway and right-of-way use permit fees are required prior to issuance of the permits. These permit applications are also available online at the City of Palm Bay's website. Driveway and right-of-way use permits are submitted and paid for during the site plan review/approval process, but the permits are issued during the pre-construction meeting, as they have specific construction deadlines and are the responsibility of the site contractor. <http://www.pbfl.org/ROW>

WATER AND SEWER SERVICE

Water and sewer service in Palm Bay is provided by the City of Palm Bay Utilities Department (PBUD). Confirmation from PBUD that all applicable fees have been paid and that service will be provided is required prior to issuance of the Building Permit, when such service is to be provided. Contact 321- 952-3410

STANDARD NOTES TO BE ADDED TO THE PLANS:

All disturbed areas shall have grass/vegetation established (80% germination) prior to the final inspection for a certificate of occupancy.

Notify Land Development Division to set up a pre-site work meeting. Notify Utilities Inspector of the Palm Bay Utilities Department at 321-952-3410, and Public Works Department at 952-3403, 72 hours prior to construction start with the correct information (names and phone numbers of contractor, sub-contractors). A sequence of work and coordination with City staff is required prior to the start of construction.

Pavement markings and signage at the driveway entrance and on-site are the perpetual maintenance responsibility of the owner and/or assigns.

Provide as-built information when requesting a certificate of occupancy and allow five (5) days for processing.

Testing of paved areas is required and shall be specified on the plans with a description of the improvements and the testing methods to be used.

Notify the City of Palm Bay Right-of-Way Use Services Division at 321-952-3403 a minimum of 72 hours prior to the start of any off-site construction activities in the public rights-of-way such as paving, placing of pipe, etc. These activities shall be performed only in the presence of a Palm Bay Public Works Department Inspector.

The contractor will notify Right-of-Way Use Services 72 hours prior to any off-site construction activities, including excavation work. The contractor will provide Right-of-Way Use Services with a copy of all test results from proposed improvements, all concrete tests and all density and compaction results from the project that are located in the Public Road ROW. All coordination for Right-of-Way Use Services can be accomplished using the following contact information: Public Works Department, Right-of-Way Use Services, 321-952-3403 or fax: 321-768-6401 or email: PWpermitting@palmbayflorida.org, or mail: Public Works Department/Right-of-Way Use Services, 1050 Malabar Road SW, Palm Bay, FL 32907.

SITE PLAN PREPARATION REQUIREMENTS

The following minimum information must be on the site plans:

- On each page of the site plans [including the Cover sheet] provide a 3"x 3" approval block [blank square] in the bottom right corner of each plan sheet, for city approval stamp and signature.
- North arrow, scale and vicinity map
- Legal description of the property and two (2) benchmarks referenced to NAVD88.
- Name, address, email, telephone number of the owner, architect/engineer and contractor (if chosen).
- Date of plans, date of revisions, and graphic revisions must be referenced and distinguished by "clouding", bold formation, or other means to 'call-out' the changes.
- General information such as name of project, use, zoning, flood zone, percentage of the pervious and impervious surfaces, etc.

Tabulation of the following as applicable:

- Gross acreage and square footage of the site and development, and the amount of disturbed area.
- Density, number of units, square footage of each unit.

- Floor area of each structure, floor area for each use, number of floors.
- Type of construction (wood frame, concrete block, non-combustible, etc.).
- Percent of site covered by structures, percent of site covered by all other impervious surfaces.
- Number of regular and handicap parking spaces required and provided, square footage of the parking areas, which is defined as all areas where any vehicle is permitted to maneuver. This includes driveways, drive aisles, parking stalls, back-out areas, loading zones, etc.
- Number of required and provided trees, shrubs and other landscaping materials with species names, number and sizes of plants/trees.
- Retention volume required and provided, detention volume required and provided, peak stage on pond cross section for 10yr-24hr storm event and the 25yr-24hr storm event, as applicable.
- Water fixture counts and Meter/Backflow size, based on the ERC calculation.

Graphic requirements. Show the following:

- Existing and proposed property, right-of-way and easement lines dimensioned.
- Existing, proposed and future (phased) buildings and accessory structures shall be dimensioned and labeled.
- Existing and proposed driveways, parking and loading areas, and sidewalks shall be dimensioned and labeled. Include adjacent roadways, driveways, sidewalks and bike paths.
- Existing and proposed fire hydrants and connections, size of water mains, and distance to and direction of nearest hydrants within 1,000 feet.
- Existing and proposed above-ground and under-ground utilities, on-site and adjacent to the subject property, shall be located and labeled.
- Pre-development and proposed elevations with reference datum (NAVD88) including finished floor elevations and the crown of any road that the site abuts. Benchmark shown as referenced on the required survey.

- Refuse container location(s) and a detail of the container enclosure. A signed approval letter for container location from Republic Services (on company letter head).
- Proposed and existing drainage facilities such as swales, ponds, outfall structures and off-site elevations.
- On-site and adjacent traffic signs and striping, parking striping and colors.
- Required shrubs, trees and other landscaping materials and any condition required of a Planned Unit Development (PUD) approval, Conditional Use Permit (CUP), or other special approval requirements (if applicable).
- Pre-versus post drainage patterns and flows.

BUILDING PLANS AND PERMIT APPLICATION

The building plans may be submitted for review concurrently with the site plans in order to save time. A building permit will not be issued until the site plans are approved, stamped and signed by the Site Plan Coordinator and applicable fees are paid.

****Please Coordinate with Building Department for Building Permit Process****

GENERAL INFORMATION REQUIRED:

- Legal description
- Contractor's name, address, telephone number and license number
- Owner's name, address and telephone number
- Architect's name, address, telephone number and license number
- Engineer's name, address, telephone number and license number
- Valuation of work, description of work, floor area, zoning and similar information
- Specific contractors, i.e. mechanical, electrical, plumbing, etc. must be named

DOCUMENTS REQUIRED:

- Three (3) complete sets of building plans, signed and sealed, including:
- Architectural plan, showing fire resistance and assembly;
- Mechanical plan;
- Plumbing plan;
- Electrical plan;

- Electrical calculations;
- Structural plan;
- General specifications;
- Identification of the Flood Zone(s), with a benchmark set to NAVD88
- One set of site plans showing location of the building(s);
- Letter of permission from property owner;
- Three (3) sets of Automatic Fire sprinkler plans and sprinkler calculations, signed and sealed if 50 sprinkler heads or more;
- Two (2) sets of signed and sealed energy calculations;
- Three (3) sets of fire alarm plans, calculations and specifications, signed and sealed if value is \$5,000 or more.

BUILDING DEPARTMENT REQUIREMENTS FOR A CERTIFICATE OF OCCUPANCY

The Building Department is responsible for issuing Certificates of Occupancy.

****Please Coordinate with Building Department for Building Permit Process.****

The following is a list of minimum requirements that may apply to the project;

- Four (4) sets of Final Survey;
- Letter of approval from the Engineer of Record;
- Letter requesting a Certificate of Occupancy;
- Collection agreement from Republic Services;
- Signed and sealed truss drawings;
- Certificate of compliance by licensed pest control company (termite);
- Concrete and compaction tests;
- Complete set of as-built plans of fire alarm and fire protection systems, i.e. standpipes, sprinklers;
- Copies of all required test results on Fire Alarm and Fire Protection System;
- Documentation on fire-rated window and door assemblies and any code-required fire-rated materials;
- As-built building drawings on CD or DVD PDF format, including Life Safety;
- Signed and sealed threshold building affidavit; and

- Re-inspection and revision fees

CITY DIVISION / DEPARTMENT APPROVALS

- Land Development
- Building
- Utilities
- Public Works
- Fire
- Police

AGENCY APPROVALS

- Brevard County Environmental Health - sewage disposal, food handling;
- Florida Dept. of Transportation - driveway, right-of-way use and drainage connection;
- Brevard County Public Works Dept. - driveway, stormwater discharge;
- Melbourne-Tillman Water Control District - stormwater discharge;
- Florida Dept. of Environmental Protection - water and sewer;
- St. Johns River Water Management District - stormwater discharge, wetlands issues;
- U.S. Army Corps of Engineers - wetlands issues;
- Brevard County - impact fees (solid Republic Services , corrections, EMS).

DIRECTORY OF AGENCIES - BREVARD COUNTY AGENCIES

DEPARTMENT OF ENVIRONMENTAL HEALTH SERVICES

2725 Judge Fran Jamieson Way, Building A, Viera, FL 32940-6682

Sewage Disposal Permits, Tel. 321-633-2100

PUBLIC WORKS DEPARTMENT

2725 Judge Fran Jamieson Way, Viera, FL 32940

Driveway Permits – Christine Verrett, Tel. 321-637-5437

Stormwater Permits – John Royal, Tel. 321-633-2014

E-911 ADMINISTRATION (Address Assignment)

2725 Judge Fran Jamieson Way, Bldg. A Viera, FL 32940

Approval of New Street Names - Regina Mahaney,

321-690-6846

PLANNING & DEVELOPMENT DEPARTMENT

2725 Judge Fran Jamieson Way Building A Viera, FL 32940

Brevard County Impact Fees – Tel. 321-633-2070

STATE AGENCIES

FLORIDA DEPARTMENT OF TRANSPORTATION

555 Camp Road, Cocoa, FL 32927
321-636-4889

Florida Department of Transportation, 850-414-4050 Maps and Publications, email: co-mapsandpubs@dot.state.fl.us

DEPARTMENT OF ENVIRONMENTAL PROTECTION

2600 Blair Stone Road, Mail Station
2500 Tallahassee, FL, 32399

NPDES Stormwater Permitting, 850-245-7522

ST. JOHNS RIVER WATER MANAGEMENT DISTRICT

525 Community College Parkway SE, Palm Bay, FL 32909

Tel 321-984-4940 Fax: 321-722-5357

Stormwater Permits

FLORIDA FISH AND WILDLIFE CONSERVATION

Commission, Northeast Region, 1239 S. W. 10th Street, Ocala, FL 34474-2797

Gopher Tortoise Permits, 352-732-1225

MELBOURNE-TILLMAN WATER CONTROL DISTRICT

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

Drainage Discharge Connection Permits

FEDERAL AGENCIES

U.S. FISH AND WILDLIFE SERVICE Jacksonville Field Office

6620 South Pointe Drive South, Suite #310, Jacksonville, FL 32216

Tel. 904-232-2580, Fax: 904-232-2404

U.S. POSTAL SERVICE www.usps.com

Tel. 1-800-275-8777 U.S.

ARMY CORPS OF ENGINEERS

701 San Marco Boulevard Jacksonville, FL 32207

Tel. (800) 291-9405

ADJACENT MUNICIPALITIES

TOWN OF MALABAR, Tel 321-727-7764, www.malabartown.org

CITY OF MELBOURNE, Tel 321-727-2900, www.melbourneflorida.org

TOWN OF GRANT-VALKARIA, Tel 321-951-1380, www.GrantValkaria.org; or
Info@GrantValkaria.org WEST MELBOURNE, Tel 321-727-7700

www.westmelbourne.org/index.aspx?nid=60

BREVARD COUNTY, Tel 321-633-2069 www.brevardfl.gov

OTHER AGENCIES

FLORIDA POWER AND LIGHT COMPANY 1-800-375-2434, www.fpl.com

AT&T Tel. 1-866-505-1765 <https://www.att.com/esupport/>

BURIED CABLE INFORMATION, 1-800-432-4770 FLORIDA CITY GAS COMPANY
Tel. 321-639-7071 or 1-888-352-5325 <https://www.floridacitygas.com/contact-us>

REPUBLIC SERVICES

751 NW 31th AVENUE, LAUDERHILL, FL 33311

TEL. 954-626-2160 <https://www.Republicservices.com> or

CONTACT: WILLIMA CONRAD Wconrad@republicservicescom

TEL. 813-846-4577(Franchise-holder for trash pickup for all of the City of Palm Bay)

SPECTRUM Tel. 1-855-222-0102 <https://www.spectrum.com/customer-support.html>

COAST GAS

Tel. (772) 464-1800 or (800) 282-7346

REQUIRED SITE PLAN INFORMATION

- On each page of the site plans [including the Cover sheet] provide a 3"x 3" approval block [blank square] in the bottom right corner of each plan sheet, for city approval stamp and signature.
- North Arrow
- 24" x 36" Plan Sheets
- Scale (Min. 1" = 50')
- Datum Ref. NGVD 1929 Benchmark, if NAV88 benchmark is used a conversion on the plans will be required
- General Statement
- Legal Description
- Contours in 1' intervals
- Boundary & Topographic info. Including 20' outside the property lines to determine historical drainage
- Name, Address, & Telephone numbers of Owner, Architect/Engineer, & Contractors
- Date plan was drawn & any subsequent revisions

Tabulations Of The Following

- Gross Site Area
- Number of Proposed Units
- Floor Area/ Each Unit Type
- Percent of Site Covered by Structure
- Percent of Site Covered by other Impervious Surfaces
- Total Percentage of Site Covered by Impervious Surfaces
- Total Percentage of Site Covered by Pervious Surfaces
- Amount of Required Parking & Proposed Parking
- Amount of Handicapped Spaces
- Type of Construction
- Number of Floors
- Max height allowed and proposed
- Current Zoning and Land Use of the parcel and surrounding parcels

Locate And Dimension

- Property Line
- Right-of-Way line
- Existing & Proposed Structures
- Existing Easements
- Plat Information
- Street Names
- Distances Between Structures
- Existing & Proposed Utilities
- Parking Spaces
- Proposed & Existing Drainage
- Setbacks
- Loading Areas (14' x 45') (185.141)
- Location of Dumpster
- Proposed Finished Floor Elev. 18"/12"
- Property Line Setbacks

Tree Survey & Landscaping (180.00 & 185.142)

- Existing Trees
- Proposed Trees to be Saved
- Proposed Trees to be Removed
- Table showing breakdown of types of trees being removed & DBH of each type
- Types of trees being proposed with symbols associated
- Calculation & breakdown of exceptional specimen trees to be removed
- Proposed Irrigation Plan
- Proposed well

Photometric Plan (185.143)

- Location of Fixtures
- Lumens falling to 0 at property lines
- Types of Fixtures

Utilities

- Water Main Tapping
- Well
- Sewer
- Bike Path
- Provide Onsite & Offsite Sidewalk Connection
- Traffic Flow & Traffic Control Devices
- Sight Distance
- Curbs
- Internal Radius Adjacent To Roadway
- Access Management
- Aisle Widths
- Size Of Parking Stalls
- Handicap Parking Locations
- Parking Spaces & Striping
- Stop Bars
- Stop Signs
- Mitered Parking Stall
- Buffer From Headlights
- Trip Generation Analysis
- Traffic Impact Analysis

Stormwater Calculations & Basin Map

- Existing Drainage Condition
- Impervious Area

- Drainage Area
- Method Of Calculations
- Pre/Post Assumptions
- Min Required Retention Vol.
- Provided Retention Volume
- Min. Required Detention Vol.
- Provided Detention Vol.
- Staging
- Basin Map (Topo Map With Drainage Areas Outlined For Pre And Post Condition).
- Define Slopes.

Retention/Detention Area

- Freeboard
- Control Structure
- Slopes
- Grades
- High Water Storage Elevation
- Discharge Elevation
- Wet Season Water
- Elevations

Drainage

- Offsite Effects
- Swale Grades
- Overflow Direction
- Pipe Size
- Inverts Of Culverts
- End Walls
- Roof Drainage

Applicable Standard Details

- Commercial Driveway Detail
- Stop Sign Detail
- FDOT #272 Mitered End Sect.
- Curb & Gutter Detail
- Fence Enclosure Details
- FDOT #280 Filter Fabric Detail
- Handicap Sign & Parking Detail
- Handicap Ramp Detail
- FDOT #106 Temp Entrance
- Sidewalk Cross Section
- Swale & Pond Cross Section
- Driveway Entrance Cross Section
- Auto turn Detail

CHECKLIST FOR CERTIFICATE OF COMPLETION/OCCUPANCY

****Please Coordinate with Building Department for Building Permit Process****

Documents

- A signed and sealed Engineer-of-Record Certification Letter.
- Two (2) copies of each test result onsite and offsite (densities, compaction, concrete cylinder test and asphalt, etc.)
- Four (4) sets of as-built survey and two (2) CD copy of as-built in PDF or AutoCAD to be submitted at least five (5) working days prior to the request of Certificate of Completion (see as-built survey requirements on pg. 20).
- A copy of Floodplain Permit Closeout and Elevation Certificate or certified letter from the Surveyor of Record stating that no structures are in the SFHA. Contact (321)953-8924 (if applicable).
- A copy of the Hold Harmless / Maintenance Agreement for work in the right-of-way (if applicable).
- A copy of the Declaration of Covenants & Restrictions recorded with Brevard County Clerk of Court (if applicable).

Approval from Permitting Agencies

- A copy of certification letter from St. Johns River Water Management District (SJRWMD).
- A copy of certification approval from Florida Department of Environmental Protection (FDEP).
- A copy of close-out approval letter from Melbourne -Tillman Water Control District (MTWCD).
- A copy of close-out approval for right-of-way, driveway and drainage connection from the State of Florida or Brevard County (if applicable).

Approval from City of Palm Bay Departments

- Land Development Division
- Public Works Department

- Utilities Department
- Fire Prevention Division
- Building Department
- Police Department

AS-BUILT SURVEY REQUIREMENTS

Paving & Grading / Drainage As-Built

(See Figure I on pg. 20)

1. **Site Perimeter:** Provide sufficient elevation measurements to show flow patterns; “as-built” topography; and property line boundaries and easements.
2. **Parking and Driveway Area:** Provide sufficient elevations to show drainage flow patterns; all sign and pavement markings; setbacks to curb or pavement; traffic signage locations; paving tapers and transition stationing and widths; stop sign, stop bars, crosswalks, handicap parking marking and signs; top of sidewalk elevations and slope for on-site or off-site sidewalk(s) outside right-of-way; and the station and installation verification of all survey monuments.
3. **Right-of-way Swale/Drainage:** Provide all culvert inverts; swale flow line grades along property frontage; location of right-of-way and easements lines, elevations; location, length and size of all pipes; and all utility lines and conduits built or located in the right-of-way.
4. **Elevations:** Provide finished floor elevations of all buildings, as well as the crown of road elevation and elevations of all abutting roadways; finished grade elevations for all lots; corner lot grade elevations and spot elevations as needed; all gutters and pavement grade break elevations, concrete gutter elevations, grade breaks, aprons, catch basins, and turn lanes; station and curb flow line elevations of catch basins and spillways; and storm sewer manhole rim elevations.
5. **Swales:** Provide beginning and end bottom elevations and highs along the flow line; top of bank and toe of slope elevations and lows along top of bank; and distances between elevation spots and percent swale slopes.
6. **Retention Ponds:** Provide all top of bank elevations, toe of slope, slope breaks and slopes; bottom elevations necessary to compute storage; and show distance between elevation spots.
7. **Under drain:** Provide all inverts, inlet grates and bottom elevations and sizes.
8. **Outfall:** Provide all pipe inverts, weir box elevations and dimensions; weir elevations and dimensions, etc.

9. **Retaining Walls:** Provide top of wall elevations, toe of wall elevations, and all dimensions of retaining walls and footers.

For more detailed information on paving and grading as-built and other requirements, contact: Public Works Department Office (321) 952-3403

Email: PWpermitting@palmbayflorida.org

Water & Sewer As-Built

Following are the minimum requirements only. For more detailed information,

Contact: Pete Carr

Utilities Inspector Phone: 321-288-6797

Email: peter.carr@palmbayflorida.org

Prove all bore logs from Directional Bores or Jack-and-Bores.

Each sheet must be labeled “As-Built” in the bottom right-hand corner and include the following items:

- Station numbers with offsets
- Dimension Measurements
- Lot Numbers
- Street Names
- Scale
- Location, elevation, and datum of the benchmark used
- Easements as shown on approved plans
- Coordinates on utility mains will be required at all dead-ends, pipe size changes, points of connection to the existing system, valves, and changes in direction
- Pipe material and diameter
- Pipe abandoned in place shall be labeled “Abandoned”

Sewer:

Stations for all lift stations, manholes, cleanouts, services, air relief valves, and laterals (plan and profile)

The inverts of all pipes entering and leaving manholes and lift stations; must designate invert direction, i.e. N, S, E, or W.

Lift station diameter, top elevation, and bottom elevation

Provide the distance and grade of each pipe between manholes or lift stations (plan and profile)

Manhole rim elevation (after paving is complete)

Cleanout diameter

Sewer main line, manhole, and lateral offset dimensions

Grease traps and oil/sand interceptor

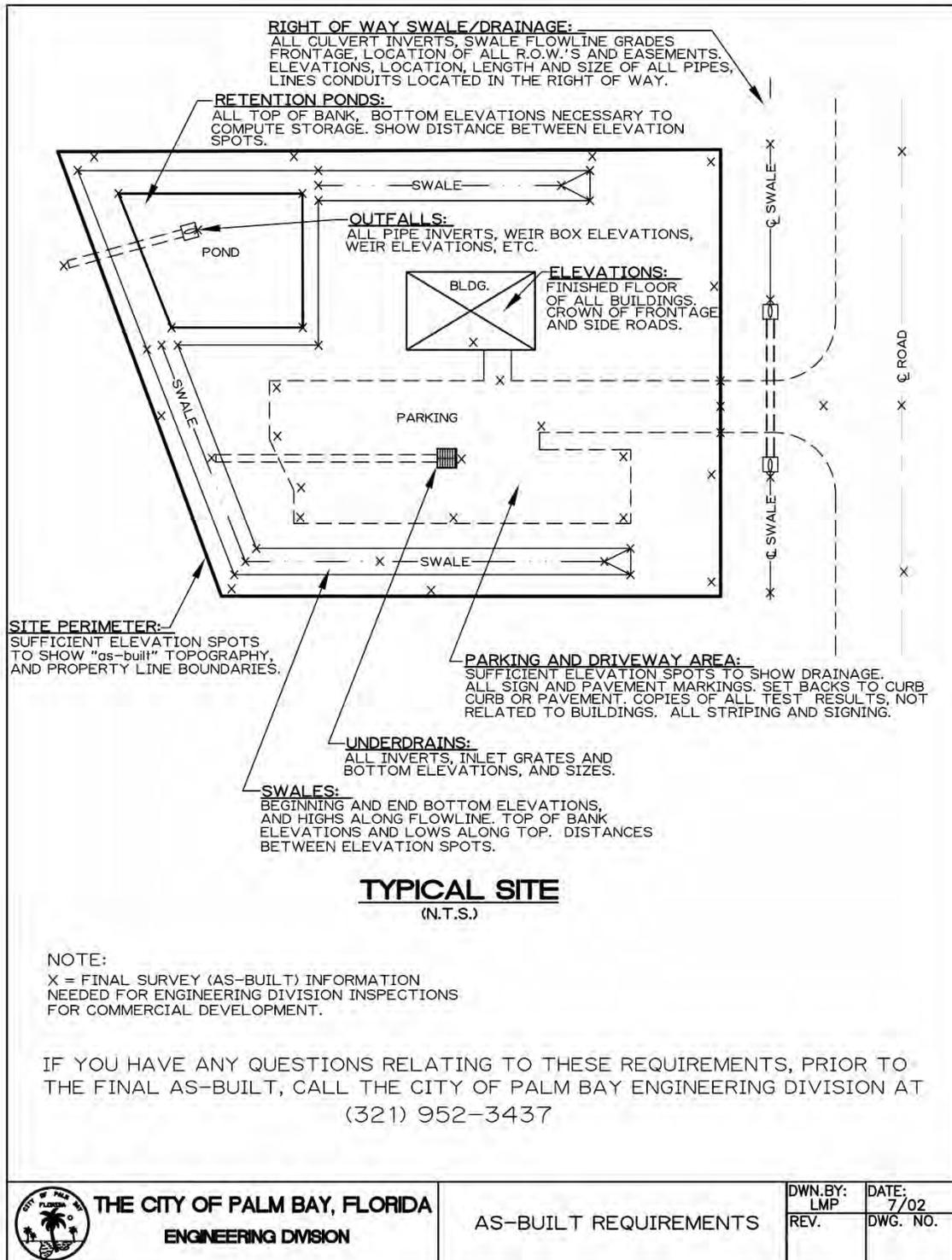
Water

Stations of all water services

Station and monument line offset dimension for all fire hydrants, bends, tees, valves, meters and backflow prevention assemblies

Fire Hydrant size and direction to open

Valve type, diameter, and direction to open



Rates, Charges and Fees

Pursuant to the City of Palm Bay Code of Ordinances, below are rates, charges, and fees, for Fiscal Year, which are established by resolution or ordinance. The fees are adopted annually by the City Council. Click on a specific chapter or link below to view the fees implemented.

<http://www.pbfl.org/fees>

Fire Department

Chapter 33 - Fire Department

Parks and Recreation Department

Chapter 36 - Parks and Recreation

Business Regulations

Chapter 116 - Wrecker Service

Chapter 117 - Alarm Systems and Miscellaneous Police Department Fees

Miscellaneous

Chapter 99 - Maintenance of Abandoned Foreclosing Residential Properties

Chapter 118 - Liens Levied Against Private Property

Chapter 150 - Solid Waste Management

Chapter 172 - Environmental Fees

Chapter 174 - Floodplain and Stormwater Management (Stormwater Utility) Additional Miscellaneous Fees and Charges

Growth Management Department

Chapter 170 - Construction Codes and Regulations

Chapter 171 - Fair Share Impact Fees

Park, Police and Fire Impact Fee

Transportation Facilities Impact Fee

Water and Wastewater Impact Fees

Chapter 174 - Floodplain and Stormwater Management

Chapter 178 - Signs

Chapter 179 - Streets and Other Rights-of-Way

Chapter 180 - Trees and Shrubbery Landscaping

Chapter 184 - Subdivisions

Chapter 185 - Zoning Code

Utilities Department

Chapter 200 - Utilities Code

Chapter 201 - Sewer Use

Chapter 202 - Reclaimed Water