

CITY OF PALM BAY PRE-SITWORK MEETING REQUEST AND CHECKLIST



Project Name	
Site Location	
Meeting Requester Contact Information	

All Pre-Sitework Meetings will be held Monday's at 2PM and 3PM. Once all documents below have been confirmed as received by the PW department, an invitation will be sent to the Requester and all parties included in the 'Required Contacts' Form. Please ensure all items listed below with this completed checklist have been uploaded to the iMS Portal under Pre-sitework Meeting Request. (A meeting will not be scheduled without all applicable documents and this complete checklist uploaded.)

Enclsd or Date Sub	N/A	Item Required	Comments
		Final Approved Plans signed by City Engineer	
		Completed 'Required Contacts' Form	
		Stormwater Pollution Prevention Plan (SWPPP) (preliminary for discussion)	
		Dewatering Plan (preliminary for discussion)	
		Maintenance of Traffic – signed and sealed (preliminary for discussion)	
		Executed /Draft City Utilities Agreement	
		Executed/ Draft Agreements - i.e. Developer Agreement or Draft Easement(s)	
		Right of Way Permit Application	
		Driveway Permit Application	
		Melbourne-Tillman Water Control District Permit (including notice of commencement)	
		St John's River Water Management District Permit (including notice of commencement)	
		NPDES CGP and Dewatering permit (including NOI)	
		Agency Having Jurisdiction for ROW and Driveway Permit if external (Brevard County/FDOT)	
		FFWCC permit	



Enclsd or Date Sub	N/A	Item Required	Comments
		Other Neighboring Jurisdictions if applicable; (W. Melbourne)	
		State or Federal Environmental Agencies Having Jurisdiction, i.e. FDEP, USACE, EPA, FWS, OSHA	
		On-Site Engineering Inspection Fees	
		Off-Site Engineering Inspection Fees	
		ROW Permit Fees	
		Driveway Permit Fees	
		Other Review Fees	
		Traffic Impact Fees	

NOTES

Please apply to Community and Economic Development Department for your Business Tax Receipt if not already completed. See the City's website Business Tax Receipts for information and applications. Certificate of Occupancy may not be granted until this application has been received.