



VOLUSIA COUNTY STAND-ALONE ENVIRONMENTAL PERMIT APPLICATION

NON-REFUNDABLE APPLICATION FEES DUE AT TIME OF SUBMITTAL

AP# _____ PMT# _____ ONLY TYPED OR PRINTED APPLICATIONS WILL BE ACCEPTED (NO PENCIL)

(02) Property Information

Tax Parcel Number _____ - _____ - _____
Owner's Name _____ E-Mail Address _____
Mailing Address _____ Day Phone Number () _____ - _____
City _____ Zip _____ Fax Number () _____ - _____
Street Address of Project _____

NUMBER DIR STREET NAME TYPE SUITE
City _____ County _____ Zip _____

(03) Type of Work Being Performed (Check one)

____ Stand-alone Tree Clearing ____ Stand-alone Wetland Alteration ____ Stand-alone Oak Hill Class II Compliance

(05) Agent/Contractor (Check one) _____ Agent _____ Contractor (License # _____)

Company Name _____ Agent/Contractor Name _____
Mailing Address _____ Office Phone Number () _____ - _____
City _____ Zip _____ Mobile Phone Number () _____ - _____
E-Mail Address for business use _____ Fax Number () _____ - _____

The undersigned hereby affirms:

- 1. Application is hereby made to obtain a permit to do the work and installations as indicated. I verify or affirm that all work will be done in compliance with all applicable construction, zoning, and environmental regulations.
- 2. I verify that no work or installation has commenced prior to issuance of this permit. If work has already commenced, I have checked in the following space. _____
- 3. I have the authority to allow and hereby agree to allow County personnel to enter upon this property to inspect development permitted from this application.
- 4. Contact Environmental Management at (386-736-5927) prior to commencing ANY land clearing or wetland or wetland buffer activities. FAILURE WILL RESULT in a STOP WORK ORDER and a LATE FEE.
- 5. I will read and agree to all of the permit conditions.

***** I hereby certify that all information contained in this document is true and correct. *****

_____, Date _____
Owner's Signature (Required, unless submitted by a licensed building contractor)
STATE OF FLORIDA
COUNTY OF _____
Affirmed and subscribed before me this _____ day of _____
by _____,
who is personally known to me or who has produced _____
(Type of ID)

_____, Date _____
Agent/Contractor's Signature (If applicable)
STATE OF FLORIDA
COUNTY OF _____
Affirmed and subscribed before me this _____ day of _____
by _____,
who is personally known to me or who has produced _____
(Type of ID)

Signature of Notary Public State of Florida

Signature of Notary Public State of Florida

Print, Type or Stamp Name of Notary
Notarial Seal

Print, Type or Stamp Name of Notary
Notarial Seal

SEE REVERSE FOR ADDITIONAL INFORMATION (must be provided to process application)

REQUIRED SUBMISSIONS

****No lined or graph paper will be accepted. No pencil drawings will be accepted.****

****These documents shall be legible.****

FOR ALL STAND-ALONE ENVIRONMENTAL PERMITS

- One (1) boundary survey, not more than five (5) years old
- Three (3) site plans, to surveyor's scale, showing shape and dimensions of parcel, any existing structures, size and location of proposed alteration(s), location of existing roads, platted rights-of-way, easements, water bodies, watercourses, wetlands, buffers, street name, property address, and any other information deemed necessary or appropriate by the Environmental Management Official

(11) Tree Clearing

Lot Size _____ sq. ft. Frontage _____ ft. Depth _____ ft.

- Three (3) site plans, to surveyor's scale, showing trees to be removed, tree barricades, and replacement trees
- Do NOT clear until Environmental Management has inspected and approved tree barricades and has issued permit

(3W) Wetland Alteration

Proposed Wetland Impacts _____ sq. ft.

Proposed Wetland Buffer Impacts _____ sq. ft.

- Site plan, to surveyor's scale, showing location of wetland and/or buffer boundaries and proposed impacts to wetlands and/or buffers on site
- Set of construction plans, to surveyors' scale, showing details of the proposed alterations (if appropriate)
- Detailed written description of any proposed activity within wetlands and/or buffers
- Detailed mitigation plan to offset proposed wetland and/or buffer impacts
- Copy of proposed conservation easement documents (if required)
- Copy of all other federal, state, and regional permits and/or applications and conditions issued for proposed project

(29) Oak Hill Class II Compliance

Size of Lot _____ sq. ft.

Size of Proposed Improvements _____ sq. ft.

Amount of Stormwater Retention Required _____ sq. ft.

Amount of Native Vegetation Required _____ sq. ft.

Cleared prior to 1987? _____ No _____ Yes (if yes, must provide documentation)

- Completed Storm Water Retention Permit Application (Obtained from the County Zoning Office)
- Three (3) copies of stormwater and natural vegetation plan, to surveyor's scale, showing required square footage of each type of retention, proposed location(s) for retention, directional flow of stormwater, and location of downspouts and guttering. Stormwater **MUST** be directed to retention area(s) and plan **MUST** be functional.
- If any native vegetation is to be planted, a detailed planting plan is required, including the quantity, species, and location of all plants to be used within the natural vegetation areas. The planting plan must be submitted to and approved by Environmental Management *at least thirty (30) days prior to calling for final inspection*. If the duration of the project will be less than 30 days, the planting plan must be submitted with this stand-alone environmental permit application.

**** This may not be a complete list of everything necessary to submit for this permit. ****

Directions to Property (Physical Location)

**INFORMATION NEEDED FOR RESIDENTIAL
STAND-ALONE WETLAND ALTERATION PERMITS**

For lots located within:

- Unincorporated Volusia County
- The following cities: Daytona Beach Shores, Holly Hill, Oak Hill, Pierson, or South Daytona
- Note: Stand-alone wetland permits will not be issued within the Class II overlay zone

Information on Stand-Alone application:

- Section (02) – Fill out completely, including street name and number (if unknown, get that information from Mapping Division first)
- Section (03) – Check Stand-Alone Wetland Alteration
- Section (05) – Fill out, if applicable
- Signature(s)
 - Owner must sign application, unless submitted by a licensed building contractor
 - If owner's name is not shown in Property Appraiser system and/or if property has transferred within the last six (6) months, applicant must provide a copy of the recorded warranty deed
 - Agent/contractor is not required to be licensed
 - Signature(s) must be notarized
- Section (3W) [on back of application] – Fill in proposed amount of wetland and/or buffer impact

Information with application:

- See back of application for complete list of required submissions
- Boundary survey
 - No more than five (5) years old
 - Is not required to be signed and sealed
 - Any copies must be to scale
- Site plan showing location of wetlands, buffers, and proposed impacts
- Detailed diagram and written description of proposed impacts
- Mitigation plan to offset proposed impacts
- Copy of proposed conservation easement documents, if applicable
- Copy of all other federal, state, and regional permits and/or applications for the proposed project
- Application fee of \$57 (the application fee is a portion of the \$227 wetland permit fee)
- Corporate business check, cashier's check, or money order payable to County of Volusia

Additional processing information:

- Application form is available online at <http://volusia.org/permitcenter>
- Submit to: Permit Center, 123 W. Indiana Ave., Room 203, DeLand, FL 32720
- Property Locator Placard should be posted on site as soon as possible
- Remainder of the permit fee and any mitigation fees are paid prior to permit issuance
- If there are questions, please contact Environmental Permitting at (386) 736-5927

INFORMATION NEEDED FOR RESIDENTIAL STAND-ALONE TREE CLEARING PERMITS

For lots located within:

- Unincorporated Volusia County
- Note: Stand-alone tree permits will not be issued within the Class II overlay zone

Information on Stand-Alone application:

- Section (02) – Fill out completely, including street name and number (if unknown, get that information from Mapping Division first)
- Section (03) – Check Stand-Alone Tree Clearing
- Section (05) – Fill out, if applicable
- Signature(s)
 - Owner must sign application, unless submitted by a licensed building contractor
 - If owner's name is not shown in Property Appraiser system and/or if property has transferred within the last six (6) months, applicant must provide a copy of the recorded warranty deed
 - Agent/contractor is not required to be licensed
 - Signature(s) must be notarized
- Section (11) [on back of application] – Fill in lot size and dimensions

Information with application:

- See back of application for complete list of required submissions
- Boundary survey
 - No more than five (5) years old
 - Is not required to be signed and sealed
 - Any copies must be to scale
- Three (3) scaled site plans showing zoning setbacks, areas to be cleared, and location of tree barricades to be installed on site
- Application fee of \$57
- Corporate business check, cashier's check, or money order payable to County of Volusia

Additional processing information:

- Application form is available online at <http://volusia.org/permitcenter>
- Submit to: Permit Center, 123 W. Indiana Ave., Room 203, DeLand, FL 32720
- Property Locator Placard should be posted on site as soon as possible
- Applicant is responsible for marking lot corners, and ensuring that corner markers are intervisible, before the initial tree inspection can be performed
- Tree barricades must be installed around the drip lines of all trees to be protected on site and must be inspected and approved by Environmental Permitting staff before a permit will be issued
- Tree permits will be issued in the office (in the field by request only)
- If there are questions, please contact Environmental Permitting at (386) 736-5927