

## **Charlotte County Excavation Application Group I Submittal Requirements & Application Processes**

### **Submittal Requirements**

Submit one (1) copy of the tabbed binder (see Application section below); three (3) copies of the Excavation and Reclamation Plans - if these are larger than 11" x 17" then include an additional copy sized 11" x 17"; and one (1) electronic disc that includes all submitted information.

If delivering by hand, please obtain a payment receipt from Room 105, Building B. If sending by mail, include a check and staff will deposit it; a receipt will be placed in the main file and you may request a copy at any time. Payment is to be made out to **CCBCC** for **\$2,400**. An Amendment to this application is **\$500**.

### **Application**

The Application includes the application form and all other information required by the Sufficiency Checklist. Please submit the information required for the Application in a tabbed binder, except for the Excavation and Reclamation Plans which may be attached separately. Please place the items in the binder in the order they are presented in the Sufficiency Checklist. The Sufficiency Checklist indicates the appropriate tab numbers in the far left column. Number all pages in logical, sequential order. Indicate the page number on the Sufficiency Checklist.

*For the Plans:*

- The Reclamation Plan(s) may be included as a page or pages within the Excavation Plans;
- Each page of the Plan(s) must contain a north arrow, date, an appropriately sized scale, and be signed and sealed by a professional engineer;
- Include the words "Hours of operation are from 7 a.m. to 6 p.m. Mon-Fri; 7 a.m. to Noon on Saturday" on the Excavation Plans.

### **Permitting Processes**

**Applicant submits an application to the Building and Growth Management Department, Room 205, Building B, Murdock Administration Center.** This application does not go to the Hearing Examiner, approval or denial is issued by the Excavation Administrator.

Staff has 5 working days from submittal of the application to review it for completeness. If the application is not complete, the applicant will be sent a written notice detailing the requirements for completeness. Once all information is received for completeness, the application will be reviewed for sufficiency.

The Excavation Administrator shall proceed with review and determine sufficiency within 27 days of the application being deemed complete. If the application is determined to be insufficient, the applicant will be sent a written notice detailing the requirements for sufficiency. The applicant may supplement the application and work with the Excavation Administrator to correct deficiencies. Once all information is received and reviewed, the Excavation Administrator shall prepare a master report and the applicant will be notified of the administrator's decision to approve or disapprove the application.

If approved, the permit shall be issued upon satisfaction of any approval requirements. If denied, the applicant may work with the Excavation Administrator to correct any deficiencies.

If the application is not approved within one year of the submittal date, it shall be considered null and void unless an extension is granted because of delays that occurred through no fault of the applicant.

## Charlotte County Excavation Application Group I SUFFICIENCY CHECK LIST

|  |
|--|
| <b>Office Use Only</b>                       |
| Excavation File # _____ Date Submitted _____ |
| Date Deemed Complete _____                   |

| Tab #                                       | Binder Item  | Included ?<br>(check) | Page # | *If not included, why not? | Office Use Only |
|---|--|-----------------------|--------|----------------------------|-----------------|
| <b>Place in front of 1<sup>st</sup> tab</b> | <b>Complete application form</b>   |                       |        |                            |                 |
|   | <b>Sufficiency Check List</b>  |                       |        |                            |                 |
|   | <b>Check (Application Fee)</b>   |                       |        |                            |                 |
| <b>1</b>                                    | <b>Affidavits (Forms A, B, and C as applicable)</b>  |                       |        |                            |                 |
| <b>2</b>                                    | <b>Deed or other Proof of Ownership</b>  |                       |        |                            |                 |
| <b>3</b>                                    | <b>Location Map</b>  |                       |        |                            |                 |
| <b>4</b>                                    | <b>Project Narrative</b> , including but not limited to:   |                       |        |                            |                 |
|   | Description of all activity that will take place on-site   |                       |        |                            |                 |
|   | Type of ownership  |                       |        |                            |                 |
|   | Proposed legal measures to provide for perpetual maintenance of the excavation including any common or dedicated open space, improvements, easements, dedications and reservations |                       |        |                            |                 |
|   | Variance request(s)  |                       |        |                            |                 |
|   | DRI Development Order compliance statement   |                       |        |                            |                 |
| <b>5</b>                                    | <b>Excavation Narrative</b> , include any information that supplements drawn excavation plans, such as:  |                       |        |                            |                 |
|   | Excavation schedule  |                       |        |                            |                 |
|   | If within ½ mile of residential structures, discuss the effects that the excavation could have on the health, safety and welfare of those residents (Quality of Life)              |                       |        |                            |                 |
|   | Dust control and suppression methods   |                       |        |                            |                 |
|   | Erosion control methods  |                       |        |                            |                 |
|   | Proposed method of dewatering and use of settling ponds, to supplement drawn plans   |                       |        |                            |                 |
|   | Haul route location and method of mitigating impacts (if necessary)  |                       |        |                            |                 |

| Tab #     | Binder Item  | Included ?<br>(check) | Page # | *If not included, why not? | Office Use Only |
|-----------|--|-----------------------|--------|----------------------------|-----------------|
|           | Provide a description as to how the mine perimeter will be secured (i.e. berms, fencing, etc).   |                       |        |                            |                 |
|           | Other items, please list   |                       |        |                            |                 |
|           |  |                       |        |                            |                 |
|           |  |                       |        |                            |                 |
| <b>6</b>  | <b>Reclamation Narrative</b> - reclamation schedule and plan narrative to supplement drawn plans   |                       |        |                            |                 |
|           | Littoral Area Calculation Worksheet or own document with same information  |                       |        |                            |                 |
| <b>7</b>  | <b>Environmental surveys</b>   |                       |        |                            |                 |
|           | Listed Species Survey (no older than one year) and FLUCCS Map  |                       |        |                            |                 |
|           | Describe any projected contaminants, hazardous materials, tailings or other by-products, including naturally occurring elements                          |                       |        |                            |                 |
| <b>8</b>  | <b>Legal description and boundary survey of the project site (including total acreage) - stamped, sealed &amp; signed</b>                                |                       |        |                            |                 |
| <b>9</b>  | <b>Haul Route Narrative, to include:</b>   |                       |        |                            |                 |
|           | Current condition of roads i.e. paved, width etc.  |                       |        |                            |                 |
|           | Description of trucks to be used; weight of trucks, number of axles, anticipated payloads of trucks  |                       |        |                            |                 |
|           | Description of adverse impacts haul route could have, i.e. noise, dust, etc. and proposed mitigation and traffic safety measures                         |                       |        |                            |                 |
| <b>10</b> | <b>Soil Boring Report</b> if excavation will be greater than 12 feet in depth<br>1 boring per 10 acres, with a minimum of two per excavation application |                       |        |                            |                 |
| <b>11</b> | <b>Copies of local, state, and federal permits or exemption letter</b>   |                       |        |                            |                 |
|           | County Tree Permit   |                       |        |                            |                 |
|           | County Stormwater Management Plan Permit   |                       |        |                            |                 |
|           | County Right of Way (ROW) permit   |                       |        |                            |                 |
|           | SWFWMD or SFWMD Environmental Resource Permit (ERP)  |                       |        |                            |                 |
|           | Water Use Permit   |                       |        |                            |                 |
|           | FDEP permit approval   |                       |        |                            |                 |
|           | ACOE permit approval   |                       |        |                            |                 |

| Tab # | Binder Item   | Included ?<br>(check) | Page # | *If not included, why not? | Office Use Only |
|-------|---|-----------------------|--------|----------------------------|-----------------|
|       | Fish and Wildlife Agency (FWC&FWS) comments   |                       |        |                            |                 |
|       | FDOT permit approval of Turn lanes/Deceleration lanes   |                       |        |                            |                 |
| 12    | <b>Stormwater calculations</b>  |                       |        |                            |                 |
| 13    | <b>Other items, such as draft Access Easements, Charlotte Harbor CRA approval letter, etc., list these items below:</b> |                       |        |                            |                 |
|       |   |                       |        |                            |                 |
|       |   |                       |        |                            |                 |
|       |   |                       |        |                            |                 |

| <b>Excavation Plans &amp; Reclamation Plans shall be submitted with all applications</b>             |   |                       |        |                            |                 |
|--|---|-----------------------|--------|----------------------------|-----------------|
| <i>These plans are attached separately to the tabbed binder, therefore no tab numbers are needed</i> |   |                       |        |                            |                 |
|  | Excavation Plans, shall include the following at a minimum:   | Included ?<br>(check) | Page # | *If not included, why not? | Office Use Only |
|  | Ownership and boundary lines, including bearings and distances superimposed over an Aerial Photo – the map shall clearly indicate any parcels within the project site that are not owned by the Applicant/owner (access shall be provided to these sites in the form of an access easement) |                       |        |                            |                 |
|  | Size, shape, depth and location of the proposed excavation, including recharge trenches and settling ponds  |                       |        |                            |                 |
|  | Proposed haul routes, including alternative route; location of asphalt aprons; clear line of site distances at all intersections (entrance to mine); inspection area for law enforcement personnel & FDOT; signage; etc   |                       |        |                            |                 |
|  | Right-of-way and easement lines   |                       |        |                            |                 |
|  | Distance of excavation from right-of-way lines, easement lines, property lines, and residential structures within and adjacent to the site  |                       |        |                            |                 |
|  | Existing natural and manmade features within the site and within 150 feet of the perimeter of the excavation - if blasting, this shall be expanded to ½ mile  |                       |        |                            |                 |
|  | Location and preservation plan for all proximate wetland areas to be preserved, including showing the required buffer.  |                       |        |                            |                 |
|  | Topographic survey showing existing and proposed grades related to NGVD   |                       |        |                            |                 |
|  | Proposed slopes: include a cross-sectional drawing referring to NGVD showing the proposed depth of excavation, slope of the side and depth of water   |                       |        |                            |                 |

|  |                           |               |                                   |                        |
|--|---------------------------|---------------|-----------------------------------|------------------------|
| Location of soil borings   |                           |               |                                   |                        |
| Points of access to the excavation   |                           |               |                                   |                        |
| All potable water wells or lakes within a five hundred foot radius of excavation perimeter   |                           |               |                                   |                        |
| Locations of all proposed spoil piles and stockpiles of excavated materials  |                           |               |                                   |                        |
| Location of all staff gauges required on-site  |                           |               |                                   |                        |
| If the project is located within a flood hazard zone as established by FEMA, provide elevations  |                           |               |                                   |                        |
|  |                           |               |                                   |                        |
| <b>Reclamation Plan(s)</b> , shall include the following at a minimum  | <b>Included ? (check)</b> | <b>Page #</b> | <b>*If not included, why not?</b> | <b>Office Use Only</b> |
| Show all areas to be reclaimed by depicting what manmade and natural features will exist when reclamation plan is complete, include depiction of mitigation or preservation area for wildlife species  |                           |               |                                   |                        |
| Depict two typical cross sections, with elevations oriented north to south and east to west, showing areas to be filled, back-filled, reconstructed or reshaped - water elevations shall also be shown |                           |               |                                   |                        |
| Techniques to be used to vegetate littoral zone, if littoral zones are to be included  |                           |               |                                   |                        |
| Show any area to become a lake   |                           |               |                                   |                        |
| Show the lineal feet of the lake edge(s) and illustrate the littoral zone  |                           |               |                                   |                        |
| Depict any required fences, walls, vegetative buffers - include at least one cross-section   |                           |               |                                   |                        |
| Document the type and location of vegetation to be preserved or planted, document methods necessary to control erosion   |                           |               |                                   |                        |
| Indicate that all spoil piles and stockpiles of material shall be removed from the site or incorporated into the reclamation plan when the excavation is complete.                                     |                           |               |                                   |                        |

- \*N/A = Not available
- \*N/R = Not required
- \*other explanation as appropriate

Reviewer's Name: \_\_\_\_\_ Date: \_\_\_\_\_



**CHARLOTTE COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Application for  
Group I Excavation**

|                             |                             |
|-----------------------------|-----------------------------|
| <b>Office Use Only</b>      |                             |
| Date Received: _____        | Excavation File #: _____    |
| Date Deemed Complete: _____ |                             |
| Review Fee Amount: _____    | Review Fee Receipt #: _____ |

\_\_\_\_\_ **New Application**

\_\_\_\_\_ **\*Non-administrative Permit Amendment**

\*A non-administrative permit amendment means a permit amendment that changes a specific permit condition. Specific permit conditions are provisions that govern operating days and times, permit duration, quantity of material to be excavated, maximum depth of excavation, etc.

**Project Name:** \_\_\_\_\_

(Any previous names used): \_\_\_\_\_

**Project Address** (contact Land Information Division, 764-4125, for addressing information):

**Project Tax ID #** (provide all Tax ID#'s of property):

**1. Name of Applicant** \_\_\_\_\_

Home/Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**2. Name of Local Agent** \_\_\_\_\_

Home/Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**3. Owner(s) of Record** \_\_\_\_\_

Home/Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**4. Land Surveyor** \_\_\_\_\_

Home/Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**5. Engineer** \_\_\_\_\_

Home/Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**6. Attorney** \_\_\_\_\_

Home/Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**7. Contractor/Operator** \_\_\_\_\_

Home/Office Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Fax # \_\_\_\_\_ e-mail \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

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**PROPERTY INFORMATION:**

8. Legal Description: Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_  
Section/Unit \_\_\_\_\_ or Parcel \_\_\_\_\_, Section \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_

9. Property Size \_\_\_\_\_ (acres)

10. Zoning District designation: \_\_\_\_\_

11. Future Land Use Map designation: \_\_\_\_\_

12. Existing Land Use: \_\_\_\_\_

13. Is the property located within a Development of Regional Impact (DRI)? Yes \_\_\_ No \_\_\_  
If yes, name the DRI, \_\_\_\_\_, and include in the **Project Narrative** a description of how the excavation will comply with conditions of the DRI Development Order.

14. Is the property located within the Charlotte Harbor Community Redevelopment Area (CRA)?  
Yes \_\_\_ No \_\_\_  
If yes, include the Decision Letter from the CRA Advisory Committee under Tab 18.

15. Are there any known archaeological or historical sites to be found on this property?  
Yes \_\_\_ No \_\_\_

**PROJECT INFORMATION:**

16. In a **Project Narrative**, describe the project in sufficient detail to provide an understanding of the nature of the development proposal.
17. a. Has this property ever undergone previous Excavation review? Yes\_\_\_ No\_\_\_  
If yes, indicate the Excavation file number\_\_\_\_\_
- b. Was the previous project approved? Yes\_\_\_ No\_\_\_
- c. If submitting for an Amendment, explain in the **Project Narrative** the changes from what was previously approved.
18. Is any variance from the excavation ordinance requirements anticipated?  
Yes\_\_\_ No\_\_\_  
If yes, include the request in the **Project Narrative**.
19. Is the development site to be subdivided? Yes\_\_\_ No\_\_\_  
\_\_\_\_\_ Not at this time, but possibly in the future
20. List any State or Federal permits required for the proposed development.  
\_\_\_\_\_  
\_\_\_\_\_
21. Provide the following information relative to the specific development:
- a. Type of material to be excavated \_\_\_\_\_
- b. Surface Area of the excavation \_\_\_\_\_ (acres)
- c. Volume of material to be removed\_\_\_\_\_ (C.Y.)
- d. Amount of material to be hauled off-site\_\_\_\_\_ (C.Y.)
- e. Amount expected to be hauled off-site per year\_\_\_\_\_ (C.Y.)
- f. Set-backs from top of bank to the following (Facing the project at the right-of-way):
1. Right-of-way (i.e. front of property) \_\_\_\_\_ (FT)
  2. Right side property line \_\_\_\_\_ (FT)
  3. Left side property line \_\_\_\_\_ (FT)
  4. Rear property line \_\_\_\_\_ (FT)
  5. Distance of nearest potable well \_\_\_\_\_ (FT)
- g. Maximum depth requested \_\_\_\_\_ (FT)
- j. Distance to nearest residence \_\_\_\_\_
- k. Distance to nearest commercial structure \_\_\_\_\_

22. Type of fencing that will be utilized around the perimeter of the site \_\_\_\_\_
23. Excavation duration \_\_\_ years and \_\_\_ months  
Maximum duration: 2 yrs.
24. Dewatering:  
a. Pumping Rate \_\_\_\_\_ (GPM)  
b. Minimum ground water table elevation during the process \_\_\_\_\_ (FT-NGVD)  
c. I have attached a diagram illustrating limits of Cone of Depression (if including, list under Excavation Narrative, Tab #5, under Other items) Yes\_\_\_ No\_\_\_
25. Has initial contact been made with the Southwest Florida Water Management District or South Florida Water Management District with regard to storm water discharge permits?  
Yes\_\_\_ No\_\_\_
26. Will a permit from the Florida Department of Transportation be required? Yes\_\_\_ No\_\_\_  
If yes, has the Applicant made contact with FDOT? Yes\_\_\_ No\_\_\_
- 
- 

**ENVIRONMENTAL INFORMATION:**

27. Have you submitted a tree removal/preservation site plan with your tree permit to the County's Environmental Specialist? Yes\_\_\_ No\_\_\_
28. Do any natural or man-made bodies of water exist on the property? Yes\_\_\_ No\_\_\_  
Are any of them tidal? Yes\_\_\_ No\_\_\_
29. Will the resultant water be fresh, brackish, or salt? \_\_\_\_\_  
If fresh, has Applicant provided for the control of aquatic weeds? Yes\_\_\_ No\_\_\_  
Explain: \_\_\_\_\_
- 
-

**Office Use Only**

Excavation File # \_\_\_\_\_ Date \_\_\_\_\_

**FORM A. PROPERTY OWNER AUTHORIZATION TO APPLICANT**

I, the undersigned, being first duly sworn, depose and say that I am the owner of the property described and which is the subject matter of the proposed hearing.

I give authorization for \_\_\_\_\_ to be the Applicant for this excavation application.

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

|                          |                            |
|--------------------------|----------------------------|
| Notary Public Signature  | Signature of Owner         |
| Notary Printed Signature | Printed Signature of Owner |
| Title                    | Address                    |
| Commission Code          | City, State, Zip           |
|                          | Telephone Number           |

**Office Use Only**

Excavation File # \_\_\_\_\_

**FORM B. APPLICANT AUTHORIZATION TO AGENT**

I, the undersigned, being first duly sworn, depose and say that I am the Applicant for this proposed excavation of the property described and which is the subject matter of the proposed hearing.

I give authorization for \_\_\_\_\_ to be my agent for this application.

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

|                                   |   |
|-----------------------------------|---|
| _____<br>Notary Public Signature  | _____<br>Signature of Applicant         |
| _____<br>Notary Printed Signature | _____<br>Printed Signature of Applicant |
| _____<br>Title                    | _____<br>Address                        |
| _____<br>Commission Code          | _____<br>City, State, Zip               |
|                                   | _____<br>Telephone Number               |

**Office Use Only**  
Excavation File # \_\_\_\_\_

**FORM C. AGENT/OWNER SWORN STATEMENT**

I, the undersigned, being first duly sworn, depose and say that I am the owner or agent of the property described and which is the subject matter of the proposed hearing; that all answers to the questions in this application, and all sketches, data and other supplementary matter attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the review can be scheduled, and that if I am not the owner of the property I have attached a notarized authorization from the owner(s) to submit this application. I further agree to comply with all stipulations and conditions that might be required by Charlotte County for approval of the site plan should it be approved for development.

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or has/have produced \_\_\_\_\_ as identification and who did/did not take an oath.

|                          |   |
|--------------------------|---|
| Notary Public Signature  | Signature of Applicant or Agent         |
| Notary Printed Signature | Printed Signature of Applicant or Agent |
| Title                    | Address                                 |
| Commission Code          | City, State, Zip                        |
|                          | Telephone Number                        |