



**CHARLOTTE COUNTY  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Form to Request an  
Excavation Exemption**

**Office Use Only**

Date Received: \_\_\_\_\_ Review Fee Receipt #: \_\_\_\_\_

**Review Fee:** \$200.00 checks made out to Charlotte County Board of County Commissioners (CCBCC)

**Applicant's Information**

Name \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email Address \_\_\_\_\_  
Mailing Address:  
Street \_\_\_\_\_  
City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

**Owner's Name if different from applicant** \_\_\_\_\_  
**Phone #** \_\_\_\_\_

**Property Address where the excavating will occur**  
\_\_\_\_\_

**Property Appraiser ID# of property where excavating will occur** \_\_\_\_\_

**Requirements**

1. Property is zoned Agricultural (AG) or Agricultural Estates (AE) or Residential Estates (RE);
2. Maximum depth 2 feet above the confining layer, 4:1 Maximum slope;
3. The pond shall not exceed a) 10% of the site or b) 15 acres;
4. The pond routes stormwater around and does not impact upstream properties;
5. Minimum setbacks shall be 10 feet from all property lines, easements, & structures
6. Hours to be from 7:00 a.m. to 6:00 p.m. Monday to Friday and 7:00 to noon on Saturday
7. Install erosion control barriers to prevent dirt from leaving the site due to stormwater runoff, work vehicle traffic, or other erosion;
8. Contact the applicable State Water Management District to obtain permitting requirements;
9. No material shall be removed from the site or sold.

**Acreeage of property where excavating will occur** \_\_\_\_\_

**Excavation Size** \_\_\_\_\_

**Excavation Depth** \_\_\_\_\_

**What is the end agricultural use of the pond?**

\_\_\_\_\_

\_\_\_\_\_

**How will the excavated material be used?**

\_\_\_\_\_

\_\_\_\_\_

**Additional Submittal Requirements**

- Submit a site plan showing where the excavation will be located with measurements of the pond and setbacks to property lines. The Plan should include where material will be placed.
- Obtain and submit a Tree Permit Application  
<http://www.charlottecountyfl.gov/services/buildingconstruction/Document/AppTreepermitwithspreadsheet.pdf>
- If the depth of the excavation will exceed 12 feet, soil borings are required in compliance with Section 3-5-476 (c) of the Charlotte County Code of Laws and Ordinances.
- Additional information may be required by the Excavation Administrator prior to approval.

**The following conditions shall apply:**

1. **Hours of operation are restricted to 7:00 a.m. to 6:00 p.m. Mon. to Fri., and 7:00 a.m. to Noon on Saturday.**
2. **Install erosion control barriers to prevent dirt from leaving the site due to storm water run-off, work vehicle traffic, or other erosion.**
3. **No material shall be removed from the site. The material removed shall not impede or destroy historic flow ways.**
4. **No work shall commence prior to issuance of exemption approval. An Exemption Card will be issued and the card shall be posted on site.**

Community Development Department  
Land Development  
18400 Murdock Circle  
Port Charlotte, FL 33948-1094  
Phone (941) 743-1956

**Owners Affidavit:** I hereby certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. I have read and understand the conditions of the exemption permit.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPROVED:**

**Natural Resources**

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

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

**Excavation Administrator or designee**

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

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

**REJECTED by** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reason:** \_\_\_\_\_