

# JEFFERSON COUNTY PLANNING DEPARTMENT

445 W. PALMER MILL ROAD - MONTICELLO, FLORIDA 32344

Phone (850) 342-0223 - Fax: (850) 342-0225

OUR MOTTO: It's easier (& less expensive) to get **PERMISSION** than to get **Forgiveness!**



## ROAD & DRIVEWAY CONNECTION PACKET

Approved Planning Department Development Permit # \_\_\_\_\_

The permit fee is: **\$53.<sup>00</sup>** Submittal Date: \_\_\_\_\_

Make checks payable to: **Jefferson County Board of County Commissioners**

An owner shall obtain a permit from the State of Florida Department of Transportation (or the designated representative thereof) for any vehicular access connection to a State road.

Prior to construction of all **new** road or driveway connections to a County-maintained road, owners are required to obtain a Jefferson County Driveway Connection Permit. This process will ensure that the Road Department:

1. Is aware of all vehicular connections to the County-maintained roadway system;
2. Will determine if a culvert will be required at the connection to the County Road to ensure the continued function of the County Road drainage system;
3. If a culvert need be installed, the inspector will indicate the pipe diameter and length. Upon completion, the inspector shall inspect and indicate that the culvert was installed correctly. **(At least 24 hours prior to the inspector's anticipated arrival, the owner shall request the Road Department Final Inspection upon completion of the culvert installation.)**

### Driveway Connection Permits Are Not Required For:

- Driveway Connections to a private road.
- Existing driveways on County roads for additions to existing residential or non-residential primary structures and/or Accessory structures.
- Existing driveways converted to private roads due to placing additional permitted residences on a parcel.

### REQUIRED INFORMATION:

Owner Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Driveway 911 Address: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Name of County road: \_\_\_\_\_

Purpose of driveway (CHECK ONE):  Residential,  Commercial,  Development

If a new Development/Driveway, approved name of new road: \_\_\_\_\_

1. Stake the middle of proposed driveway with the green 911 address plaque and white flagging

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material as an indicator for the inspector.

2. Draw or attach a simple location map indication the location of the driveway.
3. Submit Pages 1, 2, & 6 (if required) to the Planning Dept. for forwarding to the Road Dept.

## DRAW DIRECTIONAL MAP BELOW

Show North Direction

**An aerial Map from the Property Appraiser website may be provided in lieu of a drawing. Provide any special instructions, information, or markings below, including written directions from Courthouse Circle to Proposed driveway location:**

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## Driveway Culvert Installation & Permit Procedures

1. All driveways or roads entering a County road right of way shall have a driveway culvert installed when necessary to facilitate roadway drainage.
2. The driveway connection shall slope away from the roadway edge at a minimum grade of 2% from the edge of the road pavement to the centerline of the culvert pipe to ensure runoff from the driveway will not cross the County-maintained road. Property owner may be required to install slotted pipe to prevent storm water draining into County roadway.
3. The Road Department Superintendent or his representative shall determine the appropriate pipe diameter and flow line of the new driveway culvert.
4. The overall pipe length shall be at least the driveway width plus the length required to provide for mitered end sections. Mitered end sections with 4:1 slope are required unless a variance is granted by written permission from the Road Superintendent.
5. The pipe material shall be reinforced concrete pipe on all roads, except corrugated metal may be utilized with written permission from the Road Superintendent.
6. A private contractor will install driveway culverts:
  - (a) A valid permit must be issued.
  - (b) The property owner or the contractor will supply the pipe specified by the Road Superintendent or his representative.
  - (c) The property owner pays all costs.
7. The depth of the existing ditch shall be defined as the vertical height as measured from the edge of the existing road pavement to the bottom of the existing ditch. The Road Department will adjust ditches if needed.
8. The pipe shall be backfilled with clean fill dirt.
9. Driveway connections that connect to a paved road shall be required to pave the aprons with concrete or asphalt. The driveway apron is the area between the edge of the road surface and the right of way or 30' from the road centerline on County-maintained roads where there is no defined right of way boundary.
10. **Note:** If a private contractor installs the driveway culvert, the Road Superintendent must be called to inspect the installation before the contractor can backfill the trench. Failure to have the installation inspected prior to backfilling may result in the Road Department removing the driveway culvert.
11. The Road Department Superintendent or his representative will inspect the culvert at the request of the property owner or his authorized representative/agent.
12. Driveways connecting to State and/or County roads shall follow the most current standards depicted in FDOT INDEX 273 -SIDE DRAIN MITERED END SECTIONS, which can be found online at <http://www.dot.state.fl.us/rddesign/DS/12/IDx/00273.pdf>.

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Name: \_\_\_\_\_

Project Address If Different from Applicant's Address:

Address: \_\_\_\_\_

Road: \_\_\_\_\_

\_\_\_\_\_

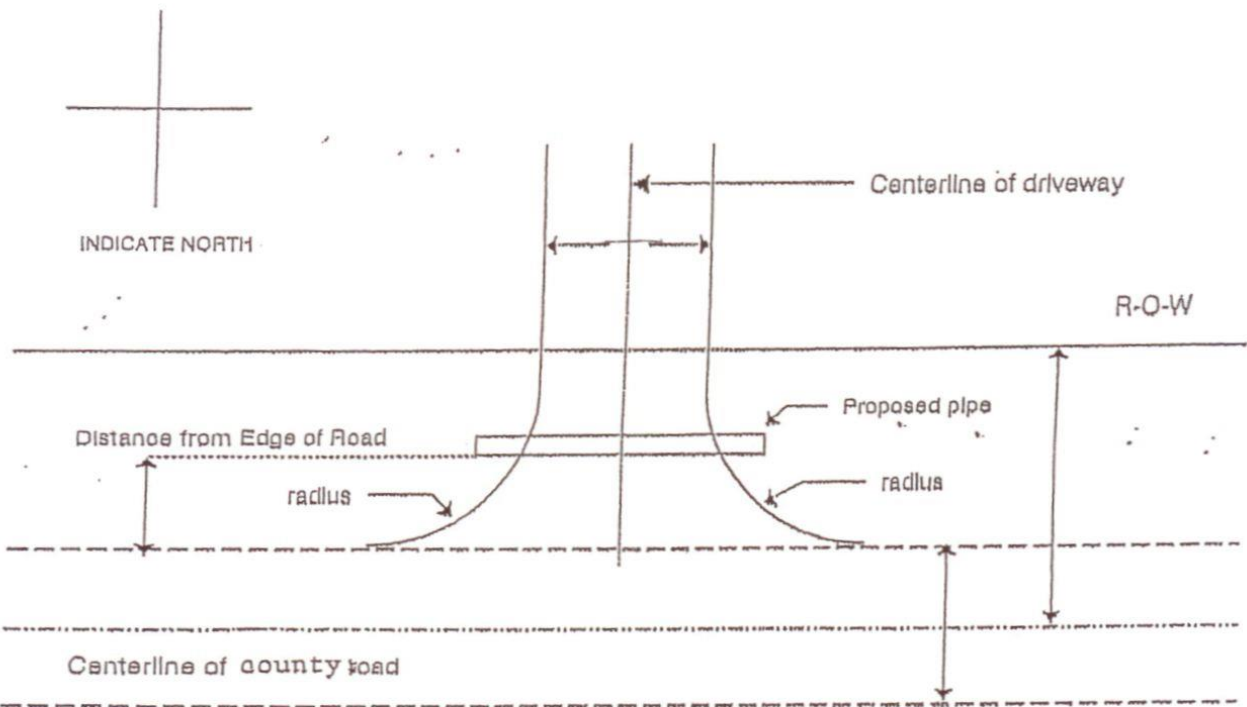
Address: \_\_\_\_\_

To construct and maintain a \_\_\_\_\_ by laying \_\_\_\_\_ feet of  
(length)

\_\_\_\_\_ inch pipe along the ( ) North ( ) East ( ) South ( ) West side of  
(diameter)

\_\_\_\_\_ approximately \_\_\_\_\_ feet ( ) North ( ) East ( ) South ( ) West  
(road)

of \_\_\_\_\_ and \_\_\_\_\_ feet from edge of road.  
(nearest interconnecting road)



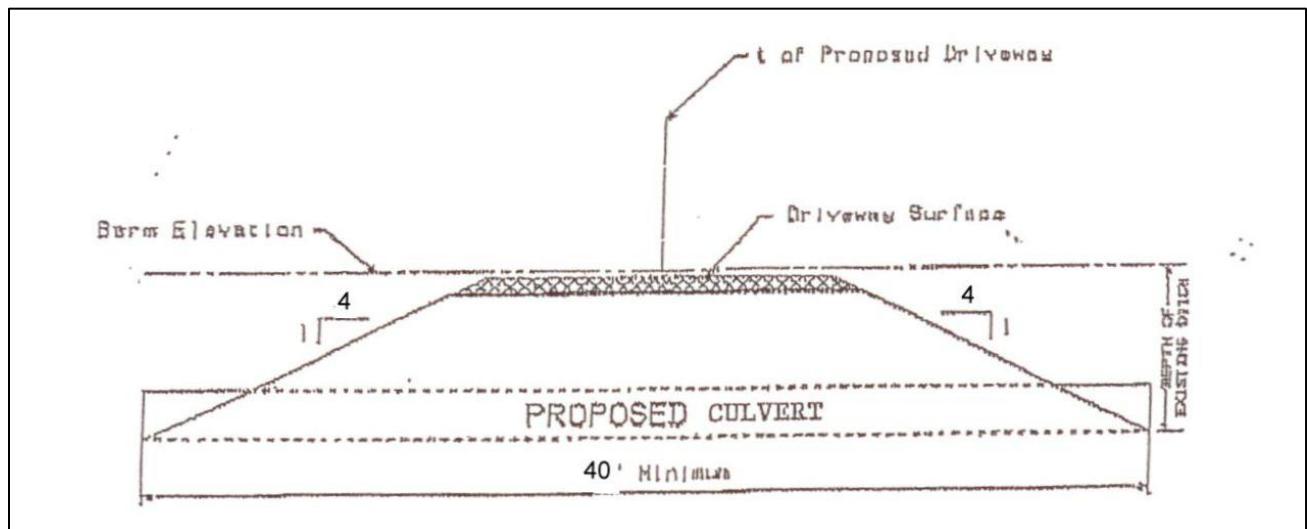
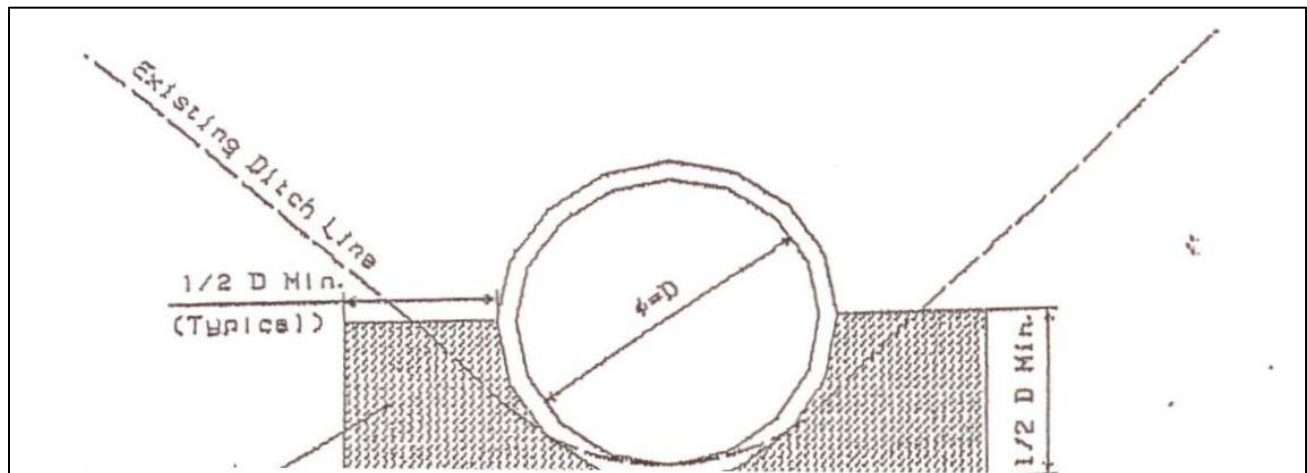
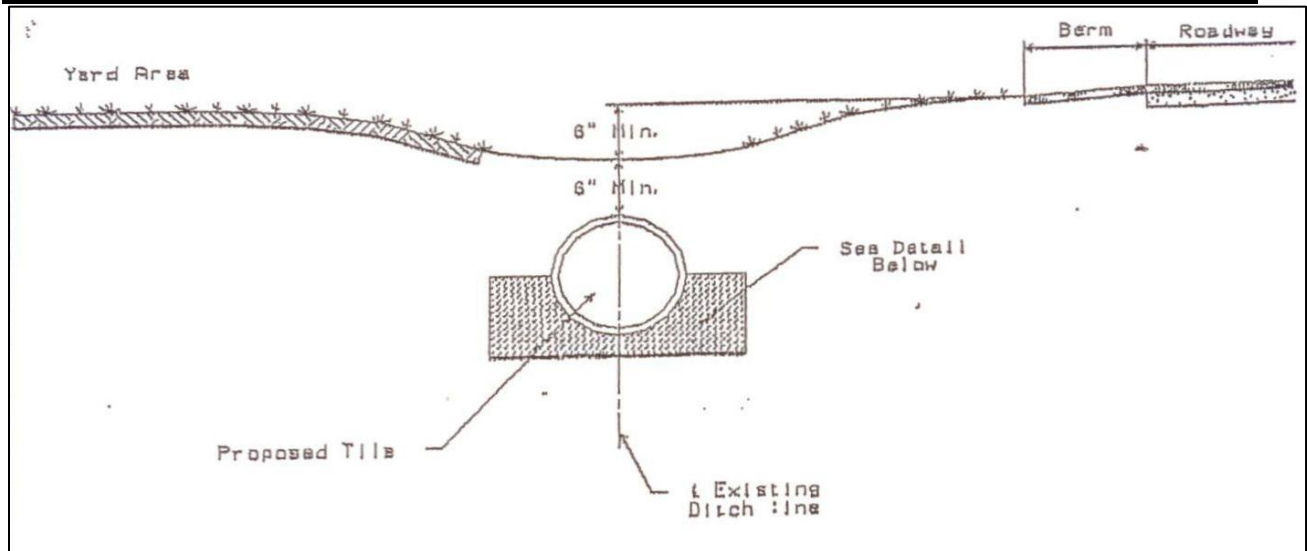
Sample Site Plan for Driveway Culvert and Resurface

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## AGENT AUTHORIZATION FORM

For obtaining driveway connection permit

To: Jefferson County Planning & Road Departments                      Date: \_\_\_\_\_

By signing below, I/we, the owners of above property, do hereby grant permission to obtain the necessary permit for a driveway from the Jefferson County Road Department prior to the day of closing to the following person:

\_\_\_\_\_  
PRINTED NAME

Phone number to reach owners: \_\_\_\_\_

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signed name of owner

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signed name of owner

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signed name of owner

\_\_\_\_\_  
Printed name of owner

\_\_\_\_\_  
Signed name of owner

(Please add additional owners if necessary)

### NOTARY PUBLIC STATE OF FLORIDA, COUNTY OF JEFFERSON

Signed before me this \_\_\_\_ day of \_\_\_\_\_, 201\_\_; \_\_\_\_\_,  
PRINTED NAME

who is  personally known to me or  who produced \_\_\_\_\_ identification.

\_\_\_\_\_  
Signature

Stamp: