



Community Development Department
Building & Fire Division
1065 RIDGEWOOD AVENUE
HOLLY HILL, FLORIDA 32117-2807
(386) 248-9442
Email: permitdesk@hollyhillfl.org

PERMIT NO _____

PERMIT TECH _____

Revised 10/01/2021

APPLICATION FOR DRIVEWAY / PARKING LOT / PAVING PERMIT

COMMERCIAL PROJECTS ONLY

A SURVEY MAY BE REQUIRED WITH THIS APPLICATION – SEE REQUIREMENTS SHEET

**NOTE: A RIGHT OF WAY PERMIT IS ALSO REQUIRED FOR WORK BEYOND THE PROPERTY LINE
SUCH AS DRIVEWAY APRONS, ETC.**

JOB INFORMATION:

SITE ADDRESS: _____

PROPERTY OWNER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____ E-MAIL: _____

☐ RESIDENTIAL ☐ COMMERCIAL

JOB COST: _____

- | | |
|----------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> New Driveway | <input type="checkbox"/> Replacement Driveway |
| <input type="checkbox"/> Asphalt/Concrete Driveway W/Approach | <input type="checkbox"/> Parking Lot Resurfacing, Replacement/Repair |
| <input type="checkbox"/> Parking Lot New Pavement and Striping | <input type="checkbox"/> Other asphalt/paving related - attach narrative |
| <input type="checkbox"/> Parking Lot Restriping Only | |

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION
IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NAME OF COMPANY (PLEASE PRINT) _____

NAME OF CONTRACTOR/OWNER: _____

ADDRESS: _____

PHONE NO.: _____

E-MAIL: _____

See Additional Pages

APPLICATION FOR DRIVEWAY / PARKING LOT / PAVING PERMIT

I HEREBY MAKE APPLICATION FOR PERMIT AS NOTED HEREIN AND IF SAME IS GRANTED I AGREE TO CONFORM TO ALL BUILDING DIVISION REGULATIONS AND CITY ORDINANCES REGULATING THE SAME AND IN ACCORDANCE WITH PLANS SUBMITTED. THE ISSUANCE OF THIS PERMIT DOES NOT GRANT PERMISSION TO VIOLATE ANY APPLICABLE CITY AND/OR STATE OF FLORIDA CODES AND/OR ORDINANCES.

PERSONALLY APPEARED _____ WHO ON OATH SAYS, THAT HE/SHE IS THE APPLICANT FOR THE FOREGOING, THAT ALL THE STATEMENTS MADE ON THIS APPLICATION ARE TRUE TO THE BEST OF HIS/HER KNOWLEDGE, AND THAT THE WORK TO BE DONE IS AUTHORIZED BY THE OWNER AND WILL BE DONE BY CONTRACT WITH _____ (CONTRACTOR/OWNER) .

Authorized Signature: _____

Sign in front of a Notary

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 202_, by _____, who is personally known to me or produced _____ as identification and did/did not take an oath.

NOTARY PUBLIC, STATE OF FLORIDA

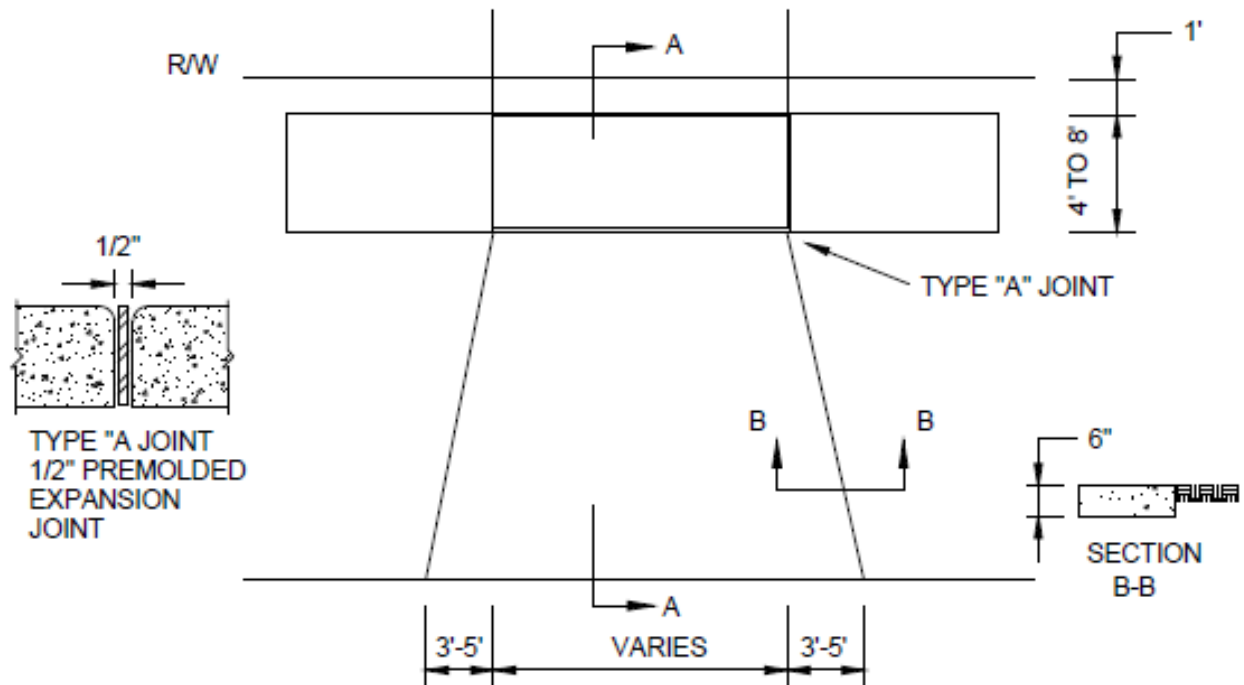
Notary Signature

Printed Name

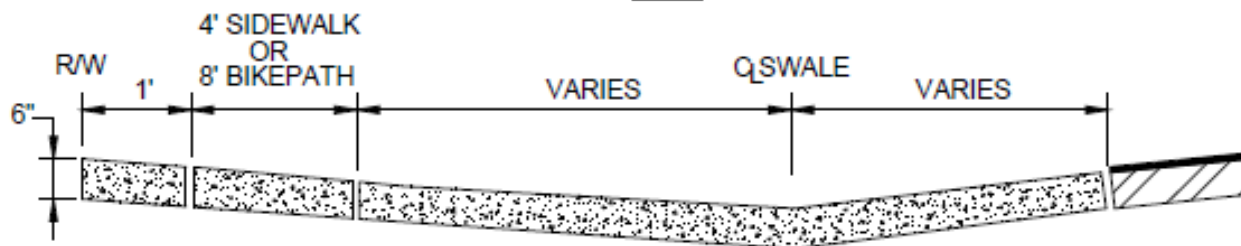
Commission No.: _____
My Commission Expires: _____

THIS PERMIT SUBJECT TO THE FOLLOWING CONDITIONS:

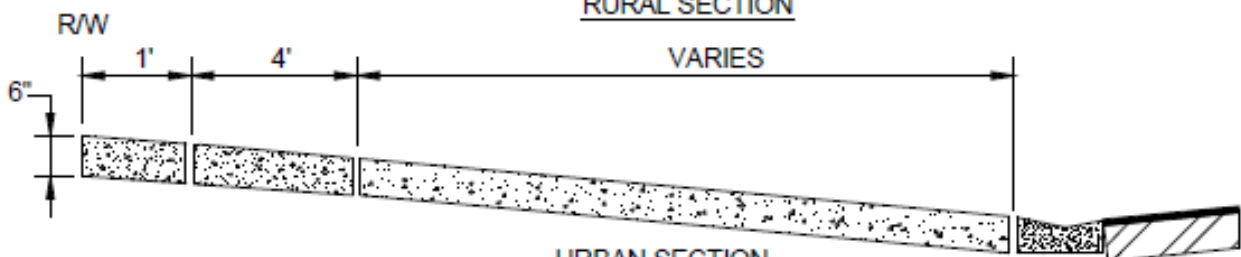
- 1. See Attached Detail**
- 2. Where driveways are to be constructed of asphalt, the portion within the right-of-way shall be constructed on a sub-base compacted to 98% maximum density. The base shall be a minimum of 6" of lime rock, shell rock or crushed concrete and the asphalt wearing surface shall be a minimum of 1" thick.**
- 3. Where driveways are to be constructed of concrete, the thickness shall be a minimum of 5" and the 28 days compressive strength shall be a minimum of 3000 psi.**
- 4. Owner is responsible for locating utilities and notifying appropriate agencies if applicable.**



PLAN



RURAL SECTION



URBAN SECTION

(SECTION A-A)

NOTES:

1. DRIVEWAY APRON BASE TO BE COMPACTED AND TESTED TO 98% DENSITY WITH MINIMUM L.B.R. 40 BASED ON AASHTO T-180 MODIFIED PROCTOR TEST.
2. CONCRETE DRIVEWAY APRON TO BE 28 DAY, 3000 P.S.I.



CITY OF HOLLY HILL, FLORIDA
STANDARD CONSTRUCTION DETAILS

DRIVEWAY APRON

DATE
02/2020

DETAIL NUMBER
GD-6

GENERAL PAVING REQUIREMENTS

Driveways, Parking Lots, Sidewalks, Other Paving or Asphalt Work

The following types of work are required to be permitted and inspected by the City of Holly Hill:

A **survey** is also required for the following types of activity:

- replacement of driveways, parking lots, sidewalks and other paved or asphalted areas
- new pavers
- work involving the creation of new impervious (water can't pass through). This type of activity **may require** full site plan review requiring a storm-water management plan and permitting by St. Johns River Water Management District. (See the City Planner for more information)

Old surveys (up to 10 years old) will be considered on a case by case basis and may be accepted as long as they are legible and still accurately represent the property. The purpose of the survey is to show the property boundaries as well as any conditions that may exist on the property but that are not visible in the field, such as utility and drainage easements and uncut rights-of-way, etc.

A **plot/site plan** may be hand prepared and submitted instead of a survey for the following activities if it is **detailed, neat and fully dimensioned:**

- striping / restriping of existing work only (no other work)
- resurfacing work - leveling asphalt, grinding of all transitions, adjusting of all drainage structures, etc.
- repairs – replacement of sections of paved areas, filling large cracks that require replacement of base, etc.
- commercial sealcoating (permit not required for single-family residential driveways) - applying a protective coating to asphalt-based pavements to provide a layer of protection from the elements: water, oils, and U.V.

Routine maintenance of all parking lots and driveways, such as a small pothole repair and filling of small cracks do not require a permit.

Mixture and other product submittals are generally not required. The Building Department inspects all parking space related striping while Public Works inspects traffic control and storm-water related items.

To receive approval for the above mentioned work, the following must be submitted:

1. Permit Application with survey or plot/site plan (see above for projects that require only a plot/site plan).
2. Fully dimensioned drawings showing the following: (2 copies)
 - Show location(s) of proposed work
 - Show type of proposed work for each location with dimensions to scale (full depth pavement repair, milling and overlaying, direct overlay, curb replacement, resurfacing, striping, etc.)
 - Provide total quantities for each type of proposed work (area of milling and overlaying, length of curb replacement, etc.)

For projects that require a survey, a drawing showing all work proposed is still required. The survey shows the property boundary while the drawing shows work to be done.

3. Construction cost estimate for work
 - A signed contract can be used as the construction cost estimate
4. Fees (paid at the time of permit issuance)

IF YOU WILL BE DOING ANY WORK IN THE RIGHT-OF-WAY, YOU WILL NEED A RIGHT-OF-WAY-PERMIT FROM PUBLIC WORKS.

PLEASE MAKE SURE THAT YOUR SUBMISSION CONTAINS ITEMS 1 THROUGH 4 ABOVE OR THE PROCESSING OF YOUR APPLICATION MAY BE DELAYED.