Building and Code Compliance Department
201 Westward Drive
Miami Springs, FL 33166-5289
Phone: (305) 805-5030
Fax: (305) 805-5036

DRIVEWAY REQUIREMENTS

1. ___ Permit application, signed & notarized by the owner and contractor

2. ___ Paving application Supplement (All measurements must be included).

3. ___ If permit is by homeowner, submit:

   a) INSTRUCTIONS OWNER- BUILDER

4. ___ If permit is by contractor, submit:

   a) WORKMAN'S COMP. b) COPY OF CONTRACT

5. ___ One original survey, signed & sealed, less than one year old, & one copy.
   Or a copy of an expired survey with a staff member affidavit.

6. ___ A site plan, at 1" = 20 ft. scale, showing the following information:

   a) The location and shape of the proposed driveway, and all the construction dimensions as follows:
      - Distance to property lines, minimum 5 ft. from the side property line on interior lots or otherwise show calculation of water retainage on your property. Excluding roofed porches in the calculations.
      - Width of the driveway.
      - If it is circular or has circular corners, show the radius and location of the center of the radius.
      - Distance to the existing structure.
      - Area of the driveway, walkways and existing paved areas without roofs; it can not exceed 50% of the area of the front yard. Do calculations with total front yard area from sidewalk to each outside corner of the house. VS paved with percentage total.
      - Material of the driveway (concrete, stamped concrete, pavers, etc.)
      - Construction specifications for concrete driveways, slab thickness and reinforcing.
   b) You are allowed approaches equal to the number of driveway entrances approved. Each approach may match the size of the corresponding driveway section.
   c) Show means of retaining the rainwater within your property limits. This is shown with arrows on plan for direction of slope downhill.
   d) On your plan, the approaches need to show a 2 inch PVC pipe installed, 2 feet deep and 2 feet from roadway (see sample). For inspection of this pipe, make sure that the ends (capped) are visible for the inspector.

7. ___ Declaration of Restrictive Covenant (**Must be recorded with MIAMI-DADE COUNTY***)

   *Documents are recorded at the Clerk of Courts, Miami-Dade County Recorder, Courthouse East, 22 N.W. First Street, First Floor, Miami, FL 33128

8. ___ Call SUNSHINE ONE (1-800-432-4770) / www.callsunshine.com

9. ___ Submit ticket from Sunshine One indicating all clearances (7 to 9 available). See the attached SUNSHINE ONE Memo. **NO PERMIT WILL BE ISSUED UNTIL CLEARED SUNSHINE TICKET IS RECEIVED.**

10. ___ For **GRAVEL** Driveways:
    - Subase is required: 4" hard base
    - How are boarders composed? What is being used to contain gravel in the permitted area.
    - How will street & sidewalk elevation be maintained? Must be leveled with the top of sidewalk and road with slope down hill away so gravel will not spread to these surfaces.

CITY OF MIAMI SPRINGS
201 Westward Drive
(305) 805-5030 Fax: (305) 805-5036
PERMIT APPLICATION

Date:_____ ☐ Master permit **Permit #:**_____
Square Footage:_____ ☐ Sub-permit **Estimated Cost:**_____
Linear Footage:_____

Type of Permit: ( )Building ( )Plumbing ( )Electrical ( )Mechanical ( )Roofing ( )Sign ( )Demo ( )Misc.

Property Owner's Name:_____ Phone#:_____
Owner's Address:_____
City:_____ State:_____ Zip:_____

Work Site Address: _____
City:_____ State:_____ Zip:_____
Legal Description (Include Folio #):_____

Contractor's Company Name: _____
Contractor's License #:_____ Phone #:_____
Contractor's Address:_____
City:_____ State:_____ Zip:_____

Architect/Engineer's Name:_____ Phone #:_____
Architect/Engineer Company Address:_____
City:_____ State:_____ Zip:_____

Work Description:_____

Application is hereby made to obtain a permit to do the work and/or installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for Electrical, Plumbing, Signs, Wells, pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioning, Driveways, Portable Storage Units, ETC.
Owner's Affidavit: I certify that all the foregoing information is accurate and that work will be done in compliance with all applicable laws regulating construction and zoning.

NOTICE REGARDING BUILDING PERMIT APPLICATIONS

The completion and submission of a Building Permit Application is a requirement of securing a City Building Permit. The City will rely upon the information contained in the Application in determining whether a City Building Permit should be issued. The submission of inaccurate, misleading or misrepresented information in the Application shall subject the Building Permit to denial, suspension or revocation, and the individual applying for the Permit, to all appropriate fines, penalties and other punishments authorized by law. KINDLY GOVERN YOURSELF ACCORDINGLY.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT!

Signature_____
Owner
Sworn to and subscribed before me by
_____
Who is personally known to me or produced
_____
As identification, this_____ **day of** _____
20_____
Notary's Signature_____
Printed Name of Notary_____

Signature_____
Contractor
Sworn to and subscribed before me by
_____
Who is personally known to me or produced
_____
As identification, this_____ **day of** _____
20_____
Notary's Signature_____
Printed Name of Notary_____

Approvals:

Zoning:_____ **Building:**_____ **Structural:**_____ **Electrical:**_____
Plumbing:_____ **Mechanical:**_____ **PSU**_____

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INSTRUCTIONS TO OWNER-BUILDERS

Pursuant to Florida Statute 489.103 (7) owners of real property when acting as their own contractor and providing all material supervision themselves, when building or improving one-family residences or commercial property, shall be provided with the following disclosure statement by the local permitting agency.

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a commercial building, provided your costs do not exceed $25,000. ***The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption.*** *You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work that is being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building Codes, and zoning regulations.*

PROOF OF OWNERSHIP- Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, or a Dade County tax receipt, statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

RESPONSIBILITY- You will be responsible for all work done by your day labor employees, and you must either employ licensed contractors or persons to be paid on an hourly or per diem basis. Anyone contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of $500 pursuant to Florida Statute 489.127 (4) (c) and/or imprisonment for up to one year pursuant to Florida statute 489.127.

INSURANCE- You should be advised that if your labor employees cause any damage to persons or property, or if any of your day labor employees are injured on the job, YOU ARE LIABLE. Your regular home insurance policy ordinarily does not cover this type of liability.

WITHHOLDING TAXES- You should be advised to investigate your responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes from the wages of employees working for you on the proposed construction, and for making returns thereof to the proper agency.

DEMOLITION WORK- In addition to meeting Florida Building Code requirements stated above, you are responsible for disconnecting all utilities, including water, sewer, septic tank, electrical service, gas, telephone, cable TV, etc., prior to commencing demolition. You are also required to obtain a permit from the State of Florida Department of Health and Rehabilitative Services in order to abandon any septic tank that is on the property.

Notice: Separate permits are required for electrical, septic tank abandonment, plumbing, roofing and mechanical work.

I,_____the owner of the property described as_____, do hereby certify that I have read the foregoing instructions, and am aware of my responsibilities and liabilities for a building permit for construction work on the above described property. **HAVING READ THE ABOVE STATE LAWS AND REQUIREMENTS, I UNDERSTAND AND AGREE THAT I WILL ABIDE BY SUCH LAWS AND REQUIREMENTS.**

_____	_____	_____
Notary Signature	**Property Owner**	**Date**

The foregoing instrument was acknowledged before me this_____day

Of_____ 20_____ by_____

( ) is personally known to me.
( ) has produced a_____as identification.

Notary Public Seal

CITY OF MIAMI SPRINGS
BUILDING & ZONING DEPARTMENT
PAVING APPLICATION SUPPLEMNENT

Single Family Residential Districts

CC 150.016 (F) (4) Maximum vehicular and impervious area of front yard. Off-street parking shall be placed and configured on each lot or parcel of land in such a manner that the percentage of total front yard area that is occupied by vehicular use for parking spaces, aisles, driveways, and by other impervious surfaces such as walkways, shall not exceed the following, to wit:

(a) Forty percent for new construction

(b) Fifty percent for existing structures

Prior to the issuing of a permit the following information will be required:

(1) A drawing to minimum scale of 1" = 10' indicating the extent and configuration of paved area.

(2) Calculation of the percentage of lot coverage of the proposed paved area in relation to the front yard area.

(a) Existing front yard area _____S.F.

(b) Proposed paved area _____S.F.

(c) Percentage of lot coverage _____%

B ÷ A = C

(d) Show calculation of each pervious (green area) in addition to the proposed paved area. See example drawing attached.

Statement from Owner:

I have reviewed the attached drawing and it represents the design and extent of paving to be installed in my front yard.

_____
Signature of Owner

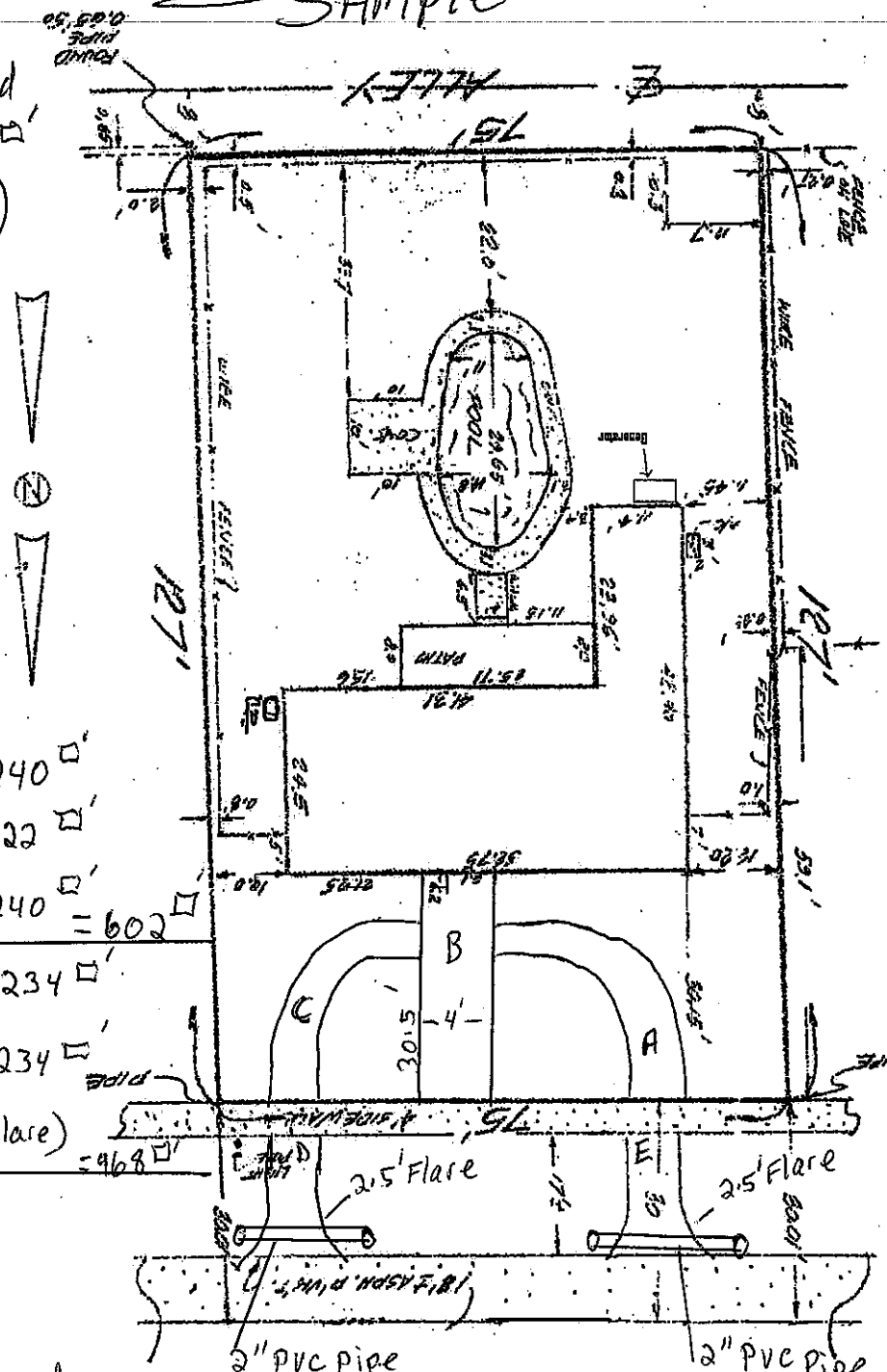
SCALE: 1" = 20'

THIS SURVEY IS VALID ONLY WITH THE EMBOSSED SEAL OF A PROFESSIONAL SURVEYOR.

SHEET ___ of ___ SHEETS

—SAMPLE—

Total Paved area = 1,070 □'
(602 □' + 468 □')
To be charged



Front yard

A = 20' x 12' = 240 □'
B = 30.5' x 4' = 122 □'
C = 20' x 12' = 240 □' = 602 □'

swale

D = 13' x 18' = 234 □'
E = 13' x 18' = 234 □'
(Avg. including Flare) = 468 □'

2" PVC pipe
2' Deep
2' From Roadway

2" PVC Pipe
2' Deep
2' From Roadway

Total Front yard area = 2,287.5 □'
(75' x 30.5)

Paved Front yard area = 602 □' = 26.3 %

REVISIONS: SURVEY DESCRIPTION

—SAMPLE—

FOR:

DECLARATION OF RESTRICTIVE COVENANT

KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, the undersigned _____ is/are the fee simple owners(s) of the following described property situated in the City of Miami Springs, Florida:

Lot(s)_____, Block_____ of_____, subdivision, according to the Plat thereof, as recorded in Plat Book_____ at Page _____, of the Public Records of Miami-Dade County, Florida, and,

WHEREAS, the undersigned has applied to the Building Department of the City of Miami Springs for permission to construct _____driveway approach(es) over the public right-of-way; and,

WHEREAS, the City of the Miami Springs Code of Ordinances Section 150.016 authorizes the construction of driveway approach (es) in residential zoning districts upon the property owner(s)' execution of an appropriate Declaration document specifying the conditions upon which such approaches may be constructed:

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the sufficiency of which is hereby acknowledged, the property owners _____, hereby agree as follows:

1. That the City of Miami Springs hereby authorizes the construction of _____ driveway approach(es) for the above described property in accordance with the conditions specified herein.

2. That in consideration of the City's authorization for the construction of the aforesaid driveway approach(es), the property owners, _____ _____ hereby agree as follows:

(a) To maintain the driveway approach(es) in good condition and repair at all times.

(b) To replace or repair the approach(es), at their own cost and expense, in the event that the City, or an appropriate utility company or other authorized party, breaks, digs up, or excavates in and around the authorized driveway approach(es).

(c) To permit the City to remove, or for the City to order the property owner(s), to remove any portion of the driveway approach(es) within the public right-of-way.

(d) To indemnify and hold the City harmless from any claim, loss, cost, damage, fee, liability, action, or cause of action in any manner related to the property owner(s) installation, usage, or maintenance of the driveway approach(es) constructed in the public right-of-way.

3. That this document shall be recorded in the Public Records of Miami-Dade County, Florida.

4. That the undersigned declare(s) that this document is intended to, and shall constitute, a restrictive covenant concerning the use, enjoyment and title to the above property, and shall constitute a covenant running with the land, and shall be binding upon the undersigned, their transferors, heirs, successors and assigns.

IN WITNESS WHEREOF, the undersigned has/have caused_____hand(s) and seal(s) to be affixed hereto on this _____day of _____, 20___.

WITNESS:(As to both parties, if applicable)	**PROPERTY OWNER(S)**
_____	_____
Print Name:_____	Print Name:_____
_____	_____
Print Name:_____	Print Name:_____

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

THE FOREGOING instrument was acknowledged before me this _____day of _____,20____, by _____,and _____ who is (are) personally known to me, or have produced _____ as identification.

MY COMMISSION EXPIRES:

_____
NOTARY PUBLIC, State of Florida

_____

THIS INSTRUMENT PREPARED BY:

Jan K. Seiden, Esq.
City Attorney,
City of Miami Springs
150 Alhambra Circle, Suite #1150
Goral Gables, FL 33134
TEL: 305-858-0220
Fax: 305-854-6810

City of Miami springs
Building & Code Compliance Dept.

EXCAVATION MEMO

DAMAGE PREVENTION IS EVERYONE'S RESPONSIBILITY

- Call Sunshine at 1-800-432-4770 or 811
- Call (2) two business days before you dig, but no more than (5) five days. Have information ready when calling
  - Company Name
  - Address
  - Contact person
  - Phone number
  - Location of dig site
  - Extent & type of work
  - Date/start time of excavation
- Wait (2) two business days for underground facilities to be marked.
- Respect & protect the facility operator's marks.
- Dig with care!!!Always hand dig when within (2) two feet on either side of any marked lines.
- Go to www.callsunshine.com and Print out cleared ticket & submit to the Building Dept. in order to pick up your permit.

CAUTION
PLEASE CHECK WITH
SUNSHINE ONE AT 1-800-432-4770 or 811
BEFORE STARTING EXCAVATION WORK!