

APPLICATION FOR A FILL, EXCAVATION AND SITE GRADING PERMIT



1. The first step to obtain a Fill, Excavation and Site Grading permit is to obtain a “Wetland Delineation.” Through the environmental review approval process the County ensures that any environmental concerns with a proposed project are addressed. You may also obtain the “Wetland Delineation” online at: <http://www.broward.org/epermits>. For additional assistance in obtaining the “Wetland Delineation” please reference the contact information below.

Broward County Environment Protection and Growth Management Department
Planning and Environmental Regulations Division
Linda Sunderland
Email: AWRLicense@broward.org
Tel.: 954-519-1454

2. Then contact either the Central Broward Water Control District (CBWCD) for a project located east of Volunteer Road (SW 148th Avenue) or the South Broward Drainage District (SBDD) for a project located west of Volunteer Road for their approval or exemption. Note: A Level One Fill Permit does not require CBWCD or SBDD review or approval.

Central Broward Water Control District
8020 Stirling Road
Davie, FL 33024
Tel. 954-432-5110

OR

South Broward Drainage District
6591 Dykes Road (SW 160th Avenue)
Southwest Ranches, FL 33331
Tel. 954-680-3337

Once you obtained above approvals, please complete the attached permit application and return it to Town Hall, 13400 Griffin Road, Southwest Ranches, FL 33330, along with a copy of above approvals. Permit processing fee will be assessed based on permit level.

For additional information please refer to the Town’s Code of Ordinances, Flood Damage Reduction-Floodplain Management. If you have any questions please contact the Town’s Engineering Department at tel. (954) 434-0008.



Permit Processing Number: _____	Date Application Received: _____
Application Fee Paid: \$ _____	Fill Level Category: _____
<input type="checkbox"/> Supporting information only (Fill Permit Fee not required if the application is in conjunction with a Building Permit or Planning/Zoning permit application (SWR_# _____))	

TOWN OF SOUTHWEST RANCHES
APPLICATION FOR A FILL, EXCAVATION AND SITE GRADING PERMIT
(Chapter 4, Floodplain Management, Code of Ordinances)

GENERAL INFORMATION:

Applicant's Name: _____

Applicant's Address: _____

Phone: _____ Alternate Phone: _____

Email: _____ Fax: _____

Site activity address: _____, Southwest Ranches, FL _____

Site activity Folio No: _____ Site activity property size (Acres): _____

Owner's Name(s): _____

Fill Volume (Cubic Yards): _____ Excavation (Cubic Yards): _____ Grading Area (Acre): _____

Type of fill material to be used (Not allowed, e.g., food garbage, trash, hazardous materials): _____

Purpose of the activity: _____

Indicate duration to complete the activity: _____ calendar days.

Is this application a result of a code case? Yes / No Code Case No.

Will there be any clearing of vegetation, or removal/relocation of any tree? (Please circle one): Yes / No.

(Note: The Tree Preservation and Landscaping Regulations of the Town's Codes of Ordinances do not allow equipment under the drip line of any tree; and require a separate permit for tree removal/relocation and land clearing).

REQUIRED - ATTACH COPIES OF THE FOLLOWING:

- Broward County "Environmental Review Approval", attached (Please circle one): Yes / No
- Drainage District (SBDD or CBWCD) approval, attached (Please circle one): Yes / No
- Sketch of property showing the locations and limits of the filling, excavation or grading activities, attached (Please circle one): Yes / No

The property owner or authorized applicant hereby grants to the Town, its officials, employees, or representatives to ingress and egress the property for purposes of permit related inspections and compliance investigation.

The undersigned is the owner or authorized by the owner, and certifies that he has read and understands the provisions of the Permitting Process Guideline.

Applicant Signature: _____ Date: _____

SUBMIT TO: Town Hall, 13400 Griffin Road, Southwest Ranches, FL 33330-2628, Tel: 954-434-0008, Fax: 954-434-1490

ENGINEERING REVIEW:

APPROVED: _____ DENIED: _____

Signature: _____ Date: _____

Town Engineer

Comments: **See Conditions of Approval.**

F: _____ - _____

Notarized Signature of Property Owner		Notarized Signature of Applicant	
		DRIVER'S LICENSE COPY REQUIRED	
Signature of Proper Owner		Signature of Applicant	
Date		Date	
Subscribed and Sworn before me this _____ day of _____ (year)		Subscribed and Sworn before me this _____ day of _____ (year)	
by _____		By _____	
Check one: <input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification		Check one: <input type="checkbox"/> Personally Known <input type="checkbox"/> Produced Identification	
Type of Identification (if any) _____		Type of Identification (if any) _____	
Notary Public	Notary Stamp	Notary Public	Notary Stamp
My Commission Expires		My Commission Expires	

IF THE APPLICANT IS THE PROPERTY OWNER ONLY THE "PROPERTY OWNER" SECTION NEEDS TO BE NOTARIZED.

FILL, EXCAVATION AND SITE GRADING PERMIT GUIDE

AN ACTIVITY OR PROJECT INVOLVING FILL, EXCAVATION, DREDGING OR GRADING REQUIRES A PERMIT IN ACCORDANCE WITH CHAPTER 4, CODE OF ORDINANCE, TOWN OF SOUTHWEST RANCHES.

THE FOLLOWING ARE EXAMPLES OF ACTIVITIES THAT REQUIRE A PERMIT:

- An activity involving wetland impact.
- An activity involving installation of a drainage structure, pipe, a drainage system or a surface water management area.
- An activity that requires a Broward County Environmental License or a permit by the South Broward Drainage District (SBDD) or Central Broward Water Control District (CBWCD).
- An activity located in public road right-of-way or easement (other than mowing).
- Construction of a retaining wall or earthen berm.
- Construction of a surface water management area.
- Excavation for a fish pond.

- An activity or project with an active development permit, such as:
 - Building construction or reconstruction of a bona fide project by the Town or the Drainage District.
 - Swimming pool or deck construction.
 - Septic tank and drain field construction.
 - Paving
 - Driving of Piles
 - Land Clearing
 - Landscaping.
 - Tree removal or relocation.
- Routine maintenance activities such as:
 - Maintenance fill for an existing horse arena.
 - Maintenance fill for an existing stall for a farm animal.
- Mowing in public road right-of-way or an easement.
- Installation of lawn sprinklers and repairs.
- Carport repair.
- Interior remodeling of a residential structure.
- Installation of screen porch on existing slab.

THE FOLLOWING ACTIVITIES DO NOT REQUIRE A FILL, EXCAVATION (DREDGING) OR GRADING PERMIT:

- Field Nursery: to replenish lost soil that was part of the root ball of trees sold and excavated in standard course of field nursery business.
- Water well repair.
- Septic tank and drain field repair.
- Tree planting in private property.
- Drilling for a drinking water well with an active Health Dept. or SFWMD permit.

Town of Southwest Ranches
Engineering Department
Tel. 954-434-0008
8/09/2013

Southwest Ranches Drainage Committee

Permitting Process as of January 2004

Last Process Update: December 1, 2011

Overview:

The following is a list of steps that are required to obtain a Fill, Excavation, and/or Site Grading Permit for properties within the Town of Southwest Ranches. The fees, required documentation, and local entities that are referred to in this process are also defined. This process is presented as a policy. It is not the ordinance. The Town ordinance will present the general law associated with filling a property. The purpose of this document is to present the policy that will be adhered to in the execution of the Town ordinance. At no time should this policy in anyway contradict the Town ordinance.

Fill Levels:

The requirements for obtaining a fill permit are based on three factors: the property size, location of fill on property, and the quantity of fill (measured in cubic yards, CY). To determine your level, please refer to the table below. By providing the property size and quantity of fill the permit level can be determined. **Please note the following:**

- One large truck of fill is approximately 18 cubic yards.
- Level 1 is for maintenance purposes only.
- The amount of fill that is brought in is not based on a particular project but is based on the total fill that is brought in during any continuous 12-month period of time (e.g. May 2004 through April 2005).

Cubic Yards / Property Size	Up to 2 Acres	Over 2 but no more than 5 Acres	Over 5 but not more than 10 Acres	Over 10 Acres
Up to 36 CY (2 trucks)	Level 1	Level 1	Level 1	Level 1
>36 CY up to 72 CY	Level 2	Level 1	Level 1	Level 1
>72 CY up to 144 CY	Level 3	Level 2	Level 1	Level 1
>144 CY up to 288 CY	Level 3	Level 3	Level 2	Level 1
>288 CY up to 360 CY	Level 3	Level 3	Level 3	Level 2
Over 360 CY	Level 3	Level 3	Level 3	Level 3

Application Fees and Documentation:

The current Town fee to obtain a fill permit varies based on the level of service that is being obtained. In total, **four copies** of all documentation are required (Owner copy, Drainage District copy, Town Engineer copy, and Town Planning and Zoning Department copy, if required). It is recommended that you obtain one or two extra copies of your documentation for special situations. The schedule for these fees and the required documentation are as follows:

Application Requirements:

Fill Level	Permit Fee	1 Permit Penalty	Reviewing Agency	Apply Via
Level 1	No Charge	\$75.00	<ol style="list-style-type: none"> 1. Broward County Development and Environmental Regulation Division 2. Town Engineer 	In Person
Level 2	\$75.00	\$150.00	<ol style="list-style-type: none"> 1. Broward County Development and Environmental Regulation Division 2. Applicable Drainage Authority 3. Town Engineer 	In Person
Level 3	\$150.00	\$300.00 Per Day	<ol style="list-style-type: none"> 1. Broward County Development and Environmental Regulation Division 2. Applicable Drainage Authority 3. Town Engineer 	In Person
Excavation/ Site Grading	\$150.00	\$300.00 Per Day	Same as Level 3 Above	In Person

- Note:
1. Permit Penalty is paid in addition to the normal permit fee.
 2. Permit extensions may be requested in writing but shall not exceed six (6) months from permit issue date. Renewal fee shall be \$75.00.
 3. The above reviewing agencies apply only to single family lots/parcels (land development projects, commercial, industrial, nurseries, etc. will be required to submit to South Florida Water Management District (SFWMD) and other applicable agencies as determined by the design professionals).

General Documentation Checklist:

Document	Level 1	Level 2	Level 3	Excavation/Site Grading (No Imported Fill)
	X			
Fill Level and/or Fill/Excavation Quantity Indicated	X	X	X	X
Type of Fill Indicated	X	X	X	
Hand Sketch*	X	X		
Fill Not Within Water Management Areas	X	X	X	
Physical Permit with Plans or Hand Sketch Required	X	X	X	X
Town Planning Authority Approval	***	***	***	***
Town Engineer Approval	X	X	X	X
Field Inspection (Pre and Post Site Activity)		X	X	X
Copy of Latest Survey		X	X	X
+ Topographic Survey (Pre-Site Activity)			X	X
+ Final Topographic Survey (Post-Site Activity)			X	X
Development and Environmental Regulation Division Wetlands Jurisdictional Review	X	X	X	X
+++ Development and Environmental Regulation Division Approval	X	X	X	X
Applicable Drainage Authority Approval		X	X	X
++ SWM Level of Service Calculations BCLDC Land Development Code Sectio			X	X
Note on Plans - "Final Topographical Survey Required"			X	X
Note on Plans - "Maximum Slope 4(H):1(V)"		X	X	X
Lot Grading Plan		X	X	X
Easements and/or Water Management Areas Labeled		X	X	X

* Hand sketch must indicate:

- o Location of Fill
- o Location of Structures, Septic Tanks, Wells, Trees/Vegetation (if applicable)
- o Location of Drainage/Water Management Area(s)

*** Not required unless site activity includes clearing and/or tree/vegetation removal/relocation impacts.

+ Town Engineer may waive post or pre-site activity topographic survey if either pre or post inspection reveals code compliance.

++ Town Engineer may waive SWM L.O.S. calculations if pre-site activity and/or post site activity reveals code compliance.

+++ If revealed by Wetlands Jurisdictional Review.

Definitions and Specifics for Levels:

1. **Level 1 – Broward County Development and Environmental Regulation Division reviews required prior to submission to the Town.** Town Engineering Authority will maintain log of fill notification by property address. Person notifying Town will be contacted if level limits are exceeded and additional data/information will be requested. Filling must not substantially alter original contour of the land, and impact to water management areas shall be none.
3. **Level 2 – Broward County Development and Environmental Regulation Division reviews required prior to submission to the Town.** Town Engineering Authority will maintain a file of fill permits by property address. Town Engineering Authority will notify Person(s) obtaining permit if level limits are exceeded. Site permit will be provided for posting at the site.
4. **Level 3 – Broward County Development and Environmental Regulation Division review is required prior to submission to the Town.** Town Engineering Authority will maintain a file of fill permits by property address. Town Engineering Authority will maintain a checklist of important factors associated with each fill associated property in order to track the necessary elements necessary for the permitting process, as applicable. Site permit will be provided for posting at the site.

Regulations:

Overall Height - The slope limits the height of the fill. The ratio must not exceed a 4 to 1 ratio (i.e. 4 feet horizontal for each foot of vertical). This ratio must be maintained regardless of any benefits obtained from a retaining structure.

Water Management Areas - No fill will be allowed in any surface water management area.

Acceptable Fill Material - No specific guidelines have been established by governing agencies as to what would be determined to be unacceptable materials. However, while specifics are not available, the following general regulations shall be enforced.

- 1) Fill that introduces pollution or any toxic chemicals to the land or ground water will not be acceptable.
- 2) Fill material that is not sufficiently permeable, and will create drainage issues, is not recommended.

Nursery Replenishment - Nurseries fall under two categories: field nurseries and potting nurseries. The following exemptions only apply to nurseries that are field nurseries or any portion of a nursery that is set up and operated as a field nursery. A field nursery physically plants the plant in the ground without being contained in a pot. A potting nursery has the plants in pots either in or outside the ground. Potting nurseries require Broward County Development and Environmental Regulation Division approval prior to receiving a fill permit.

Nurseries that are "field" nurseries, are allowed the following exemptions:

- Fill can be brought in without a permit to replenish lost soil that is sold as part of a plant sale.
 - However, the replenishment must be of an organic soil that is suitable for growing plants.
 - The overall elevation of the property can not be increased above its natural level without a permit.
- It is permissible to have a reasonable amount of replenishment soil stacked on the property so that it is available when needed in the course of normal business.

Your Rights Before the Drainage District - Many questions may arise when you are before the Drainage District. The following suggestions are presented to assist you in assuring that your rights are protected as you proceed through this process.

- 1) Normally, it would be reasonable to sign a surface Water Management Area authorization.
 - a. This designates a portion of your land to be for water retention as required by Florida law.
 - b. This is much less restrictive than an easement.
 - c. This is a 5 year permit and you will be required to renew this permit every 5 years. However, as long as you do not change the property drainage characteristics, the renewal of the permit is a minor event.

- 2) Drainage Easement.
 - a. This is a much more restrictive document.
 - b. Do not sign this unless you have already researched the drainage and know that it is required.
 - c. Normally an easement will not be required unless a portion of your property has been designated to be a part of the Town's tertiary drainage plan.
 - d. Check with the Town Engineer before signing over an easement.

New Driveways - Unless the drainage system for a property has specifically been designated to drain toward the rear of the property, and required drainage easements have been dedicated to the Town of Southwest Ranches, all new driveways shall have a pipe installed under the driveway so that in the future, drainage can pass under the driveway unencumbered.

Process:

The steps to obtain a filling, excavation and site grading permit are as follows:

- 1) **Take all required documents to Broward County Development and Environmental Regulation Division. The Broward County Development and Environmental Regulation Division's Environmental Review Approval is required before the fill permit application is reviewed by the Town. Any required adjustments will be communicated to the applicant.**

- 2) Take Development and Environmental Regulation Division approved documents to the Town Engineer in Town Hall (13400 Griffin Road, Southwest Ranches, FL 33330).
 - a. Complete the "Fill, Excavation, and Site Grading Permit Application."
 - b. Applicant must provide proof of ownership (warranty deed, recent tax bill, title opinion, etc.).
 - c. All required documentation must be presented to the Town Engineer before the permitting process can proceed.
 - d. Four (4) copies of plan/sketch must be submitted. One (1) copy of all documentation will be retained (if applicant wants an additional "stamped approved" document for their purposes, please attach additional copy).
 1. One (1) copy for Drainage Authority. Please contact applicable Drainage Authority with respect to their specific permit requirements and fees.
 - a. See definitions to determine the appropriate Drainage Authority.
 - b. See note on your rights with the Drainage Authority.
 - c. Leave a copy of the documentation with the Drainage Authority for their review and approval.
 - d. The Drainage Authority will contact the applicant when the review process is complete.
 - e. Any required adjustments will be communicated to the applicant.
 - f. Pick up approved documentation from the Drainage Authority and forward to Town

Engineer.

2. One (1) copy for Town Engineer.
 3. One (1) copy for Applicant.
 4. One (1) copy for Town Planning and Zoning Department (if applicable).
- 3) Town Engineer will contact the applicant when the review process is complete. Any required adjustments will be communicated to the applicant. Once Town Engineer approves documentation, Town Engineer will notify applicant and issue permit.
- a. Obtain ACTUAL permit and SITE permit for posting at the work site.
 - b. The permit is valid for a period of 60 calendar days.
 - c. A permit extension may be available if the work extends past 60 days, but the permit must be renewed after six (6) months from original permit date.
- 4) The property owner is responsible to contact the appropriate Drainage Authority to have the site work inspected.

Glossary:

Broward County Development and Environmental Regulation Division

1 North University Drive Suite 102
Plantation, FL 33324
OFFICE: 954-357-6666
FAX: 954-357-6521

SBDD - South Broward Drainage District

(Properties **West** of 148th Avenue)
6591 SW 160th Avenue
Southwest Ranches, FL 33331
(954) 680-3337

CBWCD - Central Broward Water Control District

(Properties **East** of 148th Avenue)
8020 Stirling Road
Hollywood, FL 33024
(954) 432-5110

SFWMD - South Florida Water Management District

3301 Gun Club Road
West Palm Beach, FL 33406
(800) 432-2045

Town Engineer / Town Hall

Town of Southwest Ranches
13400 Griffin Road
Southwest Ranches, FL 33330
(954) 434-0008 (Phone)
(954) 434-1490 (Fax)

8/21/2013: