

SECTION 17.0 CLEARANCE SHEET APPROVAL

Section 17.01 Introduction

Receiving Clearance Sheet approval is necessary prior to conducting any clearing or any land development activity including installing a septic or well system and is necessary prior to submitting for and obtaining a building permit. The clearance sheet provides a variety of information relating to a parcel of land which is needed throughout the permitting process. This includes the GIS address, flood zone information, zoning setbacks, minimum floor elevations, comprehensive plan information, impact fees etc. This process also involves site plan review for compliance with Upland Buffer, Land Clearing & Landscaping and Lot Grading requirements, or Neighborhood Site Plan (NSP).

Clearance Sheet approval is necessary for new single family residences, residential and commercial additions and accessory structures, mobile homes and most interior completion or remodeling of a commercial building. **New commercial projects will obtain clearance sheet approval following Development Review Committee approval.**

Section 17.02 General Information

- A. Clearance Sheet Application approval is started by submitting a completed Application and appropriate fee to the Development Review Division.

Address: 4040 Lewis Speedway, St. Augustine, FL 32084
Phone: 904-209-0660
Fax: 904-209-0743
Email: faxplandept@sjcfl.us

[Fee Schedule](#)

A residential Clearance Sheet is valid for 6 months, unless a building permit has been issued.

Section 17.03 Application Process

- A. Completed Clearance Sheet Application.
- B. Two (2) copies of a detailed site plan (see [Residential Site Plan Checklist](#) for necessary information).
- C. Appropriate Fees.

Section 17.04 Plan Review Process

Clearance Sheet and detailed site plan are routed to the appropriate reviewers. The Applicant will be notified by County Staff when the plan review process is complete to advise the applicant of the status (i.e. Approved or requiring more information). The review process can be monitored [Online](#).

Section 17.05 General Guidelines

A. Landscaping/Clearing

1. Sec. 4.01.05.F.1.c of the Land Development Code prohibits the Removal of Protected Trees or Land Alteration without first obtaining County Permits. All Trees in any area with six (6) inches or more grade change are considered removed and no Tree Inches shall be given for such Trees. Label Protected Trees to be removed and include the size and specie.
2. All Trees to be preserved within ten (10) feet of the proposed Construction area shall have Tree Protection Barricades placed around the Tree's Protected Area.
3. Single family lots that are not included within a Neighborhood Site Plan and are larger than the minimum lot size established by Article II of the Land Development Code need only to provide their proportionate share of 40 Tree Inches per acre for the minimum required lot size. A table has been provided on the "Tree Information Sheet" included in this section.

B. Lot Grading

St. Johns County has many areas that are strongly influenced by a high water table and/or poor drainage. In certain situations, construction of retaining walls, roof gutters, underdrains, swales, or any other facility deemed necessary may be required to provide adequate drainage.

C. Upland Buffer

The following are upland buffer and setback requirements that may apply to single-family or duplex residential lots as defined by the Land Development Code Sections 4.01.02.E or 4.01.06. The upland buffer is to be measured landward from the State jurisdictional wetland line. No activity or placement of a structure or accessory use is to take place in this buffer. It is to remain a natural undisturbed vegetative buffer.

1. Lot of Record recorded prior to September 15, 1999. Section 4.01.02.E of the Land Development Code requires a 25-foot upland buffer to be measured from the state jurisdictional wetland line.
2. Lot of Record recorded on or after September 15, 1999.
 - a. Section 4.01.06 of the Land Development Code requires a minimum 50-foot upland buffer for lots adjacent to the St. Johns River and the Intracoastal waterway and for lots on all tributaries of the Tolomato River,

St. Johns River, Guana River, or Matanzas River where a mean high water line can be established up in those tributaries.

- b. Section 4.01.06 of the Land Development Code requires a minimum 25-foot upland buffer and a 25-foot building setback for contiguous wetlands where a mean high water line cannot be established. Accessory activities are allowed to take place in the 25-foot setback area. The accessory uses do not include homes or any building with a permanent foundation.
3. Where a 50- foot Upland Buffer is required, there shall be no instance where the Upland Buffer is less than 25 feet. The averaged upland buffer shall result in a greater overall upland buffer square footage than when not averaged.
4. The Land Development Code does recognize limited circumstances where the upland buffer may be impacted. These circumstances are limited to driveway crossings or access to an adjacent navigable waterway. All proposed impacts shall be approved by the County.
5. Lots included within a Neighborhood Site Plan may have unique upland buffers and setbacks. During the Planning process, the County requires developments to set forth upland buffers and setbacks for the project as a whole. Please refer to the established Neighborhood Site Plan for these unique buffer and setback locations.

D. Septic and Wells

If you are going to use either a septic tank or onsite water well the following requirements must be met. Please note that you must use State Mandated forms (Onsite Sewage-DH Form 4015 Page 1 or Well-DEP Form 62-532.900(1)).

Both applications are processed by the Environmental Public Health Service Center located in the County Permit Center Building at 4040 Lewis Speedway, St. Augustine, Florida 32084, Phone Number 904-823-2514. Receipt of a septic system permit does not authorize immediate clearing and installation of that system, an approved Clearance Sheet must be obtained prior to any land clearing or development activity on the lot.

For septic tank Application with New Construction:

1. If the owner is not the person applying and the person is not a Florida Statutes Chapter 489 licensed contractor then an agent authorization form is to be completed to allow the person to act as the owner's agent.
2. Completed State Application form with fee, including:
 - a. Owner's name (and agent's, if applicable) mailing address and phone number.

- b. Legal Description of total site ownership. (Metes and bounds description, copy of deed or survey, RI Number, PIN, or Tax Folio Number.) Date of Subdivision.
 - c. Specific directions to drive to the property so it can be inspected.
 - d. Source of water supply (if well is off site, submit copy of deed or signed water-rights agreement between property owners as filed with Clerk of Court).
 - e. Type of project including number and square footage of buildings.
3. Three (3) scaled Site Plans of the total lot or parcel ownership showing boundaries with dimensions. Note: if an individual lot is five acres or greater, the site plan may show a minimum one (1) acre parcel that is scaled, or the minimum necessary to properly exhibit all features. The applicant must also show the location of that parcel inside the total parcel.
- a. Property boundaries (give numerical dimensions).
 - b. Location of the proposed and any existing septic tank(s), pump tanks, transmission lines and drainfield(s), including mounds.
 - c. Location of any existing or proposed structures. Structure footprint must match floor plans.
 - d. Location of driveways, parking areas, sidewalks, pools, recorded easements, filled areas, obstructed areas, etc.
 - e. Location of existing or proposed potable and non-potable water supply lines, including valves.
 - f. Location of any existing or proposed wells on the property or within 75 feet of the property boundaries. Location of any Public Wells within 200 feet of property boundaries.
 - g. Location of septic tanks, pump tanks, transmission lines and drainfields within 75 feet of the property boundaries.
 - h. Location of surface waters such as wetlands seasonally inundated > 180 days, submerged marshes or swamps, and the Mean high water line (MHWL) of any tidally influenced Surface water or the Mean annual flood line (MAFL) of any non-tidally influenced surface water such as ponds, lakes, rivers, streams, canals, waterways, ocean, etc. These lines require the elevation of the MHWL or MAFL and if a bulkhead constrains the surface water, then the elevation of the top of the bulkhead is also needed. Also show ditches, swales, Stormwater retention ponds on the property and within 75 feet of the property boundaries.
 - i. Location of the Coastal Construction Control Line (CCCL) for lots abutting the ocean and DEP CCCL permit, if any development activity, excavation,

clearing, or structures (including septic tanks or drainfields) are proposed seaward of the DEP line.

- j. Slope of property if not level.
 - k. Show all setbacks as required under the Florida Administrative Code 64E-6.
4. Two (2) floor plans with outside dimensions that coincide with site plan are needed. Residential plans must show number of bedrooms and the building area of each floor of the dwelling unit. Non-residential plans must show square footage, all plumbing drains and fixture types.

NOTE: One Site Plan and one Floor Plan with a Health Department approval stamp will be returned to the applicant to submit to the Building Division before the actual building permit is issued.

5. Environmental Public Health Service Center staff can perform soil tests and set benchmarks provided the site is accessible and a cleared drainfield area is available to conduct these activities.

NOTE: On heavily wooded lots, the cleared access path and the drainfield area should be readily visible to field staff.

NOTE: If lot is locked/fenced/gated, provide clear contact information to clerk taking information so a note can be made to gain access to the property.

E. Exempt Parcel Status for R/S and A-I Land Use Designated Lots

Clearance sheet requests for new residential units on lots classified as R/S or A-I on the Future Land Use Map require evidence from the applicant that the lot meets the minimum lot sizes as required by the Comprehensive Plan, or that the site qualifies as an Exempt Parcel as defined in Policy A.1.6.3. Exempt Parcels are those parcels and/or lots of record which existed as of September 14, 1990. It is the responsibility of the applicant to provide documentation, such as deeds, surveys, or other similar proof, to determine Exempt Parcel status.

Clearance sheet requests for additions to residential units legally in existence as of February 2, 2017, or for accessory structures to such legally existing residential unit, may be issued a development permit for such dwelling unit replacement, addition, or accessory structure regardless of whether the lot qualifies as an exempt parcel or meets the minimum lot size as required by the Comprehensive Plan. No permit shall be issued for residential units existing after February 2, 2017 without the lot meeting the minimum lot size required by the Comprehensive Plan or qualifying as an exempt parcel.

Section 17.06 Approval

We will contact you when your application is completed and/or if there are comments or requests for additional information. Once all outstanding comments are resolved, the Clearance Sheet will be issued, along with two (2) approved site plans.

Following approval, the clearance sheet and all appropriate plans are submitted to the Building Department by the applicant, along with the building plan review package. Following Building Permit issuance, the Clearance Sheet remains valid unless the Building Permit is revoked, expires due to inactivity, or until the project receives a final inspection approval. Commercial Clearance Sheets follow expiration date of associated Construction Plan approval.

Section 17.07 Building Permit

“Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas or plumbing system...shall first make application to the building official and obtain the required permit.”

All construction documentation submitted for Building Permits will be reviewed under the current edition of the [Florida Building Code](#), which can also be found online.

The following information is provided for the [Building Permit Application](#) stage of your project.

A. Single Family Residential (Conventional)

- a. A copy of the service letter from the utility company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review, only).
- b. Completed “Building Permit Application”.
- c. Two (2) sets of Plans to scale with same orientation as the building is on the site plan.
- d. All applicable items as listed on the sufficiency checklist.
- e. [Plan Review fees](#) are due upon application submittal.
- f. Building Permit fees are due upon issuance of the permit.

B. Mobile Homes

1. A copy of the service letter from the company providing water and/or sewer service (or copy of septic tank and well permit with site plan & floor plans from the Health Department) before permit issued; or (copy of septic tank application will be accepted for plan review only)

2. Complete Mobile/Manufactured Home application.
3. Mobile Home Installer/Dealer to complete Mobile/Manufactured Home Installation Set-up Form.
4. [Mobile Home fees](#) are due upon issuance of permits.

Section 17.08 Inspection

Inspections for lot grading, landscaping, upland buffers, and turtle lighting shall be called into the Automated Inspection Request System used by permit holders. The inspection will usually be done the following day. If the work is approved, the “hold” for that department will be signed off. Please note that if re-inspections are required, additional fees may apply.

- A. Lot Grading call in Inspection number 904. Completed work should include final-fine grading, sod (if applicable), irrigation system, septic system, driveways and sidewalks.

The Building Contractor shall submit a signed Lot Grading Certificate and a Finished Floor Elevation Certificate certifying that the minimum floor elevation and lot grading was constructed as shown on the approved plans on file with the County.

- B. Landscaping and Irrigation call in Inspection number 126 (or 726 for a mobile home). All trees, required landscaping, and irrigation shall be in place.
- C. Upland Buffer call in Inspection number 903. When an upland buffer exists within the property boundaries, an upland buffer inspection will be required to ensure that it has remained undisturbed during construction. If the buffer has been disturbed, a replanting plan may be required.
- D. For lots adjacent to the coast, a turtle lighting inspection may be required per Section 4.01.09 of the Land Development Code. Please contact the Turtle Lighting Officer at 209-0323 for satisfaction of this hold, if applicable.

The above inspections are in addition to any Building Inspections that are required.

Section 17.09 Impact Fees

Impact fees are one-time charges that are collected when new homes or businesses are built, or when existing homes or businesses are expanded. The purpose of the fee is to fund capital projects such as roads, parks, schools, jails, fire stations and other infrastructure to support new development. The funds collected cannot be used for operation, maintenance, or repair of capital facilities.

Impact fees are assessed when a Clearance Sheet application is processed based on the [current impact fee schedule](#).

- A. Credits and Exemptions

Any claim for credit under an approved Impact Fee Agreement, Developer’s Agreement, or pre-payment of impact fees (to extend Concurrency), must be made no later than at the time of Building Permit Application (Clearance Sheet).

Any claim for exemption (replacement of an existing home/building) must be made no later than the time of building permit application (Clearance Sheet).

NOTE: Any claim not so made shall be deemed waived.

B. Vouchers

An Impact Fee Voucher is a receipt for payment of an impact fee and is evidence that an impact fee has been paid directly to the holder of an impact fee credit. The voucher is submitted to the County at the time of building permit application ([Clearance Sheet](#)). The County then deducts the impact fee denoted on the voucher from the total amount of impact fees due to the County.