

**SECTION 13.A CLEARING AND GRADING CONSTRUCTION PLAN  
LAND DEVELOPMENT CODE SECTIONS 4.01 and 6.04**

**Section 13.A.01 Introduction**

Construction of all new roadways, drainage and utility improvements require approved construction plans before any work may be started. For instances when engineered plans are still in progress, but an applicant is committed to a project and ready to clear and grade, there is an option to submit a Clearing and Grading Construction Plan (CGCP) first. This application is designed to permit clearing and grading including moving and digging earth to prepare for roadway construction, stormwater pond construction, and any other improvements that do not involve utility work, paving, or other non-earthwork activities.

**Section 13.A.02 General Information**

- A. CGCPs are submitted to the Development Services Division for processing.  
Address: 4040 Lewis Speedway, St. Augustine, FL 32084  
  
Phone: (904) 209-0660
- B. **Fee:** Base Review Fee plus Clearing, Tree Preservation, Landscape Review Fee
- C. The site shall provide sufficient protection to conservation areas
  - 1. Preserved wetland areas, upland buffers and drainage features shall be protected by providing enhanced erosion and sedimentation control measures above minimum requirements, as determined by the County Administrator. Examples include, but are not limited to, providing two (2) rows of silt fencing or turbidity barriers around the perimeter of the project; or setting clearing and grading limits 50-feet back from preservation areas, upland buffers and preserved wetland areas, depending on existing or proposed slopes.
  - 2. Tree barricades shall be erected around all preserved trees prior to clearing.
  - 3. All cleared and/or graded surfaces shall be vegetated immediately with either sodding or seeding, depending on slope.

**Section 13.A.03 Application Process**

A complete application package must be received in order to begin the Development Review process. Any incomplete applications will not be accepted. The following is a list of items required.

- A. An original, signed Development Review Application form including the following information:
  - a. Location of project

- b. Property Appraiser Tax Identification Number(s)
  - c. Completed Fee Calculation Form; and
  - d. Other pertinent information concerning your project
- B. One copy of the Owner's Authorization Form
- C. The following maps with project boundaries delineated:
  - a. One copy of Vicinity map (may be on the plan set)
  - b. One copy of map depicting vegetative cover based on Florida Land Use Classification System (FLUCCS) codes.
  - c. One copy of site plan of the Protected Trees within limits of clearing and grading area, identifying all protected trees as defined by Section 4.01.05.D or Article XII of the Land Development Code (LDC)
  - d. Please note, additional maps or information may be requested to review the request.
- D. The following are required to be signed and sealed by a Florida Registered Professional:
  - a. One printed copy of stormwater calculations;
  - b. one copy of stormwater calculations on CD in PDF format with electronic seal, when if applicable. Ten (10) copies of Clearing and Grading Construction Plans (CGCP) including:
    - i. site plans and landscape plans in black or dark blue ink only (four (4) of which must be signed and sealed).
    - ii. Requirements for the CGCP are listed on the CGCP Technical Checklist (please attach copy).
    - iii. All Tree Protection requirements listed in Section 13.04 of the Development Review Manual must be met.
    - iv. Natural resource requirements must be met which are outlined in Section 13.05 of the DRM.
  - c. Registered Professional's Certification Form

### **Section 13.A.04 Review Process**

- A. The above items are routed to the Development Review Committee for review of the construction plans and supporting information for compliance with the Land Development Code (LDC). As a general rule, the review times are as follows:
  - 1. Over twenty acres – fifteen working days
  - 2. Ten to twenty acres – ten working days
  - 3. Under ten acres – eight working days
- B. The status of the project review is available on the County's website at: <https://webapp.sjcf.us/sbmtlmgmtweb/>
- C. If a resubmittal is required, it will be routed for a five working day review.

- D. **Plan review comments will be valid six (6) months from the date comments are forwarded to the Applicant. Upon expiration, a new submittal will be required including all applicable fees.**

#### **Section 13.A.05 Approval Process**

Once all comments are addressed, the CGCP application will be approved and the Applicant will be notified. The Applicant will receive the following:

- A. Two sets of the CGCP plans stamped approved
- B. A Development Permit Placard – the placard must be posted in a conspicuous and visible place in public view at the front of the property. The Permit shall be protected from weather and must be posted in such position by the applicant promptly after issuance, during, and for a period not less than thirty (30) days after commencement of Construction, or until a Building Permit is issued.
- C. Prior to any land clearing activity, all protection barriers and limits of clearing must be defined and all appropriate permits including but not limited to the following must be submitted:
  - 1. St. Johns River Water Management District
  - 2. Department of Transportation
  - 3. Department of Environmental Protection
  - 4. U.S. Army Corps of Engineers
  - 5. St. Johns County Health Department
  - 6. Flagler Estates Road and Water Control District
- D. When an applicant is prepared to commence construction, they shall schedule a preconstruction meeting. If the project is served by St. Johns County Utilities contact (904) 209-2618. If the project is not served by St. Johns County Utilities contact the Inspector Supervisor of the Transportation Development Division at (904) 209-0736. Every attempt will be made to schedule the preconstruction within 72 business hours of notification by the applicant. The Inspector Supervisor will coordinate with County staff; however, the applicant shall be responsible for the notification and coordination of the preconstruction meeting with other affected utilities or entities. The site contractor must be present at the preconstruction meeting and if the project is served by St. Johns County Utilities, the utility contractor must also be present.

#### **Section 13.A.06 Expiration**

- A. Plans that have received final approval must be claimed within 60 days of the approval date. Upon expiration, a complete set of plans will be required including all appropriate fees.
- B. The Development Permit shall expire unless Construction has commenced on or before the three (3) year anniversary of substantial approval for Projects less than or equal to fifty (50) acres, and continued in good faith. For Projects greater than fifty (50) acres, the Development Permit shall expire based on the three (3) year anniversary period plus one (1) year for each additional ten (10) acres or

portion thereof up to a maximum of five (5) years from date of issuance. Prior to expiration, a Development Permit may be granted one (1) extension upon demonstration of significant progress toward start of Construction of the Development through a written request from the Owner/Applicant to the Development Services Department.



## Clearing and Grading Plan Technical Checklist

1. Project boundary shown with bearings and distances.
2. Limits of clearing and grading of site, including location or inventory of Protected Trees to be removed and preserved as defined in Section 4.01.05.F.1.
3. Show construction access to all roadways adjacent to project showing posted speed limits.
4. Show any drainage, access, conservation and utility easements within and adjacent to project including O.R. Book and Page #.
5. Location and identification of all water bodies, DEP Coastal Construction Control Line (CCCL), Mean High water line, State jurisdictional wetland line, canals, creeks, ponds, streams, flood zones and Mean Annual Flood line.
6. Show location and size of Significant Natural Community Habitat Preservation Areas if applicable.
7. Provide information on listed species within the project area and required State and or Federal agency correspondence and permits
8. Show location of Bald Eagle primary and secondary protection zones, if applicable.
9. All proposed wetlands impacted, preserved and protected shall be shown by acreage.
10. Show upland buffer, other natural perimeter buffers and preservation areas, if applicable.
11. Grading and drainage of proposed site improvements with finished grade contours at one foot intervals with spot elevations as needed for clarification.
12. Provide a stormwater protection plan (SWPP) unique to the subject site and length of time to remain unimproved for review.
13. Copies of permits from all regulatory agencies having jurisdiction over the project prior to commencement of construction.
14. Please Note: Within 48 hours prior to clearing, the contractor is responsible for submitting a national pollutant discharge elimination system (NPDES) permit to the Florida Department of Environmental Protection (FDEP). The information is available at [www.FloridaDEP.gov/water/stormwater](http://www.FloridaDEP.gov/water/stormwater).