

# RIGHT-OF-WAY & RESIDENTIAL SINGLE FAMILY PERMIT APPLICATION CHECKLIST

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This checklist is to assist you, the applicant, in the preparation and submittal of information necessary for the review of all Residential Single Family (**RSF**) permit applications. The information requested is utilized by Indian River County during building permit review including a Right-of-Way (**ROW**) permit and a Type C permit as may be required. A ROW permit is required for any construction within a county road right-of-way. A Type C permit is required for a detached single family, duplex, triplex or quadraplex residential structure, or accessory structure located within Special Flood Hazard Areas A, AE, AO and VE.

Check (  ) all applicable items supplied with this permit application. The review for permitting will not begin until a complete application has been submitted. For questions or assistance on this checklist or a permit review, call the IRC Engineering Division at 772-567-8000, ext. 1597.

**1. Is the residence within a platted subdivision?**

- Yes      Lot \_\_\_\_ Block \_\_\_\_ Sub. Name \_\_\_\_\_
- No      Tax Parcel # \_\_\_\_\_

**2. The driveway to the residence is on a:** (The street name is required on the survey or plan)

- County (public) roadway      [ Right-of-way drainage permit required ]
- Private roadway      [ Right-of-way drainage review required ]

**3. A boundary & topographic survey or plot plan with boundary survey** (signed and sealed by surveyor, architect or engineer) **of the property is required and shall include the following:**

- Original signature and legible embossed seal
- Structure(s) located and referenced to the front and one side property line
- F.I.R.M. panel number and effective date
- Flood Zone(s) and Base Flood Elevation; show boundary line(s) if multiple zones
- Reference Elevation in feet; show location and provide in NGVD-29
- Minimum allowable Finish Floor Elevation (state required minimum FFE on plan)
- Proposed Finish Floor Elevation (state the proposed FFE within the building envelope for each proposed structure)
- Proposed equipment pad elevation for all exterior electrical and mechanical equipment (heating, plumbing and air conditioning equipment and other service facilities including duct work)
- Demonstrate existing and proposed property topographic information (demonstrate positive drainage in final grading)
- Finish Floor Elevation of the adjacent property structures
- Roadway: Right-of-way width, edge of road or curb, type of surface, location of swale(s) and existing culvert(s)
- Proposed driveway & culvert: Driveway width and distance from the side property line to the edge of the driveway (show proposed culvert(s) where required)
- Type of driveway stated on plan (concrete, asphalt, gravel, etc.)
- Septic system: If onsite septic is required, indicate the septic tank location and drainfield setback from property line(s)

## R.O.W. & R.S.F. PERMIT APPLICATION CHECKLIST - continued

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4. Attach a copy of the following:

- Typical lot grading plan from approved Land Development Permit plans. (A copy may be obtained from the IRC Engineering Division for approved subdivisions.)
- Certification statement by the Professional Engineer or Architect: *"the proposed structure(s) and site work design meets the applicable criteria set forth in chapter 930 of the Indian River County Land Development Regulations"* (Required for projects in a special flood hazard area only. Must have original signature and embossed seal on statement.)

5. For properties one acre or larger, Cut and Fill balance:

- A. Is the lot within special flood hazard area A or AE?  Yes  No (skip B & C)
- B. Did this parcel / lot exist in its present configuration before July 1, 1990?  Yes  No
- C. Is the lot within:
- Vero Lake Estates MSTU  Yes  No
  - St. Johns Marsh  Yes  No
  - 100-year flood plain of Indian River Lagoon  Yes  No
- If the property is in one of these three areas, are you requesting\* a cut and fill balance waiver?  Yes  No
- (\* a request must be submitted in writing including floodplain displacement calculations)

6. Does the property include any underground storage tanks?  Yes  No  
If **"yes"**, include the following:

- Location of the storage tanks on the survey
- Certification statement; signed and sealed by the Professional Engineer stating that the tank is adequately designed to prevent flotation, collapse or lateral movement during the base flood event.

7. Does the property meet any of the following conditions? If so, additional information may be required.

- Is any part of the structure less than 0.5 feet above the base flood elevation
- Building addition or interior rehabilitation of an existing structure
- Located in Special Flood Hazard Area Zone A, AO or VE
- Onsite sewage treatment system

The information requested on this form is necessary for a complete review of this application. **Failure to complete and supply this checklist as part of the application constitutes an incomplete application. Incomplete applications will not be accepted by the County.** Failure to supply the pertinent information or providing erroneous information may result in a delay in the review and permitting process while the information is sought.

**Re-submittals: Any revisions made to building plans require a minimum of four (4) signed and sealed copies. Any revisions made to surveys require a minimum of five (5) copies signed and sealed. The Project No. must accompany any correspondence.**