

**DRAFT**

Application Processing Number: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Application Fee Paid: \$ \_\_\_\_\_

☐ Supporting information only (Fee not required if the application is in conjunction with a Building Permit or Land Development permit application (# \_\_\_\_\_))

**TOWN OF LOXAHATCHEE GROVES**  
**APPLICATION FOR MINOR ENGINEERING PROJECT**  
**(NOT WITHIN THE FLOODPLAIN)**

**GENERAL INFORMATION:**

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Site Activity Address: \_\_\_\_\_, Loxahatchee Groves, FL \_\_\_\_\_

Owner's Name(s): \_\_\_\_\_

Property Size: \_\_\_\_\_

Requested Fill Volume\* (Cubic Yards): \_\_\_\_\_

Choose one the following:

- ☐ Construction or expansion of minor building expansion, pool or patio (Less than 500 SF)
- ☐ Construction of manure bin or slab (Less than 500 SF)
- ☐ Minor adjustments to driveway, or pathways (under 500 SF)

Description of Project/Scope of Proposed Work:

Cost Estimate:

Indicate duration to complete the activity \_\_\_\_\_ months. (Maximum time allowed is 24 months)

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

(Note: A separate permit for tree removal/relocation and land clearing may be needed.)

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**REQUIRED – ATTACH COPIES OF THE FOLLOWING:**

- Topographic Survey (less than 1-year old), signed & sealed by a Professional Surveyor that captures the current topography of the property.
- A Civil Engineering Plan, prepared, signed & sealed by a licensed Professional Civil Engineer identifying the proposed improvements on the topographic survey, with proposed elevations for any areas of the property that will be affected by the proposed improvements. The Engineering Plan should also clearly identify how stormwater is being prevented from draining onto adjacent property, if the proposed improvements are potentially causing stormwater to drain into neighboring property. Finally, the Engineering Plan must demonstrate how the loss in stormwater storage due to the proposed improvements is going to be compensated for somewhere on the property. The plan shall include proposed elevations and any pertinent details and specifications, such as a cross-section of the proposed improvements (Base material, asphalt, paver details, etc.). Show any other pertinent details such as any proposed drainage swales, exfiltration trench or stormwater pollution prevention measures (silt fence, construction entrance, etc.).
- A signed and sealed calculation shall be provided demonstrating that all drainage codes are conformed to and that the volume of stormwater storage lost by the proposed improvements and how that loss in storage is going to be compensated for.  
Alternately, a swale or dry retention area can be provided to compensate for additional impervious areas based on the below calculation.
  - For every 100 SF of new impervious area (up to a maximum of 500 SF) please provide a swale or dry retention area with a storage volume of 60 Cubic Feet. For example, a pool deck expansion of 50 SF would require a swale volume of 30 cubic feet to capture the rainfall runoff.
- For permit closeout, provide an as-built of the property prepared by the surveyor, demonstrating that the project was constructed in substantial accordance with the approved plans, as well as the Engineer's Final Certification Letter. Once approved, then a final inspection will be scheduled with the Town's representative prior to closing the permit.

# TOWN OF LOXAHATCHEE GROVES

## APPLICATION FOR MINOR ENGINEERING PROJECT

### AFFIDAVIT

**I HEREBY CERTIFY THAT ALL THE INFORMATION IN THIS TOWN OF LOXAHATCHEE GROVES APPLICATION ("Application") IS TRUE AND CORRECT.**

Before me, the undersigned authority, personally appeared who being duly sworn says:

As witnessed by my signature, I hereby affirm that I am the owner or authorized agent of the owner of the property located at \_\_\_\_\_ (the "Property").

I hereby certify that all of the following are true with respect to the Property: (1) that the activity described in this Application will be limited to the scope of activities described herein; (2) that the described activity will not occur in an easement or floodplain; and (3) that the described activity will not adversely affect neighboring properties;

I assume full responsibility as the owner of the Property (or the authorized agent) and will be personally responsible for ensuring compliance with this Affidavit.

\_\_\_\_\_  
Signature of Owner (or Authorized Agent)      Print Name

State of Florida  
County of \_\_\_\_\_

Sworn to and subscribed before me by means of ☐ physical presence or ☐ online notarization, on this \_\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced a valid driver's license as identification and who did take an oath.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

My Commission Expires: \_\_\_\_\_ {Notarial Seal}

### ENGINEERING/FLOODPLAIN ADMINISTRATOR REVIEW:

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Engineer/Floodplain Mgr. Exp. Date: \_\_\_\_\_

**SUBMIT TO:** Loxahatchee Groves Town Hall – 155 F Road, Loxahatchee Groves, FL 33470

Comments: See Conditions of Approval.