

**CITY OF TARPON SPRINGS, FLORIDA**  
**Development Services Department**  
Revised July 2009

SITE CONSTRUCTION PERMIT INSTRUCTIONS  
(Planned Developments)

The Board of Commissioners (BOC) approves Final Development Plans in concept. Final review and approval of plans and details for permitting and construction purposes is done by the City's professional staff. Once you have received Final Development Plan approval from the BOC approval for your project, the next step in the process is to have your contractor apply for a site construction permit to construct the on-site infrastructure and improvements. You have one year from the date of Final Development Plan approval by the BOC to apply for a building permit or your Final Development Plan approval will expire. To avoid unnecessary delays during the permitting process we strongly recommend you read the following information so as to insure the site construction plans submitted for review are complete and accompanied by all the necessary documentation for approval.

While Final Development Plans must meet the minimum criteria found in §82.00 of the City's Comprehensive Zoning and Land Development Code for BOC approval, in order to issue construction permits a greater level of detail and other information is typically required. Therefore, in addition to the items listed in the above referenced code section, please be sure the following information is also included in your site development plans or submitted with your permit application, if applicable.

**ADDITIONAL INFORMATION**

1. The location, size and depth of existing underground power and communication lines, sewers, water mains, storm drains, and other underground facilities and utility easements within or contiguous to the site shall be shown.
2. The location and type of all existing and proposed electric and communication lines shall be shown.
3. The location and type of any erosion and sedimentation controls shall be shown.
4. Proposed landscaping by size, type, spacing, and location shall be shown. Landscape plans shall be prepared by a registered landscape architect.
5. The method of landscape irrigation shall be shown. Be advised that all required landscaping shall be maintained by a 100% automatic irrigation system.
6. All buffer width dimensions shall be shown.
7. Existing fire hydrant locations within 500 feet of the site shall be shown.
8. Description of the maintenance responsibilities of common facilities shall be provided.
9. Any conditions of approval required by the BOC or Technical Review Committee.
10. Any other information necessary to comply with the provisions of City Codes.

**APPROVAL FROM FEDERAL, STATE AND COUNTY AGENCIES**

The following items must accompany the permit application, if applicable:

1. Wetlands Impact/Utilization: A copy of the approved Army Corps of Engineers permit.
2. NPDES Permit: A copy of the FDEP Notice of Intent (NOI) for projects that disturb equal to or greater than one (1) acre.
3. Storm Water Management Facilities: A copy of the Southwest Florida Water Management District (SWFWMD) approved permit or permit exemption.
4. Sanitary Sewer System: A copy of the Florida Department of Environmental Protection (FDEP) approved permit.

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5. Potable Water System: A copy of the Florida Department of Environmental Protection (FDEP) approved permit.
6. Driveways/Sidewalks/Improvements on County or State Roads: A copy of the approved right-of-way utilization permit from Pinellas County and/or the Florida Department of Transportation (FDOT).
7. O.S.D.S./Septic Systems: A copy of the Pinellas County Health Department (PCHD) approved installation and/or abandonment permit.
8. Gopher Tortoise Relocation or Removal: A copy of the Florida Fish and Wildlife Conservation Commission approved relocation or incidental take permit.

Please submit two (2) complete sets of plans with your application. As a general rule, site development plans should include the following sheets:

- Site plan and data
- Paving, grading and drainage plan
- Site utility plan
- Access connection plan
- Typical details and sections
- Sanitary sewer profiles and details
- Water system and details
- Storm drainage profiles and details

We suggest you review the City's Comprehensive Zoning and Land Development Code (LDC) thoroughly before submitting for a permit. It is available online through the City's official website at [www.ci.tarpon-springs.fl.us](http://www.ci.tarpon-springs.fl.us). Using the index on the left side of our homepage, click on "Code of Ordinances" under "City Clerk" for a direct link to the code. The LDC is actually "Appendix A" of the City's Code of Ordinances.

We have included a submittal checklist for your use. The fee for site construction permit review is \$250.00 per application. If you have any questions or need additional information please contact the Engineering Division of the City's Development Services Department at 727-942-5608.

*Your Service Team*

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SITE CONSTRUCTION PERMIT SUBMITTAL CHECKLIST

*Have you provided the following items? [Incomplete applications will not be accepted.]*

- A completed Site Construction Permit Application
- \$250.00 site construction permit review fee
- Two (2) complete sets of site construction drawings signed and sealed by a registered professional engineer
- Two (2) copies of a boundary survey signed and sealed by a professional land surveyor
- A copy of the approved ACOE permit for wetlands impact/utilization
- A copy of the NPDES Notice of Intent for projects greater than five (5) acres
- A copy of the SWFWMD approved permit or permit exemption
- A copy of the FDEP approved permit for the sanitary sewer system
- A copy of the FDEP approved permit for the potable water system
- A copy of the approved right-of-way utilization permit from Pinellas County and/or FDOT
- A copy of the Pinellas County Health Department approved OSDs/septic system installation and/or abandonment permit
- A copy of the Florida Fish and Wildlife Conservation Commission approved gopher tortoise relocation or incidental take permit

**CITY OF TARPON SPRINGS, FLORIDA  
SITE CONSTRUCTION PERMIT APPLICATION**

Rev. 4/05

Applicant's Name		Phone (      )	
Applicant's Address	City	State	Zip
Contractor (Company Name)		Phone (      )	
Company Address	City	State	Zip
License Holder		License No.	
Property Owner's Name (If other than Applicant)		Phone (      )	
Property Owner's Address	City	State	Zip
Engineer's Name		License No.	
Address	City	State	Zip
Site Address			
Legal Description			

**Brief Description of Work (Attach plans and drawings):**

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**PERMIT CONDITIONS:**

1. If an agent of the property owner is making application for the permit, a letter dated and bearing the notarized signature of the property owner authorizing said agent to act for him/her is required.
2. Construction shall begin within 60 days of the date of permit issuance. The permit shall become null and void one (1) year thereafter unless the City of Tarpon Springs has granted a written extension.
3. All construction performed in the public right-of-way or dedicated to the City of Tarpon Springs shall be warranted by the applicant for a period of one (1) year after written acceptance by the City of Tarpon Springs. The applicant at no cost to the City shall correct any deficiencies in workmanship or materials during the one (1) year warranty period.
4. All work shall conform to applicable laws, ordinances and rules regulating site construction in this jurisdiction.
5. The City of Tarpon Springs assumes no liability for damages or injuries, which may occur during site construction.
6. A City building permit must be obtained before start of construction.

I, the undersigned affirm that I have read and accept the conditions of approval for this permit.

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Signature of Applicant/Owner	Print Name	Date
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**OFFICE USE ONLY**

Approved by (Signature)	Date	Permit No.
Print or Type Name	Title	