



BOARD OF COUNTY COMMISSIONERS

**Public Works Engineering**

2725 Judge Fran Jamieson Way  
Building A, Room 204  
Viera, Florida 32940

**RIGHT-OF-WAY/EASEMENT PERMIT APPLICATION**

**Residential Improvements**

**Property Owner**

_____		_____	
Owner		Contact Name (if applicable)	
_____		_____	
Street Address		Apartment/Suite No.	
_____	_____	_____	_____
City	State	Zip Code	
_____	_____		
Phone Number	Email address		

<b>Applicant (if other than Owner*):</b>	<b>Contractor</b>	<b>Engineer</b>
<b>*Authorization to Act on Behalf of Owner required.</b>		
_____	_____	_____
Company Name	Contact Name	License No.
_____		_____
Street Address		Suite No.
_____	_____	_____
City	State	Zip Code
_____	_____	
Phone Number	Email address	

**Project Information**

_____	_____	_____	_____
Tax Account No.	Site Address	City	Zip Code
Description of work to be done:			
_____			

## Required Documents for all Submittals

- Authorization to Act on Behalf of Owner form (when using an Engineer or Contractor)
- If property deed is under a Trust, provide Trust documents showing signing authority.
- If property is recently purchased, provide a copy of the recorded warranty deed.

## Required Documents for Improvements in Subdivisions with Curb & Gutter

- Detailed drawing depicting the location of the proposed improvements within the Right-of-Way or Easement drawn and dimensioned on a survey or plot plan\*.

\*Please be advised that upon review of your plot plan, it may be determined that a survey and/or Engineering is required.

## Required Documents for Improvements in Subdivisions or Properties with Open Drainage

- A certified survey\* prepared by a licensed Florida Surveyor per County Driveway Requirements for New and Existing Single-Family Residences Policy dated May 15, 2024 (available upon request). Survey shall provide:
  1. Inverts, sizes, distances, and spot elevations for all culverts (including the proposed) or drainage structures for a distance of two (2) driveways or 500 feet in both directions, whichever is less.
  2. The locations and descriptions of the two (2) benchmarks or temporary benchmarks used and the datum or assumed datum used.
- Location and details of proposed improvements must be shown and may be drawn on the provided survey.

\*Please be advised that upon review of your survey, it may be determined that Engineering by a licensed Florida Professional Engineer is required.

## Please complete the Following:

DRIVEWAY APRON WIDTH:

(12 feet minimum, 24 feet maximum with a two-car garage, 28 feet maximum with a three-car garage)

DRIVEWAY APRON PLACEMENT TO NEAREST SIDE PROPERTY LINE:

5 feet (minimum)

Other:

DRIVEWAY APRON TO BE CONSTRUCTED OF:

Marl/Shell (dirt road only)

Asphalt

Concrete

Pavers

CULVERT MATERIAL (Culvert shall be made of FDOT Certified material)

ACCMP

ALUMINUM OR ALUMINIZED

HDPE

RCP

PPP

CULVERT END TREATMENT (End treatments shall be per FDOT Standard Plans)

HEADWALLS

MES (Mitered End Section)

SAND CEMENT

# STATEMENT OF ACCURACY AND UNDERSTANDING

\_\_\_\_\_ Owner I hereby confirm that the above information is true and correct and I assume all responsibility for the truth and validity of this application and associated exhibits submitted herewith.

\_\_\_\_\_ Applicant

\_\_\_\_\_ Owner Per Chapter 86-70. Driveways of the Brevard County Code, I understand that as the homeowner or property owner, I am responsible for the repair and maintenance of the driveway materials within the County right-of-way, including the culvert and end treatments (if applicable), and the sidewalk area (if applicable) within the driveway.

\_\_\_\_\_ Applicant

For Culvert Inspections:

\_\_\_\_\_ Owner I understand that if a Final Inspection is requested and the site is not ready for as-built verification or if a benchmark/temporary benchmark is disturbed without correction or substitution when the County Survey Staff arrive, an additional fee in accordance with the ROW re-inspection fee from Fee Resolution 16-189 (currently \$75.00 or as amended) shall be paid before rescheduling of the

\_\_\_\_\_ Applicant

As-built by County Staff.

\_\_\_\_\_ Property Owner Signature (Required) \_\_\_\_\_ Date

\_\_\_\_\_ Print/Type Property Owner Name (Required)

\_\_\_\_\_ Applicant's Signature (Required, if applicable) \_\_\_\_\_ Date

\_\_\_\_\_ Print/Type Property Applicant Name (Required)

## Schedule of Fees\* Per Fee Resolution 16-189

Type	Fee
Application Processing	\$25.00
Residential Driveway (Permanent, per each connection)	\$150.00
Residential Driveway (Temporary, per each connection)	\$90.00
Revision Review to an approved driveway plan	\$50.00
Easement Encroachments (other than driveways)	\$150.00
Work Commencing without a permit	Double the Permit fee
Re-Inspection Fee	\$75.00
Other	

\*An email will be sent that provides instructions for payment once your application has been entered into our system. If paying in person with a check, please make checks payable to:

Brevard County Board of County Commissioners