

GENERAL PAVING REQUIREMENTS

Driveways, Parking Lots, Sidewalks, Other Paving or Asphalt Work

The following types of work are required to be permitted and inspected by the City of Holly Hill:

A survey is also required for the following types of activity:

- resurfacing work - leveling asphalt, grinding of all transitions, adjusting of all drainage structures, etc.
- replacement of driveways, parking lots, sidewalks and other paved or asphalted areas
- repairs – replacement of sections of paved areas, filling large cracks that require replacement of base, etc.
- pavers
- work involving the creation of new impervious (water can't pass through). This type of activity **may require** full site plan review requiring a storm-water management plan and permitting by St. Johns River Water Management District. (See the City Planner for more information)

Old surveys (up to 10 years old) will be considered on a case by case basis and may be accepted as long as they are legible and still accurately represent the property. The purpose of the survey is to show the property boundaries as well as any conditions that may exist on the property but that are not visible in the field, such as utility and drainage easements and uncut rights-of-way, etc.

A **plot/site plan** may be hand prepared and submitted instead of a survey for the following activities if it is **detailed, neat and fully dimensioned**:

- striping / restriping of existing work only (no other work)
- commercial sealcoating (permit not required for single-family residential driveways) - applying a protective coating to asphalt-based pavements to provide a layer of protection from the elements: water, oils, and U.V.

Routine maintenance of all parking lots and driveways, such as a small pothole repair and filling of small cracks do not require a permit.

Mixture and other product submittals are generally not required. The Building Department inspects all parking space related striping while Public Works inspects traffic control and storm-water related items.

To receive approval for the above mentioned work, the following must be submitted:

1. Permit Application with survey or plot/site plan (see above for projects that require only a plot/site plan).
2. Fully dimensioned drawings showing the following: (2 copies)
 - Show location(s) of proposed work
 - Show type of proposed work for each location with dimensions to scale (full depth pavement repair, milling and overlaying, direct overlay, curb replacement, resurfacing, striping, etc.)
 - Provide total quantities for each type of proposed work (area of milling and overlaying, length of curb replacement, etc.)

For projects that require a survey, a drawing showing all work proposed is still required. The survey shows the property boundary while the drawing shows work to be done.

3. Construction cost estimate for work
 - A signed contract can be used as the construction cost estimate
4. Fees (paid at the time of permit issuance)

IF YOU WILL BE DOING ANY WORK IN THE RIGHT-OF-WAY, YOU WILL NEED A RIGHT-OF-WAY-PERMIT FROM PUBLIC WORKS.

PLEASE MAKE SURE THAT YOUR SUBMISSION CONTAINS ITEMS 1 THROUGH 4 ABOVE OR THE PROCESSING OF YOUR APPLICATION MAY BE DELAYED.