



# Fence / Driveway Checklist

Please include the following items in the order shown below. For questions on required items, please call 904-297-7050 or email [building@greencovesprings.com](mailto:building@greencovesprings.com).

**Incomplete permit application packets will not be placed in the review cycle until they are complete.**

	<u><a href="#">Building Permit Application</a></u>	Complete all information in the spaces provided. If information requested does not apply, insert "N/A"; <b>if Fence, must include Fence Style and Height. Per City Code Section 117-788(c)(4)(f), the finished side of the fence must be facing outward when constructed.</b>
	<u><a href="#">LDR Compliance Application</a></u>	Complete all information in the spaces provided. If information requested does not apply, insert "N/A"
	<u><a href="#">Owner/Builder Disclosure</a></u>	<b>Applicable to Owner/Builders Only</b> An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to sign before a Building employee in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder.
	<u><a href="#">Notice of Commencement</a></u>	<b>Required when job cost exceeds \$2,500 (\$7,500 for mechanical)</b> Florida Statute 713.13(1)(a): Except for an improvement that is exempt pursuant to s. 713.02(5), an owner or the owner's authorized agent before actually commencing to improve any real property, or recommencing completion of any improvement after default or abandonment, whether or not a project has a payment bond complying with s. 713.23, shall record a notice of commencement in the clerk's office and forthwith post either a certified copy thereof or a notarized statement that the notice of commencement has been filed for recording along with a copy thereof.
	Warranty Deed	
	HOA/ARB Approval	<b>Required for residences in Magnolia Point or Magnolia West</b>
	<b>Boundary Survey / Site Plan</b> (Two [2] copies)	Surveys/Signed & Sealed Site Plans must include the following: <ol style="list-style-type: none"> <li>1. Current Flood Zone</li> <li>2. Easements</li> <li>3. Dimensions of structures</li> <li>4. Setbacks from all structures to the property lines</li> <li>5. Include patios, driveways, walkways (materials and surface treatments)</li> <li>6. Floor Area Ratio (a figure determined by dividing the gross floor area of all buildings on a lot by the area of that lot)</li> <li>7. Proposed driveway with dimensions or proposed fence location</li> </ol>

**STAFF ONLY:**

<b>Planning Approval</b>	<b>Building Approval</b>
Date Requested:	Date Requested:
Date Completed:	Date Completed: