CITY OF MIAMI SPRINGS
201 Westward Drive
Miami Springs, Florida 33166
Building Processing Department

DRIVEWAY REQUIREMENTS

1. ___Permit application, signed & notarized by the owner and contractor

2. ___Paving application Supplement (All measurements must be included).

3. ___If permit is by homeowner, submit:

   a) INSTRUCTIONS OWNER- BUILDER

4. ___If permit is by contractor, submit:
   - ✓ Workers Compensation
   - ✓ General Liability
   - ✓ Certificate of Competency or State License
   - ✓ Local Business Tax Receipt

5. ___Two copies of an original survey, signed & sealed, less than one year old, & one copy.
   (If survey has expired our staff can recertify the survey for a fee of $75.00. This must be done prior to permit submittal)

6. ___Two identical site plans, at 1" = 20 ft. scale, showing the following information:

   a) The location and shape of the proposed driveway, and all the construction dimensions as follows:
      - ✓ Distance to property lines, minimum 5 ft. from the side property line on interior lots or otherwise show calculation of water retainage on your property. Excluding roofed porches in the calculations.
      - ✓ Width of the driveway.
      - ✓ If it is circular or has circular corners, show the radius and location of the center of the radius.
      - ✓ Distance to the existing structure.
      - ✓ Area of the driveway, walkways and existing paved areas without roofs; it can not exceed 50% of the area of the front yard. Do calculations with total front yard area from sidewalk to each outside corner of the house. VS paved with percentage total.
      - ✓ Material of the driveway (concrete, stamped concrete, pavers, etc.)
      - ✓ Construction specifications for concrete driveways, slab thickness and reinforcing.

   b) You are allowed approaches equal to the number of driveway entrances approved. Each approach may match the size of the corresponding driveway section.

   c) Show means of retaining the rainwater within your property limits. This is shown with arrows on plan for direction of slope downhill.

   d) On your plan, the approaches need to show a 2 inch PVC pipe installed, 2 feet deep and 2 feet from roadway (see sample). For inspection of this pipe, make sure that the ends (capped) are visible for the inspector.

7. ___ Declaration of Restrictive Covenant (**Must be recorded with MIAMI-DADE COUNTY***)

   *Documents are recorded at the Clerk of Courts, Miami-Dade County Recorder, Courthouse,73 W Flagler St Miami FL 33130

8. ___ Call SUNSHINE ONE (1-800-432-4770) / www.callsunshine.com ĂŶĚ Ɛubmit ticket from Sunshine One indicating all clearances.

CITY OF MIAMI SPRINGS
BUILDING DEPARTMENT
201 Westward Drive, Second Floor
Miami Springs, FL 33166
Office: 305-805-5030 Fax: 305-805-5036
www.miamisprings-fl.gov

Date: _____ **Clerk:** _____

☐ **Master Permit #:** _____

☐ **Sub-Permit #:** _____

JOB ADDRESS_____

PERMIT APPLICATION

1. OWNER INFORMATION

Owner_____
Address_____
City _____ St_____Zip_____
Driver License No. /I.D._____
Phone No._____

2. CONTRACTOR INFORMATION

Company Name_____
Qualifier Name_____
Address_____
City_____ St_____ Zip_____
Lic. No. _____
Phone No._____

3. PERMIT TYPE

Choose only One
☐ Building
☐ Electrical
☐ Mechanical
☐ Plumbing/Gas
☐ Sign
☐ Roofing

4. CHANGE TO AN EXISTING PERMIT

Choose only One
☐ Change Contractor
☐ Extension
☐ Renewal
☐ Shop Drawing
☐ Lost Plans

5. TYPE OF IMPROVEMENT

Choose only One
☐ New Construction
☐ Addition Attached
☐ Alteration Interior
☐ Alteration Exterior
☐ Repair/Replace
☐ Demolition/Partial
☐ Re-roof
☐ Driveway
☐ Fence
☐ Window
☐ Door
☐ Shutters
☐ Pool
☐ Shed
☐ Other: _____

6. ARCHITECT/ ENGINEER INFO

Name _____
Address _____
City _____ St _____ Zip Code _____
Lic. No._____ Discipline_____
Phone No. _____

7. CONTACT

Name _____
E-mail _____
Phone No. _____

8. LEGAL/USE/WORK VALUE

Folio No. 05-_____ No. of Units _____
Lot ____ Block ____ Subdivision _____
Current Use of Property _____
Description of Work _____
_____
Square Ft. _____ Linear Ft. _____
Work Value _____ Building Value _____
Flood Zone _____ Base Flood Elevation _____

Application is hereby made to obtain a permit to do the work and/or installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for Electrical, Plumbing, Roofing Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioning, Driveways, Fences, Sheds, Generators, Gas, Sidewalk, Portable Storage Units, Decks, etc.
Owner's Affidavit: I certify that all the foregoing information is accurate and that work will be done in compliance with all applicable laws regulating construction and zoning.

NOTICE REGARDING BUILDING PERMIT APPLICATIONS

The Completion and submission of a Building Permit Application is a requirement of securing a City Building Permit. The City will rely upon the information contained in the Application in determining whether a City Building Permit should be issued. The submission of inaccurate, misleading or misrepresented information in the Application shall subject the Building Permit to denial, suspension or revocation, and the individual applying for the permit, to all appropriate fines, penalties and other punishments authorized by law. KINDLY GOVERN YOURSELF ACCORDINGLY.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNER INFORMATION

_____ _____
PRINT NAME OWNER'S SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME BY: (PRINT OWNER'S NAME)

_____

BY MEANS OF [__] PHYSICAL PRESENCE OR [__] ONLINE NOTARUZATION,

WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED

_____ AS IDENTIFICATION.

As identified on this _____ day of _____ 20_____
Notary's Signatures _____
Printed Name of Notary_____

QUALIFIER INFORMATION

_____ _____
PRINT NAME QUALIFIER'S SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME BY: (PRINT QUALIFIER'S NAME)

_____

BY MEANS OF [__] PHYSICAL PRESENCE OR [__] ONLINE NOTARIZATION,

WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED

_____ AS IDENTIFICATION.

As identified on this _____ day of _____20 _____
Notary's Signatures _____
Printed Name of Notary_____

DO NOT WRITE BELOW – FOR OFFICE USE ONLY

✓	TRADE	APPROVED/DATE	DISAPPROVED/DATE	APPLICATION INCLUDES	FEES $	.00
	Zoning			Zoning		
	Structural			Structural		
	Building			**Base Fee**		
	Electrical			Scanning		
	Mechanical			Technology		
	Plumbing			Rework		
	Roofing			Violation		
	Flood			DBPR/DCA		
	Publics Works			Code Compliance		
				(-) Upfront Fee		
				Balance Due		

CITY OF MIAMI SPRINGS

201 Westward Drive
Miami Springs, Florida 33166
Building Processing Department

INSTRUCTIONS TO OWNER-BUILDERS

Pursuant to Florida Statute 489.103 (7) owners of real property when acting as their own contractor and providing all material supervision themselves, when building or improving one-family residences or commercial property, shall be provided with the following disclosure statement by the local permitting agency.

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a commercial building, provided your costs do not exceed $25,000. ***The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption.*** *You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work that is being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building Codes, and zoning regulations.*

PROOF OF OWNERSHIP- Prior to a building permit being issued to you, you must submit proof of ownership of the land concerned in the application in the form of a recorded deed, showing you own the property, or a copy of mortgage or warranty deed of the land, or a Dade County tax receipt, statement to contain legal description of property and indicate property is in your name. Legal description and name on document of proof must correspond to the name and legal description on the application.

RESPONSIBILITY- You will be responsible for all work done by your day labor employees, and you must either employ licensed contractors or persons to be paid on an hourly or per diem basis. Anyone contracting (including labor) with you, verbally or in writing, on a fixed fee basis for any work, who is not properly licensed, will be subject to a fine of $500 pursuant to Florida Statute 489.127 (4) (c) and/or imprisonment for up to one year pursuant to Florida statute 489.127.

INSURANCE- You should be advised that if your labor employees cause any damage to persons or property, or if any of your day labor employees are injured on the job, YOU ARE LIABLE. Your regular home insurance policy ordinarily does not cover this type of liability.

WITHHOLDING TAXES- You should be advised to investigate your responsibility for withholding Social Security, Federal and State Unemployment Insurance Taxes from the wages of employees working for you on the proposed construction, and for making returns thereof to the proper agency.

DEMOLITION WORK- In addition to meeting Florida Building Code requirements stated above, you are responsible for disconnecting all utilities, including water, sewer, septic tank, electrical service, gas, telephone, cable TV, etc., prior to commencing demolition. You are also required to obtain a permit from the State of Florida Department of Health and Rehabilitative Services in order to abandon any septic tank that is on the property.

Notice: Separate permits are required for electrical, septic tank abandonment, plumbing, roofing and mechanical work.

I,_____the owner of the property described as_____, do hereby certify that I have read the foregoing instructions, and am aware of my responsibilities and liabilities for a building permit for construction work on the above described property. **HAVING READ THE ABOVE STATE LAWS AND REQUIREMENTS, I UNDERSTAND AND AGREE THAT I WILL ABIDE BY SUCH LAWS AND REQUIREMENTS.**

_____	_____	_____
Notary Signature	**Property Owner**	**Date**

The foregoing instrument was acknowledged before me this_____day

Of_____20_____by_____

( ) is personally known to me.
( ) has produced a_____as identification.

Notary Public Seal

City of Miami Springs

201 Westward Drive Miami Springs, FL 33166
Phone: (305) 805-5034 Fax: (305) 805-5036 Website: www.miamisprings-fl.gov

FRONT YARD IMPERVIOUS COVERAGE CALCULATION WORKSHEET

The following worksheet is provided to aid applicants in calculating impervious coverage in connection with driveway and other front yard improvements, to demonstrate compliance with the requirements of Sec. 150-016.

		Square feet
a	**Existing front yard area**	
b	**Existing front yard impervious coverage**	
c	**Proposed front yard impervious coverage**	
d	**Permeability credit, if applicable: use of pavers** Up to 10% of paved area (1)	
e	**Permeability credit, if applicable: Use of cell grids or porous concrete** Up to 15% of paved area (1)	

(1) Must comply with the requirements of Sec. 150-016(G)(7)

		Percentage
f	**Synthetic turf coverage, if proposed** (2)	
g	**Existing front yard impervious coverage** (3)	
h	**Proposed front yard impervious coverage** (4)	

(2) Limited to driveway joints, max 20% of front yard area.

(3) Formula: g = b ÷ a

(4) Formula: h = f ÷ a

REQUIRED SUBMITTALS

Applicants must submit the following documents in conjunction with a building permit application for driveways, walkways, and other front-yard improvements.

- ☐ Boundary survey – no more than 1 year old or appropriately recertified by the City's Building Department.
- ☐ Site plan and other relevant drawings showing the scope of proposed work, including design of the proposed driveway, approaches and flare-outs compliant with Sec. 150-016. Drawings must include dimensions of the proposed improvement as well as applicable setbacks from property lines. Minimum scale 1" = 20'.
- ☐ Description of the proposed materials. If using pavers or permeable materials, specifications must be included to demonstrate compliance with the criteria listed in Sec. 150-106(G)(7).
- ☐ Existing and proposed front yard impervious coverage calculations.
- ☐ Declaration of Restrictive Covenant recorded in the public records of Miami-Dade County.

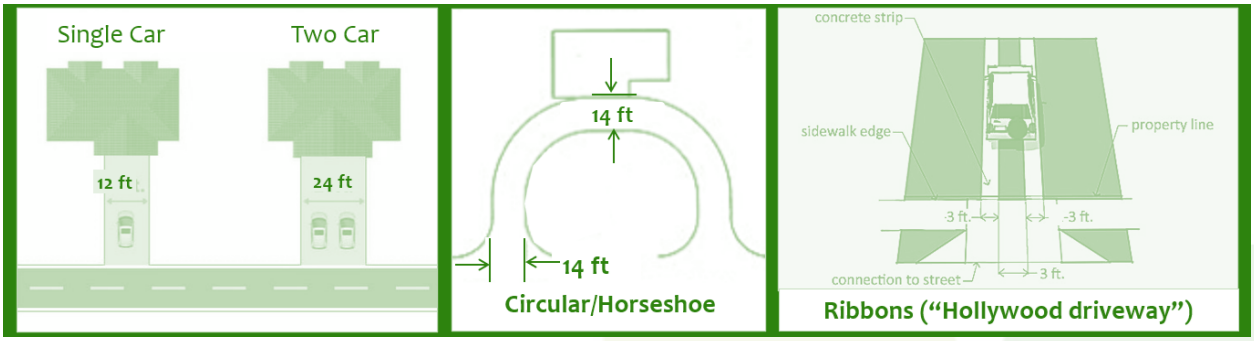
_____
Property Owner's Signature

City of Miami Springs
201 Westward Drive Miami Springs, FL 33166
Phone: (305) 805-5034 Fax: (305) 805-5036 Website: www.miamisprings-fl.gov

DRIVEWAY AND FRONT YARD IMPERVIOUS COVERAGE REGULATIONS FOR SINGLE-FAMILY RESIDENTIAL DISTRICTS

Per Sec. 150.016(G)(4), off-street parking shall be placed and configured on each lot or parcel of land in such a manner that the percentage of total front yard area that is occupied for vehicular parking spaces, aisles, driveways and by other impervious surfaces such as walkways, shall not exceed the following:

Driveway type	Maximum driveway width (feet)	Total maximum impervious surface (%) *
One-car linear driveway	12	35
Two-car linear driveway	24	45
Circular driveway	14	45
Ribbon driveway	3 per ribbon with a maximum separation of 3 feet	35



Maximum number of driveways: Each residential building site shall be permitted no more than 2 driveways in the front yard and up to 1 additional driveway in the side street yard of the site, so long as such driveways comply, or are in conformance with, the restrictions and provisions contained in Section 150-016.

Allowed driveway materials: Off-street residential parking driveways and driveway approaches may be constructed of rock, crushed stone; pea gravel; asphalt; tamped, broom, or plain finished concrete; pavers; or brick. "Green" driveways built with recycled materials and/or sustainable drainage systems and materials such as, but not limited to open cell/permeable pavers, pervious concrete, and similar pervious materials, are encouraged. Rock and gravel driveways shall be bordered to keep the gravel in place and to define the driveway's perimeter. Edging may consist of pavers, brick, edging stones, hardwood, metal or garden edging.

Permeability incentive:

1. **Use of pavers:** Credit of up to 10% towards the maximum vehicular and impervious front yard coverage, as long as the pavers are brick or concrete, no larger than 12 inches by 12 inches

(144 square inches per paver) placed over a crushed concrete base, with a minimum joint width between paving units of at least 1/4-inch and with a void space ratio of at least 4%.

2. **Use of porous concrete, cell grids (and similar permeable materials)**: Credit of up to 15% toward the maximum vehicular and impervious front yard area, provided the materials and installation meet the following criteria:

   a) Surface with minimum permeability of no less than 8 inches per hour. Surface of permeable materials should never be seal-coated.
   b) Open-graded subbase with minimum 40% void space.
   c) Surface and stone bed suitable for design traffic loads.
   d) Uncompacted sub-grade.
   e) Nonwoven geotextile underlay.
   f) Positive stormwater overflow from beds.

   Specifications for all permeable driveway materials, including maintenance standards to retain aesthetics and to prevent/remedy clogging (.e.g., vacuum sweeping, pressure washing, or air blowing to remove debris), shall be submitted with a permit application, and approved for use by the City prior to permit issuance.

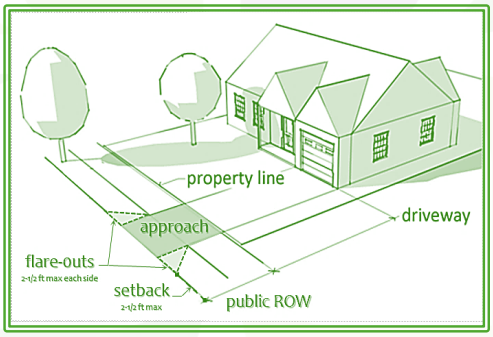
3. **Use of rock and gravel in front yards**: When used as a material for driveways, then these surfaces shall be counted as permeable vehicular areas. When used as part of landscaping design, rock and gravel shall be counted as nonvehicular pervious areas, provided that the area occupied by these materials used in conjunction with landscaping shall not exceed 10% of the front yard area. Rock and gravel driveways shall be bordered to keep the gravel in place and to define the driveway's perimeter.

Synthetic turf
Synthetic turf is not permitted as a landscape surface in the front yard, however, its use may be permitted in the open joints of pavement or other approved materials as part of driveway or walkway designs. When used in this context, synthetic turf shall count as part of the impervious surface area. The maximum joint width occupied by synthetic turf shall not exceed 6 inches, and the total area of synthetic turf used in this manner shall not exceed 20% of the area of the front yard. When proposed in open joints of pavement, a hardscape curb or border shall be provided to separate the area of synthetic turf from other landscaping.

Nonvehicular and pervious areas shall be planted in their entirety with grass and approved shrubs, trees and other approved plant materials.

No vehicle shall be parked on the front yard of any private property which has been previously designated as a landscape or sodded area.

Driveway setback and flare-out standards: A minimum distance of 10 feet shall be required between any two driveway approaches constructed on an individual site (i.e., in a circular drive configuration) and installed in and over the City swale and right-of-way areas. All driveway and driveway approaches, including flare-outs, if any, must be set back at least two and a half (2-1/2) feet from any adjoining properties.



For additional information, email planning@miamisprings-fl.gov

CITY OF MIAMI SPRINGS
Building & Planning Department

This **COVENANT OF CONSTRUCTION WITHIN RIGHT OF WAY AGREEMENT (**the "Agreement") is executed by _____ hereinafter referred to as the Owner of the following described property:

(owner)

Legal description/folio #:

The Owner is requesting permission to install _____

_____

within the public road right of way _____

(address)

IN CONSIDERATION of the approval of this permit by the City of Miami Springs ("City"), the Owner agrees as follows:

1. To maintain and repair, when necessary, the above-mentioned item(s) installed within the dedicated right-of-way. If it becomes necessary for the City or Miami-Dade County to make repairs or maintain said items within the public right-of-way including restoration of the street by reason of the Owner's failure to do so, such expense shall be paid by the Owner or shall constitute a lien against the above-described property until paid.

2. The Owner does hereby agree to indemnify and hold the City or Miami-Dade County harmless from any and all liability, which may arise by virtue of permitting the installation of these items within the public right-of-way.

3. The Owner does hereby agree to remove or relocate their facilities at their own expense, within sixty (60) days' notice to do so by the City. Failure to comply with this notice will result in the City causing the item(s) to be removed and a lien being placed on the property and/or assessed against the Owner for all costs incurred in the removal and disposal of the item(s).

4. The undersigned further agrees that these conditions shall be deemed a covenant running with the land and shall remain in full force and effect and be binding on the undersigned, their heirs and assigns, until such time as this obligation has been cancelled by an affidavit filed in the Public Records of Miami-Dade County, Florida by the City Manager of the City (or other designated representative).

SIGNED, SEALED, EXECUTED AND ACKNOWLEDGED on this _____ day of _____ 20_____ .

_____

(Owner's Signature)

STATE OF FLORIDA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of ___ _____, 20_____, by _____, on behalf of _____ _____. She/He ☐ is personally known to me or ☐ has produced _____ as identification.

[SEAL]

_____
Notary Public

_____
Print Name

Acknowledgement – Individual

STATE OF FLORIDA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ____ physical presence or ___ online notarization, this ___ day of _____, 202__, by _____. He/She was personally known ____ or produced _____ as form of identification.

[NOTARY SEAL]

_____
Notary Public for the State of Florida

_____
Name Type, Print or Stamped

My Commission expires: _____

Acknowledgement – Corporation

STATE OF FLORIDA)
) ss:
COUNTY OF _____)

The foregoing instrument was acknowledged before me by means of ____ physical presence or ___ online notarization, this ___ day of _____, 202__, by _____, as _____, of the _____, on behalf of the corporation. He/She was personally known ____ or produced _____ as form of identification.

[NOTARY SEAL]

_____
Notary Public for the State of Florida

_____
Name Type, Print or Stamped

My Commission expires: _____