

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

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Borrow Area Permit Submittal Requirements:

1. **Dust Control Plan** – To minimize dust, we require that the access road to the borrow area be paved or the applicant may provide some other plan for dust control that must be approved by Public Works.
2. **Erosion Control Plan**– All areas not draining internally to the existing borrow area(s) must remain vegetated or all areas that will not be excavated within a six-month period should be re-vegetated. Silt fence should be installed downstream of all grubbed areas where storm water is directed off-site.
3. **Excavation/Site Plan** – Provide an excavation plan showing the location, size, setbacks, fencing, sequencing, duration and depth of the excavation.
4. **Storm water Retention Plan** – Applicant must provide a storm water retention plan that indicates areas for retention, the capacity of the retention areas and the infiltration rate of the retention areas.
5. **Site Access** –The applicant must obtain a driveway permit from the FDOT for State Roads or Public Works for County Roads before permit is effective.
6. **Utility easements** – Where a borrow area is in or abutting a utility easement, the applicant must notify the local utility that crosses the property and obtain a letter from them that indicates their approval of the current excavation below their lines. In addition, this letter should state the depth of excavation, setback requirements and access that will require from their lines or poles.
7. **Reclamation Plan** – Applicant must provide a reclamation plan indicating slopes and re-vegetation.
8. **Groundwater Table Separation** – The applicant must submit survey or boring information regarding the groundwater table in the borrow area.
9. **Spill Plan** – A spill prevention control and countermeasures plan (SPCC) must be provided by the Owner for the refueling of all machinery used at the borrow area. (i.e. concrete pad).
10. **Copy of Notification to Florida Department of Environmental Protection (DEP).**

Office Use Only

ELIGIBLE FOR PERMIT (Yes or No)?: _____

Comments: _____

Date Submitted: _____

Fee Paid (yes/no) _____

Borrow Area Permit Application

PROPERTY OWNER _____

CONTACT INFO _____

PARCEL NUMBER _____

911 ADDRESS _____

FUTURE LAND USE DESIGNATION(S) _____

ZONING(S) _____ CURRENT USE _____

PARCEL SIZE _____ BORROW AREA SIZE _____

Signature(s) of property owner(s):

BEFORE ME, the undersigned authority, personally appeared _____, known to me to be the individual(s) who executed the foregoing and (he, she, they) acknowledged to me that the contents of this application are true and (he, she they) executed the same for the purposes therein expressed.

State of _____ County of _____

Dated this _____ day of _____, 20____

Notary Public _____ Expiration Date

Personally known / Produced ID

Type of ID:

Sec. 4-19. Borrow areas and ponds. (91-31)

(a) Definitions

(1) Borrow area means an excavation contained within a parcel of land where the spoils from the excavation are removed and placed on another parcel of land, or are sold for a profit, except for the spoils from a swimming pool, pond, fish pond, or building site. A borrow area will include the leveling, scraping, or reducing of a hill or rise of land, as well as the digging of a pit, hole, depression or valley.

(2) Pond or fish pond means an isolated still body of water, of artificial construction used for watering livestock or for the raising or stocking of fish. A pond will be greater than one-eighth (1/8) of an acre, but less than five (5) acres in size.

(b) Permits are required for the following subject to meeting the criteria listed in subsection (c) below:

(1) Borrow areas of any size. In addition, all borrow areas, greater than five (5) acres in size will require a special exception approved by the Zoning Board of Adjustment. Borrow areas shall be subject to applicable provisions of Chapter 378, Florida Statutes.

(2) The construction of ponds one-eighth (1/8) of an acre or larger, but less than five (5) acres, and having the capacity of containing less than forty (40) acre feet of water. Those ponds greater than five (5) acres and/or having the capacity of storing, containing or holding more than forty (40) acre feet of water, will require a special exception approved by the Zoning Board of Adjustment, and approval from the St. Johns River Water Management District and any other state and federal agency, as required.

(c) The Planning, Zoning and Building Director or his designee may issue permits for borrow areas and ponds as described in Subsection (b) above and meeting the following criteria:

(1) All permitted ponds, fish ponds, or borrow areas, regardless of size, must be in an Agriculture zoning and on a minimum lot size of one (1) acre.

(2) The applicant, property owner or agent must fill out an application and provide the following data:

a. A site plan or survey showing the size of the property, where the pond will be placed on the property, showing the distances from all property lines, and showing placement of proposed fence. A permit cannot be issued if the pond is over ten (10) feet in depth and within one hundred (100) feet of an adjoining property owner's well, or, if the pond is over twenty-five (25) feet in depth, and within two hundred (200) feet of an existing property owner's well. Setbacks for all ponds will be a minimum of twenty-five (25) feet from all property lines from the top of the slope.

b. The slope of the sides - In no case shall the slopes exceed a one (1) in four (4) slope for one-fourth (1/4) of the total area to a depth of six (6) feet, and a one (1) in three (3) slope for three-fourths (3/4) of the area to a depth of six (6) feet.

(3) All disturbed areas will be revegetated, seeded or sodded.

(4) The application must be approved by the Public Works/County Engineering Departments concerning the impact that the pond will have on the drainage plan of Putnam County, where determined applicable by the Planning, Zoning and Building Director. The Planning, Zoning and Building Director has the authority to deny any excavation permit that is not consistent with the Putnam County Comprehensive Plan.

(5) All agricultural ponds designed by Soil Conservation Service standards and approved by the Putnam Soil and Water Conservation District, are exempt from this ordinance. (6) All excavations permits, permitted hereunder on property boundaries thereof, will require a minimum four (4) foot high fence, constructed with a minimum of four (4) strands of barbed wire.

(7) In the dewatering of the pond, if a pump or combination of pumps used have a capacity greater than seven hundred (700) gallons per minute, a consumptive use permit must first be obtained from the St. Johns River Water Management District.

(8) A permit will be issued for a period not to exceed six (6) months. The permit may be extended for two (2) additional six (6) month periods by the Planning, Zoning and Building Director or his designee, provided that construction of the pond is being diligently pursued.

(9) Only one permit per five (5) acre tract shall be issued.

(10) The fee for a permit will be established by Resolution of the Board of County Commissioners.