



**CITY OF ANNA MARIA
BUILDING DEPARTMENT**

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DEVELOPMENT PERMIT PACKAGE
for
GRADING, FILLING & OTHER ACTIVITY

1. **BUILDING/ZONING PERMIT APPLICATION** - The applications must be completed and signed by the owner of the property or with the submission of the **CONTRACTOR/AGENT AUTHORIZATION FORM** authorizing the contractor or agent to sign for and obtain the Sign Permit.
2. **SITE PLAN** - Clear and legible plan or survey showing the property lines, existing and proposed contours at six inches and location of the fill and grading activity, street right of way, alleys drainage easements, building and fences in conformance with City of Anna Maria Zoning Ordinance Section 74-4 or Section 82-64.
3. **APPLICATION FOR LESS THAN 8" ABOVE THE ROAD.** Section 74-4(a). Filling or grading lots. A piece or parcel of land may be filled or graded to a height not to exceed eight inches above the level of the street which it faces.
4. **APPLICATION FOR MORE THAN 8" AND LESS THAN 24" ABOVE THE ROAD.** Section 74-4(b) and Section 82-64. Engineering and topographical data shall be submitted to verify that the increased fill will not alter flooding conditions and storm water discharge on abutting property. See Chapter 102 Storm water management.
5. **DEVELOPMENT ACTIVITY** mean the addition to or improvement of real estate, including any of the following activities:
 - (1) Construction, clearing, filling, excavating, grading, paving, dredging, drilling or otherwise significantly disturbing the soil of the site.
 - (2) Building, installing, enlarging, replacing or substantially restoring a structure, impervious surface or water management system, including the longterm storage of materials.
 - (3) Subdividing land into three or more parcels.
 - (4) Erection of a permanent sign unless expressly exempted by this Code.
 - (5) Changing the use of a site so that the need for parking is increased.
 - (6) Construction, elimination or alteration of a driveway onto a public street.
6. **TIME LINE.** City of Anna Maria requires the shortest amount of time to complete the development activities. Provide a written statement as to the duration of the activity and the type use of best management practice for soil and erosion control.

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City of Anna Maria Code of Ordinances Section

74-4. Filling or grading lots.

(a) No lot, piece or parcel of land in the city shall be filled or graded to a height in excess of eight inches above the level of the street which it faces. If, however, adjoining or abutting property is in excess of eight inches above street level, fill or grading shall correspond with such adjoining or abutting property. Where the property is on a corner, or adjoins two or more streets, the reference street level shall be the highest street level adjoining the property. Where the street has been paved, the reference level shall be the level of the crown of the pavement. Where the street is not paved, the reference level shall be a level no less than four inches higher than the unpaved street surface.

(b) In all cases, a four-inch concrete slab may be poured on top of the graded lot level. If the property owner desires to exceed the eight-inch fill level referenced in subsection (a) of this section above the adjoining street, appropriate engineering and topographical data shall be submitted to the building official to verify that the increased fill will not alter flooding conditions on abutting property. In no case shall the fill level exceed 24 inches above the adjoining street.

Sec. 82-63. Development permit required.

A development permit shall be required in conformance with the provisions of this article prior to the commencement of any development activities.

Sec. 82-64. Application for development permit; certification of elevation.

Application for a permit under this article shall be made to the building official on forms furnished by him prior to any construction activities, and may include but shall not be limited to plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the existing or proposed structures. Additionally, the following information is required:

- (1) Application stage.
 - a. Elevation as required by the building official in relation to mean sea level of the proposed lowest floor, including basement, of all structures.
 - b. Elevation in relation to mean sea level to which any nonresidential structure will be floodproofed.
 - c. Certificate from a registered professional engineer or architect that the nonresidential floodproofed structure will meet the floodproofing criteria required by this article.
 - d. Description of the extent to which any watercourse will be altered or relocated as a result of proposed development.

(2) Construction stage. The applicant shall provide a floor elevation or floodproofing certification after the lowest floor is completed, or, in instances where the structure is subject to the regulations applicable to coastal high-hazard areas, after placement of the horizontal structural members of the lowest floor. Upon placement of the lowest floor or floodproofing by whatever construction means, or upon placement of the horizontal structural members of the lowest floor, whichever is applicable, it shall be the duty of the permit holder to submit to the building official a certification of the elevation of the lowest floor, the floodproofed elevation, or the elevation of the lowest portion of the horizontal structural members of the lowest floor, whichever is applicable, as built, in relation to mean sea level. Such certification shall be prepared by or under the direct supervision of and certified by a registered land surveyor or professional engineer. When floodproofing is utilized for a particular building, the certification shall be prepared by or under the direct supervision of and certified by a professional engineer or architect. Any work undertaken prior to submission of the certification shall be at the permit holder's risk. The building official shall review the floor elevation survey data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to further work. Failure to submit the survey, or failure to make the corrections required by this subsection, shall be cause to issue a stop work order.