



Nassau County Engineering Services Department
96161 Nassau Place
Yulee, Florida 32097
(904) 530-6225

NASSAU COUNTY ENGINEERING SERVICES RESIDENTIAL DRIVEWAY APPLICATION

WHY: Per Ordinance 99-17, Section 8.2.1 and 8.2.2; Unless exempted herein, or otherwise approved by the Engineering Services Department, any construction, installation, or placement of any above-ground temporary or permanent structure or utility within County Right-of-Way is prohibited unless an “Application for Right-of-Way Permit” has been submitted and approved by the Engineering Services Department. Temporary or permanent structures shall include but are not limited to: driveway connections, signs, posts, fences, landscaping, drainage connections, above-ground and under-ground utility installations, cross drains, side drains, ditches and swales.

WHO: The Homeowner, Contractor, Developer or the authorized Agent can complete, sign, and submit the right-of-way application for approval.

WHAT: Application must be completely filled out in ink. Any fields that are not applicable, mark the area with an “N/A”. Applicant must submit a site plan with the application. The site plan must show the proposed new driveway installation in detail; such as, but not limited to, the distance to the property lines, width of apron, proposed thickness, distance between any other driveways, etc. Approved application shall be kept on the job site during the duration of the construction or installation activities and shall be made available to Engineering Services Department personnel upon request, during field inspections.

WHERE: Application can be obtained from the Nassau County website at www.nassaucountyfl.com or at 96161 Nassau Pl, Yulee, FL 32097. Submit the completed application with detailed site plan to Engineering Services Department located at above address. Office hours are 8:00 AM to 5:00 PM, Monday-Friday (with the exception of 12:00 PM – 1:00 PM, Lunch).

If you have any questions, contact our office at (904) 530-6225.



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Right-of-Way Permit Application Residential Driveway

ROW Permit # _____

Approved By _____

ROW Permit Issue Date _____

Permit Expiration Date _____

Check # (if applicable) _____

Amount Paid _____

↑ Please do not write above this line ↓

Owner

Owner _____ Contact Person _____
 Address _____ Phone _____
 Email _____

Contractor / Agent

Contractor/ Agent _____ Contact Person _____
 Address _____ Phone _____
 Email _____

Site Address

Site Address _____ Lot # _____ City _____
 Directions to Site _____
 Property ID Number _____

Permittee must attach a site plan/sketch showing work within the limits of County right-of-way and/or easement. Show existing and proposed outlet pipe if applicable. All disturbed areas within the right-of-way must be sodded.

Nature of Work

Type of Road Dirt Paved
Road Classification Local Minor Major
Proposed Work New Install Paving ROW Second Access Brick Pavers
 Existing No work to d/way Curb & Gutter Concrete Asphalt

Other
 (provide description) _____

- * Construction bond and / or City of Fernandina Beach letter of approval may be required.
- * Approval of this permit does not exclude the applicant from obtaining approvals or exclude requirements Based on PUD's, Building Department, DEP, SJRWMD, etc. Note #11 on attached "General Conditions" Becomes an integral part of this permit when signed by the applicant.
- * Call Sunshine 48 hours before you dig at 1-800-432-4770. It's the law in Florida.
- * Driveway inspections can be requested Monday – Friday 8:00 a.m. – 4:00 p.m. to be scheduled for the next business day. To schedule an inspection, call the Engineering Department at 904-530-6225.

General Conditions

1. This application shall become a permit with signature of authorization, and number assigned. Applicant is responsible for supplying the approved permit to their contractor or subcontractors who must have it on site during construction at all times. **Failure to present the approved permit upon demand, may result in immediate shutdown of any and all construction activities as determined by the Nassau County Engineer.**
2. The permit shall be completed within 12 months of approval date. Upon approval by the Engineering Department, permit may be extended an additional six months by written request by the applicant. Additional extension beyond a period of 18 months, a new application must be submitted and approved, including payment of all applicable fees. (Ordinance 99-17, Section 6.1.2)
3. All driveway and/or drainage connections to and/or across public right-of-way shall require a permit. The pipe size and invert depth of all side drains/driveway culverts shall be approved by the County. In cases where the driveway connection does not require a pipe, the driveway should be constructed with a minimum of six (6) inches of reinforced concrete (3000 psi) to conform with the existing flow line of the roadside swale, or as established by the Engineering Services Department. Swale driveways may be allowed, if approved by the Engineering Services Department. (Ordinance 99-17, Section 8.6.3)
4. All connections, both commercial and residential, to paved roadways shall be permanent type pavement, including Portland Cement Concrete or asphaltic concrete. Gravel, bituminous surface treatments, and other similar materials without a permanent surface are prohibited. "Millings" surface treatments are only allowed for residential connections if all of the criteria set forth in Ordinance 99-17, Section 9.5.3 is met.
5. Construction areas within county right-of-way and easements shall be treated with sod, to protect the right-of-way against erosion, siltation and rivulets caused by surface run-off. (Ordinance 99-17, Section 11.8.1)
6. All authorized work shall be completed in accordance with this approved application, the provisions of the Nassau County Roadway and Drainage Standards Ordinance 99-17, with revisions, and requirements of all other Federal, State, and Local agencies having jurisdiction over the project. In addition, construction must meet standards as set forth in the Americans with Disabilities Act of 1990, Title II.
7. It is expressly stipulated that this permit is license for permissive use only and the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.
8. All materials, equipment and workmanship shall be subject to inspection by the County Engineer.
9. The attached site sketch and proposed driveway install drawing, covering details of this installation shall be made part of this project.
10. All areas disturbed by construction activities within county right-of-way shall be restored to the standards specified for new construction or restored to a condition equal to conditions prior to the disturbance if the prior conditions exceeded new construction standards. Asphalt areas shall be resurfaced for the full roadway width if any patching, saw-cutting, or any other activities impacting the existing pavement occurs, as determined by the County Engineer. Overlay for open road cuts, patching, saw-cutting, or other activities impacting the pavement shall extend for a minimum distance of 50' each way beyond said impacts. (Ordinance 99-17, Section 8.5.5) If the owner fails to make such restoration, Nassau County is authorized to perform the repairs/restoration and charge the cost thereof against the owner.
11. In the case of noncompliance with the County's requirements, this permit is void and the driveway will have to be brought into compliance or removed from the right-of-way at no cost to the County.
12. Pavers are allowed within the Nassau County right-of- ways for residential driveways and sidewalks. Pavers must meet FDOT specifications (ASTM C90 to Brick Pavers as ASTM C 936 concrete pavers) and a notarized letter of certification from the contractor / builder is required before any final inspections are performed.

General Conditions Continued

13. Private driveways, public utilities, and other such improvements permitted herewith which are not available for immediate use by the general public, are considered as remaining in private ownership and accommodated within the public right-of-way or other public areas. The owners of such facilities or their successors or assigns, shall be responsible for maintaining such facilities and good and safe repair.
14. It is the sole responsibility of the applicant to video and/or provide detailed digital photographs of the proposed construction site prior to commencing any and all work in order to protect the applicants interest in the event of disputes between residents, subcontractors, Nassau County inspectors, Etc. In the event of a dispute, the applicant will provide Nassau County a copy of the original video/digital photographs for review. All rights-of-way must be restored to existing or better conditions set forth and detailed within the Nassau County Roadway and Drainage Standards Ordinance 99 - 17, section 11.8.
15. Nassau County reserves the right to withhold issuance of current and future permits to the applicant for failing to comply with Nassau County General Conditions, Ordinances, Resolutions or **ANY** part of the Nassau County Roadway and Drainage Standards Ordinance 99-17.
16. It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the holder, and the holder will, at all times, assume all risk of indemnify, defend, and save harmless the county of Nassau and the department from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercises by said holder of the aforesaid rights and privileges. During construction, all safety regulations of the Department, shall be observed and the holder must take such measures, including placing and display of safety devices, as may be necessary in accordance with the Departments safety requirements.
17. Driveway inspections can be requested Monday through Friday at 8:00 a.m. through 4:00 p.m. to be scheduled for the next business day. Inspections requested after 4:00 p.m. will be scheduled for the second business day. Contact Engineering Services at (904)-530-6225.

By signing below, I have read and fully understand and agree to the General Conditions of this permit.

Printed Name

Signature

Date

DRIVEWAY CONSTRUCTION STANDARDS

(Ordinance 99-17, Section 9.3 & 9.5)

Single Family	Local Roads	Minor Collectors	Major Collectors
Normal Width	12-22'	12-22'	16-22'
Shared Access	20-24'	20-24'	22'-26'
Minimum Flare	35 MPH or Less	35 - 50 MPH	Greater than 50 MPH
	5'	10'	15'

MINIMUM SPACING

From Property Line	5'	5'	15'
From Street Corner	50'	100'	100'
Between Driveways	50'	100'	100'

PAVEMENT SECTION

Concrete (Reinforced) (Minimum 3000 psi)	6"	6"	6"
Asphalt	1¼" SP - 9.5	1½" SP - 9.5	1½" SP - 12.5 & ¾" SP - 9.5
Base Course (Limerock) @ LBR 100 & 98% Density	6"	8"	8"
Stabilized Subgrade @ LBR 40 & 98% Density	12"	12"	12"

NOTE: All pipes to have poured mitered end sections when installed on roads with posted speed limits over 30 M.P.H. All installations to include necessary erosion control; I.E.: sod, bales, grass, ETC. Non-paved driveways require only minimum 12" stabilized subgrade over pipes.

Per adopted Nassau County Resolution #2019-37, a \$104.00 reinspection fee is required prior to rescheduling a failed inspection. This fee may be paid at the Engineering Services Department located at 96161 Nassau Place in Yulee, Florida from 8:00am until 5:00pm, Monday thru Friday (excluding holidays).

To schedule an inspection call (904) 530-6225.

ROADWAY FUNCTIONAL CLASSIFICATIONS

MAJOR COLLECTORS

Amelia Concourse
Amelia Island Pkwy
Blackrock Rd (CR 107)
Chester Rd
CR 108*
CR 121*
Crawford Rd
N 14th Street
Old Nassauville Rd (CR 107)
Pages Dairy Rd (CR 200A)
River Rd/Brandies Av (CR 108)
S 14th Street
Sadler Rd
William Burgess Blvd

MINOR COLLECTORS

Amelia Road
Andrews Road*
Bailey Road
Barnwell Road
Bay Road (CR 115)
Buccaneer Trail (CR 105A)
Christian Way
Citrona Drive
Courtney Isles Way
CR 119*
David Hallman Parkway
Eastwood Road
Edwards Road
Flora Parke Blvd

Ford Road*
Green Pine Road
Griffin Road*
Haddock Road
Harts Road
Henry Smith Road
Heron Isles Parkway
Jasmine Street
Kings Ferry Road (CR 115A)*
Kolar's Ferry Road
Lake Hampton Road
Lessie Road*
Lime Street
Middle Road (CR121A)*

Miner Road
Murrhee Road
Musslewhite Road*
North Hampton Club Way
North Harts Road
Old Dixie Highway (CR 115)*
Otis Road
Pratt Siding Road
Ratliff Road
Simmons Road
SR2 (CR2)
T.J. Courson Road
Thomas Creek Road
Timber Creek Blvd

NOTE: This list is subject to change upon revisions.

*Millings allowed if not in a platted subdivision



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 Yulee, FL 32097

Installation of Non Standard Concrete/Asphalt Driveways

Pavers are allowed within the Nassau County right-of-ways for use as residential driveways and as sidewalks. Pavers must meet FDOT Specifications Section 526 (ASTM C902 Brick Pavers or ASTM C936 Concrete Pavers). A notarized certification from the contractor/builder is required before any final inspections are performed.

Nassau County is **not responsible** for any maintenance repairs of pavers in the right ways. If there is a new or existing sidewalk within any portion of the new replacement section of the permitted driveway, no modifications or alterations may be made to the sidewalk in any way without prior written authorization. ADA (American with Disabilities Act) standards must be strictly followed. Should any portion of the permitted driveway be determined to be out of compliance with County standards and/or ADA standards, the applicant or the applicants contractor will be required to remove this non-conforming section and replace it within 48 hours of written notice by Nassau County. This requirement will be enforced even if the existing driveway or modification to the sidewalk or not showing on the drawings as submitted with this driveway permit. In the event Nassau County or any utility needs to make repairs in the county right-of-way, which may include removal or damage to the non-standard installation of my driveway, I fully understand I am solely responsible for the replacement and/or repair at my own expense.

By signing below, I fully understand and am agreeing to the above conditions. I am also certifying the pavers meet the above mentioned specifications located at

_____ and _____
 (Site address) (Parcel id #)

 Signature

 Printed Name

 Company Name

 Title

 Date

State of _____
 County of _____

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this _____ (date) by _____ (name of person acknowledging) _____, who is personally known to me or who has produced _____ (type of identification) _____ as identification.

Sworn to and subscribed before me this ___ day of _____

Oath taken: _____ Yes _____ No

 Notary Signature

My commission expires: _____



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Notice to Homeowner

Property Address: _____

Please be advised that Nassau County Engineering Services Department requires the proposed culvert diameter, length and inverts to be provided by the applicant at the time of application submittal. Each newly installed driveway is required be inspected prior to the release of your home to the building department. If your driveway is adjacent to a paved road, there will be a total of three inspections. The first will be to verify the culvert size. The second will be done after the pipe has been set to elevations and the form boards are in place. The third and final inspection will be done after all driveway work is complete, including pouring concrete, mitered ends (if applicable), sidewalk (if applicable), and erosion control, (sod, grass, etc.). The homeowner will not be given a certificate of occupancy or a final approval until all of these inspections have passed.

Please call the Nassau County Engineering Services Department at (904) 530-6225 to schedule your inspections Monday – Friday 8:00a.m. – 4:00 p.m.

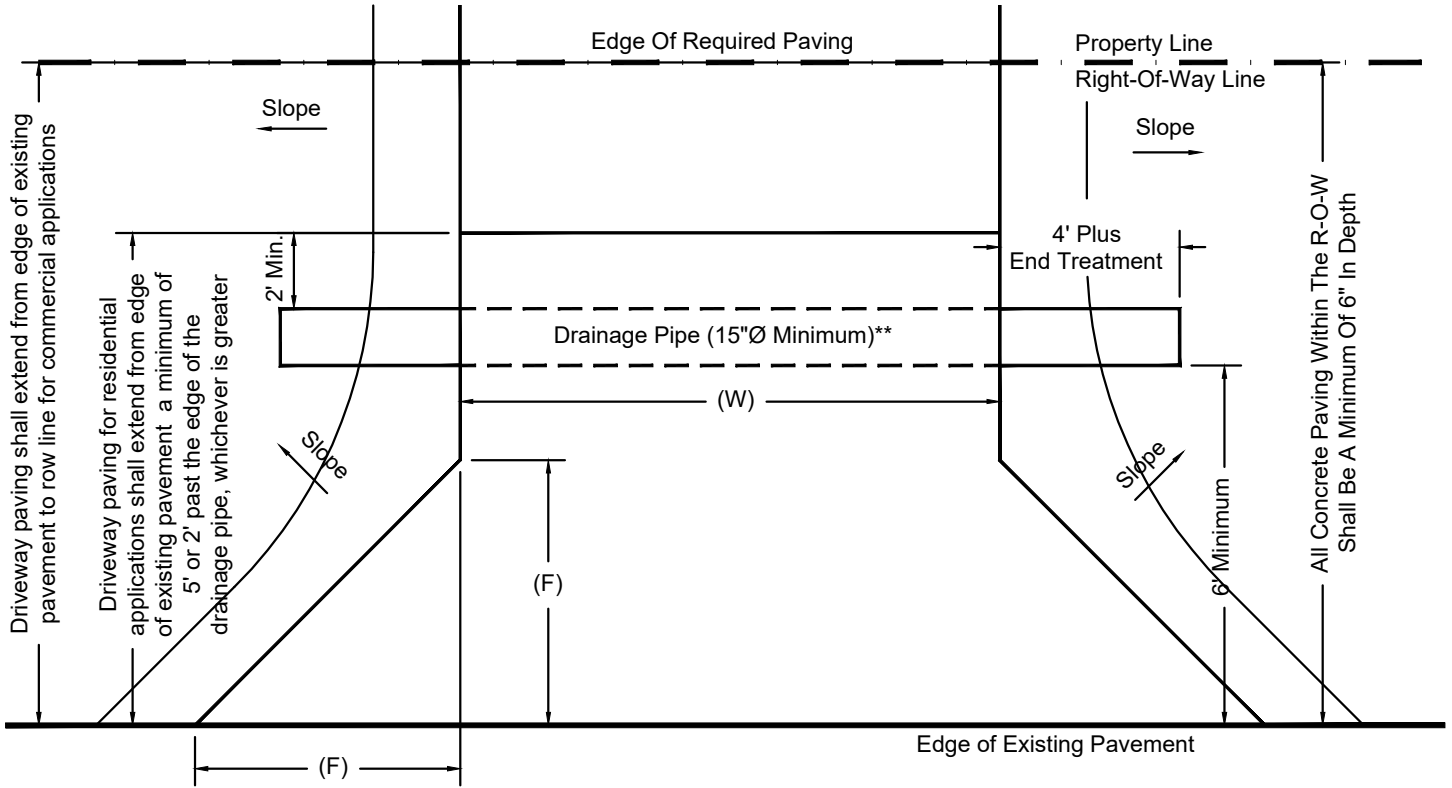
By signing below, I fully understand all of the above requirements.

Homeowner / Authorized Agent Signature

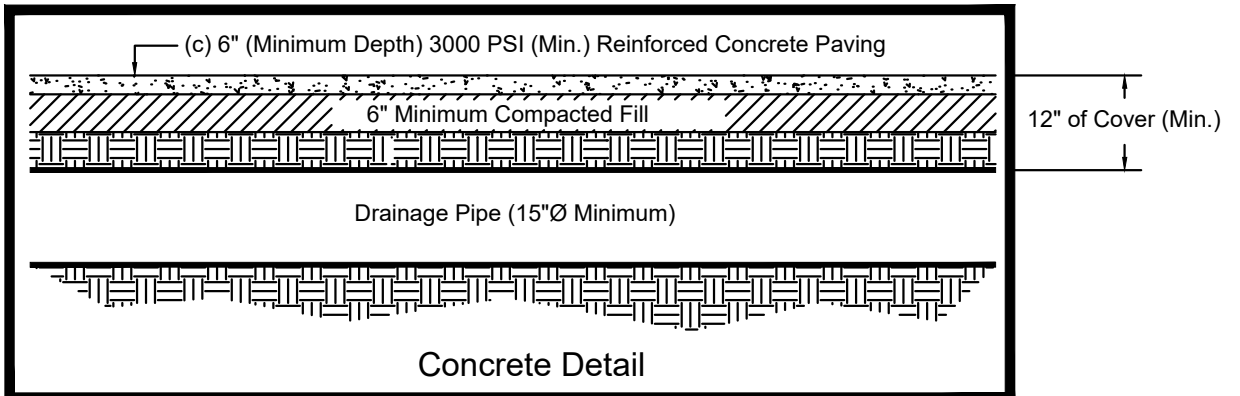
Date

Typical Paved Driveway Installation Drawing

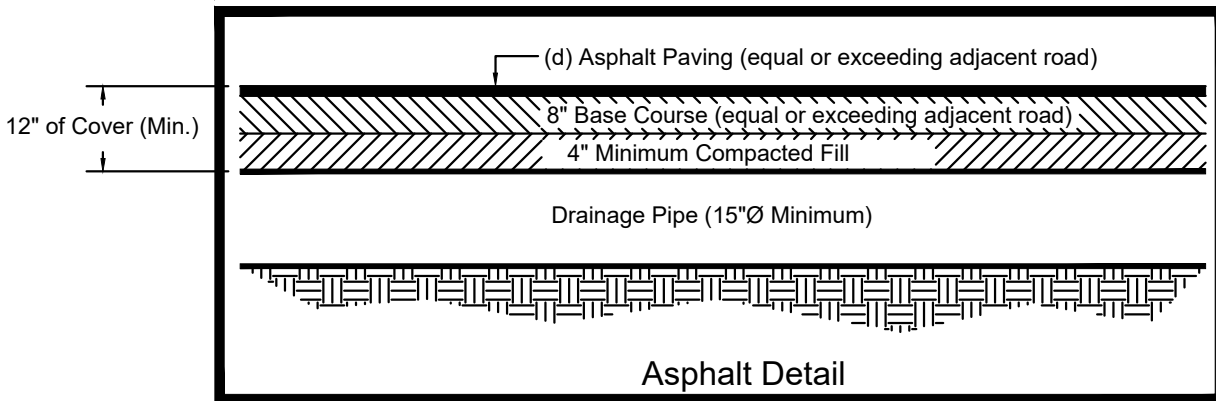
See Ordinance 99-17, Section 9.5.5 For End Treatment Requirements



Plan View



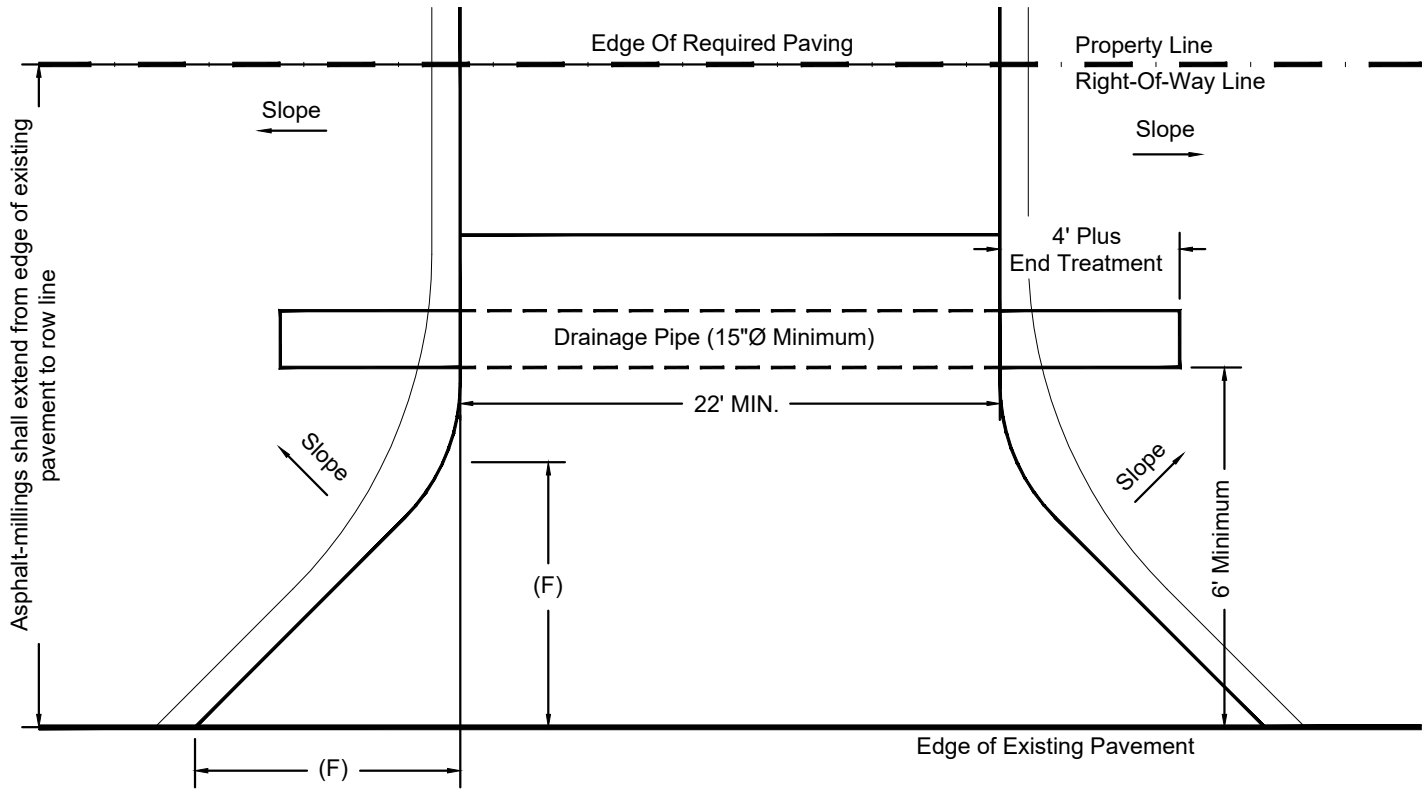
Concrete Detail



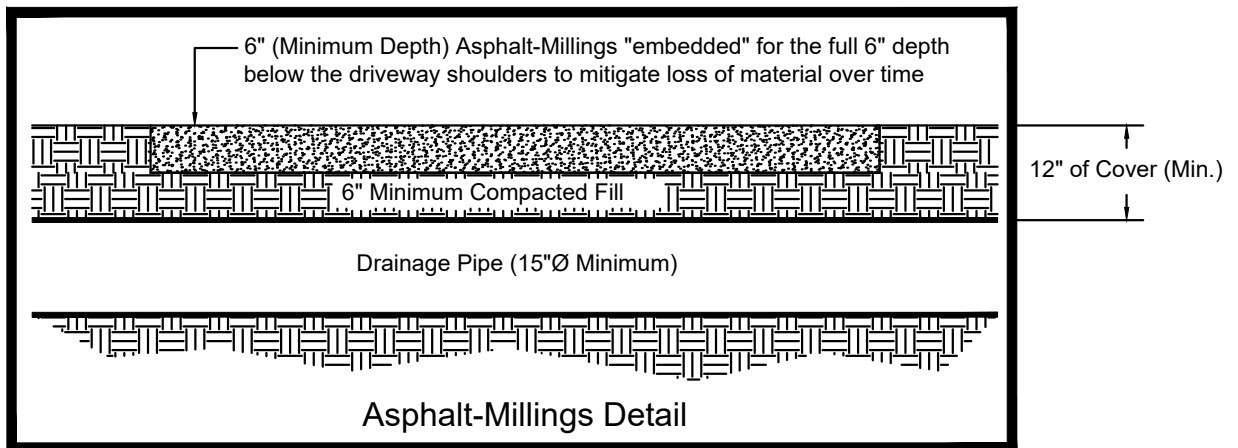
Asphalt Detail

Alternate Asphalt-Millings Driveway Installation Drawing

See Ordinance 99-17, Section 9.5.5 For End Treatment Requirements

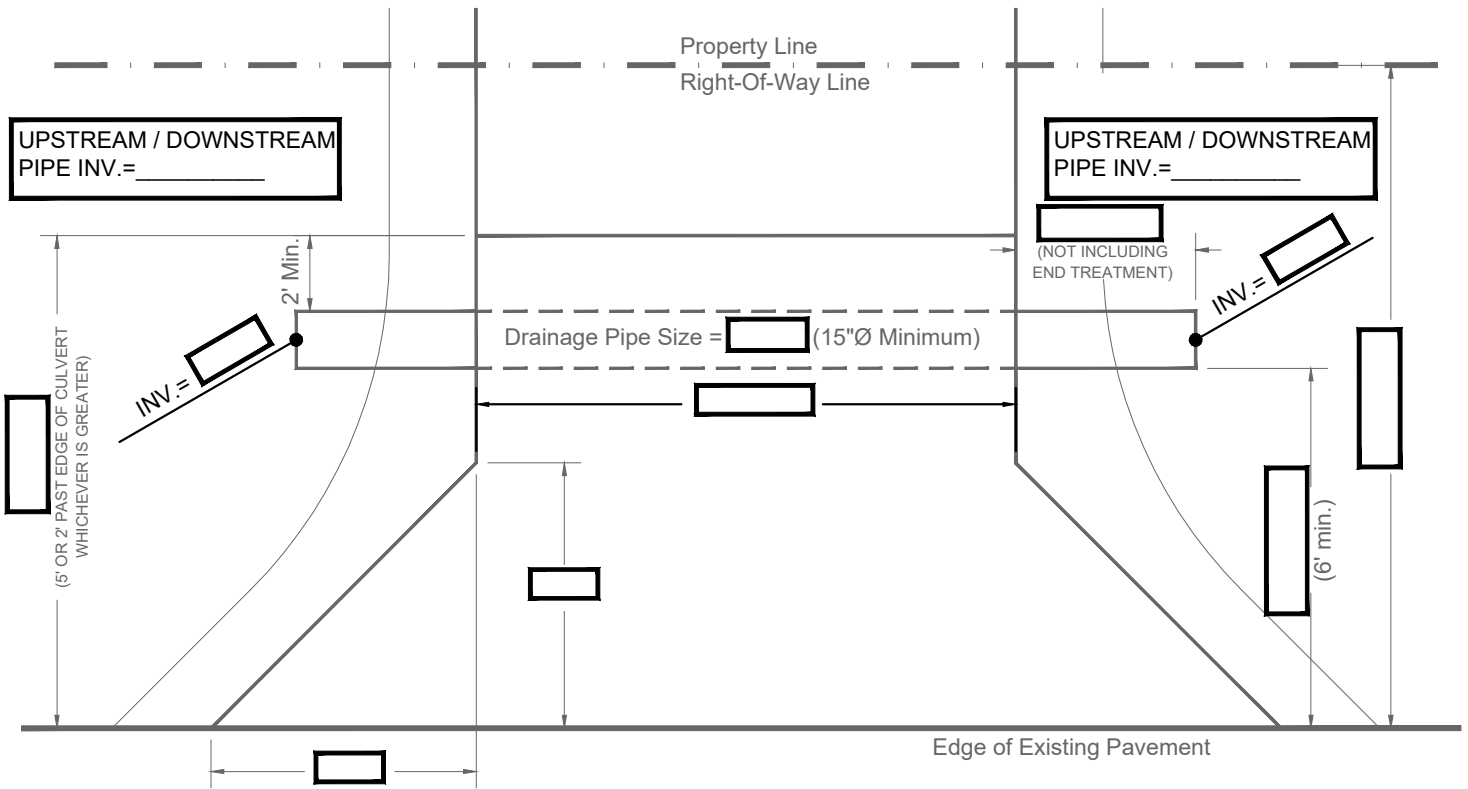


Plan View



ADDRESS: _____

Proposed Driveway Installation Drawing



PROPOSED SURFACE MATERIAL: _____ PROPOSED PIPE MATERIAL: _____

PROPOSED END TREATMENT TYPE: _____

Do not write below this line - Official Use Only

Permit No.: _____

Determination

Requested By: _____ Phone: _____ Date: _____

Inspector: _____ Date: _____ Result: _____

Comments: _____

*Permit is not active until Determination has been conducted and approval has been provided by Nassau County

Form Inspection - Pipe Elevation Verification

Requested By: _____ Phone: _____ Date: _____

Inspector: _____ Date: _____ Result: _____

Comments: _____

Final Inspection

Requested By: _____ Phone: _____ Date: _____

Inspector: _____ Date: _____ Result: _____

Comments: _____

*All disturbed areas within the right-of-way must be sodded.