



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](http://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.

Phone  
(904) 530-6225

Fax  
(904) 491-3611



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

## 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			
<b>Type of Road</b>	<input type="checkbox"/> Dirt	<input type="checkbox"/> Paved	
<b>Road Classification</b>	<input type="checkbox"/> Local	<input type="checkbox"/> Minor	<input type="checkbox"/> Major
<b>Proposed Work</b>	<input type="checkbox"/> New Install	<input type="checkbox"/> Paving ROW	<input type="checkbox"/> Second Access
	<input type="checkbox"/> Existing No work to d/way	<input type="checkbox"/> Curb & Gutter	<input type="checkbox"/> Concrete
			<input type="checkbox"/> Brick Pavers
			<input type="checkbox"/> Asphalt
<b>Other</b> (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	Less than 35 MPH 5'	35 - 50 MPH 10'	Greater than 50 MPH 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

### MINOR COLLECTORS

Amelia Concourse	Amelia Road	Ford Road*	Miner Road
Amelia Island Pkwy	Andrews Road*	Green Pine Road	Murrhee Road
Blackrock Rd (CR 107)	Bailey Road	Griffin Road*	Musslewhite Road*
Chester Rd	Barnwell Road	Haddock Road	North Hampton Club Way
CR 108*	Bay Road (CR 115)	Harts Road	North Harts Road
CR 121*	Buccaneer Trail (CR 105A)	Henry Smith Road	Old Dixie Highway (CR 115)*
Crawford Rd	Christian Way	Heron Isles Parkway	Otis Road
N 14th Street	Citrona Drive	Jasmine Street	Pratt Siding Road
Old Nassauville Rd (CR 107)	Courtney Isles Way	Kings Ferry Road (CR 115A)*	Ratliff Road
Pages Dairy Rd (CR 200A)	CR 119*	Kolar's Ferry Road	Simmons Road
River Rd/Brandies Av (CR 108)	David Hallman Parkway	Lake Hampton Road	SR2 (CR2)
S 14th Street	Eastwood Road	Lessie Road*	T.J. Courson Road
Sadler Rd	Edwards Road	Lime Street	Thomas Creek Road
William Burgess Blvd	Flora Parke Blvd	Middle Road (CR121A)*	Timber Creek Blvd

**NOTE:** This list is subject to change upon revisions.

\*Millings allowed if not in a platted subdivision



Nassau County Engineering Services  
 96161 Nassau Place  
 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: \_\_\_\_\_



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

## 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

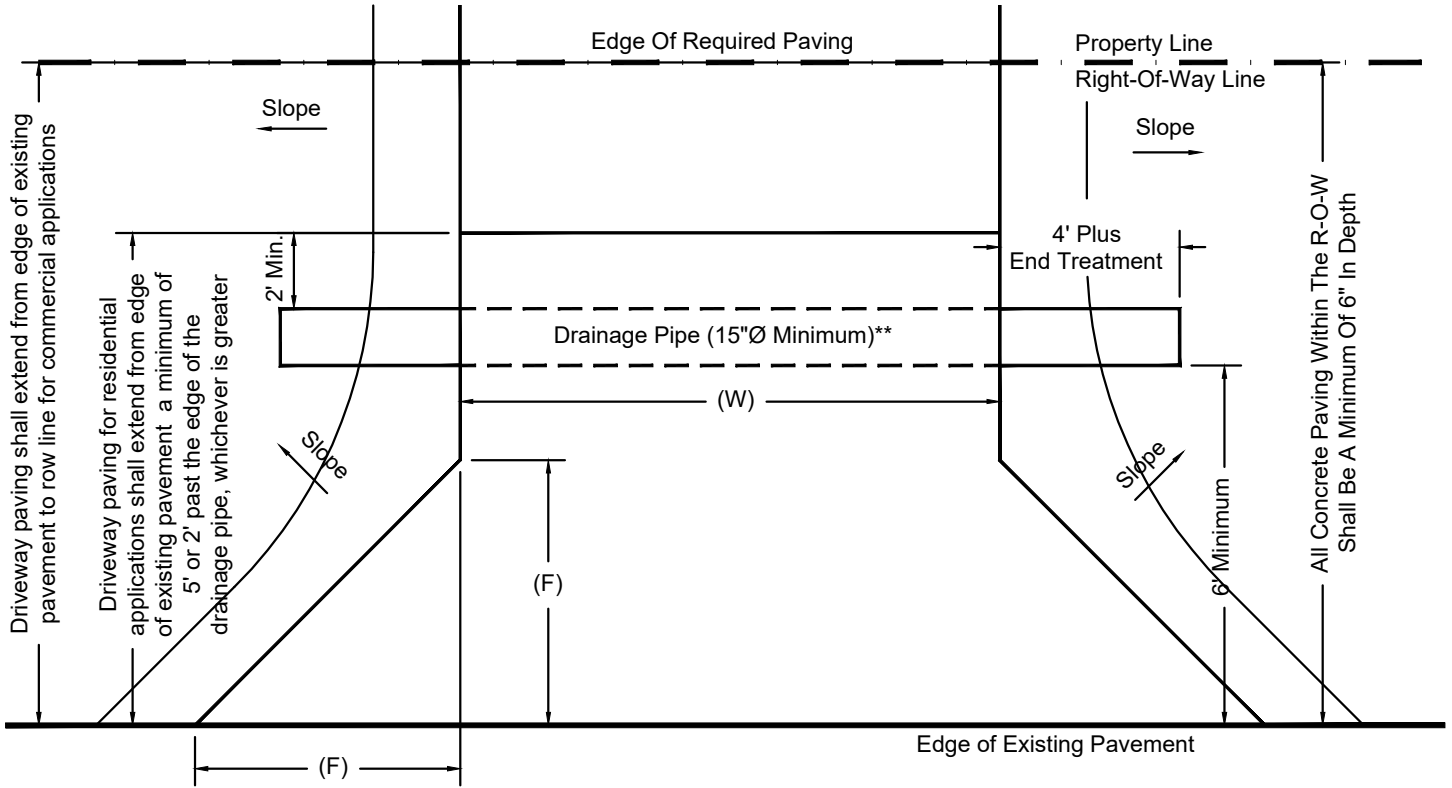
\_\_\_\_\_  
Date



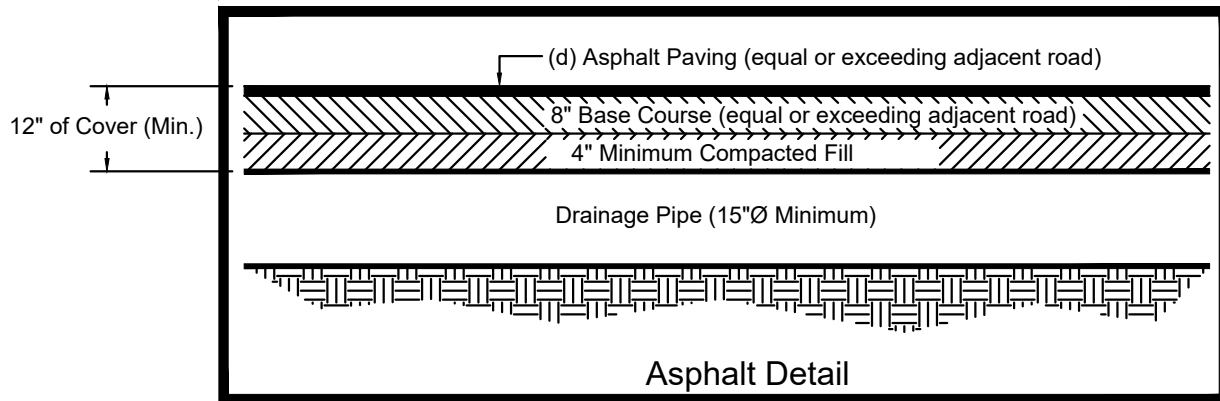
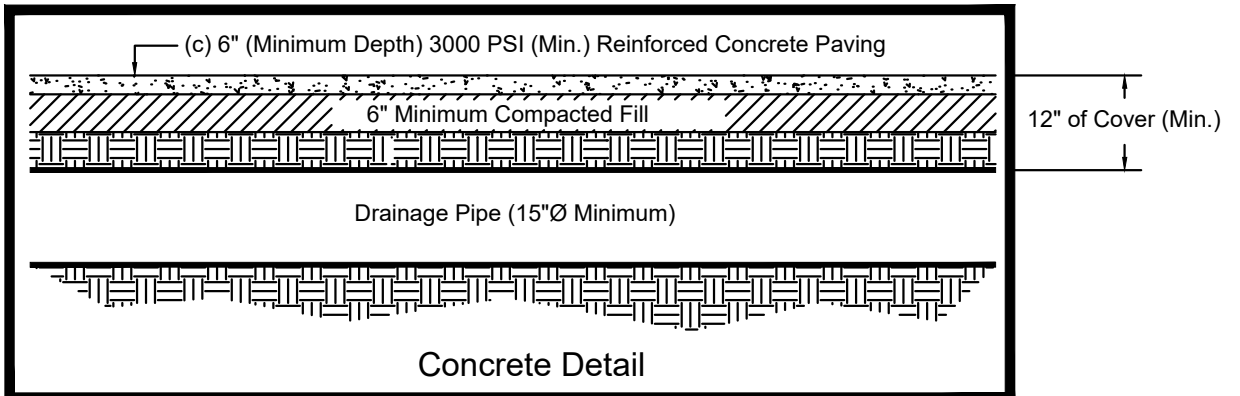


# Typical Paved Driveway Installation Drawing

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

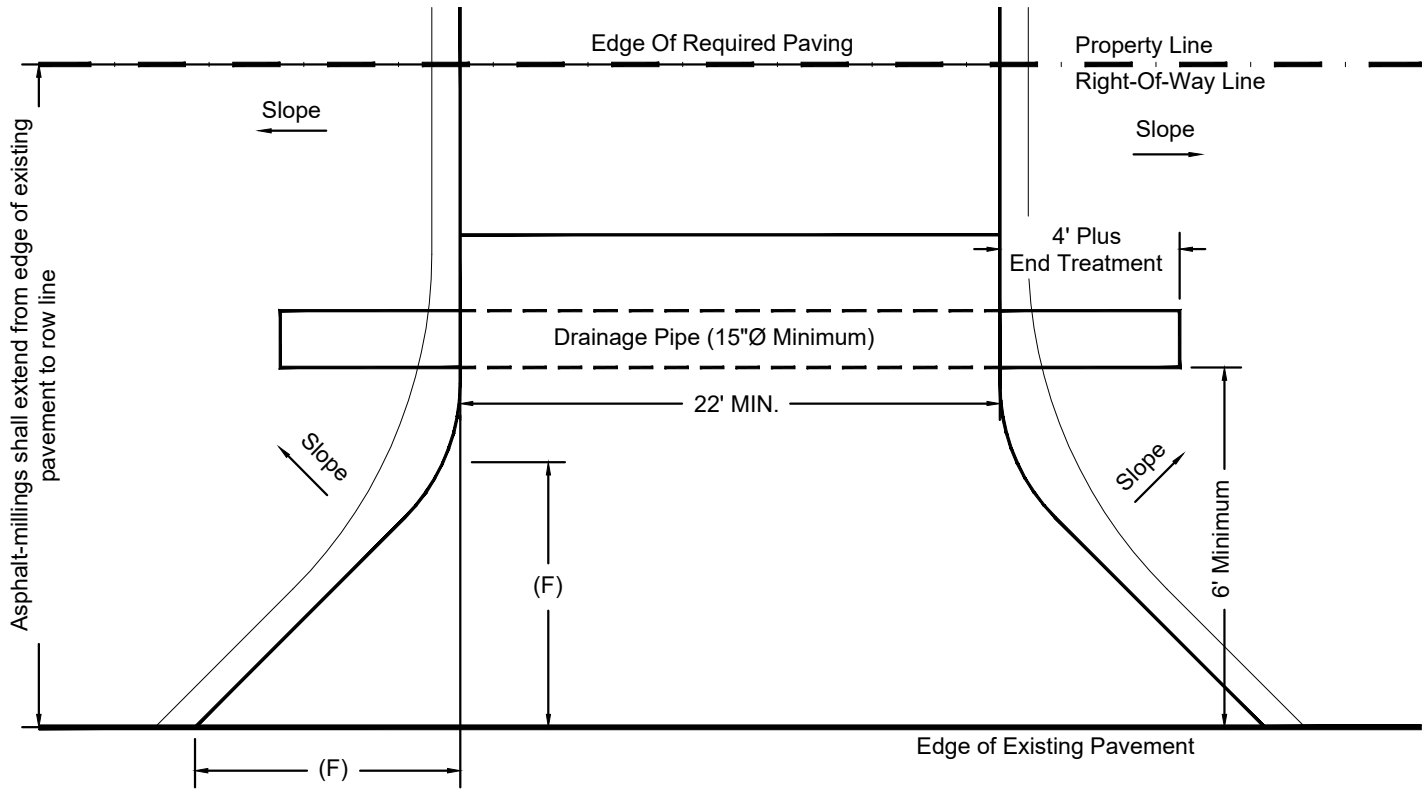


Plan View



# Alternate Asphalt-Millings Driveway Installation Drawing

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



Plan View

