Excavation & Fill
Submittal Checklist & Requirements

Martin County Public Works Department
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Permit Submittal Checklist

☐ **Completed Application**

☐ **Fees: For parcels less than 5 acres Application Fee $750**

☐ **Fees: For parcels greater than 5 acres Application Fee $1,350**

Hauling Fee (if applicable): $0.21 per cubic yard shall be charged for all material hauled over County Roads.

- Make Check payable to Martin County Board of County Commissioners (BOCC)

☐ **Site Plan and Topographic Survey:** Signed and Sealed by a Professional Engineer licensed in the State of Florida, or a Professional Surveyor and Mapper licensed in the State of Florida.

- Submit two sets of plans.
- Topographic Survey must extend, where possible, 200 feet beyond the property boundary, showing the area of the proposed excavation or fill and any wetlands within 200 feet of proposed excavation.
- Plans must be scale drawings.

☐ Engineer's Opinion of Probable Excavation, Fill, and Hauling**:** Signed and Sealed by a Professional Licensed in the State of Florida.

☐ **Barricade/Erosion Control plan** showing any required barricading of preservation areas (where applicable) and required erosion control structures.

☐ **De-watering Plan (if applicable)**

☐ **Copies of all required Federal & State Permits**

- SFWMD, FDOT, FDEP, etc.

☐ **Copies of required Environmental Documents from Growth Management**

- All applicants are required to contact the Martin County Growth Management Department to obtain information on the environmental requirements associated with any excavation and fill activities. Sites that contain upland or wetland habitat shall include a detailed environmental assessment and a preserve area management plan (PAMP) conducted by a qualified environmental professional.

☐ **Lake Area Management Plan (LAMP)** for the required planted littoral and upland transition zones **(if applicable).**

☐ **Planting plan** for required lake littoral and upland transition zone plantings (if applicable).

Permit Application Requirements

1. Applicability:

- Any person proposing to excavate, fill, or mine any real property in unincorporated Martin County shall first obtain a Martin County Excavation and Fill Permit in accordance with the requirements set forth in the Martin County Code of Ordinances, the Land Development Regulations, and the Comprehensive Growth Management Plan, unless such activity meets the following criteria for exemption:
    - Results in excavating, filling, or hauling of less than 100 cubic yards over two years
    - Is in conjunction with the issuance or approval of a:
        a. Building Permit;
        b. Final Site Plan; or
        c. Mining Operation Development;
    - Is determined to be in conjunction with agricultural activity on agricultural land, provided historical drainage patterns to or from surrounding properties are not altered; or
    - Is in conjunction with the restoration of any previously permitted and constructed development to the limits of any previous permit authorization or condition of approval.

2. Application Submittal:

- Provide a complete application that demonstrates compliance with the Excavation and Filling, Requirements, Article 4, Division 8, Martin County Land Development Regulations.
- Provide an Environmental Assessment, Article 4, Division 2, Section 4.32, Martin County Land Development Regulations.
- A separate PAMP application (where applicable) for the protection of wetlands or native upland habitat identified in the EA. https://www.martin.fl.us/environmental-applications.
- If construction disturbs more than one acre, you are required to obtain a Construction Generic Permit from the Florida Department of Environmental Protection NPDES Stormwater Program. Information can be found at: www.dep.state.fl.us/water/stormwater/npdes/construction3.htm

3. Permit Issuance: Application is Complete / Construction Begins:

- **Hauling fee** - Prior to the issuance of the Excavation & Fill Permit, the applicant shall pay the appropriate hauling fee.
- **Display of Permit** - The permittee shall maintain a fully visible copy of the Excavation and Fill Permit at the location shown on the approved site plan during the entire permit period.
- **Approved PAMP** (if applicable) - Prior to the issuance of the Excavation & Fill Permit, an approved PAMP will be required as noted above.
- **Gopher Tortoise/Listed Species permits -** Provide GT relocation permit and after-action report or updated GT survey, prior to construction (if applicable).
- **Barricading and/or Erosion control installation** - Required preserve area barricades and/or erosion control devices/structures shall be installed per the approved plans. An inspection of

required barricades shall be conducted prior to initiation of construction.

- **Inspections** - The County shall be allowed reasonable access to inspect the property during the entire permit period.
- **Permit expiration and extension** - Excavation & filling permits shall automatically expire one year from the date of issuance, except when renewed as provided herein.
- **Renewal** - An Excavation & Fill Permit may be renewed for one year; however, the maximum cumulative renewal period is three years from the original date of issuance. Each renewal shall require a written request from the permittee accompanied by an updated Listed Species Report (new FWC relocation requirements may apply) and the Excavation & Fill Permit renewal fee.
- **Suspension** - Suspension of an Excavation & Fill Permit shall be governed by the provisions of Section 10.14 of Article 10 of the LDR.

4. Post Construction: Engineer's Certification / Final Inspection

- **Certification** - Within 30 days of the completion of the excavation and/or filling associated with an Excavation & Fill Permit, a Professional Engineer or a Professional Surveyor and Mapper licensed in the State of Florida must provide certification of the completed work.

  The following shall be submitted to the County Engineer to request a final acceptance inspection:

  1. Final Certification report prepared by a Professional Engineer, licensed in the State of Florida, demonstrating that the permit criteria have been met and the site is in compliance with the Excavation & Fill Permit. The following certification statement must also appear on the signed and sealed certification report:

     I hereby notify Martin County of the completion of all excavating and filling on the site referenced in Excavation & Fill Permit Number _____

     and I certify that they were completed in conformance with the plans and specifications permitted by the County including, but not limited to: all area and quantities of all excavation and fill material; excavation setbacks, depths, and side slopes; vegetated littoral and upland buffer zones; and natural resources protection.

  2. Density test reports of filled area, if applicable, prepared by a Professional Engineer licensed in the State of Florida.

  3. Record Drawings prepared by a Professional Engineer or an "as-built" survey signed and sealed by a Professional Surveyor and Mapper licensed in the State of Florida. The record drawing shall contain sufficient information to document that all requirements of the permit have been met and shall include cross sections of the excavated and/or filled area or include a bathymetric survey to document the lake depth and side slope requirements were not exceeded. The drawing shall also locate the extent of the excavation or fill and the distance to all property lines.

4. Special Conditions of the Excavation & Fill Permit shall be identified and certified complete as appropriate, to include any required performance bond/ security for lake littoral plantings identified in the LAMP.

Reference: Chapter 9, Policy 9.1F.4, - Guarantees and performancebond requirements, Martin County Comprehensive Growth Management Plan.

- **Final Acceptance** - Upon receipt of the Final Certification, the County Engineer will schedule a final acceptance inspection with the engineer of record. The County Engineer must review the engineer of record's certification and verify that the excavating and filling was performed insubstantial conformance with the plans and specifications permitted by the County.

5. Excavation & Fill Standards

- **All excavation and fill** must meet minimum standards. All activities within the site, including,but not limited to, digging, loading trucks, excavating, dredging, rock crushing, and hauling of material from the site shall be conducted between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday and 9:00 a.m. to 4:00 p.m. on Saturday unless otherwise authorized by the Board of County Commissioners.