

Driveway Checklist

1. Permit application
2. Site plans/survey - to include all existing structures.
   1. Proposed driveway dimensions
   2. Proposed setbacks to property lines
   3. Water meter pit location
   4. Width at property line and edge of road
   5. Distance from proposed driveway to edge of pavement of any road intersection within 75'. Check our files for a site plan - <http://records.palmcoastgov.com/>
3. Proof of property ownership - recorded deed or property appraisers office printout
4. Construction lien law affidavit - for any job greater than $2,500 (contractor issued permits only)
5. Owner/Builder Disclosure Statement (owner builders only)
6. Notice of commencement *(certified copy)* this is required for any improvements to your property greater than

$2,500.The notice of commencement is to be filled out, and recorded with the Flagler County Clerk’s office in Bunnell. IT is not required at the time of permit issuance, but will be required prior to any inspections.

*\*\*\* If pavers are to be installed in the city right of way (from edge of property line to edge of pavement), an original Right of Way Utilization Agreement must be provided. This form must be signed by ALL persons on the recorded deed. If the property is deeded in a Trust, there is a specific agreement which must completed in the name of the Trust.*

Visit our website for additional information <https://www.palmcoastgov.com/government/building/contractor-permitting>