

CONSTRUCTION PLAN REVIEW

Construction Site Plan Review Application Package

City of Melbourne
Engineering Department
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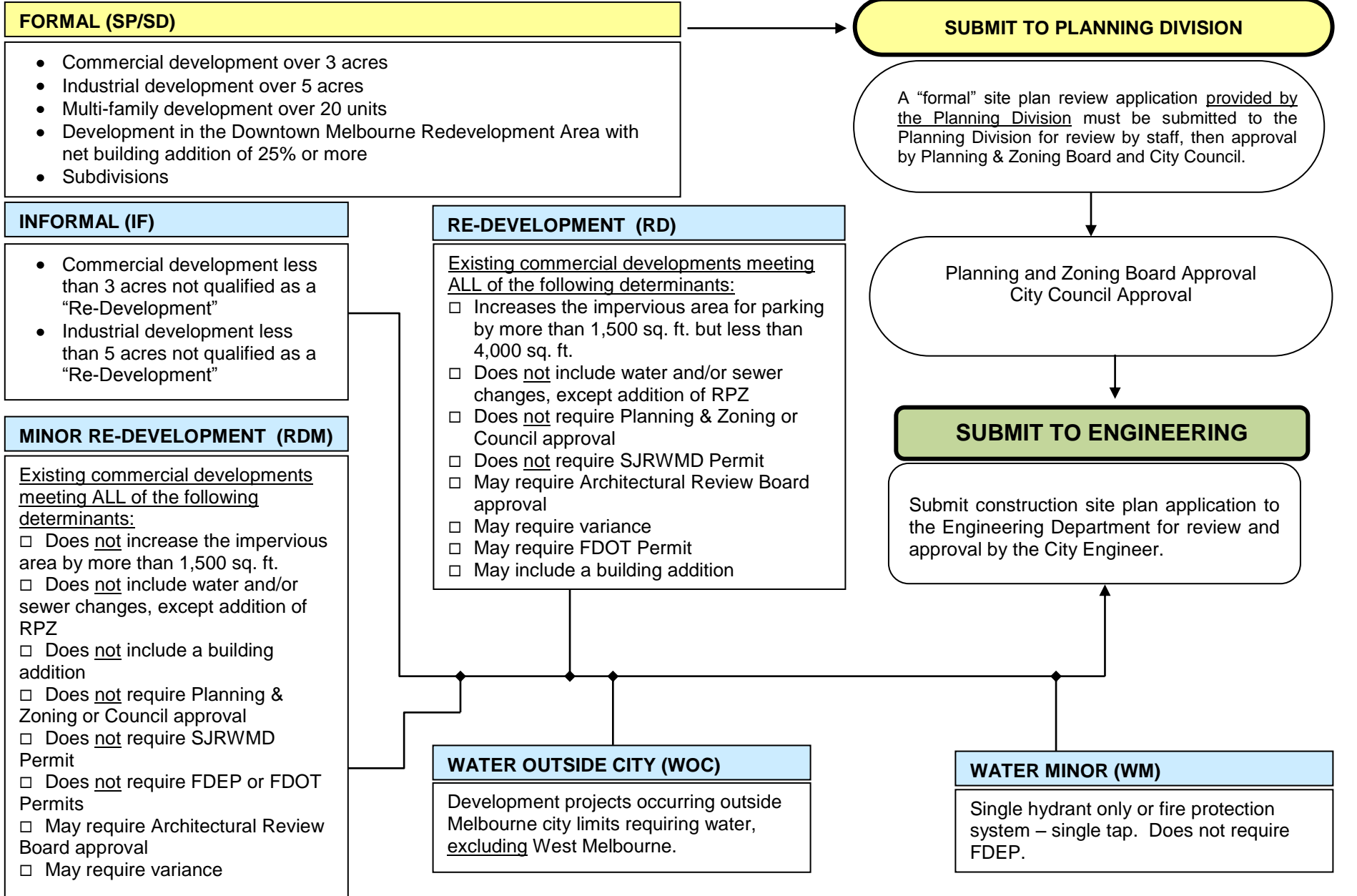
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Applications

Construction Site Plan Review Application
Affidavit of Ownership
Estimated Cost of Overall Site Plan
Estimated Cost of Dedicated Improvements



CONSTRUCTION PLAN REVIEW CATEGORIES





CONSTRUCTION PLAN APPLICATION REVIEW

In most cases the procedure for engineering/construction plan approval will take 12 weeks. The time frame required for approval will rely mainly on: 1) the size of the project; 2) the quality of the plans submitted; and 3) the time the city awaits re-submittal of plans for corrections. Below is a summary of the informal plan approval process.

- 1 Preliminary Conference.** The applicant is encouraged but not required to meet at least once prior to application submittal with a representative from the Engineering Department and Planning Division to discuss basic plan requirements, preliminary site features, the proposed development, concurrency, comprehensive plan compliance, a preliminary plan, and site design. At a minimum, it is advised that the applicant bring a proposed layout of the project and a tree survey to the meeting.
- 2 Application Submittal.** The applicant shall submit plans prepared in accordance with the City's *Plan Design Specifications* and *Plan Design Guidelines* (pages 6-11) and other submittals that may be required as outlined in *Construction Plan Submission Requirements* (page 5).
- 3 Staff Review.** Once a complete application package is received, plans are routed to necessary departments throughout the city for review and comment (page 14). Projects will be reviewed for both general and specific standards along with all applicable federal, state, county, and city regulations that can be reviewed at the City level. Comments will then be consolidated and given to applicant for correction of the engineering/construction plans. Re-submittal and comment by city staff will continue until such time as the plans are correct. At least two revisions to the plans are typical. **Additional fees will be assessed if more than three reviews are required.**
- 4 Outside Agencies.** While plan review is occurring within the City of Melbourne, the applicant should submit to all necessary outside agencies with jurisdiction over the project. (See page 16 for outside agency contact information.) The City will not sign FDEP/FDOT Permits until after 1st review and inspection and permit processing fees are paid.
- 5 Approval to Begin Construction.** Plan Approval will occur once all requirements have been met, which includes the submission of all required document and the payment of all fees and bonds. Approval will be granted by the issuance of a stamped and signed set of plans after the Pre-Construction Conference.

PLAN EXPIRATION

SUBSTANTIALLY APPROVED and **APPROVED** construction site plans shall be valid for a period of one year from the date of the substantially approved letter or the approval letter. After one year if all necessary permits for construction are not yet obtained, the engineering construction plan approval shall be considered null and void. Upon expiration, the plans will be discarded. If future development is proposed, a complete re-submittal will be required and future plans will have to comply with the current City of Melbourne requirements.

Concurrency will also expire after one year – with the exception of subdivisions, which will expire after three years.

A one-time extension of six months may be requested.



CONSTRUCTION PLAN SUBMISSION REQUIREMENTS

Requirements listed below which must be submitted on official City forms and documents are noted in the Form column. ALL FORMS can be obtained from the Engineering Department or downloaded from the City's website at: www.melbourneflorida.org/forms.

1 INITIAL SUBMITTAL

Document/Fee Required	SD	SP	IF	RD	RDM	WM	WOC	FORM
Application for Construction Site Plan Review	X	X	X	X	X	X	X	ENG-1100
Plan Review Fee	X	X	X	X	X	X	X	N/A
Twelve Sets of Sealed Plans (9 Sets for Water Outside City)	X	X	X	X	X	X	X	N/A
Affidavit of Ownership	X	X	X	X	X	X	X	ENG-1104
Concurrency Review Application (or Certificate of Concurrency)	--	--	X	X	X	X	X	PZ
Concurrency Review Fee	--	--	X	X	X	X	X	N/A
Certified Boundary, Topo & Tree Survey	X	X	X	X	X	X	X	N/A
Drainage Calculations (2 sets)	X	X	X	X	--	--	--	N/A
Estimated Cost of Overall Site Improvements (sealed)	X	X	X	X	--	--	--	ENG-1101
Estimated Cost of Dedicated Utilities	X	X	X	X	--	X	X	ENG-1102

2 REVIEW STAGE

Document/Fee Required	SD	SP	IF	RD	RDM	WM	WOC	FORM
Bond - As-Built Inspection	X	X	X	X	--	--	--	N/A
Bond - Overtime Inspection	X	X	X	X	--	--	X	N/A
Bond - ROW Restoration	X	X	X	X	X	X	X	N/A
Bond - Meter Placement	X	X	X	--	--	--	X	N/A
Bond - WOC As-built	--	--	--	--	--	--	X	N/A
Certified Water System Analysis for Fire Flow	X	X	X	X	--	--	X	N/A
Erosion & Sediment Control Review Application & Fee	X	X	X	X	X	--	--	ENG-1106
FDEP Water Permit Application & Fee*	X	X	X	--	--	--	X	N/A
FDEP Sewer Permit Application & Fee*	X	X	X	--	--	--	--	N/A
FDOT Utility Permit Application & Fee*	X	X	X	X	--	X	X	N/A
FDOT Drainage Permit Application & Fee*	X	X	X	X	--	X	--	N/A
FDOT Driveway Permit Application & Fee*	X	X	X	X	--	X	--	N/A
Fire Protection Systems Agreement & Fee*	X	X	X	--	--	--	X	Download
Formal Site Plan Approval Letter from City Clerk	X	X	--	--	--	--	--	N/A
Inspection Fee	X	X	X	X	X	X	X	N/A
Lift Station Calculations (if required)	X	X	X	--	--	--	--	N/A
Outside Agency Plan Approval Letter	--	--	--	--	--	X	X	N/A
Pro-Rata Agreement w/Fee*	X	X	X	--	--	--	X	N/A
Request for Private Utility	X	X	X	--	--	--	--	ENG-1108
SJRWMD Approved Permit	X	X	X	--	--	--	--	N/A
Stormwater Permit Application w/ Fee	X	X	X	X	--	--	--	ENG-1105
Stormwater Maintenance Agreement w/ Fee	X	X	X	X	--	--	--	ENG-SWMA
Variance Approvals (if required)	X	X	X	X	X	--	--	N/A
Vicinity Map (3) with Legal Description (on single page)	X	X	X	X	X	X	X	N/A
Dumpster Waiver*	--	--	X	X	X	--	--	ENG-1111
Reclaimed Water Service Waiver*	X	X	X	X	X	X	--	RC-1201

* If applicable to project

3 FINAL APPROVAL (PRIOR TO PLAN RELEASE)

Document/Fee Required	SD	SP	IF	RD	RDM	WM	WOC	FORM
Payment of Capacity Reservation Fees (paid to Engineering)	--	--	X	X	X	X	X	N/A
FDEP Stormwater NOI & SWPPP (if > 1 acre)	X	X	X	--	--	--	--	N/A
Approved DEP Water & Sewer Permits*	X	X	X	--	--	--	X	N/A
Approved FDOT Driveway, Drainage, Utility Permits*	X	X	X	--	--	X	X	N/A
Approved FFWCC Permit*	X	X	X	--	--	--	--	N/A
Approved Brevard County ROW Permit*	X	X	X	--	--	X	X	N/A
Responding Fire Agency*	--	--	--	--	--	X	X	N/A

* If applicable to project



CONSTRUCTION PLAN DESIGN SPECIFICATIONS

The following plans shall be bound together as one set and signed and sealed by a registered/qualified engineer in the State of Florida. The “cover” sheet of the set shall adhere to the City of Melbourne’s **“Time Saver Standards For Construction Plan Review.”** (Page 8)

- 1 Site Plan**
Refer to Plan Design Guidelines (Page 7). Please note: If your project has been approved by City Council, you must submit the approved plan. Any conditions of approval shall be placed on plan.

- 2 Water, Sanitary Sewer, & Reclaimed Water Plan**
Include a composite utility map showing location of all utilities including telephone, gas, and electric.

- 3 Grading, Paving & Stormwater Management (Drainage) Plan** Refer to City Code, Chapter 27 and Appendix D, Article XVI – Standards for Soils Conservation and Erosion Control.

- 4 Tree Protection, Landscape & Irrigation Plan**
Refer to City Code, Appendix D, Chapter 9, Art. XV - Preservation and Landscape Design. Must be certified by a landscape architect or other qualified person. If new development will be using reclaimed water for irrigation, irrigation plans must be *submitted in conjunction with utility plan*.

- 5 Erosion & Sedimentation Control Plan**
Refer to City Code, Appendix D, Chapter 9, Art. XVI – Standards for Soils Conservation and Erosion Control. Must be added “verbatim” (Page 10-11).

- 6 Signing and Striping Plan**
May be incorporated as part of site plan.

Plans shall meet the requirements below at a minimum:

Plans shall be drawn at an engineering scale of 1" = 50' or larger (i.e. 1" = 40'). The maximum sheet size for all plans shall not exceed **24 inches by 36 inches**. Multiple sheets may be used, provided each sheet is numbered, the total number of sheets is indicated on each sheet, and an overall master sheet at a smaller scale is provided. Cross-referencing between sheets shall be required. Necessary notes and symbol legends shall be included. Abbreviations should be avoided, but if used they shall be defined in the notes.

NOTE:

On less complex projects or small projects these plans may be combined provided the plans remain clear and readable.

In general, plans shall attempt to use the same design outline throughout the plans. This shall include, but shall not be limited to, showing building, parking, loading area, and landscape area locations consistently throughout all main plans as a base plan.



CONSTRUCTION PLAN DESIGN GUIDELINES

The following information shall generally be included within the set of plans. This information is not all inclusive but is to be used as a general guide when preparing plans for submittal.

1) Administrative Site Data:

- Site Location Map
- Legal Description
- Legend
- Scale
- North Arrow
- Name of Development
- Site Acreage and Square Footage
- Existing Zoning and Future Land Use
- Preparation/Revision Date
- Name, Address, Phone Number of the: owner, owner's representative, engineer/architect, or other involved individuals, etc.

2) Site Information

- Percentage and Acreage of Impervious Area and Building Coverage
- General Statement of Character and Intent of Use
- Building and Use Square Footages
- Building Height
- Future Data Information for Future Phases
- Number of Units and Density Calculations
- Phases with Phase Lines and Explanations
- Parking Calculations (and any other necessary data)
- Interior Landscaping Calculations
- Total Acreage to be Irrigated

3) Existing Conditions on and Around the Site:

- Abutting Streets (include name, ROW width from centerline, total width, driveways, medians and median cuts)
- Sidewalks & Bike Paths
- Ditches/Drainageways
- Adjacent Zoning and Land Use
- Adjacent Site Improvements
- Access Points within 100'
- Adjacent Site Layout within 100'
- Drainage Conditions
- Elevations
- Fire Hydrants within 500'
- Other existing conditions proposed to remain on site including: Access points (location and width), Structures (s.f., height, use), Parking Areas, Easements (location, dimensions, purpose, and maintenance responsibility), Light Poles, Surface Water

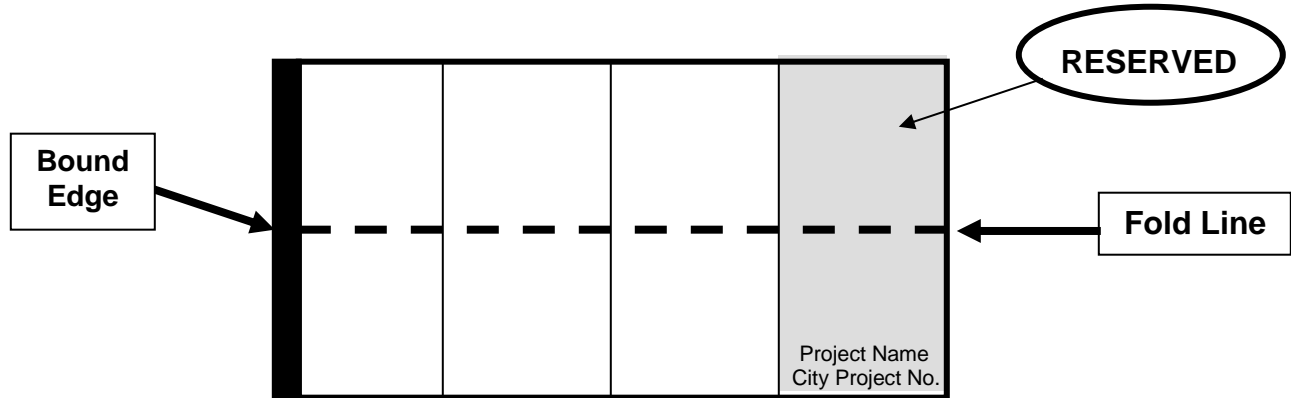
4) Proposed conditions to include:

- Proposed Structures (s.f., height, stories, use, location, and dimensions)
- Driveways
- Approaches
- Curb Cuts
- Deceleration Lanes
- Sidewalks/Bike Paths
- Parking Spaces
- Loading Area
- Dumpster Enclosure and Recycling Pads (see page 8)
- Handicap Access/Parking
- Curbing
- Pavement Details
- Proposed Open Space
- Native Vegetative Areas
- Traffic Control Devices
- Screening/Buffering
- Recreational Facilities (size, type, and location)
- Drainage (all retention area locations to include proposed conveyance swales, slopes, sections, outfall structures, flow patterns, skimmers, inlets)
- Outside Light Locations
- Water and Sewer lines
- Reclaimed Water lines
- All backflow devices

5) All other applicable information belonging on the plan to properly evaluate the plan in full context.



Time Saver Standards for Construction Plan Review



COVER SHEET

THE RIGHT PORTION OF THE CONSTRUCTION PLAN COVER SHEET SHALL BE RESERVED FOR THE FOLLOWING INFORMATION AND DATA:

- 1. Your Title Block**
- 2. City Approval Stamps and Stipulations**
- 3. City Project Name and Number on the bottom right.** If you do not have a City project number upon initial submission, include a space for the project number, but leave blank. A City project number will be assigned after 1st review. This number shall be added to the plans after the first review.
- 4. City of Melbourne Specification Reference Notes**
See "Specification and Reference Notes", Pages 9-11.



SPECIFICATION REFERENCE NOTES

Note: Use the date shown on front page of specification that is being referenced.

WATER DISTRIBUTION

“Water distribution system construction shall comply with the City of Melbourne Technical Provisions for Construction of Water Distribution System, issue date February, 1998”

“A continuity test shall be performed on the tracing wire at final inspection.”

SANITARY SEWER

“Sanitary sewer system construction shall comply with the City of Melbourne Technical Provisions for Construction of Sanitary Sewer System, issue date February, 1998.”

“A video inspection form (Form WS-1105) must be faxed to the City of Melbourne Wastewater Collection Dept. 48-hours prior to video inspection. A WWC representative must be present.”

“A Core Drill Inspection Form (Form WS-1104) must be faxed to the City of Melbourne Wastewater Collection Department 48-hours prior to core drilling the manhole. A WWC representative must be present. The contractor must re-construct the manhole flow channel for proper flow width and direction.”

“A pressure test inspection form (Form WS-1101) must be faxed to the City of Melbourne Wastewater Collection Department 48-hours prior to pressure testing the force main. A WWC representative must be present at time of testing.”

SANITARY SEWER LIFT STATION

“Sanitary sewer lift station construction shall comply with the City of Melbourne Technical Provisions for Construction of Sanitary Sewer Lift Station, issue date February, 1998.”

“All private lift station shall have emergency contact information posted on the control panel.”

STORMWATER

“All streets and stormwater construction shall be in accordance with City of Melbourne Technical Specifications for Construction of Streets, Paving and Drainage Systems (1991).”

“All drainage systems will be privately maintained. “

RECLAIMED WATER

“Reclaimed water construction shall comply with the City of Melbourne Technical Provisions for Construction of Sanitary Sewer System, issue date February, 1998 and the City of Melbourne Cross Connection Control Manual, issue date February, 1994.”

“All reclaimed water irrigation system piping, fixtures and devices shall be color coded purple. The color purple shall be added as a pigment to the material at the time of manufacture. All reclaimed water valve boxes, meter boxes or similar device box covers shall be labeled “Reclaimed Water” and color coded purple.”



SPECIFICATION REFERENCE NOTES

FIRE PROTECTION

“All Fire Protection Systems shall require a building permit separate from the Engineering Construction Plan Permit.”

“Installation of all Fire Protection Systems are to be in compliance with the City of Melbourne Technical Provisions for construction of Water Distribution Systems, latest revision, and NFPA 24 Standard for the Installation of Private Fire Service Mains and their Appurtenances, 2002 Edition. “

“The Double Detector Check Valve assembly shall be completely flushed before connection is made to Fire Protection System piping. A Fire Safety Inspector shall witness the flush.”

“The system side of the Fire Sprinkler Underground Piping Installation is indicated from the center point of the Double Detector Check Valve Assembly to one foot above finish floor at the building riser. All underground piping installation completed by other than a Florida licensed Fire Sprinkler contractor shall be accepted in writing by the projects Florida licensed Fire Sprinkler contractor and be a part of the underground piping hydrostatic test.”

“Underground Contractor shall coordinate with Fire Alarm and Aboveground Fire Sprinkler Contractor.”

“Ground mounted FDC shall be minimum 18” and maximum 24” above finished grade.”

“FDC shall be minimum 3’, maximum 8’ from edge of pavement.”

“FDC shall be on street side of building and face the right-of-way.”

“FDC shall be 40’ from building or provide as much separation from building as possible.”

“FDC shall provide minimum 7.5 feet of working clearance around connection(s).”

“FDC shall be straight pipe above the riser check valve.”

“All fire hydrants shall have a level working surface within the clear working zone.”

“Landscaping shall not encroach on working clearance around FDC.”

SOLID WASTE

If a dumpster is required, please add dumpster enclosure details that meets or exceeds City of Melbourne Code Appendix D, Chapter 9, Article II, Section 9.22.

The following is a description of a detail that meets code.

“The enclosure will be six-foot high screened on three sides and a gate. The dumpster pad dimensions are 10 foot wide by 12 foot deep with a twenty five foot clear zone measured from the rear of the pad extending away from the receptacle pad. Pad should be reinforced concrete. Provide two concrete fill piles (per container) eight foot long by six inches in diameter, placed forty-eight inches apart at the rear of the dumpster enclosure.”



SPECIFICATION REFERENCE NOTES

EROSION & SEDIMENTATION CONTROL

The following principles are to be added verbatim to construction drawings as minimum measures to be installed for any land disturbing activity:

- a. The land-disturbing activity shall conform to existing topography and soil type so as to create the lowest practical erosion potential.
- b. Land-disturbing activities shall be conducted in a manner minimizing erosion.
- c. The disturbed area and the duration of exposure to erosive elements shall be kept to a practicable minimum.
- d. Erosion control must be strictly maintained during cut and fill operations.
- e. Disturbed soil shall be stabilized as quickly as practicable.
- f. Whenever feasible, natural vegetation shall be retained, protected and supplemented.
- g. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development.
- h. Permanent vegetation and structural erosion control measures shall be installed as soon as practicable.
- i. Adequate provisions must be provided to minimize damage from surface water to the cut face of excavations or the sloping surface of fills.
- j. To the extent necessary, sediment in runoff water must be trapped by the use of debris basins, sediment basins, silt traps or similar measures until the disturbed area is stabilized.
- k. Cuts and fills must be constructed in such a manner that erosion and runoff from the site does not endanger adjoining property.
- l. Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners without adequate provisions for an equivalent alternate system with a positive outfall.
- m. All R.O.W.'s, waterways, streets and sidewalks shall be buffered by a twenty (20) foot wide strip of grass or other suitable means.
- n. Grading equipment must cross flowing streams by means of bridges or culverts except when such methods are not feasible and provided in any case, that such crossings are kept to a minimum and sedimentation control devices are provided.



CITY CODE & POLICY INFORMATION

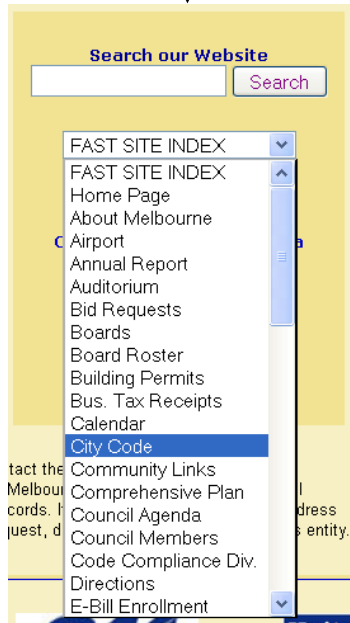


Please review this section thoroughly as one or more parts will apply to your project.

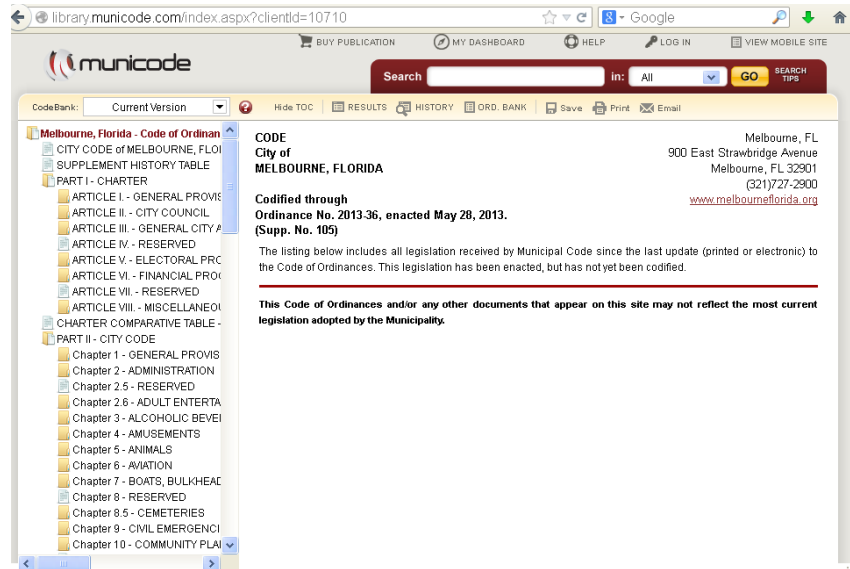
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CODE OF ORDINANCES

Melbourne City Code is available online. Refer to this site when researching city code. You can access it by visiting our website (<http://www.melbourneflorida.org>) and clicking on the “Fast Site Index” drop down menu located on the home page and throughout the site. Select “City Code”.



Code is fully searchable and copy & paste is available





COMMON ERRORS ON AGREEMENTS

Incomplete agreements will cause delay of your project. Help us keep the review process flowing by ensuring complete and timely submission of required agreements. For your convenience, an instruction sheet is provided with each agreement and can also be downloaded at the City's website.

READ THE INSTRUCTIONS when completing the Agreement. Incomplete agreements will be returned and your project delayed.

FDEP WATER & SEWER CONSTRUCTION PERMIT APPLICATIONS

Incomplete forms will NOT be accepted. City staff does not add treatment plant data to FDEP applications for water or sewer construction permits. The current treatment plant data is listed below. **This data should be added to the forms and then forwarded to the City of Melbourne for endorsement.** (Monthly plant information is available from your City of Melbourne Project Engineer.)

Water Production Facility
PWS: # 3051447
Design capacity: 26.5 MGD

DB Lee WRF
Permit # FLA010323-014
Expiration: January 27, 2016
Design Treatment Capacity: 7.0 MGD

Grant Street WRF
Permit # FL0041122-017
Expiration: January 27, 2016
Design Treatment Capacity: 5.5 MGD

Insert the following in the space for City endorsement: **Jenni Lamb, P.E., City Engineer**

FDEP Permit Forms: For Waterline Construction, use: *DEP Form 62-555.900(7)*
For Sewerline Construction, use: *DEP Form 62-604.300(8)a*

FDEP / NPDES (NATIONAL POLLUTANTS DISCHARGE ELIMINATION SYSTEM) NOI

All construction sites that disturb one acre or greater of land are required to obtain coverage under the Generic Permit for Stormwater Discharge from Large and Small Construction Activities. **DEP 62-621.300(4)(a).**

Sites one acre or greater must complete a Notice of Intent (NOI) - DEP form 62-621.300(4)(b) to comply with FDEP's National Pollutant Discharge Elimination System (NPDES) Phase II Construction Permit. A copy of the NOI and SWPPP must be submitted to the City of Melbourne PRIOR to construction. Detailed information including forms and applications can be found at the City's stormwater website: <http://www.melbourneflorida.org/stormwater>.

Please Note:

- FDEP is the agency responsible for reviewing, processing, and issuing NPDES permits.
- The NOI and the permit application fee must be submitted to DEP for issuance of the NPDES Permit.
- Copies of the NOI and SWPPP submitted to FDEP are required by the City of Melbourne prior to approval.
- All changes to the SWPPP must be submitted to the City whenever modifications are made to the document.



HARDWOOD/CANOPY TREE REQUIREMENTS

COMMERCIAL:

Of the 50% canopy/hardwood tree requirement for the site, 25% of this requirement must be 65 gallon containerized tree(s). This equates to an approximate 4-inch diameter trunk as measured 6 inches above grade.

½ (50%) of this 25% requirement, must be located within the front yard setback area. The other required canopy/hardwood trees shall have a 2 inch diameter trunk as measured 6 inches above grade.

All required trees for the site shall have a minimum overall height of 10 feet with 5 foot of clear trunk.

PLEASE NOTE: Individual residential landscaping plans are reviewed as part of the Building Permit process.

SJRWMD PERMITTING (St. Johns River Water Management District)

The SJRWMD regulates construction of drainage systems, storm water treatment ponds, large uses of water, and other types of projects, in order to protect the State's water resources and the rights of existing water users. *This is only a general overview.*

You need a SJRWMD permit BEFORE land clearing activities if:

- You are building any commercial or industrial development, including additions.
- Your project is residential/subdivision development, including additions.
- The project involves any work in, on or over wetlands or surface waters.
- You have any agricultural or industrial discharges into surface waters.
- Your project includes any bridge or road construction.
- You are digging large excavations such as lakes, mines or burrow pits.
- You are drilling a well 6 inches or greater in size or you are building a public supply well.

**Contact
SJRWMD
BEFORE YOU
CLEAR LAND
to avoid costly
delays!

(321) 984-4940**

SYSTEMS NOT DEDICATED TO THE CITY OF MELBOURNE

Requests for a system to remain private must be submitted prior to submittal to FDEP. The request shall be submitted to the City on FORM ENG-1011, thereby acknowledging responsibility for the operation and maintenance of the system.

No private system will be accepted, activated or issued a Certificate of Occupancy until all Post-Construction documents have been received and all requirements met. Post-Construction requirements will be provided to you at the Pre-Construction Conference. In addition, prior to activation the Owner must supply two (2) emergency maintenance phone numbers to the Utility Technician.

TECHNICAL SPECIFICATIONS & PROVISIONS

The following technical specifications and provision documents can be downloaded from the City's website by visiting <http://www.melbourneflorida.org/forms/specif.htm>. All forms and applications are provided in PDF format for downloading/printing and require Acrobat Reader.

- Provisions for the Construction of Sanitary Sewer Lift Stations
- Provisions for the Construction of Sanitary Sewer Systems
- Provisions for Construction of Water Distribution Systems
- Cross-Connection Control Manual
- Provisions for Construction of Reclaimed Water Systems

**Please refer to our website for the
most current documents.
www.melbourneflorida.org**



STAFF REVIEW CONTACT LIST



Below are the contact numbers for each Department or Division that is typically involved in the plan review process. For guidance on specific comments issued, please use the following contact information.

REQUIREMENT	DEPARTMENT/DIVISION	PHONE
Accessibility	Code Compliance Division	321-608-7915
Address Assignment	Engineering Department	321-608-7300
Code Compliance	Code Compliance Division	321-608-7905
Concurrency/Mobility	Planning Division	321-608-7500
Engineering Design	Engineering Department	321-608-7300
Fire Prevention	Fire Prevention, Code Compliance Division	321-608-7915
Grading	Building Department Engineering Department (subdivisions only)	321-608-7915 321-608-7300
Landscape/Irrigation/Trees	Planning Division	321-608-7500
Signs	Code Compliance Division	321-608-7905
Solid Waste (Dumpster)	Solid Waste Division	321-608-5080
Stormwater (General) (Calculations)	Streets Management Division Engineering Department	321-608-5300 321-608-7300
Reclaimed Water Resources	Reclaimed Water Distribution	321-608-5120
Right-of-Way Use	Engineering Department	321-608-7300
Traffic Engineering	Traffic Engineering Division Signal Division Traffic Signs	321-680-7360 321-608-7370
Water Resources	Water Distribution	321-608-5106
Sewer Resources	Wastewater Collection Division	321-608-5106
Zoning/City Code/LDR	Planning Division	321-608-7500



OUTSIDE AGENCIES

BREVARD COUNTY

Dept. of Environmental Health Services (sewage disposal permits)
2725 Judge Fran Jamieson Way, Building A
Melbourne, FL 39235

321-633-2100

Public Works Department

2725 Judge Fran Jamieson Way, Building A
Melbourne, FL 39235

- Driveway Permits
- Stormwater Permits

321-637-5437

321-633-2014

FDEP

Florida Department of Environmental Protection
Central District Office
3319 Maguire Boulevard, Suite 232
Orlando, Florida 32803-3767
Website: www.dep.state.fl.us

407-897-4100

FDOT

Florida Department of Transportation
555 Camp Road
Cocoa, FL 32927
Website: www.dot.state.fl.us

321-634-6100

SJRWMD

St. John's River Water Management District
525 Community College Parkway SE
Palm Bay, FL 32909
Website: www.sjwrmd.com

321-984-4940

FFWCC

Florida Fish and Wildlife Conservation Commission
Species Conservation Planning Section
255 154th Avenue
Vero Beach, FL 32968-9041
Website: www.myfwc.com

772-778-5094



CONSTRUCTION & POST-CONSTRUCTION



1 **Before Construction.** All projects, with the exception of “Re-Development Minor”, require a Pre-Construction Conference. The applicant should bring to the conference those contractors affected by the project. The underground utility contractor must attend or the meeting will be cancelled. A \$30.00 administrative rescheduling fee will be charged if a meeting has to be rescheduled for any reason.

For “Redevelopment-Minor” projects, you must notify the Engineering Department within 48 hours of construction. A failure to notify will result in a \$100.00 per day charge.

Call 321-608-7300 to schedule a Pre-Construction Conference

2 **Periodic Inspections During Construction.** Periodic inspections by Engineering Department inspectors will be conducted throughout the construction of the project as needed up until the pre-final inspection and the final inspection (needed for a CO). Have your SWPPP posted at all times. If interim inspection is needed by contractor, call 608-7300.

3 **Utility Tapping and Connection Tests.** All forms supplied to you at the Pre-Construction Conference must be faxed to the Utility Department at least 48 hours prior to the connection(s) being made. Use the fax number listed on the form(s). Engineering inspector must be called.

4 **Pre-Final Inspection.** Pre-Final Inspections will be scheduled when construction is complete. The purpose will be to list deficiencies in the work not meeting City Code. Two (2) As-Builts must be submitted within 48 hours of the pre-final inspection. If the As-Builts are not received, the inspection will be cancelled and a \$30.00 re-inspection fee will be charged to the Contractor.

5 **Final Inspection.** Once all deficiencies noted during the Pre-Final Inspection have been completed, a Final Inspection will be scheduled. *If requested*, at least two (2) “revised” As-Builts must be submitted within 48 hours of the Final Inspection. A **total** of six (6) final As-Builts must be submitted upon passing the final inspection.

6 **Post-Construction Requirements (Administrative).** There will be various administrative forms that you will be required to submit prior to project approval. See Page 18 “Post Construction Administrative Requirements”. To ensure prompt issuance of your Certificate of Occupancy, please submit the required documents in a timely manner.

7 **Certification of Completion/Acceptance – Approval for CO.** Once all Engineering inspections have successfully been completed and all post-construction requirements have been satisfied, the Engineering Department will issue a “Certificate of Completion/Acceptance” and forward Engineering approval to the Building Department for issuance of a Certificate of Occupancy for projects inside the City. All pre-construction bonds will be refunded given there are no claims against them.

Note: All site work must be accepted by the Engineering Department before the Building Department will issue a building Certificate of Occupancy.



POST CONSTRUCTION ADMINISTRATIVE REQUIREMENTS

Following are Post-Construction requirements that may be applicable to your project. Requirements with an associated City of Melbourne form must be submitted on that form. Agreements and sample documents can be downloaded from the City’s website.

Test Results	SD	SP	IF	RD	RDM	WM	WOC	FORM
Backflow Certification(s)	X	X	X	X	X	X	X	N/A
Bacteriological Test	X	X	X	X	X	X	X	N/A
Compressive Strength Tests for Concrete Pavement	X	X	X	X	X	--	--	N/A
Asphalt Pavement Test	X	X	X	X	X	--	--	N/A
Pressure Tests	X	X	X	X	X	X	X	WS-1100, WS-1101
Tapping Saddle Test	X	X	X	X	X	X	X	WS-1102, WS-1103
Soil Density Tests	X	X	X	X	X	--	--	N/A
LBR Tests	X	X	X	X	X	--	--	N/A
Reclaimed water service/irrigation inspection request	X	X	X	X	X	X	--	RC-1200
Administrative	SD	SP	IF	RD	RDM	WM	WOC	FORM
Revised Cost Estimate of Dedicated Improvements	X	X	X	X	X	X	X	ENG-1103
Waiver & Release of Lien	X	X	X	X	X	X	X	ENG-1109
As-Built Drawings (6 Final)	X	X	X	X	X	X	X	N/A
As-Built Certification Letter from P.E. *see notes*	X	X	X	X	X	X	X	Sample Available
Two-Year Maintenance Bond (for dedicated utilities)	X	X	X	X	--	--	X	Download
Three-Year Sidewalk Bond	X	X	X	--	--	--	--	Download
Final Plat (Recorded)	X	--	--	--	--	--	X	N/A
Public Utility Easement(s) w/Fee (if applicable)	X	X	X	X	X	X	X	Download
Sidewalk Easement w/Fee (if applicable)	X	X	X	X	X	X	X	N/A
Drainage Easement w/Fee (if applicable)	X	X	X	X	X	X	X	N/A
Surveyor’s Monument Reference & Control Certificate	X	X	X	X	X	X	X	N/A
Curb Marker Installation on Type V Inlets	X	X	X	X	X	X	X	N/A
Bill of Sale w/Fee	X	X	X	--	--	X	X	ENGR-BOS
Outside Agency Clearances (if applicable)	SD	SP	IF	RD	RDM	WM	WOC	FORM
Request for DEP Water Completion Certificate	X	X	X	--	--	--	X	FDEP Form
DEP Water System Clearance Letter	X	X	X	--	--	--	X	N/A
Request for DEP Sewer Completion Certificate	X	X	X	--	--	--	--	FDEP Form
DEP Sewer System Clearance Letter	X	X	X	--	--	--	--	N/A
Brevard County Permit Clearance Letter(s)	X	X	X	X	--	--	X	N/A
FDOT Permit Clearance Letter(s)	X	X	X	X	--	X	X	N/A
SJRWMD Permit Clearance Letter	X	X	X	--	--	--	--	N/A
Responding Fire Agency Clearance	--	--	--	--	--	X	X	N/A

A “Post-Construction Requirements Checklist” will be provided to you at the Pre-Construction Conference. Please submit ALL items required on the checklist prior to requesting a CO. All items must be received by the Engineering Department prior to issuance of a Certificate of Completion or Building Department Certificate of Occupancy (CO). If you have any questions regarding the requirements for your project, please contact your City Project Engineer.

***Note: The total post-construction impervious area must be included on the As-Built Certification Letter.**

MAINTENANCE & SIDEWALK BONDS

If you are required to post a two-year maintenance bond or three-year sidewalk bond, it is very important that you keep your contact information up-to-date with the City of Melbourne for the duration of the bond period. This will ensure that your bond(s) is refunded or returned to your correct address after the final maintenance bond inspection.



AS-BUILT REQUIREMENTS

FORMAT	<ol style="list-style-type: none"> 1. The statement "AS-BUILT DRAWING" shall be placed on the drawing. Minimum letter height shall be ½ inch (.5 inch). 2. As-Built drawings shall be drawn to scale on sheets not larger than 24" X 36". Rights-of-way, easements, and lot lines shall be accurately shown. Lot and block numbers and street names shall be included. 3. Six signed, dated, and sealed blue-line/black-line prints are required. The Engineer/Surveyor's name and registration number shall be either typed or printed, in legible form, below the seal. After the surveyor/engineer has certified the locations, the Engineer of Record shall certify that the system depicted on the As-Built plan was constructed in substantial conformance with approved plans and will function as intended. 4. A disc/CD with the As-Built formatted in AutoCAD shall be provided. 5. All submitted "As-Built" shall be inspected for compliance to the above-mentioned STANDARDS. Drawings found to be lacking in one or more items shall be returned to the owner with an explanation of the reasons for rejection. 6. The City of Melbourne project number MUST be provided on all pages of the As-Built(s) 7. The total post-construction impervious area must be shown on the as-built. 	
MINIMUM DATA REQUIRED	WATER DISTRIBUTION SYSTEMS	SEWAGE COLLECTION SYSTEMS
	<ol style="list-style-type: none"> 1. At least 2 ties to all valves, service lines, fittings and fire hydrants from permanent points (manholes, property lines, property corners, curbs or pavement). An acceptable station and offset system may be used. 2. Location of mains from property or easement lines at 50 foot intervals. 3. Separation between reuse or force mains and water mains if they exist within 10 feet of water mains. 4. Water main material and distance of mains from building or structures within 10 feet of water main. 5. Distance from hydrant to hydrant valve. 6. Pertinent easement information, including width of easement, and distance from watermain to sides of easement. See No. 2 above. 7. All directional drill bore logs shall be on the as-built. 	<ol style="list-style-type: none"> 1. Manholes are to be designated by stationing from a known and easily located, starting point. 2. Manhole tops and flow lines are to be designated to the nearest 0.01 feet and referenced to a known bench mark. 3. Sewer laterals are to be located with respect to lot corners. 4. Sanitary sewer force mains shall comply with similar requirements are specified for water distribution systems.
	STORM DRAINAGE SYSTEMS	RECLAIMED WATER SYSTEMS
	<ol style="list-style-type: none"> 1. Storm inlets are to be designated by stationing from a known, and easily located, starting point. Right and left offsets will be used. 2. Pertinent easement information, including width of easement and distance from storm drain pipe to side of easement. 3. Pipe size and materials shall be shown. 4. Storm inlet tops and flow lines are to be designated to the nearest 0.01 feet and referenced to a known bench mark. 	<ol style="list-style-type: none"> 1. Reclaimed water systems shall comply with similar requirements as specified for water distribution systems.
CONTROLS	MINIMUM HORIZONTAL CONTROLS	ROADWAYS
	<ol style="list-style-type: none"> 1. All property corners and control structures shall be designated with state plane coordinates. The following coordinate system shall be used: NAD 1983 HARN StatePlane Florida East FIPS 0901. 2. Within easements: Bearing and distance of utility as referenced to property corners. Bearing to be based on plat data when within a platted subdivision. 3. Within road right-of-way: Stationing with offsets right and offsets left. Stationing to begin at a prominent, easily described and easily identified point. Stationing to be based on plat data when within a platted subdivision 	<ol style="list-style-type: none"> 1. Roadway centerline elevations shall be shown at intervals of 100 feet, except at high and low points which shall be designated whether at the designated interval or not. 2. Roadway elevations are to be designated to the nearest 0.01 feet and referenced to a known bench mark.
	VERTICAL CONTROL	CERTIFICATION
	<ol style="list-style-type: none"> 1. A bench mark referenced to NGV datum of 1929. 	<p><u>CERTIFICATION SHALL BE PLACED ON THE AS-BUILT DRAWING AND SHALL INCLUDE:</u></p> <ol style="list-style-type: none"> 1. Basis of horizontal and vertical control. 2. Statement that drawings were checked in the field and are a true representation of improvements.



CONSTRUCTION PLAN REVIEW FEES	
Initial Submittal: 1st through 3rd Review Based on Estimated Cost of Overall Site Improvements	
Up to \$50,000	\$ 453.00
\$ 50,001 - 250,000	1360.50
\$ 250,001 - 500,000	1815.00
\$ 500,001 - 1,000,000	2268.00
\$1,000,001 and over (0.0035)	0.35%
4th through Final Review	
Up to \$50,000	\$ 226.50
\$ 50,001 - 250,000	680.25
\$ 250,001 - 500,000	907.50
\$ 500,001 - 1,000,000	1134.00
\$1,000,001 and over (0.00175)	0.175%
Revised Submittal to Approved Plans	
Minor (Engineering review only)	\$ 200.00
Major (Review by all departments) - 50% of original fee	
▶ MINOR PLAN ONLY (RDM and WM)	
Plan Review: \$250.00	Inspection Fee: \$500.00

PERMIT FEES & PROCESSING CHARGES	
(Reference City Code - Chapter 2 - Section 2-216)	
Stormwater Maintenance Agreement *	\$ 168.50
Fire Protection System Agreement *	125.00
Stormwater Permit	37.00
Erosion/Sedimentation Control Review	124.00
Verification of Available City Services Letter	49.00
FDEP Waterline Permit Processing Fee	165.00
FDEP Sewerline Permit Processing Fee	165.00
FDOT Utility Permit Processing Fee	40.00
Water System Pressure Re-Tests	100.00
Pro-Rata Agreement	250.00
Right-of-Way Use Agreement	150.00
* includes recording fees	

CONCURRENCY REVIEW FEES	
Water (inside City)	\$ 52.00
Water (outside City)	208.00
Sewer	52.00
Drainage	52.00
Recreation (residential)	45.00
Traffic – insignificant < 3% ADT	234.00
Traffic – significant > 3% ADT	826.00

INSPECTION FEES (Based on Estimated Overall Costs)	
Up to \$75,000	\$ 1,125.00
\$75,001 and over	1.5%
Pre-Final/Final Re-Inspection – 1 st	166.00
Pre-Final/Final Re-Inspection – 2 nd	415.00
Pre-Final/Final Re-Inspection – 3 rd	378.00

PRE-CONSTRUCTION BONDS	
Overtime Inspection Bond	\$ 500.00
As-Built Inspection Bond	850.00
Right-of-Way Restoration Bond	1,000.00
WOC As-built Bond	3,000.00
Meter Placement Bond:	Up to \$5,000
	\$ 5,001 - 15,000
	\$15,001 - 25,000
	\$25,001 - 50,000
	\$50,001 - 75,000
	\$75,001 - 100,000
	\$100,001 and Over *
	500.00
	750.00
	1,000.00
	1,250.00
	1,500.00
	1,750.00
	2%

WATER CONNECTION FEES	
¾" Meter	\$ 250.00
1" Meter	475.00
1-½" Meter	850.00
2" Meter	1,600.00
Call for Meters Larger than 2" or Multi-Family Projects	

RECLAIMED WATER CONNECTION FEES	
¾" Meter	\$ 250.00
1" Meter	475.00
1-½" Meter	850.00
2" Meter	1,600.00
Call for Meters Larger than 2" or Multi-Family Projects	

WATER & SEWER IMPACT FEES*

Please contact the Engineering Department to determine Water and Sewer Impact Fees

TRANSPORTATION IMPACT FEES *

- See Attached Schedule -

* A Capacity Reservation Fee/Mobility Improvements Deposit is required by City Code.

NON-NOTIFICATION FEE

Re-Development (RD) or Re-Development Minor (RDM) Projects not requiring a Pre-Construction Conference are required to notify the Engineering Department within 48 hours prior to construction. **Failure to notify** will result in a **\$100.00 per day** fee.

ABANDON & VACATE (A&V)

Includes application and advertising fees	\$485.00
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Please call the Engineering Department at (321) 608-7300 if you have any questions relating to the fees.



A MORATORIUM ON TRANSPORTATION AND MOBILITY IMPACT FEES HAS BEEN APPROVED BY CITY COUNCIL UNTIL MARCH 31, 2015 FOR THE USES SHOWN IN BLUE. BUILDING PERMITS MUST BE SUBMITTED PRIOR TO APRIL 1, 2015 TO BE ELIGIBLE FOR THE MORATORIUM.

**CITY OF MELBOURNE
TRANSPORTATION IMPACT FEE SCHEDULE**

Refer to City Code, Appendix D, Land Development Code, Chapter 10, Article 1

For projects not located in Mobility District

Land Use Type	Unit	Effective July 1, 2012
Residential:		
Single-family detached	Dwelling	\$3,047.00
Duplex, condominium, townhouse	Dwelling unit	\$1,667.00
Apartment, multi-family:		
One to two stories	Dwelling unit	\$1,874.00
Three or more stories	Dwelling unit	\$1,667.00
Mobile home	Dwelling	\$1,149.00
Industrial/manufacturing:		
General industrial	1,000 sq. ft. GFA	\$2,187.00
Manufacturing	1,000 sq. ft. GFA	\$1,198.00
Wholesale/warehousing	1,000 sq. ft. GFA	\$1,556.00
Mini-warehouse	1,000 sq. ft. GFA	\$380.00
Commercial:		
Hotel	Room	\$1,915.00
Motel	Room	\$1,036.00
Resort hotel	Room	\$4,565.00
General office:		
Office under 10,000 GSF	1,000 sq. ft. GFA	\$6,041.00
Office 10,000+ GSF	1,000 sq. ft. GFA	\$6,341.00
Business/office park	1,000 sq. ft. GFA	\$4,360.00
Medical/dental office	1,000 sq. ft. GFA	\$9,117.00
Bank—Walk in	1,000 sq. ft. GFA	\$9,636.00
Bank with drive-through	1,000 sq. ft. GFA	\$16,332.00



Retail:		
Under 50,000 GSF	1,000 sq. ft. GFA	\$4,063.00
50,000 to 99,999 GSF	1,000 sq. ft. GFA	\$4,477.00
100,000 to 299,999 GSF	1,000 sq. ft. GFA	\$3,689.00
300,000 to 499,999 GSF	1,000 sq. ft. GFA	\$4,083.00
500,000 GSF and over	1,000 sq. ft. GFA	\$4,084.00
Supermarket	1,000 sq. ft. GFA	\$7,881.00
24-hour convenience market	1,000 sq. ft. GFA	\$24,180.00
Convenience market w/gas pumps	1,000 sq. ft. GFA	\$15,795.00
Furniture store	1,000 sq. ft. GFA	\$932.00
Restaurant:		
Restaurant, quality low turnover	1,000 sq. ft. GFA	\$11,829.00
Restaurant, high turnover	1,000 sq. ft. GFA	\$16,249.00
Restaurant, fast-food with drive-through	1,000 sq. ft. GFA	\$25,054.00
Services:		
Gasoline station	Fuel position	\$2,988.00
New and used auto sales	1,000 sq. ft. GFA	\$7,653.00
Car wash	Wash stall	\$8,071.00
Auto repair	1,000 sq. ft.	\$5,392.00
Recreation:		
Marina	Acre	\$4,501.00
Golf course	Hole	\$8,051.00
Tennis court	Court	\$6,675.00
Racquet club/health spa	1,000 sq. ft. GFA	\$4,033.00
Movie theater	Seat	\$31.00
Institutional:		
House of worship	1,000 sq. ft. GFA	\$1,772.00
ACLF or retirement home	Dwelling unit	\$265.00
Nursing home	Bed	\$330.00
Day care center	1,000 sq. ft. GFA	\$8,238.00
Private elementary school	Student	\$191.00
Private middle school	Student	\$214.00
Private high school	Student	\$301.00
Private junior/technical college	Student	\$589.00
Private college	Student	\$865.00
Veterinary clinic	1,000 sq. ft. GFA	\$2,486.00
Hospital	1,000 sq. ft. GFA	\$3,748.00



EXAMPLE	
Project	Calculation
Manufacturing Building with 3,100 square feet of gross floor area	(a) 3,100 (the gross floor area) divided by 1,000 (the unit increment) = 3.1 units (b) 3.1 (total units) x \$1,198 (the fee per unit) = \$5,307.20

**AFFIDAVIT OF OWNERSHIP
AND AUTHORIZATION TO ACT**



Project Name		City Project No.	
Project Address			DATE RECEIVED
Owner Name			
Contact			
Address			
City, State, Zip			
Phone	()	Fax	()
Email			

I, _____, being the owner of _____
(Print Full Name) (Project Address and Legal Description)

authorize _____ to act on my behalf in the submittal
(Person and Name of Company)

of the attached development plan.

X _____
Signature of Owner

Date

Title

**COUNTY OF BREVARD
STATE OF FLORIDA**

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____ who is personally known to me or has produced
_____ as identification.

STAMP:

Notary Public Signature

My Commission Expires

ESTIMATED COST OF DEDICATED IMPROVEMENTS



Project Name		City Project No.	
Prepared By			DATE RECEIVED
Telephone			
SEAL:			
_____ Engineer or Certified Contractor Signature		_____ Date	
UTILITIES AND IMPROVEMENTS:			Total Costs
Water System (include: valves, laterals, hydrants and bends)			\$
Sewer System (include: laterals, manholes, lift stations, force main, valves)			\$
Roads (include: subgrade, base, asphalt & C & G)			\$
Road Drainage (include: curb inlets, french drain and piping to retention).			\$
Re-Use (include all appurtenances)			\$
Reclaimed Water Systems Grand Total			\$

ESTIMATOR SHALL PROVIDE DETAILED LINE ITEM BREAKDOWNS OF ALL SYSTEMS DEDICATED.

(use additional pages as necessary)

LABOR AND MATERIALS

Improvement Category	Material	Qty/Units	Unit Cost	Total Cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			TOTAL	\$

DEDICATED ROADS

Name:	Length (l.f.):	Width (B/C to B/C):	Cost: \$
Name:	Length (l.f.):	Width (B/C to B/C):	Cost: \$
Name:	Length (l.f.):	Width (B/C to B/C):	Cost: \$