



City of St. Augustine

Public Works Department

Development Plan Submittal Guidelines

All applications, plans, specifications, shop drawings, etc. must be submitted directly to the
City Public Works Department

Lobby B – 4th Floor – City Hall – 75 King Street – St. Augustine, Florida 32084

OR MAILED TO

City Public Works Department - PO Box 210 - St. Augustine, Florida 32085-0210

These guidelines and this document are subject to change at any time.

Your initial submittal should be two (2) sets of full-size, to scale, signed and sealed drawings on 24" x 36" paper, with two (2) sets of supporting calculations, and one (1) submittal cover letter describing the project and listing the contents of the submittal package. Plans which have been reduced or which are not to scale will not be accepted for review. Electronic submittals will **not** be accepted. Submittals which do not include appropriate and accurate survey or geotechnical data will not be accepted.

The City Public Works Department follows a 30-day review process for each submittal or re-submittal, beginning on the date of acceptance of the submittal or re-submittal package by the City. There are no set days or time periods for submittals. Submittals can be made at any time during normal City business hours. Currently, there are no fees for submittals or re-submittals.

Following review of this submittal, one (1) red-line mark up set will be returned to you for revisions (if necessary.) Comments in the form of a Request for Additional Information (RAI) letter may also be returned if warranted.

Provide the following with all subsequent re-submittals:

- Two (2) copies of revised plans, calculations, etc., signed and sealed;
- Two (2) copies of any additional documents being requested as part of the comments;
- One (1) copy of your submittal cover letter providing comments, your responses and revisions made to address comments.

Once City Approval is granted, submit a minimum of six (6) sets of signed and sealed drawings and calculations, etc. Three (3) Stamped-Approved sets will be returned to you with your Approval Letter. If you require additional stamped sets, please submit those.

City Public Works Department approval is valid for a period of one year from the date of approval. If, after one year, construction has not commenced and proceeded in an orderly and diligent fashion without significant work stoppage, City approval will expire and a new application, review and approval process will be required. If, prior to the one-year expiration date, utility connection charges for the project are paid in full, then approval does not expire; however, should City standards and specifications change at any time prior to construction commencement, then plan revisions may be required as necessary.



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Public Works Department approval is only for utility and site criteria required by the City of St. Augustine Public Works Department and is not for any additional criteria that may be required by other City departments or government agencies as relevant to the project.

If your project requires that you obtain water or sewer permits from FDEP, the City will only sign off on the FDEP permit applications after approving the project plans and after utility connection charges for the project are paid in full. Likewise, if your project requires that you obtain permits from other governmental agencies, the City will only sign off on such permit applications after approving the project plans.

Following plan approval, see the City's Utility Construction and Dedication Requirements checklist for information related to the construction, dedication and acceptance process. Construction methods and materials must be in accordance with City standards.

The developer is responsible for all design, permitting, construction and clearance of all utility work. City staff will not be responsible for managing the project.

General questions related to the City permitting, review, approval, construction, dedication and acceptance process should be directed to Bobbie-Jo Manning, Engineering Development Coordinator, at (904) 209-4275 or bjmanning@citystaug.com. Technical questions related to utility standards or record drawings should be addressed to William G. Mendez, P. E., Engineering Manager, at (904) 209-4274 or bmendez@citystaug.com. Technical questions related to storm water requirements should be addressed to Reuben C. Franklin, Jr., E.I., Engineering Project Coordinator, at (904) 209-4279 or rfranklin@citystaug.com.

Please be aware that the City's storm water criteria are different than the St. Johns River Water Management District (SJRWMD) and all requirements must be met. Refer to Chapter 29 of the City Code of Ordinances. Provide a copy of the SJRWMD ERP, if warranted. Provide signed and sealed construction plans by a Professional Engineer registered in the State of Florida. Provide signed and sealed storm water calculations by a Florida Professional Engineer that support the construction plans. For the City, reference the Technical Memorandum titled Minimum Design Requirements for Dry Retention, Exfiltration, Permeable Paver and Pervious Concrete Stormwater Management Systems, dated December 15, 2010.

A "Request for Letter of Availability" form may be submitted with or without project plans in order to determine utility connection fees due for the project. In the absence of plans, the level of detail provided on the application form will largely determine the level of detail in the Letter of Availability. Connection charges quoted in the Letter of Availability are based on the information provided on the application and City ordinances in effect on the date of the Letter of Availability, and are subject to change. The "Request for Letter of Availability" form is available on the City's website at http://www.staugustinegovernment.com/the-city/documents/_PubWrks/documents/Ltr%20Availability%2007.10.pdf



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Please visit the *Frequently Asked Questions* page of the City's website and click on the *Utility Availability, New Connections & Changes of Use* link on that page (http://staugustinegovernment.com/the-city/documents/_PubWrks/UtilityFAQ.cfm) for detailed information regarding Utility Connections and Letters of Availability.

Below are links to additional online information regarding City Public Works Department design, review and approval:

City of St. Augustine Code of Ordinances:

<http://library.municode.com/index.aspx?clientID=10951&stateID=9&statename=Florida>

Standards and Specifications Design Manual and Details:

http://www.staugustinegovernment.com/the-city/documents/_PubWrks/UtilityManual.cfm

Interim Standards (updated quarterly):

http://www.staugustinegovernment.com/the-city/documents/_PubWrks/documents/PWInterimStandards.cfm

Paving and Drainage Details:

http://www.staugustinegovernment.com/the-city/documents/_PubWrks/documents/Paving_Darinage_DetailsPD-01.pdf

Right-of-Way Permit Application:

http://www.staugustinegovernment.com/the-city/documents/_PubWrks/documents/ROWApp12.08.09.pdf

Right-of-Way Permit Requirements:

http://www.staugustinegovernment.com/the-city/documents/_PubWrks/documents/ROWGenReq2010_000.pdf

City Utility Construction and Dedication Requirements:

http://www.staugustinegovernment.com/the-city/documents/_PubWrks/documents/UtilityConstructionandDedicationRequirements.pdf