



**SANTA ROSA COUNTY**  
**DEVELOPMENT SERVICES – Planning & Zoning**

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6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

## Minor Land Clearing Permit Application

### Instructions:

Fill out the application completely and submit with two (2) copies of a site plan, or sketch, indicating the scope of work and area of property to be cleared.

**This application is used to obtain a minor land clearing permit. Minor land clearing is any activity that removes vegetative ground cover without disturbing the soil and without the removal of protected trees.**

**Major land clearing includes clearing, cutting, movement of soil, including stump removal, “root raking” or any type activity which alters land topography or vegetative cover. Major land clearing will require an Engineered Site Plan to be submitted. There is a separate application for Major Land Clearing.**

**A minor land clearing permit is not required for the following:**

- **Agriculture or silviculture activity in an agriculture zoning district;**
- **Lots or parcels of land for the construction of one single family or duplex structure;**
- **Property maintenance activity such as bush hogging, mowing or tree trimming.**
- **Lots with a single family residence or duplex located on it.**
- **For any minor land clearing located within any of the Agriculture zoning districts.**

### Information Required on the Site Plan or Sketch:

A site plan, or sketch, must include the following information.

1. Sketch (or survey) of the property boundary, with dimensions, and location of existing improvements.
2. Size of the property, shown in square feet and/or acres.
3. Graphical indication of the area to be cleared and areas to remain undisturbed.
4. Type and location of erosion control measures.

### *Land Development Code*

#### **4.08.01 Land Clearing of an Undeveloped Lot is prohibited except:**

To the extent reasonably necessary to accomplish the improvement or development of land authorized by a valid Building Permit or Development Order

**A. Minor Land Clearing:** The Planning Director or their designee shall issue a minor land clearing permit for undeveloped properties, prior to the approval of a site plan or subdivision plat, for the purpose of minor land clearing under the following conditions:

1. The applicant shall submit a non-engineered site plan or sketch showing the following:
  - a. The property boundary, with dimensions, and location of existing improvements;
  - b. The general location of any protected trees and the graphical indication of the area to be cleared and areas to remain undisturbed. No minor land clearing will be allowed within twenty (20) feet of an incompatible land use;
  - c. Size of the property, shown in square feet and/or acres; and

- d. The type and location of erosion control measures. Erosion control measures are required and must be maintained until such time that the lot is developed, or a healthy, vegetative cover is in place to prevent ANY surface erosion.
2. A minor land clearing permit is not required for the following:
  - a. Agriculture or silviculture activity in an agriculture zoning district that have obtained an Agriculture Silviculture designation from the Property Appraiser or silviculture activity that has a Florida Division of Forestry Management Plan;
  - b. Lots or parcels of land for the construction of one single family or duplex structure provided a building permit has been issued;
  - c. Property maintenance activity such as bush hogging, mowing or tree trimming.
  - d. Property with a single family residence or duplex in existence.
  - e. For any minor land clearing located within any of the Agriculture zoning districts.
3. A minor land clearing permit does not authorize major land clearing, or soil disturbing as defined herein.
4. A minor land clearing permit is required for canal front properties and waterfront properties.
5. No clearing, grading, excavating, filling, or other disturbance of the natural terrain shall occur until County-approved erosion and sedimentation control measures have been installed, except those operations needed to implement these measures. All erosion and sedimentation control measures shall be maintained throughout the length of construction activity.

### **3.04.05 Erosion and Sedimentation Control**

**A.** All development shall provide for erosion and sedimentation control as follows:

1. Single Family Dwelling and Duplex Development
  - a. Any overall site regulated by the SWPPP(Stormwater Pollution Prevention Plan), shall maintain erosion control measures so as to prevent sediment or debris from leaving the development parcel. Any sediment or debris that leaves the development site shall be properly recovered by the building permit holder.  
  
Failure to comply with this requirement shall constitute a violation of this ordinance and shall be cause for suspension of a building permit or development order and code enforcement action.
2. For lots or parcels located along waterbodies or adjacent to the Shoreline Protection Zone. Siltation and erosion control measures shall be applied to stabilize soils and other un-vegetated areas during and after development. For lots or parcels that are cleared, erosion control barriers shall be placed between the development site and the water body to prevent erosion and siltation. Such measures must be in the form of two rows of silt fencing with hay bales between, two rows of hay bales with silt fencing between, or filter sock. Alternatively, the developer may propose a method for controlling sediment that effectively prevents all sediment from entering the water body.
3. During construction, storm drainage inlets shall be protected by hay bales, sod screens, or temporary structures or other means to prevent sedimentation.
4. All soil stockpiles shall be protected against dust and erosion.
5. At all times during and after development, cleared areas shall be stabilized. Final stabilization measures shall be in place within fourteen (14) days of final grading.
6. All control measures shall comply with the management practices contained in the Florida Department of Environmental Protection's "Erosion & Sediment Control Designer and Reviewers Manual" latest edition.

**B.** For any development which required a development order, a Stormwater Pollution Prevention Plan (SWPPP) must be included with the plans. The SWPPP submittal requirements includes note sheet, standard details and specific erosion control plan. The SWPPP must be in compliance with State and Federal Requirements and this Code.

**C.** Erosion and sediment control Best Management Practices (BMP's) shall be used as necessary during construction to retain sediment on-site and assure that any discharges from the site do not cause or contribute to a violation of state water quality standards. These management practices must be designed according to specific site conditions and shall be shown or clearly referenced in the construction plans for the development. At a minimum, the erosion and sediment control requirements

described shall be followed during construction of the project. Additional measures may be required to protect wetlands and wetland buffers or prevent off-site flooding. In addition, sediment accumulation in the stormwater system from construction activities must be removed prior to final certification of the system to ensure that the designed and permitted storage volume is available.

- D. Engineers must furnish contractors the information pertaining to the implementation, operation, and maintenance of the erosion and sediment control plan. However, it is ultimately the Contractor's responsibility to manage all sediment and erosion control measures as required by regulatory agencies.
- E. Stormwater Pollution Prevention Plan (SWPPP) note sheet and erosion control plan shall be submitted with each application for construction plan submittal (subdivisions, site plans, single/multi-family construction and land clearing activities). The approved ERP permit will be submitted when obtained and prior to construction.
- F. No clearing, grading, excavating, filling, or other disturbance of the natural terrain shall occur until erosion and sedimentation control measures have been installed, except those operations needed to implement these measures. All erosion and sedimentation control measures shall be maintained throughout the length of construction activity. The overall approved SWPPP will cover all individual lots with a subdivision for which the SWPPP was approved. This does not relieve the developer/builder from protecting the stormwater pond and conveyance system from sediments or remediation of those stormwater facilities at the completion or prior to acceptance by Santa Rosa County. The ERP/SWPPP permit must be transferred if there is a change of ownership per Florida Statutes such as a change of ownership from a developer to a builder.
- G. The Contractor shall provide the County Engineer a copy of the NPDES permit prior to commencing construction activities as required by FDEP's NPDES program.

**Waterfront Lots within Shoreline Protection Zones:**

**3.05.03 Design Standards in Areas Adjacent to Shoreline Protection Zone**

- G. Property owners are encouraged to utilize vegetation to control erosion and sedimentation whenever possible. Naturally-occurring vegetation, when it provides erosion and sedimentation control, is preferred. Native species that are appropriate for the particular location are encouraged for landscaped areas. Vegetation alone should be not relied upon to control erosion and sedimentation during construction and must be supplemented with protective barriers are necessary to accomplish the goal of retaining all soil on the development site.
- H. Red clay and other discoloring materials are prohibited on Navarre Beach, consistent with section 3.05.06. White sand, oyster shell, limestone, crushed concrete and white dolomite are among materials approved for fill or masonry mixes for new development or redevelopment projects on Navarre Beach.

**4.07.05 Tree Protection**

- H. Protected Trees – The following trees are protected and require a permit for removal.

**List of Protected Trees**

- 1. Small Trees at a diameter of four (4) inches and greater at four and a half (4 ½) feet above grade:

<i>Common Name</i>	<i>Genus/Species</i>
Flowering Dogwood	Cornus Florida
Loblolly Bay	Gordonia lasianthus
Atlantic White Cedar	Chamaecyparis thyoides
Redbud	Cercis sp.

- 2. Large Trees at a diameter of eight (8) inches and greater at four and a half (4½) feet above grade:

<i>Common Name</i>	<i>Genus/Species</i>
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<i>Common Name</i>	<i>Genus/Species</i>
Hickory	Carva sp.
American Beech	Fagus grandiflora
Holly	Ilex sp.
Southern Magnolia	Magnolia grandiflora
Black Tupelo Gum	Nyssa sylvatica11
Tupelo Gum (water gum)	Nyssa aquatica
White Oak	Quercus alba
Swamp Chestnut Oak	Quercus michauxii
Live Oak	Quercus virginiana
Bald Cypress	Taxodium distichum
Pond Cypress	Taxodium ascendens
Sand Live Oak	Quercus geminate

3. Heritage Tree – Any living tree with the exception of identified invasive species of special protected status, 48 inches in diameter or greater at four and one half (4 1/2') feet above grade (DBH) in areas of Santa Rosa County north of Yellow River including Garcon Point and 24 inches in diameter in areas of Santa Rosa County south of Yellow River.

4. Champion Tree – A living tree measured to be the largest specimen of its species in the state as recorded in the champion tree registry of the University of Florida and the Division of Forestry, Florida Department of Agriculture and Consumer Services.

## 11.02.00 APPLICATION REQUIREMENTS

### 11.02.01 Submittal Requirements for All Applications

- A. Submittal requirements necessarily contemplate a wide variety of circumstances and it is understood that some information may be unnecessarily burdensome to produce.
1. A completed form provided by the Planning and Zoning Department.
  2. Name, address, telephone number, email address and signature of the property owners;
  3. When the applicant is a representative of the property owner, a statement acknowledged by the owners authorizing the representative to act as an agent of the property owner with regard to the application and associated procedures;
  4. A sketch obtained no more than two (2) years prior to the filing of the application, containing the legal description, land area and existing improvements located on the site;
  5. Written documentation that the property owner, has or will comply with all applicable notice requirements of this LDC; and
  6. Payment of the required application fee.

**11.02.02 Basic Submittal Requirements for Access Management, Coastal Construction, Parent Parcel, Itinerant Vendor, Major Land Clearing, Minor Land Clearing, Minor Subdivision, Off Premise Sign, PUD Master Plans, PBD Master Plans, PID Master Plans, Site Plan Applications, Tree Removal, Conditional Uses, Rezonings, Small Scale Future Land Use Amendments, Large Scale Future Land Use Amendments, Special Exceptions, and Variances**

- A. Each application for Access Management, Coastal Construction, Parent Parcel, Itinerant Vendor, Major Land Clearing, Minor Land Clearing, Minor Subdivision, Off Premise Sign, PUD Master Plans, PBD Master Plans, PID Master Plans, Site Plan and Tree Removal Applications shall contain the following information:
  - 1. All information required pursuant to section 11.02.01;
  - 2. Name, address, telephone number and email address of the plan preparer;
  - 3. Date of preparation and date(s) of any modifications of site plan, north arrow and written and graphic scale;
  - 4. Legal description of the property, consistent with the survey, if a survey is required;
  - 5. A vicinity map showing the location of the property;
  - 6. Zoning designation for the property;
  - 7. Additional plans, documents and reports as deemed necessary by the Planning Director; and
  - 8. Information required for the specific type of application, as specified in sections 11.02.03 through 11.02.15, as applicable.
- B. All Site Plans, Plats and sketches of a Lot Split shall be drawn to a scale approved by the Planning Director.

**11.02.08 Additional Submittal Requirements for Minor Land Clearing**

- A. All information required pursuant to section 11.02.02.
- B. Provide a site plan drawn to scale with exact dimensions, location of existing improvements, graphical indication of the area to be cleared and areas to remain undisturbed.
- C. Provide size of the property.
- D. Provide type and location of erosion control measures. An erosion control and/or best management practices plan may be required for submittal.
- E. An application fee.

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## Minor Land Clearing Permit Application

**\*\*For Official Use Only\*\***

Application No.	_____ -LC- _____	Date Received:	_____
Fee:	\$100.00	Receipt:	_____
FLU Designation:	_____	Zoning District:	_____

\*\*\*\*This application is used to obtain a minor land clearing permit. Minor land clearing is any activity that removes vegetative ground cover without disturbing the soil and without the removal of protected trees.\*\*\*\*

**Property Owner Information:**

Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Information:**

Check here and skip this section if the Applicant is the Property Owner. Otherwise, complete this section and provide appropriate authorization from the Property Owner giving the Applicant the authority to pursue development approval (i.e. power of attorney, sales contract, etc.)

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Information:**

Parcel ID Number(s): \_\_\_\_\_

Total Property (acres): \_\_\_\_\_

Area to be cleared: \_\_\_\_\_

Scope of Work: (attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement and Authorization:**

By my signature hereto, I acknowledge that deliberate misrepresentation of information related to this application will be grounds for denial, reversal or revocation of any approval of this application. I do hereby authorize County staff to enter upon my property at any reasonable time for purposes of site inspection. Furthermore, I acknowledge that I will make the persons or parties performing the minor land clearing fully aware of the restrictions stated within this application.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant Name & Title (Type or Print)      Applicant Signature      Date

**Tree Protection Acknowledgement:**

I hereby affirm that no protected trees will be removed as part of this minor land clearing activity

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Property Owner Name (Type or Print)      Property Owner Signature      Date