



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

Driveway Checklist

The following guideline shall be followed when submitting for a new driveway permit or an improved driveway permit. Helpful Town Codes are as follows: Town Code Sec. 67-33 Drainage, required; swales; construction of driveways and Town Code Sec. 64-45 Driveway access. Please see the Town's Code of Ordinances and Florida Building Code for any additional code requirements.

___ One (1) Contractor Registration with the Town of Ocean Ridge

___ One (1) Building Permit Application signed and notarized by both the property owner and the qualifier of the company permitting the work.

___ One (1) copy of the signed Construction Site Management Handbook.

___ Two (2) sets of project Contract/Scope of Work between the Applicant & the Owner signed by BOTH parties including:

- Contractors contact information: Company name, Address, Phone number.
- Total Job Value

___ Payment for Building Permit Fee due upon submittal of permit. (cash or check only)

___ Two (2) copies of the recorded Notice of Commencement (if value of the work is 5000+).

___ Two (2) copies of the FDOT permit (if applicable).

___ Two (2) copies of the Driveway Swale Agreement signed by both the property owner and the qualifier of the company permitting the work.

___ Two (2) copies of the Survey (that is less than 6 months old) or three (3) sets of the proposed Site Plan showing proposed work.

___ Two (2) copies Palm Beach County Health Department stamped approval (for a new driveway or where the footprint of the existing driveway has changed), swales, trench drains, setbacks, along with demonstrating that improvements will not adversely impact adjacent lots.

___ Two (2) copies of the plans/survey with the following details located on the survey/plans.

Please Note: After the building permit has been accepted by the Building Clerk, the Building, Zoning, and Engineering Departments will then review. The review process could take approximately 4 weeks. Any comments received from these departments will be forwarded to the Point of Contact on the permit application.



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Acknowledgement of Driveway Swale Detail

This form acknowledges receipt of the Driveway Swale Detail which I must abide by in performing the work described in the below stated permit number.

Permit Number

Date

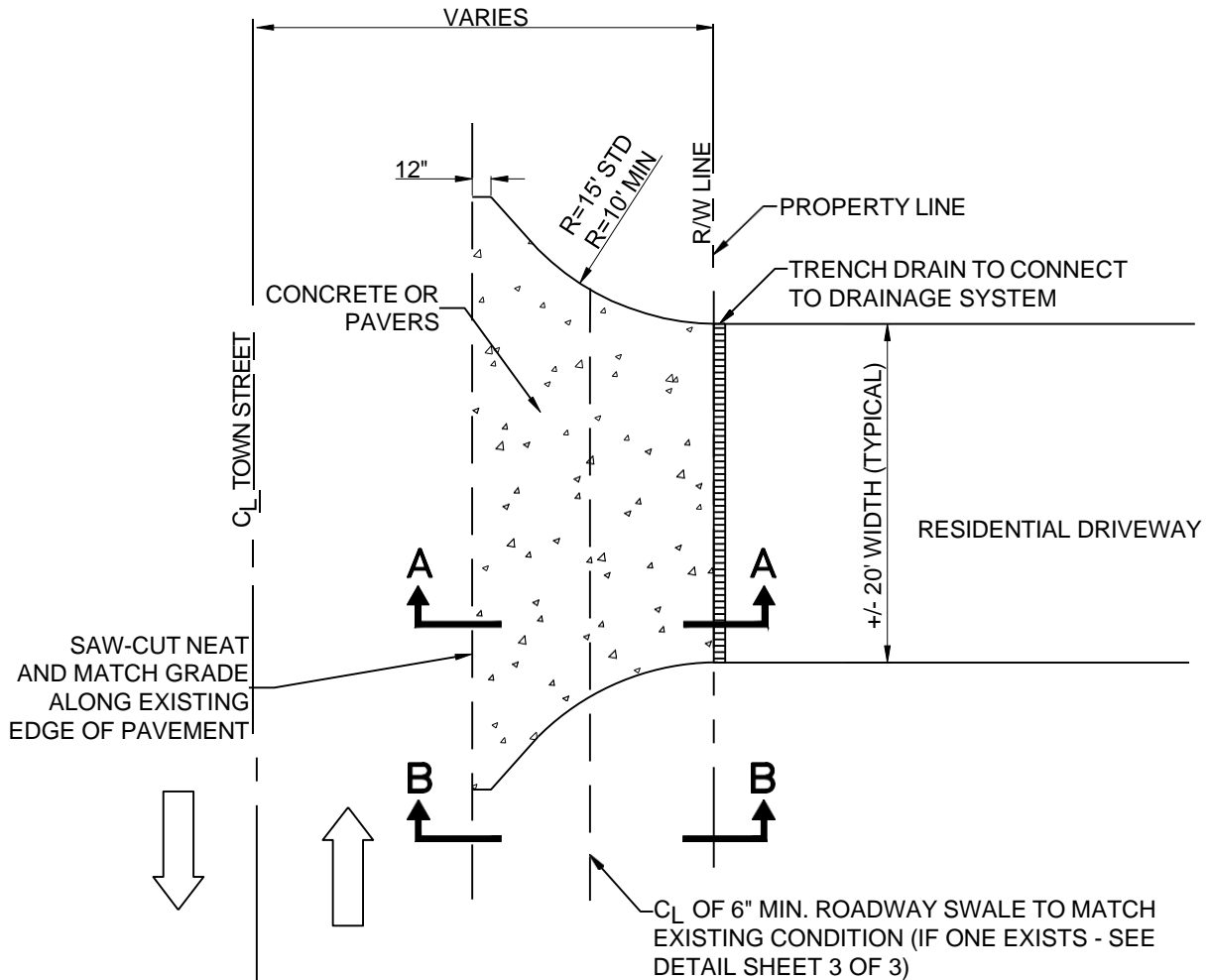
Property Owner's Signature

Property Owner's Printed Name

Date

Qualifier/Contractor's Signature

Qualifier/Contractor's Printed Name



NOTES

- (1) DETAIL FOR TOWN RIGHT-OF-WAY ONLY
- (2) TRENCH DRAIN SHALL FOLLOW CODE SEC. 67-33 (b)

RESIDENTIAL DRIVEWAY AND SWALE DETAILS

PLAN VIEW

N.T.S.

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TOWN OF OCEAN RIDGE - DRIVEWAY AND SWALE DETAILS

DATE:	SEPT. 2021
PROJECT ENGINEER:	ETLB
CHECKED BY:	LAT
CHECKED BY:	

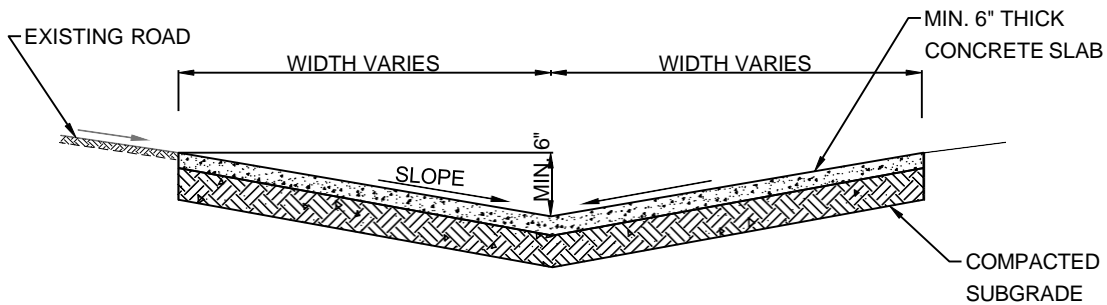
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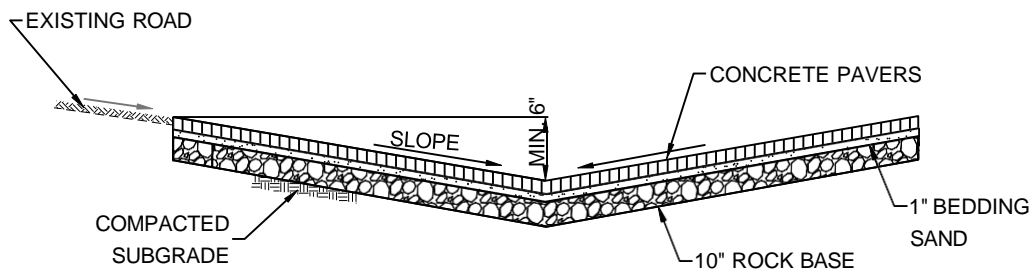
1280 N CONGRESS AVE #101, WEST PALM BEACH, FLORIDA 33409
PH (561)655-1151 • FAX (561)832-9390 • WWW.ENGENUITYGROUP.COM

SCALE:	N.T.S.	SHEET:	1 / 3
DRAWN BY:		JOB No.	00020.10



CONCRETE NOTES

- (1) SUBGRADE SHALL BE THOROUGHLY COMPACTED BY MECHANICAL TAMP TO AT LEAST 98% OF THE MAXIMUM DENSITY PER A.A.S.H.T.O. T-180.
- (2) SEE PLAN FOR SLOPE AND WIDTH INFORMATION.
- (3) SEE DRIVEWAY AND SWALE DETAILS, DETAIL SHEET 3 OF 3.
- (4) INVERT OF SWALE MIN. 6" BELOW OF PAVEMENT



PAVER NOTES

- (1) APPLICANT TO PROVIDE PAVER DESIGN AT TIME OF BUILDING PERMIT.
- (2) PRIOR TO INSTALLATION- APPLICANT TO CHECK SUBSURFACE FOR ORGANICS WHICH COULD COMPRESS AFTER INSTALLATION.
- (3) INVERT OF SWALE MIN. 6" BELOW EDGE OF PAVEMENT

SECTION A-A
DRIVEWAY CROSS SECTION
 N.T.S.

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TOWN OF OCEAN RIDGE - DRIVEWAY AND SWALE DETAILS

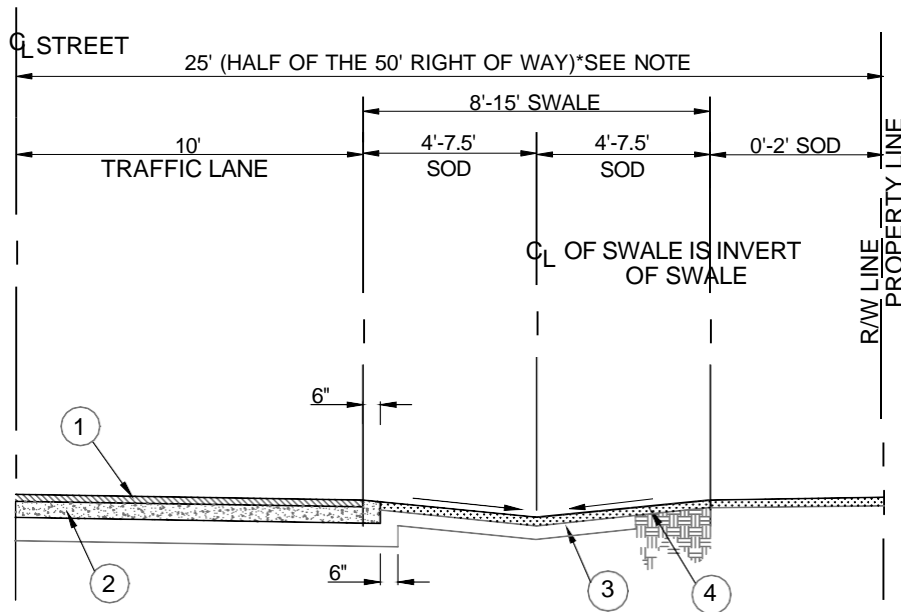
DATE: SEPT. 2021 PROJECT ENGINEER: CHECKED BY: CHECKED BY:	 engenuity group inc. ETLB/LAT ENGINEERS • SURVEYORS • GIS MAPPERS 1280 N Congress Ave #101, WEST PALM BEACH, FLORIDA 33409 PH (561)655-1151 FAX (561)832-9390 WWW.ENGENUITYGROUP.COM	SCALE: N.T.S. SHEET: / DRAWN BY:	
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2

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JOB No.

00020.10



NOTES

- (1) 1 1/2" THICK, TYPE S-I, ASPHALTIC CONCRETE SURFACE COURSE.
- (2) BASE SHALL BE 8" MINIMUM THICKNESS. ALL NEW BASE MATERIAL SHALL BE 16" OF LIMEROCK OR 8" LIMEROCK BASE OVER 12" OF STABILIZED SUBGRADE.
- (3) STABILIZED SHOULDER IS 8' WIDE AND 6" THICK. STABILIZE TO A FLORIDA BEARING VALUE OF AT LEAST 50 P.S.I. AND COMPACT TO AT LEAST 98% OF THE MAXIMUM DENSITY DETERMINED BY A.A.S.H.T.O. T-180.
- (4) SWALE IS TO BE GRASSED WITH SOD.
- (5) WHERE DRIVEWAYS INTERSECT SWALES, DRIVEWAYS SHALL CONFORM TO THE EXISTING SWALE SECTION.

*NOTE: RIGHT-OF-WAY WIDTHS VARY THROUGHOUT THE TOWN.

SECTION B-B

TYPICAL SWALE AND STREET CROSS SECTION 50' ROW

N.T.S.

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SCALE:	N.T.S.	SHEET:	3 / 3
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