CITY OF COOPER CITY
COMMUNITY DEVELOPMENT DEPARTMENT/BUILDING DIVISION
DRIVEWAY PERMIT SUBMITTAL CHECKLIST
(CONCRETE/ASPHALT/PAVERS)

9090 SW 50 PLACE
COOPER CITY, FL 33328
(954) 434-4300

☐ BROWARD PERMIT APPLICATION

☐ COMPLETE SET OF PLANS

☐ APRON DETAIL STANDARD

☐ OWNER / BUILDER AFFIDAVIT ***(If applicable)***

☐ PROPERTY SURVEY (*Showing location of construction*)

☐ EASEMENT: HOLD HARMLESS AGREEMENT AND EASEMENT FROM C.B.W.C.D. ***(If applicable)***

☐ HOMEOWNERS ASSOCIATION (HOA) APPROVAL ***(If applicable)***

☐ NOTICE OF COMMENCEMENT (NOC) (STATEMENT OF FLORIDA EFFECTIVE JANUARY 1, 1991 REQUIRES A NOTICE OF COMMENCEMENT WITH THE FAIR MARKET OF $5,000 OR GREATER)

☐ DETAIL / SCOPE OF WORK. *(Concrete P.S.I., Thickness and Type of Reinforcement)*

- 6" MINIMUM COMPACTED LIMEROCK BASE COURSE FOR ASPHALT & PAVER DRIVEWAY.
- CONCRETE RESISTANT EDGE FOR PAVER DRIVEWAY & WALKWAY.
- CONCRETE DRIVEWAY SLABS SHALL BE A MIN. 3000 P.S.I., 4" DEPTH WITH MESH RE-INFORCEMENT OR FIBER MESH. CONCRETE APRONS SHALL BE 6" DEPTH WITHOUT RE-INFORCEMENT.
- CONCRETE APRON A ¼" PRE-MOLDED EXPANSION JOINT OR A CONTROL JOINT CUT.
- ALL DAMAGE TO THE CITY ROADWAY TO BE REPAIRED WITH HOT MIX TYPE S-33 ASPHALTIC CONCRETE AT 1 INCH THICKNESS. COLD PATCH IS UNACCECTABLE. NO EXCEPTIONS.

☐ IF THE SWALE AREA IS PART OF THE DRAINAGE FLOW, IT MUST NOT BE ALTERED.

☐ PER CITY ENGINEERING CODE A 5' SETBACK IS REQUIRED ON ALL SIDE AND REAR PROPERTY LINES.

THE CITY OF COOPER CITY BUILDING DIVISON REQUIRES THIS QUESTIONAIRE TO BE INCLUDED WITH YOUR REQUEST FOR PERMIT APPROVAL.

CITY OF COOPER CITY
ENGINEERING DEPARTMENT
APRON DETAIL STANDARD

DATE _____

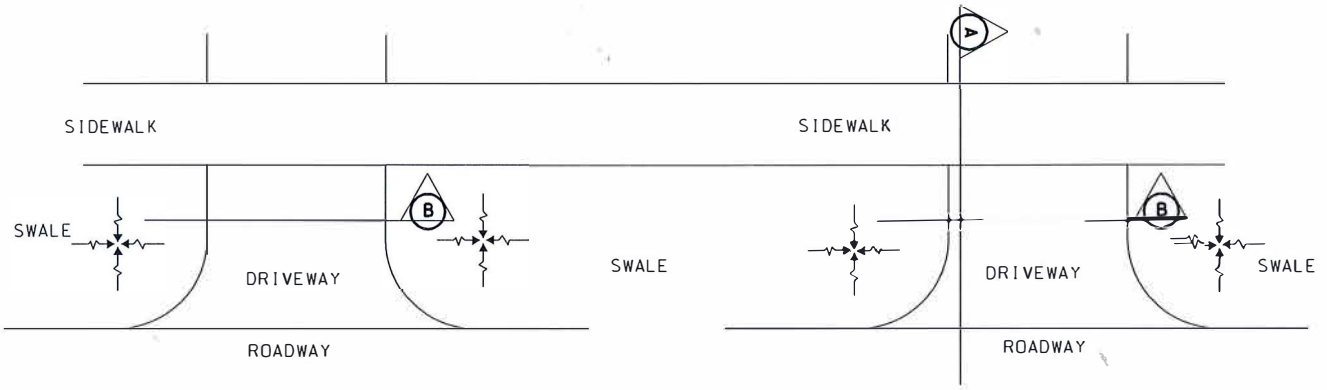
OWNER _____ PHONE _____

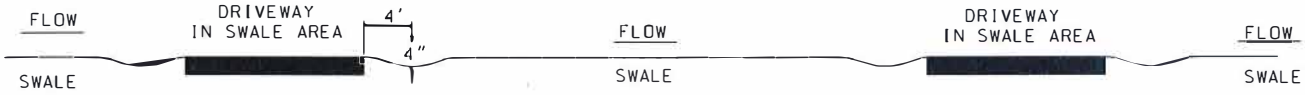
ADDRESS _____

CONTRACTOR _____ PHONE _____

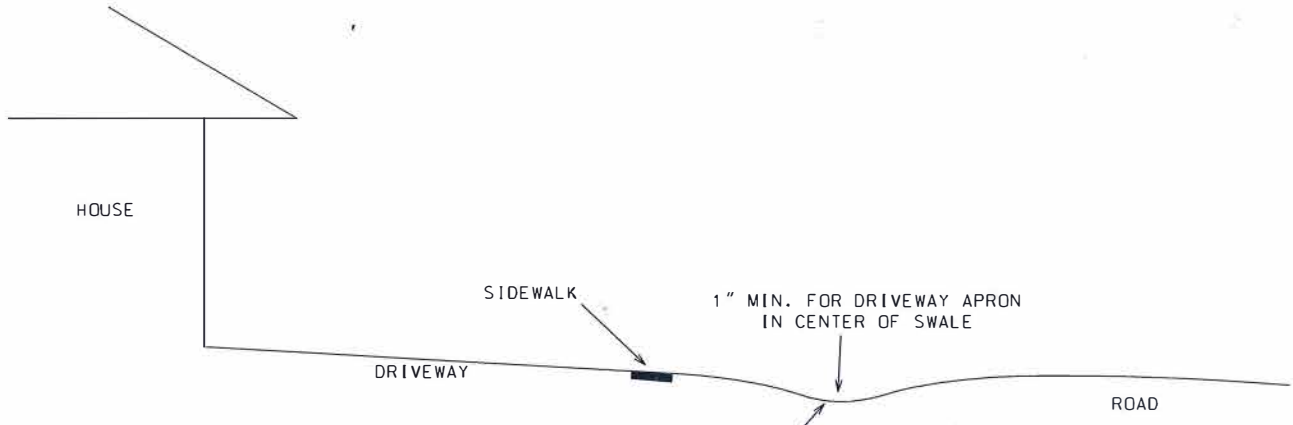
ADDRESS _____

TYPE OF DRIVEWAY ☐ ASPHALT ☐ CONCRETE ☐ PAVERS





SECTION B



SECTION A

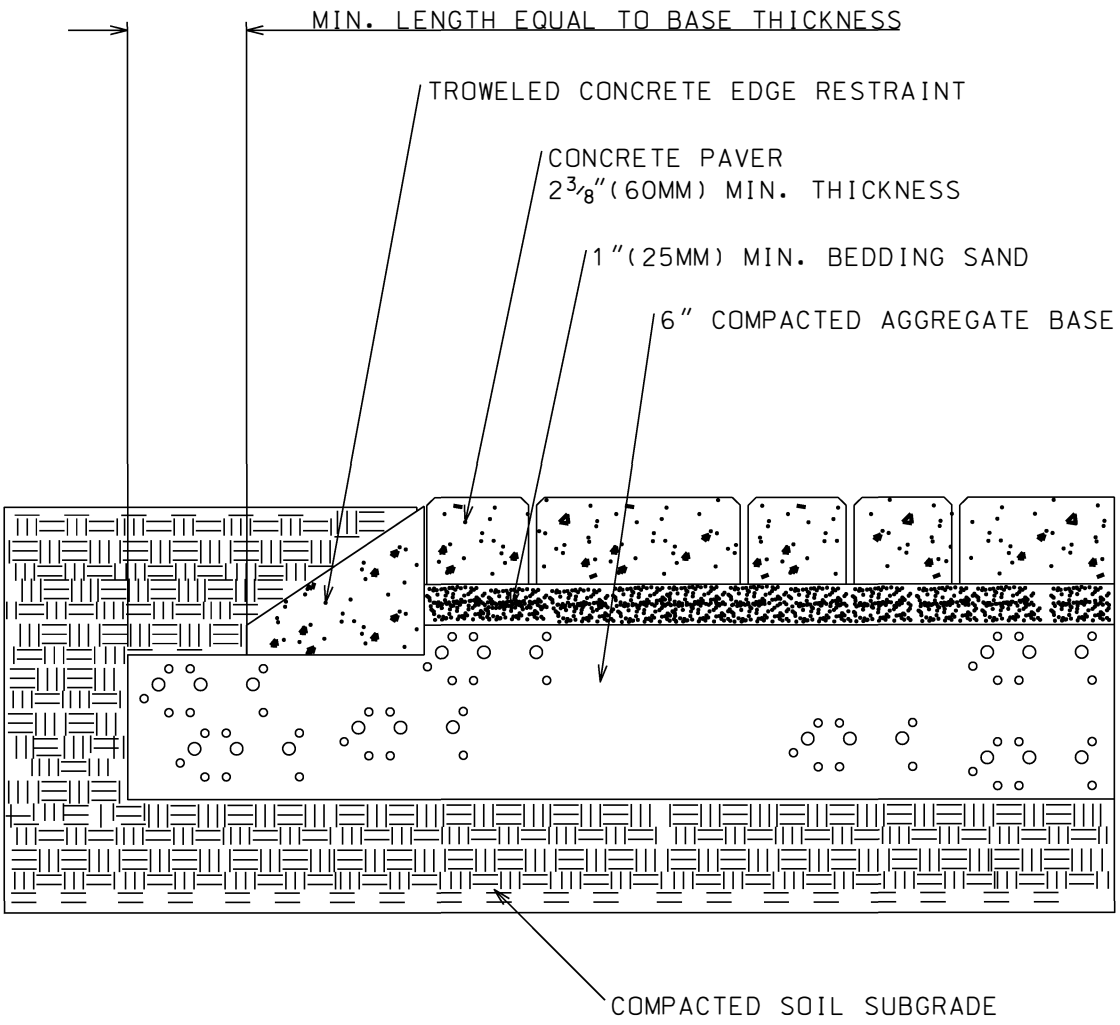
NOTE: CONCRETE OR PAVER DRIVEWAY MATERIAL IS STRICTLY PROHIBITED IN THE CITY ASPHALT ROADWAY. CITY ROADWAY TO BE REPAIRED USING TYPE S-3 HOT MIX ASPHALTIC CONCRETE.

I UNDERSTAND CENTER OF DRIVEWAY APRON TO BE FINAL GRADE AT A MINIMUM ONE INCH BELOW EDGE OF ROADWAY PAVEMENT AND EDGE OF SIDEWALK.

I WILL TAKE FULL RESPONSIBILITY FOR ANY RESTORATION THAT I MIGHT BE REQUIRED TO PAY, DUE TO THE CITY WORKING WITHIN THE PUBLIC RIGHT OF WAY.

SIGNATURE OF PERMITTEE: _____ DATE: _____

MINIMUM SETBACK FROM PROPERTY LINE:
DRIVEWAY: 5FT FROM INTERIOR SIDE
-WALKWAY OR DECK: 5FT FROM REAR/3FT SIDE YARD



NOTES:

1. USE 5:1(AGGREGATE:CEMENT)RATIO MIX FOR CONCRETE EDGE RESTRAINT
2. REINFORCING MAY BE REQUIRED IN THE EDGE RESTRAINT

CITY OF COOPER CITY ENGINEERING STANDARDS COOPER CITY, FLORIDA	SCALE: N.T.S. REVISED: AUG2018	RESIDENTIAL PAVER DRIVEWAY OR WALKWAY W/ TROWELED CONCRETE EDGE RESTRAINT	R-23

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EASEMENT: Hold Harmless Agreement

I, _____ am the owner/authorized-representative (circle one)
(Print Name)
of the property located at _____
(Property Address)
with folio number _____ in the City of Cooper City. I have applied
(Folio Number)
for a building permit to construct a _____
(Structure Name; ex. Fence. Wall, driveway, patio, etc.)
in the easement in said property.

I agree that the removal of, repairs to, or replacement of any portion of the structure necessary for use of the Easement will be done at my expense. I further understand that I will assume full responsibility for any damage incurred to the utility facilities during construction. No utility franchise shall be held responsible for any removal, repair or replacement required.

_____ _____
Signature of Owner/authorized Representative * Date

_____
Print Name of Owner/Authorized Representative

*Note: If signed by Authorized Representative, please provide a notarized Letter of Authorization signed by the property owner

Sworn and Subscribe before me this _____ day of _____,
20_____, by _____.

☐ Personally known ☐ Produced identification

Type of Identification Produced: _____

Signature of Notary Public: _____

Print name of Notary Public: _____

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EASEMENT AGREEMENT

NAME OF UTILITY: _____
ADDRESS: _____

TO WHOM IT MAY CONCERN:

I PROPOSE TO APPLY FOR A COOPER CITY BUILDING DEPARTMENT PERMIT TO ERECT, CONSTRUCT OR INSTALL A _____, IN THE EASEMENT ON MY PROPERTY WHICH IS LOCATED AT _____ AND THE LEGAL DESCRIPTION OF SAID PROPERTY IS

LOT _____ BLOCK _____ SUBDIVISION _____

IN THE EVENT THAT YOU HAVE NO OBJECTIONS TO THIS SCOPE OF WORK, WILL YOU PLEASE COMPLETE THIS FORM AND RETURN IT IN THE ATTACHED SELF ADDRESSED STAMPED ENVELOPE OR CONTACT ME AT THE TELEPHONE NUMBER LISTED BELOW.

OWNER: _____
OWNER'S ADDRESS: _____
CITY: _____ ZIP: _____
TELEPHONE #: _____ FAX # _____

I UNDERSTAND THAT YOUR COMPANY WILL NOT BE RESPONSIBLE IN ANY WAY FOR REPAIRS OR REPLACEMENT OF ANY PORTION OF THIS _____ AND THAT ANY REMOVAL OR REPLACEMENT OF THIS CONSTRUCTION NECESSARY FOR YOUR USE/REPAIRS/ACCESS IN THIS DEDICATED EASEMENT WILL BE DONE AT THE OWNER'S EXPENSE. I FURTHER UNDERSTAND THAT I WILL ASSUME FULL RESPONSIBILITY FOR ANY DAMAGE INCURRED TO THE UTILITIES FACILITIES DURING CONSTRUCTION. I AGREE TO THIS PROPOSED CONSTRUCTION UNDER THE CIRCUMSTANCES DESCRIBED ABOVE.

COMMENTS BY OWNER: _____

COMMENTS BY UTILITY: _____

_____ _____
OWNER'S SIGNATURE NAME OF UTILITY

_____
NAME AND TITLE

AGREEMENTS REQUIRED FROM:

~~FLORIDA POWER & LIGHT~~
~~AT&T / BELL SOUTH~~
~~COOPER CITY UTILITIES~~
~~COMCAST~~
CENTRAL BROWARD WATER CONTROL (IF APPLICABLE)

NOTE: THIS DOES NOT INCLUDE SWIMMING POOLS, POOL DECKS, SCREEN ENCLOSURES OR OTHER STRUCTURAL (ROOFED OVER) ENCLOSURES.

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UTILITIES CONTACT INFORMATION

Effective January 1, 2021, The City of Cooper City Community Development Department, Building Division requires the HOLD HARMLESS AGREEMENT form which replaces FPL, AT&T, COMCAST, and COOPER CITY UTILITIES easement releases only. You can also obtain CENTRAL BROWARD WATER CONTROL DISTRICT easement **(if applicable)**.

CENTRAL BROWARD WATER CONTROL DISTRICT
TELEPHONE: 954-432-5110
8020 STIRLING ROAD
HOLLYWOOD, FL 33024
assistclerk@centralbrowardwcd.org

Sunshine (1-800-432-4770) will locate all utilities on your property except FPL. This service is free of charge. You will need to provide them with you address, lot block, and subdivision.

NOTE: CONTACT NAMES & NUMBERS MAY CHANGE