



# City of Auburndale

## Lot Grading/Drainage Checklist

Revised September 2021

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate N/A on this submittal. For questions, please email [permit@auburndalefl.com](mailto:permit@auburndalefl.com).

### Definition

Lot grading is the reshaping or sloping of the land in such a way that surface drainage from rain runoff is directed away from the buildings and is controlled in a manner that eliminates or minimizes the impact on adjacent properties and city right of ways.

### Lot Grading Requirements

- On all lots, the finished floor elevations shall be no more than one-tenth (1/10) of one foot (1') below the approved design elevation.
- On lots for which the side yard setback is less than seven and a half feet (7½'), finished floor elevations shall be no more than six-tenths (6/10) of one foot (1') above the approved design elevation.
- On lots for which the side yard setback is seven and a half feet (7½') or more, the finished floor elevation shall be no more than one foot (1') above the approved design elevation.
- On lots greater than 10,000 square feet, the finished floor elevation may be raised, provided elevations specified for finished grades are maintained.
- A partial topographic survey performed by a registered surveyor shall be submitted. (See Exhibit 1).

### Lot Grading Approval Procedure

For any lot that is located within a subdivision an individual lot grading plan prepared by the applicant or designee shall be submitted to and approved by the Building Division prior to the issuance of a building permit. The applicant shall submit copies of the plan signed and sealed by an appropriate Registered Professional. Each copy of the plan shall bear the original signature and seal. These plans must include the following information, or they will be returned.

- Proposed finished floor elevation and building envelope.
- Proposed lot grading type "A", "B", or "C". (See Exhibit 2)

- Proposed elevation at all lot corners and other significant locations (Note: The minimum grade shall be 1%).
- The existing elevation of the centerline of the roadway.
- Location and cross-sections of any proposed swales.
- Arrows indicating the anticipated directions of surface drainage flow.
- If the lot is located adjacent to a lake or conservation area, an environmental swale needs to be shown with a typical section plus elevations, depth, and width.
- If any fill will be placed in the 100-year flood basin, compensating storage shall be provided. Show the 100-year base flood elevation and contour line on the plan. Provide the flood zone type of the site.
- Submit copy of a Flood Plain Permit if the project is located adjacent to a lake or within a wetland.

For any lot that is located within a subdivision with an approved master lot grading plan:

- The builder must propose lot grading and a finished floor elevation consistent with the approved master lot grading plan for the subdivision prior to the issuance of a building permit; or
- Three copies of the revised master lot grading plan for the entire subdivision shall be submitted to and approved by the Development Division prior to the issuance of a building permit, for a proposal which does not conform to the most recently approved master lot grading plan. Any such revised master lot grading plan for the entire subdivision shall be signed and sealed by an Engineer registered in the State of Florida and either submitted by the Developer of the subdivision or with written authorization from the Developer to allow a revision to the master lot grading plan.

NOTE: Once the lot grading has been approved, it is the property owner's responsibility to maintain the surface grading in perpetuity. The county may, at any time, require maintenance on the surface grading if alterations or settlements result in surface drainage problems.

### **Raised Floor Elevation for Septic Tank Installation**

For any lot that is located within a subdivision with an approval master lot grading plan and that requires a finished floor elevation above the approved elevation in order to comply with the Health Department requirements for septic tank installation:

- The builder must propose an increase in finished floor elevation, which does not modify any of the lot grade elevations, and grade percentages as approved on the master lot grading plan (i.e. The proposed increase in finished floor elevation shall be accomplished with a form of stem-wall construction which does not affect lot grades.) This proposed, along with documentation from the Health Department of the required elevation, shall be submitted to and approved by the Building Division prior to the issuance of a building permit. The Building Division shall not approve any such proposal which requires a modification of any of the lot grade elevations and grade percentages as approved on the master lot grading plan; or
- A revised master lot grading plan for the entire subdivision shall be submitted to and approved by Development Division prior to the issuance of a building permit. Any such revised master lot grading plans for the entire subdivision shall be signed and sealed by an Engineer registered in the State of Florida and submitted by the Developer of the subdivision or with written authorization from the Developer to allow a revision to the master grading plan.