



Building and Development
Services Department
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Building: Drainage & Access (Driveway)

Before you begin:

1. Collect the following documents electronically. You will be required to attach them to your submission.
 - Site Plans/Survey

The following documents may be required based on the applications details in Step 2:

- Site Plans
 - Approval Letter
 - Notice to Building Official
1. Gather the name, mailing address, phone number and email address for all professionals. You will be required to enter this information for applicant, agent, contractor(s) or subcontractor(s) during the application process. If work is being done by owner, contractor(s) or subcontractor(s) information may not be required. If a Private Provider is being used for inspections, the Private Provider information will be required.
 2. Be prepared to pay the fees indicated in the Manatee County Fees schedules. All fees required at the time of application submission must be paid in order for an application to be accepted. Online payment may be by credit card or eCheck.

Steps to submit application:

(Please see the ONLINE SERVICES user guide for instructions including screen shots or view the eLearning/YouTube videos)

- A. If you have not already done so, register an account with Manatee County Government Online Services.
- B. Log on to Manatee County Government Online Services: <https://aca3.accela.com/manatee/>
- C. Select Licenses. Acknowledge the disclaimer by checking the box, and click the **Continue Application** button.
- D. Then, select **standard permit**, then driveway & culvert from the list of BUILDING applications, and click continue app button.
- E. Complete the Access & Drainage application steps:
 1. **Step 1:** Location & People > Location Information: This is the location/address where the project is to be performed. All of the information about the property is retrieved from Manatee County Geographic Information System (GIS).
 - a. To retrieve the Address, Parcel and Owner information of the property, input the parcel number. You may also search with the parcel address by inputting the address information such as Street No, Street Name (if street is a number, include "st", "rd", "th", or % after number), etc.
 - b. Click the **Search** button and all the parcel, address and owner information will be retrieved.
 - c. Click to **Continue Application** button to move to the Location & People > Contact Information section.
 - d. Applicant- This information can be auto filled by clicking the **Select from Account** button and choosing from the information saved in your account. Otherwise, click the Add **New** button, and input the name, mailing address, phone number and email address.
 - e. If appropriate for your application, add this information for the Agent, Engineer and Landscape Architect. Then, click the **Continue Application** button.



2. **Step 2:** Application Details > Information

- a. Complete all the application details in this section.

Note: Any items noted with a **red *** are required to be complete for an application to be submitted. Although there is no **red ***, least one box must be checked for each Zone.

- b. When all the application details have been included, click the **Continue Application** button.
- c. Application Details > Attach Documents. You must attached all the documents required in the “Before you begin” section of these instructions. You may be required to attach any or all of the may be required documents from the section.
- d. To attach documents, click the **Add** button and follow the instructions (similar the attachment process for an email. (For a detail tutorial, please see the ONLINE SERVICES user guide for instructions including screen shots or view the eLearning/YouTube videos).

Note:

- Once the documents are uploaded, you will need to select the document **Type** from the dropdown menu.
- All uploads need to be saved as pdf files and separated by type: permit application, drawings /specifications, and other correspondence. All drawings must be pdf.
- **DO NOT UPLOAD ONE FILE WITH ALL DOCUMENTS or UPLOAD SEPARATE FILES FOR EACH INDIVIDUAL SHEET.**
- Digitally signed plan sets for each design professional (architecture, structural, electrical, etc.) shall be contained in one electronic file.
- File names should match the documents named in the “Before you begin” section of these instructions.

- e. Click the **Save** button, and all documents will be attached to your application. Then, click the **Continue Application** button.

3. **Step 3:** Review

Review the data for your application and click the box at the bottom of the page signifying “By checking this box, I agree to the above certification.” And, click the **Continue Application** button.

4. **Step 4:** Pay Fees

- a. Review your fees and click the **Check Out** button.
- b. Pay Fees > Step 1: Select item to pay

If you are ready to pay, click the **Check Out** button. If you need to submit another application before paying fees, click the **Continue Shopping** button (this button will take you back to the home screen).

- c. Pay Fees > Step 2: Payment information

Choose your desired payment method (credit card or Bank account/eCheck) and input the required data. When all data has been input, click the **Submit Payment** button.

5. Once the payment has been electronically processed, the completion will show on your screen with the Record number related to your application. This is the number you will use to find, review and update (if needed) your application.

Thank you for using Manatee County Government Online Services to submit your application.



Access & Drainage Application Information Worksheet

Detail Information

1. Application Name _____
2. *Detailed Description _____

General Information

3. *Type of Project: Select - Commercial or Residential
4. Application Job Value _____
5. *New or Replacement? Select one.
6. *is work performed in the public right of way? Yes / No
7. *Driveway: Yes / No
8. *Proposed Driveway: Asphalt, Concrete, Paver or Shell
9. *Driveway width: _____ feet
10. *Roadway Surface: Paved or Unpaved
11. *Sidewalk: Yes / No
12. *Swale Drive: Yes / No
13. *Culvert: Yes / No
14. *Preferred Culvert Type: Corrugated H/D.P.D. (High Density Poly Elhaline Plastic), None or R.C.P. (Reinforced Concrete Pipe)
15. *Apron: Yes / No
16. *Apron Materials: Asphalt, Concrete, Other or Pavers

Affected Trades:

17. *Builder Yes / No
18. A private Provider Architect/Engineer will be used to Conduct Inspections per FL Statute 553.791: Checkbox (if checked, Private Provider form required)
19. Owner Performing Work? Yes / No

20. CONFIRMATION

Please read and initial the following instructions and check the box that they have been read.

* The Applicant must provide a boundary Site Plans/Survey showing lot drainage and direction of the surface water flow along with swales and all easements. Access Location and the width of the Access must be shown on survey/plot plan.:

* The Applicant binds and obligates to conform to the description and attached drawings and to abide by the regulations stated in this application.:

* The Applicant will hold harmless Manatee County from any and all damages, claims or injuries that may occur by reason of the construction of said facility.:

* No Encroachments allowed within Drainage Easements:



21. Checklist

Please read and initial the following instructions and check the box that they have been read.

- *1. Minimum and Maximum Driveway Width- Driveways for residential zoned lots shall not exceed twenty-four (24) feet in width at their intersection with the lot line, unless approved by the Department Director. Driveways for non-residential zoned lots shall not exceed thirty-six (36) feet in width at their intersection with the lot line. The minimum driveway width in any zone shall be twelve (12) feet.:
- *2. Residential driveways will be 6" thick from edge of pavement to right-of-way (front property line), 3000 PSI concrete reinforced with 6x6 #10 wire mesh or fiber mesh concrete with 3' x 8' flares on both sides or 18' radii from edge of pavement to right of way line (front property line).:
- *3. Expansion joint material required between curb and concrete driveway. Expansion joint material to run parallel with width of driveway, including flares. Expansion joint material must be 6" thick.:
- *4. Shell driveway: minimum 12', maximum 24' wide residential. 6" of compacted shell required from edge of road to right-of-way line with 3' x 8' flares or 18' radii on both sides. Swale required.:
- *5. No Pre-pour inspection(s) until driveway, sidewalk(s), or handicap ramp are formed (if sidewalk or handicap ramp are applicable).:
- *6. If there is a catch basin on this property: Do not allow driveway to interfere with catch basin. Minimum separation is three (3) feet.:
- *7. Must remove type "F" (high back) curb within limits of the driveway. Must be replaced as per county curb cut & transition detail- standard flare for residential drives. Sheet 101.2 Manatee County Public Works Standards:
- *8. All grades for culvert/swale to be set by Manatee County personnel. Driveway to be pre-located (flagged, painted, or staked) by property owner, developer, contractor, or subcontractor. No grades will be set if not located.:
- *9. The edges of the drive must be a minimum of 3 feet from the top edges of mitered ends.:
- *10. Disturbed drainage swales, right-of-way, ditches, and easements will be sodded (or seeded with established growth) at final inspection or no later than 30 days from the date of issuance of a certificate of occupancy. Failure to do so may subject this property to code enforcement action per section 1004 (G) of the Manatee County Land Development Code.:
- *11. Right-of-way/front lot line, side lot line, rear lot line to be physically identified and located at the subject property.:
- *12. Minimum distance of the drive from the intersection on a corner lot is determined per the land development code section 1004.2(F):
- *13. Visibility triangle (corner lot) shall meet the requirements of the LDC section 1002.1:
- *14. Water meters, fire hydrants, utility poles, etc. are not allowed in sidewalks or driveway, and must be relocated prior to final acceptance.:
- *15. Sewer clean-outs strongly encouraged not to be in sidewalks/driveway- must be reinforced if in driveway:
- *16. County right-of-way, not county maintained, requires a recorded affidavit (LDC 1001.1):
- *17. No final inspection will be made until all public improvements are completed and approved.:
- *18. The final inspection and approval by Manatee County personnel is a pre-requisite for a use/occupancy approval.:

*This information must be complete for your application to be accepted.