

**DOCUMENTS REQUIRED TO MAKE APPLICATION FOR A (ONE YEAR)
RECREATIONAL VEHICLE PERMIT**

**[DUE TO TIME INVOLVED TO PROCESS PAPERWORK - NO APPLICATION OR PERMIT WILL
BE PROCESSED AFTER 4:30 P.M.]**

1. Parcel description of property (**property card**) from Property Appraiser's Office or at www.suwanneepa.com. If property card is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property.
2. If your property is **LESS** than **5 acres**, **NOT** in a recorded subdivision, **NOT** in a residential zoning district then you will need a deed showing that property was a lot of record prior to **September 9, 1991**.
3. Survey of property prepared by a land surveyor or engineer registered in Florida or exemption letter from Suwannee County Zoning Department. All property stakes shall be in place at the time of application.
4. Application completed.
5. Site plan showing location of residence, septic tank and well and distance from the front, sides and rear of property, can be drawn on survey. (A-1 district must meet minimum setback requirements of 30 ft. from front property line {any property line fronting a roadway} and 15 ft. from sides and rear property lines.)
6. Must provide a copy of current tag registration (**number not sufficient**) for recreational vehicle.
7. Septic tank permit, or approval letter from Environmental Health Department for an existing tank (386/362-2708 Ext. 243). **To be obtained after application for permit is filed with Building Department and approval for Building Permit from Zoning Dept is granted. GO TO ENVIRONMENTAL HEALTH BEFORE RETURNING FOR BUILDING PERMIT.**
8. Complete driveway permit application form.
9. Complete 911 addressing form.
10. If property is located in a flood zone, additional information will be needed.

All enclosed forms must be submitted with permit application. A change of mind after securing permit will result in an additional charge of \$25.00 administrative costs for reprocessing paperwork.

DUE TO POSSIBLE DUPLICATION OF NAME, AND TIME INVOLVED IN LOOKING FOR PERMIT NUMBER. YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION.

<u>PERMIT FEE FOR TEMPORARY R.V.</u>	\$250.00
<u>COUNTY DRIVEWAY PERMIT FEE</u>	\$ 15.00
<u>ASSIGNMENT OF 911 ADDRESS FEE</u>	\$ 30.00

Pro-rata share of assessment for solid waste and fire service MUST be paid for the balance of the year. See chart inside packet.

**THESE INSTRUCTIONS ARE FOR THE IDEAL CASE, DEPENDING ON INDIVIDUAL NEED
CIRCUMSTANCES MAY VARY.**