

# DOCUMENTS REQUIRED TO MAKE APPLICATION FOR A 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](http://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. **Copy of driver's license or electric bill** (etc.) with current mailing address showing homestead elsewhere.
8. **911 Addressing Application.**
9. 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.**
10. Complete **driveway permit application** form.
11. Fees for solid waste and fire service **MUST** be paid for the balance of the year. (When tax bill arrives, secure a copy of your electric usage printout from the power company and take to the Tax Collector's office in order to receive a partial credit on solid waste charge.)
12. If property is located in a flood zone, additional information will be needed.
13. 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.**

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

**Pro-rata share of assessment for solid waste and fire 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.

# RECREATIONAL VEHICLE (RECREATIONAL USE) PERMIT APPLICATION

\_\_\_\_\_ RECREATIONAL VEHICLE TO BE TOWED BACK AND FORTH

\_\_\_\_\_ RECREATIONAL VEHICLE TO REMAIN ON PARCEL

(Must be anchored, blocked and strapped at all four corners)

SUWANNEE COUNTY BUILDING DEPARTMENT

224 PINE AVENUE, LIVE OAK FL 32064

386/364-3407 or 386/208-1606

APPLICANT: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION:

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ S Rge. \_\_\_\_\_ E Tax Parcel No. \_\_\_\_\_

Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

Size \_\_\_\_\_ Acres Number Other Dwellings: \_\_\_\_\_

HOW DO YOU GET THERE FROM THIS OFFICE: [**You MUST give road numbers and EXACT directions**]

Job Description \_\_\_\_\_ Use \_\_\_\_\_

Recreational Vehicle Year/Make \_\_\_\_\_ Size \_\_\_\_\_

Tag Decal No. \_\_\_\_\_ Dealer \_\_\_\_\_

**Electrician:** \_\_\_\_\_ **License #** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Health Dept Permit \_\_\_\_\_ Power Co.: SVEC: \_\_\_\_\_ FP&L \_\_\_\_\_

PROGRESS ENERGY: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and zoning in Suwannee County. I further certify that this recreational vehicle will not be my/our principal residence, the recreational vehicle will only be used as a vacation dwelling and continuous occupancy will not exceed six (6) consecutive months. **I certify that the entire foregoing information and site plan is accurate and have read the entire application package and understand its content.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

THIS APPLICATION WILL EXPIRE IN 90 DAYS UNLESS A PERMIT IS ISSUED.

# HOW TO APPLY FOR A PERMIT

## THESE STEPS ARE FOR PROPERTY NOT LOCATED IN THE FLOODWAY OR FLOODPLAIN.

1. Secure application packet from Building Department.
2. Return completed forms and required documentation listed on cover page to the Building Department. (including driveway application, 911 addressing form)
3. After Zoning Compliance Approval is granted (according to type of permit – possibly 2 days later), the Building Department will fax the approval to Environmental Health Department, **therefore go directly to Environmental Health Department and apply for septic permit before returning to the Building Department.**
4. Obtain your septic permit and take copy of septic permit to Building Department and purchase permit for improvements to property.
5. The Building Department will submit the 911 addressing form and driveway application to the appropriate departments. Those departments will mail you the results as well as return them to the building department.
6. Complete improvements and call Building Department for inspection (**permit number and 24-hr notice required**) at 386/364-3407 or 386/208-1606 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
7. Provided improvements pass inspection, final approval of driveway is received from Public Works Department, the fire and solid waste tax assessment is paid, final approval on septic is received from Environmental Health Department, the Power Company you provided us with, will be notified to release power to dwelling.
8. If property is located within the 100 year floodplain / floodway the electrical panel box must be elevated at or above the Base Flood Elevation. An original elevation certificate (FEMA form #81-31) with raised seal is required in building department office before an inspection can be scheduled.

### **TWENTY-FOUR HOUR ADVANCED NOTICE AND PERMIT NUMBER REQUIRED FOR FINAL INSPECTION.**

**ALL OF THE ABOVE-MENTIONED REQUIREMENTS MUST BE MET AND INSPECTION PASSED BEFORE THE POWER COMPANY IS AUTHORIZED TO CONNECT ELECTRICITY TO YOUR MOBILE HOME.**

**NOTE: THERE WILL BE A \$35.00 REINSPECTION FEE CHARGED IF SCHEDULED INSPECTION IS NOT READY AT THE REQUESTED TIME. SUBSEQUENT REINSPECTION FEES WILL BE \$50.00 FOR ADDITIONAL INSPECTIONS.**

## RECREATIONAL VEHICLE QUICK CHECK LIST

1. POST PERMIT ON SITE.
2. WATER WELL INSTALLED AND ELECTRICAL RUN IN SCHEDULE 40 CONDUIT AT WELL AND POLE SITE.
3. SEPTIC TANK INSTALLED AND APPROVED BY STATE INSPECTOR - WASTE LINE RUN TO TRAILER SITE, WASTE LINE SEALED AT TANK WITH RUBBER GROMMET AND SHOULD HAVE CLEAN OUT PLUG ADAPTER AT CAMPER FOR INSPECTION.
4. POWER POLE INSTALLED (**100 amp max.**) AND ALL ELECTRICAL HOOKUPS WITH APPROVED PLUG-IN RECEPTACLES FOR TRAVEL TRAILER AND ALL 120 VOLT RECEPTACLES TO BE GFI PROTECTED. **ALL** ELECTRICAL IN SCHEDULE 40 CONDUIT IS REQUIRED TO MAINTAIN A DEPTH OF 18 INCHES, IF BURIED WIRES ARE NOT IN CONDUIT (DIRECT BURIAL) THEY MUST BE TYPE **UF** OR **USE**, AND BURIED NOT LESS THAN 24 INCHES DEEP. (WHEN RUNNING WATER LINE IN SAME DITCH AS ELECTRICAL LINE, INSTALL WATER LINE 6 TO 8 INCHES ABOVE ELECTRICAL LINE ON MOUND SPACED EVERY 10 FEET APART, AND **LEAVE DITCH OPEN FOR INSPECTION.**
5. HOSE-BIB AND CUT OFF VALVE INSTALLED AT TRAVEL TRAILER AND APPROVED TRAVEL TRAILER HOSE. **ALL** WATER LINES MUST BE BURIED A MINIMUM OF 12 INCHES UNDER GROUND, AND **DITCH LEFT OPEN FOR INSPECTION.**
6. DRIVEWAY MUST BE APPROVED BY COUNTY ROAD DEPARTMENT.
7. IF THE TRAVEL TRAILER IS TO BE PARKED FOR ANY LENGTH OF TIME, IT SHOULD BE BLOCKED, ANCHORED AND STRAPPED AT ALL FOUR CORNERS.
8. A 24-HOUR NOTICE IS REQUIRED TO SCHEDULE A FINAL INSPECTION. YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION.
9. *If property is located within the 100 year floodplain / floodway the electrical panel box must be elevated at or above the Base Flood Elevation. An original elevation certificate (FEMA form #81-31) with raised seal is required in building department office before an inspection can be scheduled.*

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**FAILURE OF ANY OF THE ABOVE WILL RESULT IN A  
\$35 REINSPECTION FEE**

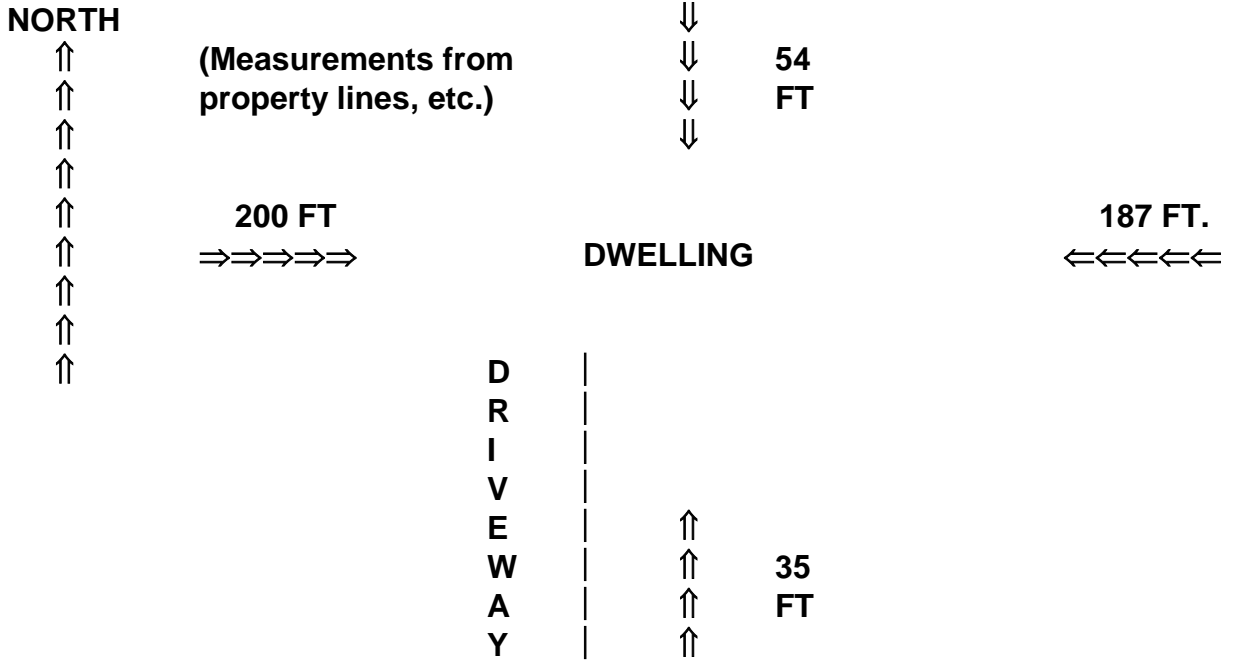
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ANY FURTHER QUESTIONS, PLEASE CONTACT THE BUILDING DEPARTMENT AT 904/364-3407 OR 208-1606.

I UNDERSTAND THAT ACCURATE MEASUREMENTS AND NORTH, SOUTH, EAST, WEST DIRECTIONS ARE INTEGRAL PARTS OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE. I ALSO UNDERSTAND THAT IF INSUFFICIENT OR INCORRECT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

\_\_\_\_\_  
JOHN DOE

**EXAMPLE SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**



\_\_\_\_\_  
Name of Road  
\_\_\_\_\_

**ITEMS THAT MUST BE ON THE FORM**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNs, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES, WELL, POWER POLE & SEPTIC TANK FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SETBACKS & DIRECTION FROM ROADWAY
- 7) SITE PLAN MUST BE COMPLETED, SIGNED AND DATED PRIOR TO BRINGING IT BACK TO THE OFFICE.
- 8) **ALL DWELLINGS ON SAID PARCEL MUST BE SHOWN ON SITE PLAN – AND DISTANCE BETWEEN EACH DWELLING INDICATED.**

PLAN DRAWN BY:

\_\_\_\_\_  
JOHN DOE  
SIGNATURE

\_\_\_\_\_  
01/01/00  
DATE

I UNDERSTAND THAT ACCURATE MEASUREMENTS AND NORTH, SOUTH, EAST, WEST DIRECTIONS ARE INTEGRAL PARTS OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE. I ALSO UNDERSTAND THAT IF INSUFFICIENT OR INCORRECT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

**SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**

NORTH



**Do Site Plan on survey or GIS map  
obtain from Property Appraiser Website.  
[www.suwaneepea.com](http://www.suwaneepea.com)**

Identify access roadway to dwelling.

**ITEMS THAT MUST BE ON THE FORM**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNS, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES & POWER POLE FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SITE PLAN MUST BE COMPLETED, SIGNED & DATED **PRIOR** TO BRINGING IT BACK TO THE OFFICE.
- 7) **ALL DWELLINGS ON SAID PARCEL MUST BE SHOWN ON SITE PLAN – AND DISTANCE BETWEEN EACH DWELLING INDICATED.**

PLAN DRAWN BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SUWANNEE COUNTY  
E-911 NEW ADDRESS NUMBER REQUEST**

**APPLICANT:** \_\_\_\_\_

**PERMIT #:** \_\_\_\_\_

Beginning June 6, 2001, there will be a \$30.00 charge for assignment of a new 911 Address (instituted by the Board of County Commissioners, Suwannee County on 6/5/01).

**I UNDERSTAND THAT A REQUIREMENT OF MY OBTAINING A 911 ADDRESS IS DEPENDENT UPON MY COMPLETE COMPLIANCE WITH THE FOLLOWING INSTRUCTIONS:**

1. I will provide complete driving instructions to my new site that this permit is being acquired for, using the Building Department as the beginning point. I will include roadway numbers and describe all turns by either left or right. Please provide this information in the space below:

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2. I will be required to denote the four (4) corners of the proposed structure with distance to property lines and show the entrance of the driveway including the road name that you will enter from on the site plan submitted to the Building Department. If proper measurements are not given I understand it will delay the assignment of my 911 address.

3. I will provide one or more telephone number(s) at which I can be contacted, both daytime and evening:

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

**IF YOUR SITE PLAN MEASUREMENTS IS NOT SUFFICIENT YOUR ADDRESS & CERTIFICATE OF OCCUPANCY WILL BE DELAYED.**

**I UNDERSTAND THAT BY SIGNING THIS DOCUMENT I AM GRANTING PERMISSION FOR THE 911 ADDRESSING TECH TO MAKE A SITE VISIT ON MY PROPERTY IF NEEDED FOR THE PURPOSE OF 911 ADDRESS ASSIGNMENT.**

**Request Submitted By:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Your new 911 Address will be assigned based on measurements obtained from your site plan and will be available within three (3) business days from the receipt of the application and fee. The 911 Address is not issued to the individual, but to the dwelling being placed on this parcel, and may not be moved to another location.

# DRIVEWAY PERMIT APPLICATION

## SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT

13150 - 80<sup>TH</sup> TERRACE, LIVE OAK FL 32064

PHONE: (386) 362-3992

**FEE: \$15.00**

IF DRIVE ACCESS IS ON A STATE ROADWAY, PLEASE ADVISE OFFICE PERSONNEL. YOU WILL BE REQUIRED TO SUBMIT AN APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION. (STATE ROADS: 27, 51, 90, 129, 247, 49 SOUTH OF 27)

### DRIVEWAY REQUIREMENTS

**POWER WILL NOT BE RELEASED BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY THE COUNTY PUBLIC WORKS DEPARTMENT.**

When applying for a building permit, a form for the County Public Works Department will be filled out in order that the Public Works Department may inspect your driveway to see what improvements need to be made, if any. Please put stakes at the location of the proposed driveway.

You must present a parcel identification printout showing legal description of property. If in the name of the previous owner, then you **MUST** (1) provide a copy of the recorded deed proving your ownership of the property, **OR** (2) have a consent form signed by previous owner.

The Public Works Department will contact you as to the changes that must be made. Please be sure to provide a current telephone number where you may be reached, otherwise there may be a delay.

It is your responsibility to make the improvements set forth by the Public Works Department (386/362-3992), and to contact them for reinspection after the improvements have been made.

After the Public Works Department has approved your driveway, they will notify the Building Department. You may then call the Building Department for your final inspection when ready.



**SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT**  
13150 - 80TH TERRACE, LIVE OAK, FL 32064  
386/362-3992

Fax # \_\_\_\_\_

Permit # \_\_\_\_\_

**DRIVEWAY PERMIT APPLICATION**

**FEE: \$15.00**

IF YOUR DRIVE ACCESS COMES OFF ONE OF THE FOLLOWING STATE ROADS PLEASE ADVISE OFFICE PERSONNEL, IT WILL BE NECESSARY FOR YOU TO FILE AN APPLICATION WITH FLORIDA DEPARTMENT OF TRANSPORTATION – 27, 51, 90, 129, 247, 49 SOUTH OF 27

APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PROPERTY OWNER: NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION:

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ S Range \_\_\_\_\_ E Tax Parcel No.: \_\_\_\_\_

Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

Size \_\_\_\_\_ Acres Other Dwellings \_\_\_\_\_

**EXACT DRIVING DIRECTIONS FROM MAJOR ROAD LEAVING LIVE OAK TO SITE USING ROAD NUMBERS:**

Job Description \_\_\_\_\_ Use \_\_\_\_\_

Lot Frontage: \_\_\_\_\_ Ft. Number of Driveways: \_\_\_\_\_

**Application is hereby made to inspect a driveway(s) to access a "County Maintained Road" only.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**To be completed by County Public Works Department**

Culvert Required: \_\_\_\_\_ Size: \_\_\_\_\_ "Corrugated Metal Culvert with Concrete Mitered Ends"

Apron Required: \_\_\_\_\_ Width: \_\_\_\_\_ "Concrete"

Limerock Required: \_\_\_\_\_ Level & Cap with **6 inches** of limerock, from edge of road to property line

Ditch Fill Required: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Length: \_\_\_\_\_

Disapproved for the following reasons: \_\_\_\_\_

**APPLICANT MUST CALL PUBLIC WORKS DEPARTMENT at (386) 362-3992 FOR "REINSPECTION" AFTER COMPLETION OF THE ABOVE-MENTIONED REQUIRED MODIFICATIONS. DRIVEWAY MUST BE INSTALLED AND INSPECTED PRIOR TO OCCUPANCY OF STRUCTURE OR NOTIFICATION TO THE POWER COMPANY FOR ELECTRICAL SERVICE.**

Approved "As Is": \_\_\_\_\_

Final Approval (improvements completed): \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor of Driveway Inspection  
Suwannee County Public Works Department

**SUWANNEE COUNTY BUILDING DEPARTMENT  
224 PINE AVENUE  
LIVE OAK, FL 32064  
PHONE: 386/364-3407**

Beginning January 1, 1991, a service charge was placed on all permits for habitable dwellings. This service charge represents a pro-rata portion of the Assessments based on the calendar year. This service charge is due and **MUST** be paid before final inspection can be performed.

The rates (effective 10/1/2015) for the Urban and Rural Districts are as follows:

Jan. \$230.00	Feb. \$210.84	Mar. \$191.67	Apr. \$172.51	May \$153.35	June \$134.18	July \$115.02
Aug. \$95.86	Sept. \$76.69	Oct. \$57.53	Nov. \$38.37	Dec. \$19.20		

**This service charge was enacted by the County on Dec. 4, 1990 by Resolutions 90-58, & 90-59, and the rural fire assessment was increased by Resolution 2015-57 and is intended to help defray the costs of fire protection and solid waste services for the remainder of the year. The current fees are to be paid at the Building Department office. You (or the property owner) will be billed for these services in all subsequent years in November when the property tax notices are sent out.**

Thank you.

FORMS/SCFEE

## **DIRECTIONS TO THE SUWANNEE COUNTY COLLECTION SITES**

### **90 EAST**

90 EAST TO CR 49 – TURN LEFT ACROSS RR TRACKS-TURN BACK TO RIGHT

### **129 NORTH**

129 NORTH – NEAR INSPECTION STATION AND SPIRIT OF SUWANNEE

### **ANDERSON MINING**

49 – ½ MILE NORTH OF 27

### **BROWNWOOD (GOLDKIST)**

US 90 WEST TO GOLDKIST BOULEVARD – ON LEFT (BEHIND FARMERS CO-OP)

### **DOWLING PARK**

51 SOUTH TO CR 250 – JUST BEFORE 233<sup>RD</sup> ROAD ON RIGHT – 1 ½ MILE BEFORE RIVER

### **FALMOUTH**

90 WEST TO 185<sup>TH</sup> TURN LEFT TO 52<sup>ND</sup> STREET TURN RIGHT

### **FLETCHER**

INTERSECTION OF 49 AND 216<sup>TH</sup> STREET

### **HUMPHRIES**

129 SOUTH TO 216<sup>TH</sup> TURN LEFT 300 YARDS ON RIGHT

### **LANDFILL**

129 SOUTH TO 144<sup>TH</sup> STREET, TURN LEFT AT START OF LANDFILL ON LEFT

### **PEPPERS**

51 SOUTH (FROM TRAFFIC LIGHT AT 5 POINTS) APX 2 MILES ON RIGHT

### **REES**

136 EAST JUST PAST 80<sup>TH</sup> STREET ON LEFT – JUST BEFORE I-10

### **SPRAYFIELD**

HOUSTON TO NOBLES FERRY – WEST APPROXIMATELY 1 MILE ON RIGHT

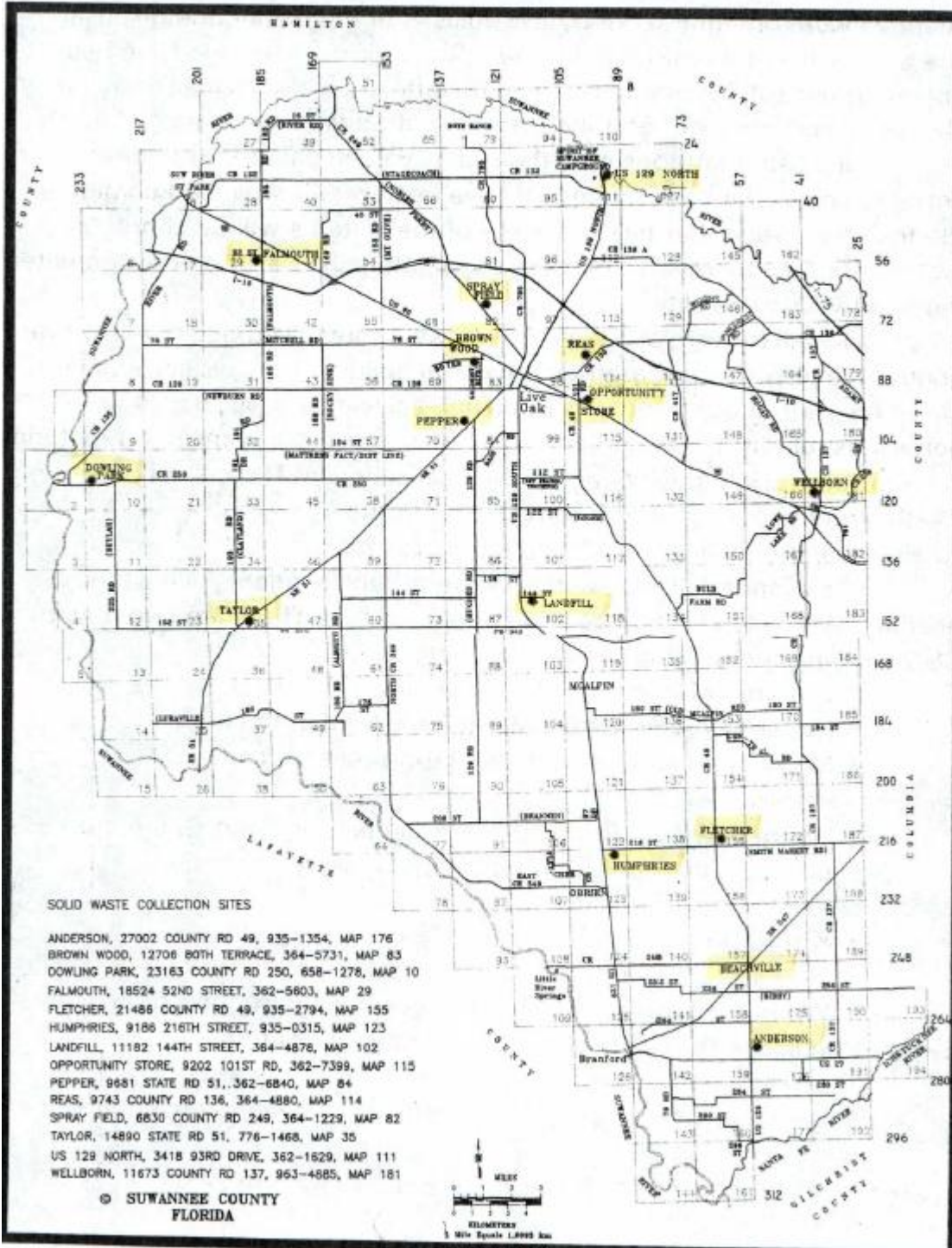
### **TAYLOR**

51 SOUTH JUST BEFORE CR 252 ON LEFT

### **WELLBORN**

US 90 EAST TO CR 137 NORTH TO HOGAN ROAD

# Map Showing Locations of Each Site



**SUWANNEE COUNTY COLLECTION SITE**  
**HOURS OF OPERATION**

(Effective July 10, 2017)

**OPEN**

MONDAY – WEDNESDAY – FRIDAY - SATURDAY  
7:00 A.M. – 7:00 P.M.

**CLOSED**

TUESDAY – THURSDAY - SUNDAY

THE COUNTY LANDFILL LOCATED AT 10910 – 144<sup>TH</sup> STREET IS OPEN  
MONDAY – FRIDAY 8 AM – 4 PM

**FOR MORE INFORMATION CALL (386) 208-3267**

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**SUWANNEE COUNTY COLLECTION SITE**  
**HOURS OF OPERATION**

(Effective July 10, 2017)

**OPEN**

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