



## CITY OF SARASOTA UTILITIES DEPARTMENT CHECKLIST

BUILDING ADDRESS \_\_\_\_\_

OCCUPANCY TYPE \_\_\_\_\_ BUILDING PERMIT NUMBER \_\_\_\_\_

Number of Residential UTILITIES \_\_\_\_\_ Number of Commercial Units \_\_\_\_\_

Engineer \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Contractor \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Owner \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED BY COSUD. THE INFORMATION PRESENTED IS ONLY A *MINIMUM REQUIREMENT* FOR PLANS EXAMINATION AND DOES NOT RELEASE THE SIGNEE IN ANY WAY FROM THE RESPONSIBILITY OF TOTAL COMPLIANCE WITH ALL APPLICABLE CODES. APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL REQUESTED INFORMATION IS SUBMITTED.**

**BLUEPRINTS MUST BE 24"X36"**

1. A UTILITIES CONSTRUCTION PERMIT (separate from a Building Permit) is required if:
  - A) ADDITIONAL FIXTURE UNITS ARE BEING ADDED TO THE PROPERTY REQUIRING A LARGER WATER METER AND/OR SEWER LATERAL.
  - B) A BACKFLOW PREVENTION DEVICE 3-INCH OR LARGER IS BEING INSTALLED NEW OR IS BEING MODIFIED OR REPLACED
  - C) AN EXISTING COMMERCIAL STRUCTURE IS BEING MODIFIED/RENOVATED
  - D) A NEW COMMERCIAL STRUCTURE IS BEING CONSTRUCTED.
  - E) OFF SITE IMPROVEMENTS (RELOCATIONS/UP-SIZING OF MAINS, FIRE HYDRANTS, ETC.) ARE REQUIRED
  - F) NEW OR MODIFIED SITE WATER, SEWER OR RECLAIMED IMPROVEMENTS THAT WILL BE CONNECTED TO COSUD FACILITIES.

IF ANY OF THE ABOVE CONDITIONS APPLY, APPLICANT SHALL SUBMIT:

- G) CITY OF SARASOTA UTILITIES DEPARTMENT UTILITY REQUEST APPLICATION FORM.
  - H) APPLICATION REVIEW FEE (\$100.00). *Make check payable to: City of Sarasota Utilities Department. In person payments: BILLING OFFICE, BUILDING B, 1761 12<sup>th</sup> St.*
  - I) PLANS SHOWING ALL CONNECTIONS TO THE CITY'S PUBLIC WATER, SEWER AND/OR RECLAIMED MAINS, BACKFLOW PREVENTION DEVICES, METERS, VALVES, FIRE LINES AND ANY REQUIRED OFF-SITE IMPROVEMENTS.
2. COSUD UTILITY REQUEST APPLICATION FORM – FILLED OUT AND SIGNED.
  3. COSUD WATER DEMAND AND METER SIZE DETERMINATION FORM – FILLED OUT AND SIGNED.
  4. UTILITIES CONSTRUCTION PERMIT - FILLED OUT AND SIGNED.
  5. NEW BUILDING HYDRAULIC INFORMATION SHEET – FILLED OUT
  6. THE LIST OF THE SIZE AND APPROPRIATE ADDRESS OF THE PREVIOUS WATER METER/S SERVICING THE AREA OF THE PROPOSED DEVELOPMENT, WHICH CAN BE USED AS CREDIT FOR THE WATER AND WASTEWATER IMPACT FEES ACCORDING TO THE CITY CODE SEC. 37-22 AND 37-47 (ORDINANCE NO. 16-5162)
  7. THE APPROPRIATE FDEP WASTEWATER AND/OR FDOH CONSTRUCTION APPLICATIONS MUST BE APPROVED BY THE CITY OF SARASOTA OR AN EMAIL FROM THE SARASOTA COUNTY MUST BE PROVIDED THAT STATES FDEP AND/OR FDOH PERMITS ARE NOT REQUIRED.
  8. LANDSCAPING PLAN
    - THE LANDSCAPING PLANS MUST INDICATE THE LOCATION OF ALL OF THE CITY'S UTILITIES IN THE PROPOSED LANDSCAPING AREA.
    - ALL PROPOSED TREES SHALL BE PLANTED A MINIMUM 10' HORIZONTAL DISTANCE AWAY FROM THE CITY'S WATER, SEWER AND RECLAIMED MAINS.
    - IF THE REQUIRED DISTANCE BETWEEN THE PROPOSED TREES AND THE CITY UTILITIES CANNOT BE ACCOMPLISHED, A ROOT BARRIER SHALL BE PROPOSED. THE MINIMUM HORIZONTAL DISTANCE BETWEEN CITY UTILITIES AND THE ROOT BARRIER SHOULD BE FIVE FEET. THE DEPTH OF THE ROOT BARRIER SHALL BE 48 INCHES. THIS SHALL BE SHOWN ON THE PLAN FOR EACH TREE THAT REQUIRES THE ROOT BARRIER.
    - NO TREES OR STRUCTURES ARE ALLOWED WITHIN EXISTING OR PROPOSED WATER UTILITY EASEMENTS.