

HILLIARD PLANNING AND ZONING BOARD MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

BOARD MEMBERS

Harold "Skip" Frey, Chair
Dustin Winnon, Vice Chair
Kevin Webb, Board Member
Michael Hallman, Board Member
Dalton Hood, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Juan Quintero Bornas

AGENDA

THURSDAY, JUNE 25, 2026, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Planning & Zoning Board regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Land Use Administrator. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARINGS

ITEM-1

Planning & Zoning Board to make a recommendation to the Town Council regarding the Adoption of Ordinance 2026-04 for the Review and Approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.
Lee Anne Wollitz – Land Use Administrator

Open Public Hearing
Call for Public Comments
Close Public Hearing on Ordinance 2026-04

BOARD COUNCIL ACTION

Planning & Zoning Board to consider recommendation to Town Council for Ordinance 2026-04.

REGULAR MEETING

ITEM-2 Additions/Deletions to Agenda

ITEM-3 Planning and Zoning Board review and approval of Site Plan Application NO. 20260610 – Community Center/ Hurricane Shelter. Applicant – Town of Hilliard.
Lee Anne Wollitz – Land Use Administrator

ITEM-4 Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0130-0010, Bentley Construction, Application # 20260618.
Lee Anne Wollitz – Land Use Administrator

ITEM-5 Planning & Zoning Board Approval of Minutes from May 28, 2026 Regular Meeting.

ADDITIONAL COMMENTS

PUBLIC

BOARD MEMBERS

LAND USE ADMINISTRATOR

PLANNING AND ZONING ATTORNEY

ADJOURNMENT

The Town may take action on any matter during this meeting, including items that are not set forth within this agenda.

TOWN COUNCIL MEETINGS

The Town Council meets the first and third Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

PLANNING & ZONING BOARD MEETINGS

The Planning & Zoning Board meets the fourth Thursday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in the Town Hall Council Chambers located at 15859 West County Road 108. Video and audio recordings of the meetings are available in the Town Clerk's Office upon request.

MINUTES & TRANSCRIPTS

Minutes of the Town Council meetings can be obtained from the Town Clerk's Office. The Meetings are usually recorded but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the Town Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

TOWN WEBSITE & YOUTUBE MEETING VIDEO

The Town’s Website can be access at www.townofhilliard.com.

Live & recorded videos can be accessed at www.youtube.com search - Town of Hilliard, FL.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Town Clerk’s Office at (904) 845-3555 at least seventy-two hours in advance to request such accommodations.

APPEALS

Pursuant to the requirements of Section 286.0105, Florida Statues, the following notification is given: If a person decides to appeal any decision made by the Council with respect to any matter considered at such meeting, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

PUBLIC PARTICIPATION

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any “proposition” before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Town Council. The exchanges must be disclosed by the Town Council so the public may respond to such exchanges before a vote is taken.

2026 HOLIDAYS

TOWN HALL OFFICES CLOSED

- | | |
|----------------------------------|------------------------------|
| 1. Martin Luther King, Jr. Day | Monday, January 19, 2026 |
| 2. Memorial Day | Monday, May 25, 2026 |
| 3. Independence Day | Friday, July 3, 2026 |
| 4. Labor Day | Monday, September 7, 2026 |
| 5. Veterans Day | Wednesday, November 11, 2026 |
| 6. Thanksgiving Day | Thursday, November 26, 2026 |
| 7. Friday after Thanksgiving Day | Friday, November 27, 2026 |
| 8. Christmas Eve | Thursday, December 24, 2026 |
| 9. Christmas Day | Friday, December 25, 2026 |
| 10. New Year’s Eve | Thursday, December 31, 2026 |
| 11. New Year’s Day | Friday, January 1, 2027 |



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Public Hearing Meeting Date: June 25, 2026

FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Planning & Zoning Board to make a recommendation to the Town Council regarding the Adoption of Ordinance 2026-04 for the Review and Approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.

BACKGROUND:

The Town Attorney has advised that Senate Bill 954, which was signed into law by the Governor, requires each county and municipality to adopt an ordinance establishing procedures for the review and approval of certified recovery residences. Accordingly, the Town must amend its Code of Ordinances to establish regulations and procedures governing certified recovery residences in accordance with Florida law.

Ordinance 2026-04 has been prepared by the Town's legal counsel to ensure compliance with applicable Florida Statutes. The proposed ordinance was reviewed during the Town Council Workshop in May and was properly advertised for consideration by the Planning and Zoning Board, including a public hearing and recommendation to the Town Council.

In addition, Town administration has developed the necessary application review and approval procedures for this type of request. The Town Council will also be responsible for establishing the applicable application fee to cover the administrative processes associated with review and approval.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

Staff recommendations: Planning & Zoning Board make a recommendation for Adoption to the Town Council of Ordinance 2026-04 for the Review and Approval of Certified Recovery Residences pursuant to section 397.487, Florida Statutes.

ORDINANCE NO. 2026-04

AN ORDINANCE ESTABLISHING PROCEDURES FOR THE REVIEW AND APPROVAL OF CERTIFIED RECOVERY RESIDENCES PURSUANT TO SECTION 397.487, FLORIDA STATUTES; PROVIDING FOR CONFLICT, SEVERABILITY, ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS, PUBLICATION AND EFFECTIVE DATE.

WHEREAS, on June 18, 2025, Senate Bill 954 was signed by the Governor, amending section 397.487, Florida Statutes, effective July 1, 2025, requiring that by January 1, 2026, the governing body of each county or municipality shall adopt an ordinance to establish procedures for review and approval of certified recovery residences; and

WHEREAS, the Hilliard Town Code currently does not contain an ordinance implementing such procedures as contemplated by the Legislature; and

WHEREAS, the passage of this ordinance is intended to ensure that the Town of Hilliard fulfills its obligation under section 397.487, Florida Statutes; and

WHEREAS, the Town of Hilliard finds that this Ordinance is in the best interest and welfare of the residents of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILLIARD, FLORIDA:

Section 1: Authority

The Town Council of the Town of Hilliard has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 163 and 166, Florida Statutes.

Section 2: Amending Chapter 62, "Zoning and Land Development Regulations"

The Code of Ordinances of the Town of Hilliard, Florida, Chapter 62, "Zoning and Land Development Regulations" is hereby amended by adding Article XIII, "Certified Recovery Residences", which reads as follows:

Sec. 62-572. – Purpose and Intent.

The purpose of this Article is to establish procedures for the review and approval of certified recovery residences within the Town, in accordance with Section 397.487, Florida Statutes, and in a manner consistent with applicable federal and state laws, including but not limited to: the Fair Housing Amendments Act of 1988 (42 U.S.C. §§ 3601 et seq.), Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 et seq.), and Section 397.487, Florida Statutes (collectively referred to herein as "Applicable Laws").

Sec. 62-573. – Definitions.

- (a) Certified Recovery Residence means a recovery residence that holds a valid certificate of compliance and is actively managed by a certified recovery residence administrator.
- (1) A Level I Certified Recovery Residence houses individuals in recovery who have completed treatment, with a minimum of 9 months of sobriety, and is democratically run by the members who reside in the home.
 - (2) A Level II Certified Recovery Residence encompasses the traditional perspectives of sober living homes. There is oversight from a house manager who has experience with living in recovery. Residents are expected to follow rules outlined in a resident handbook provided by the certified recovery residence administrator. Residents must pay dues, if applicable, and work toward achieving realistic and defined milestones within a chosen recovery path.
 - (3) A Level III Certified Recovery Residence offers higher supervision by staff with formal training to ensure resident accountability. Such residences are staffed 24 hours a day, 7 days a week, and offer residents peer-support services, which may include, but are not limited to, life skill mentoring, recovery planning, and meal preparation. Clinical services may not be performed at the residence. Such residences are most appropriate for persons who require a more structured environment during early recovery from addiction.
 - (4) A Level IV Certified Recovery Residence is a residence offered, referred to, or provided by, a licensed service provider to its patients who are required to reside at the residence while receiving intensive outpatient and higher levels of outpatient care. Such residences are staffed 24 hours a day and combine outpatient licensable services with recovery residential living. Residents are required to follow a treatment plan and attend group and individual sessions, in addition to developing a recovery plan within the social model of living in a sober lifestyle. No clinical services are provided at the residence, and all licensable services are provided offsite.
- (b) Certified Recovery Residence Administrator means a recovery residence administrator who holds a valid certificate of compliance.
- (c) Community Housing means a certified recovery residence offered, referred to, or provided by a licensed service provider to individuals who are required to reside at the residence while receiving intensive outpatient or higher levels of outpatient care. Such housing is classified as a Level IV recovery residence, consistent with the level of support defined in Section 397.311(5), Florida Statutes.
- (d) Credentialing Entity means an organization approved by the Florida Department of Children and Families (“DCF”) to issue and monitor recovery residence certifications under Section 397.487, Florida Statutes.

- (e) Licensed Service Provider means a public agency, private for-profit or not-for-profit agency, organization, physician, hospital, or other private practitioner that is licensed under Chapter 397, Florida Statutes, to provide substance abuse services through one or more licensed service components.

Sec. 62-574. – Applicability.

This Article applies to all certified recovery residences within the corporate limits of the Town. Nothing herein shall be construed to permit the establishment of uncertified recovery residences or to waive compliance with other applicable laws.

Sec. 62-575. – Certification Requirement.

- (a) No recovery residence shall be established or operated within the Town unless it is certified by a DCF-approved credentialing entity under Section 397.487, Florida Statutes.
- (b) Proof of current certification shall be provided at the time of zoning compliance review or upon request by the Town.
- (c) Failure to maintain certification shall be grounds for enforcement and may result in revocation of any previously granted reasonable accommodation.

Sec. 62-576. – Review and Approval Procedures.

- (a) Certified recovery residences shall be treated as residential uses under applicable zoning classifications.
- (b) Review shall ensure compliance with applicable building, fire, and life safety codes, and shall not impose spacing, occupancy, or operational restrictions that are inconsistent with other residential uses, except as allowed by law.
- (c) The land use administrator shall be responsible for reviewing applications.

Sec. 62-577. – Reasonable Accommodation Request Process.

- (a) Pursuant to Section 397.487(15)(b), Florida Statutes, an applicant may request reasonable accommodation from any local land use regulation that serves to prohibit the establishment of a certified recovery residence.
- (b) Application. A request by an applicant for establishing a certified recovery residence under this Section shall be submitted in writing to the land use administrator on an application form approved by the Town. This form will be maintained by the land use administrator, as amended from time to time. The application shall contain such questions and requests for information as necessary for processing the certified recovery residence application request, including the following:
- (1) Submittal. A request by an applicant for the approval of a Certified Recovery Residence, or for reasonable accommodation from any of the Town's land use regulations that may prohibit the establishment of a certified recovery

residence, shall be submitted by the applicant, in writing, to the land use administrator on a form prescribed by the land use administrator. Upon receipt of the application, the Town shall date-stamp the application and, if additional information is required, notify the applicant in writing within thirty (30) days after receipt of the application and allow the applicant at least thirty (30) days to respond.

- (2) Application Content. The application shall contain such questions and requests for information as necessary for processing the Certified Recovery Residence application request, including the following:
 - a. Name and contact information of the applicant or the applicant's authorized representative; and
 - b. Property address, parcel identification number, description of the property, and a survey of the property; and
 - c. Consent of the current owner of the subject property, if the applicant is not the owner of the subject property; and
 - d. A letter of intent identifying the existing zoning district of the property, including any previously approved conditions or modifications;
 - e. Description of the accommodation requested and the specific regulation or policy from which relief is sought. Specific citation to the portion of the Town's land use regulations from which the applicant seeks a reasonable accommodation and a statement of how the portion of the Town's land use regulations serves to prohibit the establishment of a certified recovery residence.
 - f. Confirm the general location of off-street parking.
- (c) Submission and Processing. An application will be considered complete by the land use administrator if it is submitted in the required form with all mandatory information and material. This provision does not preclude the identification and correction of information submitted by the applicant after an application is accepted.
 - (1) The Town shall date-stamp each application upon receipt.
 - (2) If additional information is required, the Town shall notify the applicant in writing within 30 days of receipt of the application and allow at least 30 days for the applicant to respond.
 - (3) If the applicant fails to respond to the request for additional information, the land use administrator shall deny the request for relief upon the basis that it has been deemed abandoned and/or withdrawn. No further action by the Town concerning said relief request shall be required.
- (d) Final Determination. The Town shall issue a final written determination within 60 days of receiving a complete application. The Town's determination shall:

- (1) Approve the request in whole or in part, with or without conditions; or
- (2) Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.
- (3) If a final written determination is not issued within 60 days after receipt of a completed application, the request shall be deemed approved, unless the applicant and the Town mutually agree in writing to a reasonable extension of time.
- (4) The Town may establish additional procedures or submittal requirements consistent with federal and state law. Such procedures shall not conflict with Section 397.487, Florida Statutes, and shall not require public hearings beyond the minimum required by law.

Sec. 62-578. – Criteria.

- (a) The Town shall apply the following criteria in considering a reasonable accommodation request for establishing a Certified Recovery Residence:
 - (1) Whether the applicant has established that he/she, or the individual on whose behalf the application was submitted, is protected under applicable laws.
 - (2) Whether the applicant has established that the requested accommodation is reasonable and necessary to afford the disabled individual an equal opportunity to use and enjoy the property.
 - (3) Whether the requested accommodation would impose an undue financial or administrative burden on the Town.
 - (4) Whether the requested accommodation would require a fundamental alteration in the nature of the land use and zoning regulations of the Town.
 - (5) If applicable, whether alternative reasonable accommodation could provide an equivalent level of benefit.
 - (6) Any other relevant criteria under applicable laws.
 - (7) That applicant adheres to all applicable state and federal laws relating to Certified Recovery Residences and can demonstrate the same, inclusive of all required licensures or credentials for operation of a Certified Recovery Residence.
 - (8) That the licensed service provider must have a paid certified employee on call during the time when individuals are at a Community Housing location, if applicable;
 - (9) That the certified recovery residence operating as Community Housing, which residence is actively managed by a certified recovery residence administrator

approved for 100 residents pursuant to Florida Statutes and is wholly owned or controlled by a licensed service provider electing to manage up to 150 residents, shall maintain a service provider personnel to-patient ratio of 1 to 8 and an onsite supervision at the residence during times when residents are at the residence with a personnel-to-resident ratio of 1 to 10, for a Level IV certified recovery residence;

- (10) That the certified recovery residence operating as Community Housing, which residence is actively managed by a certified recovery residence administrator approved for 100 residents pursuant to Florida Statutes and is wholly owned or controlled by a licensed service provider electing to manage up to 300 residents, shall maintain a service provider personnel to-patient ratio of 1 to 8 and maintain onsite supervision at the residence during times when residents are at the residence with a personnel-to resident ratio of 1 to 6.

Sec. 62-579. – Revocation of Granted Accommodation.

- (a) The Town may revoke a granted accommodation for cause, including but not limited to:
- (1) Violation of conditions of approval;
 - (2) Lapse, revocation, or failure to maintain certification; or
 - (3) Operation inconsistent with the representations made in the application.
- (b) A revoked accommodation may be reinstated if the cause for revocation is corrected within 180 days of the Town's notice of revocation.

Sec. 62-580. – Federal Law Compliance.

This Article does not relieve the Town of its obligations under the Fair Housing Amendments Act of 1988, 42 U.S.C. ss. 3601 et seq., and Title II of the Americans with Disabilities Act, 42 U.S.C. ss. 12131 et seq. The regulation for which the applicant is seeking a reasonable accommodation must not facially discriminate against or otherwise disparately impact the applicant.

Section 3: Conflict

All ordinances or parts of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

Section 4: Severability

If any portion of this Ordinance is declared invalid, the invalidated portion shall be severed from the remainder of the Ordinance, and the remainder of the Ordinance shall continue in full force and effect as if enacted without the invalidated portion, except in cases where such continued validity of the remainder would clearly and without doubt contradict or frustrate the intent of the Ordinance as a whole.

Section 5: Codification

The text of Section 2 of this Ordinance shall be codified as a part of the Hilliard Town Code. The codifier is authorized to make editorial changes not affecting the substance of this Ordinance by the substitution of “Article” for “Ordinance”, “Section” for “Paragraph”, or otherwise to take such editorial license.

Section 6: Administrative Correction of Scrivener’s Errors

Regardless of whether such inclusion in the Code as described in Section 5 is accomplished, sections of the Ordinance may be re-numbered or re-lettered and the correction of typographical and/or scrivener’s errors which do not affect the intent may be authorized by the Town Council or Town Council’s designee, without need of public hearing, by filing a corrected or re-codified copy of same with the Town Clerk.

Section 7: Publication and Effective Date

This Ordinance shall become effective upon passage.

Adopted this _____ day of _____, 2026, by the Hilliard Town Council, Hilliard, Florida.

Kenny Sims
Council President

ATTEST:

Lisa Purvis
Town Clerk

APPROVED:

John Beasley
Mayor

- Planning & Zoning Board Publication: June 10, 2026
- Planning & Zoning Board Public Hearing: June 25, 2026
- Town Council Publication: June 10, 2026
- Town Council First Reading: July 2, 2026
- Town Council First Public Hearing: July 2, 2026
- Town Council Publication: July 22, 2026
- Town Council Second Public Hearing: August 6, 2026
- Town Council Final Reading: August 6, 2026

Certified Recovery Residence

Required Application Submittals

The following items should be required for a complete application pursuant to Sec. 62-577.

Applicant Information

- Completed Town application form
- Applicant name
- Mailing address
- Phone number
- Email address
- Authorized representative information (if applicable)

Property Information

- Property address
- Parcel Identification Number (PID)
- Legal description of property
- Current zoning district
- Survey of property

Ownership Authorization

- Proof of ownership OR
- Written owner consent/authorization if applicant is not property owner

Recovery Residence Certification Documentation

- Copy of current certification issued by a DCF-approved credentialing entity
- Proof that the residence is actively managed by a Certified Recovery Residence Administrator
- Copy of administrator certification
- Identification of Recovery Residence Level:
 - Level I
 - Level II
 - Level III
 - Level IV

Licensed Service Provider Information

(If applicable)

- Copy of Chapter 397 license
- Contact information for licensed service provider
- Documentation demonstrating compliance with applicable staffing ratios for Level IV Community Housing

Letter of Intent / Operational Narrative

Include:

- Description of proposed use
- Number of residents proposed
- Description of supervision/management structure
- Statement identifying whether reasonable accommodation is requested
- Description of any accommodation requested
- Citation to Town regulation from which relief is sought
- Explanation of how regulation prohibits establishment of certified recovery residence

Site and Operational Information

- General location of off-street parking
- Floor plan or occupancy layout (recommended)
- Fire/life safety information (recommended)
- Emergency contact information
- Hours of operation/contact availability

Compliance Documentation

- Statement agreeing to maintain all required state certifications and licenses
- Statement acknowledging Town may revoke approval upon lapse of certification
- Any additional supporting documentation demonstrating compliance with:
 - Florida Statutes
 - Fair Housing Act
 - ADA requirements
 - Building and Fire Codes

Staff Intake Checklist

Administrative Completeness Review

Date Received

- Date stamp application upon receipt

Initial Completeness Review

Confirm application includes:

General

- Completed application form
- Application signed
- Required fees paid (if applicable)

Property Documentation

- Property address
- Parcel ID
- Survey included
- Legal description included

Ownership

- Proof of ownership OR owner authorization

Certification

- Valid recovery residence certification attached
- Certified administrator documentation attached

Operational Information

- Letter of intent included
- Recovery residence level identified
- Parking information provided

Reasonable Accommodation

(If requested)

- Specific regulation identified
- Written explanation included
- Accommodation request clearly stated

Completeness Determination

- Complete
- Incomplete

If Incomplete

Within 30 days:

- Send written request for additional information
- Provide minimum 30 days to respond

Abandonment

If no response is received:

- Mark application abandoned/withdrawn
- Issue denial letter

Technical Staff Review Checklist

Zoning Review

- Confirm zoning district
- Verify residential use classification
- Confirm no prohibited spacing or occupancy standards are being applied inconsistent with law
- Identify whether accommodation request is necessary

Building Review

- Occupancy classification reviewed
- Building code compliance confirmed
- Required permits identified

Fire/Life Safety Review

- Fire safety compliance verified
- Referred to Requirements
- Smoke/CO detection verified
- Occupancy load reviewed

Legal/ADA/Fair Housing Review

Evaluation:

- Whether applicant qualifies for protection under applicable laws
- Whether requested accommodation is reasonable and necessary
- Whether accommodation creates undue burden
- Whether accommodation fundamentally alters zoning scheme

Level IV Community Housing Review

(If applicable)

Verify:

- Staffing ratios
- Onsite supervision requirements
- Licensed service provider documentation

Final Decision Checklist

Approval Decision Deadline

- Final written determination due within 60 days of complete application

Written Determination Must:

If Approved

- State approval
- List any conditions
- Include expiration/revocation provisions if applicable

If Denied

- Provide objective evidence-based reasons
- Identify deficiencies
- Explain reconsideration process

Automatic Approval Warning

If no determination is issued within 60 days:

- Application deemed approved unless written extension agreement exists

Recommended Administrative Workflow

Step 1 — Intake

- Date stamp application
- Assign tracking number
- Create application file

Step 2 — Completeness Review

- Conduct 30-day completeness review
- Send deficiency letter if necessary

Step 3 — Interdepartmental Review

Route to:

- Zoning
- Building
- Fire
- Legal (if accommodation is requested)

Step 4 — Staff Evaluation

Prepare:

- Findings
- Recommended conditions
- Approval/denial recommendation

Step 5 — Final Written Determination

Land Use Administrator issues:

- Approval
- Approval of conditions
- Denial

Step 6 — Recordkeeping

Maintain:

- Application
- Determination
- Certifications
- Correspondence
- Inspection records

Step 7 — Ongoing Compliance Monitoring

Track:

- Certification expiration
- Complaints
- Violations
- Revocations

Additional Forms Recommended

You may also want staff to create:

- Certified Recovery Residence Application Form
- Reasonable Accommodation Request Form
- Completeness Review Form
- Staff Technical Review Sheet
- Approval Letter Template
- Denial Letter Template
- Revocation Notice Template
- Annual Certification Verification Form

The ordinance specifically authorizes the Town to establish additional administrative procedures and submittal requirements so long as they remain consistent with Florida law.

What We Should NOT Do

We should avoid:

- Special Exception style fees
- P&Z hearing fees
- Public hearing advertisement costs
- Large quasi-judicial review fees
- “Impact” style review fees

Zoning Districts Where This Could Be Denied

This becomes legally delicate.

Under §397.487 and federal fair housing law, certified recovery residences must generally be treated similarly to other residential uses.

That means the Town generally cannot:

- outright prohibit them from residential districts,
- impose special spacing requirements,
- or apply discriminatory occupancy rules.

Our ordinance already correctly states this.

Likely Hilliard Zoning Interpretation

Based on Hilliard’s Chapter 62 structure and standard Florida zoning practice, certified recovery residences would most likely need to be treated as allowable residential uses within:

- Single-Family Residential districts
 - Multi-Family Residential districts
 - Possibly certain mixed-use residential districts
-

Districts Where Denial Would Be More Defensible

The Town would have stronger zoning grounds to deny or restrict a proposal in districts that are clear:

- Industrial
- Commercial

Reason:

The statute protects recovery residences as residential uses — not as unrestricted uses everywhere.

So if the underlying zoning district does not permit residential occupancy at all, denial is more defensible.

The BEST Zoning Reasons for Denial

The strongest zoning-based denials would be:

1. Residential Use Not Allowed in District

Example:

- Industrial zoning district
- Heavy commercial district with no residential component

This is likely defensible because the Town is not singling out recovery residences.

2. Failure to Meet Objective Life Safety Standards

Examples:

- Fire code violations
- Building occupancy violations
- Lack of egress
- Unsafe structure
- Septic capacity deficiencies
- Parking safety issues

These are specifically allowed under your ordinance.

3. Failure to Maintain State Certification

A very strong basis for denial or revocation.

Our ordinance already authorizes this.

4. False or Misleading Application Information

If:

- resident counts are misrepresented,

- staffing ratios are false,
 - or operational representations are inaccurate.
-

5. Failure to Provide Required Application Information

The statute expressly allows denial after failure to cure deficiencies.

Weak or Dangerous Grounds for Denial

These are likely high-risk legally:

- Neighborhood opposition
- Property values
- Generalized safety concerns
- Crime stereotypes
- “Too many in one area”
- Morality-based objections
- Special spacing requirements
- Occupancy limits not equally applied to other residences

These frequently trigger Fair Housing Act lawsuits.



TOWN OF HILLIARD
 APPLICATION – CERTIFIED RECOVERY RESIDENCE
 15859 W CR 108 Hilliard, FL 32046
 Phone: 904-675-6171 | buildingpermits@townofhilliard.com

For Staff Only	
File #: _____	ITEM-1
Application Fee: \$ _____	
Payment Processed By: _____	

Applicant Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Street	City	State	Zip Code
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Property Address: _____

Street	City	State	Zip Code
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Parcel ID or Tax ID Number: _____

Zoning Classification: _____

Legal Description of Property: _____

Authorized Representative Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Street	City	State	Zip Code
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Emergency Contact Information

Applicant Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Street	City	State	Zip Code
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Role at Residence: _____

Recovery Residence Level

- Level I
- Level II
- Level III
- Level IV

Maximum Occupancy Information

Maximum Number or Residence: _____

Number of Employees/Administrators: _____

Will Staff Reside on-site? Yes No

Parking Information

Number of Existing Parking Spaces: _____

Number of ADA Spaces (if applicable): _____



TOWN OF HILLIARD
APPLICATION – CERTIFIED RECOVERY RESIDENCE
15859 W CR 108 Hilliard, FL 32046
Phone: 904-675-6171 | buildingpermits@townofhilliard.com

Proposed Use

- New Recovery Residence
- Existing Residence Seeking Certification Approval
- Change of Operator
- Expansion of Existing Recovery Residence

Required Documentation

- Survey
- Certification Letter
- Administrator Certification
- Letter of Intent
- Floor Plan
- Parking Plan
- Fire/Life Safety Information

A recovery residence certified pursuant to Florida Statute 397.487 by a credentialing entity approved by the Florida Department of Children and Families (DCF).

I understand that certification must remain active and that expiration, suspension, or revocation of certification may invalidate approval by the Town. Approval of this application does not waive compliance with all applicable Town of Hilliard Land Development Regulations, Florida Building Code, Fire Code, or Florida Statutes. Applicants may request reasonable accommodation pursuant to the Fair Housing Act and applicable law. Approval shall remain valid only while the recovery residence maintains active certification and compliance with applicable regulations.

Applicant Printed

Applicant Signature

Date



AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning & Zoning Board Regular Meeting Meeting Date: June 25, 2026

6FROM: ***Lee Anne Wollitz – Land Use Administrator***

SUBJECT: Planning and Zoning Board review and approval of Site Plan Application NO. 20260610 – Community Center/ Hurricane Shelter.
Applicant – Town of Hilliard.

BACKGROUND:

The Town of Hilliard has received State funding for the construction of a Community Center that will also serve as a hurricane shelter facility. The proposed project is intended to provide a valuable community resource while enhancing the Town's emergency preparedness capabilities.

The civil construction plans for the project have been reviewed by Town staff. All comments and requested revisions identified during the staff review process have been incorporated into the plans. The revised civil plans have also been submitted to and reviewed by the State, and the project documents have received State approval.

Pursuant to Town of Hilliard Code Section 62-93(4), the Planning & Zoning Board is granted the authority to review and approve site plans for commercial development.

Additionally, the site plan review requirements outlined in Town Code Section 62-40 have been applied to this project. The site plan review checklist and staff comments are included within the meeting packet for the Board's consideration.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Staff recommendation - Planning & Zoning Board review the submitted site plan documents and consider approval of the Community Center / Hurricane Shelter site plan, finding that the application complies with the applicable requirements of the Town of Hilliard Code.

Sec. 62-40. Site plan review.

Comments in Blue are specific to Site Plan Application 20260610 these are the comments of Land Use Administrator, Lee Anne Wollitz, to aid in review of the proposed project by the Planning and Zoning Board

- (a) Site plans, are required for special exceptions and for all multifamily, commercial, industrial, mobile home parks, mobile home subdivisions, and planned unit developments. A building permit for a project requiring a site plan shall not be issued until such site plan is approved.

The Application and documents have been reviewed by Land Use Administrator, the Public Works Department, legal, and Mittauer/CPH as well as County and State Agencies as needed.

- (b) In reaching a decision as to whether or not the site plan as submitted should be approved or approved with changes, the planning and zoning board shall be guided in its decision and the exercise of its discretion to approve, to approve with conditions, or to deny by the following criteria. The planning and zoning board shall record its findings in regard to the following criteria, where applicable:

- (1) Sufficiency of statements on ownership and control of the development and permanent maintenance of common open spaces.

A warranty deed was provided. Permanent maintenance of common open spaces is addressed through the parks and recreation department.

- (2) Density and/or use of the proposed development with particular attention to its relationship to adjacent and nearby properties and the effect thereon and in accordance with the town's comprehensive plan.

The Site Plan is consistent with the Comprehensive Plan. It meets density and use allowances.

- (3) Ingress and egress to the site and proposed structures thereon, with particular reference to automotive and pedestrian safety, separation of automotive traffic and pedestrian traffic, traffic flow and control, provision of services and servicing of utilities and refuse collection, and access in case of fire, catastrophe, or emergency.

Ingress and egress as well as other concerns listed here have been reviewed by Land Use, Public works, and CPH and is found to be in compliance with town requirements.

- (4) Location and relationship of off-street parking and loading facilities to thoroughfares and internal traffic patterns within the proposed development, with particular reference to automotive and pedestrian safety, traffic flow and control, access in case of fire or catastrophe, screening and landscaping.

Concerns listed here have been reviewed by Land Use, Public works, and CPH and is found to be in compliance with town requirements.

- (5) Sufficiency of proposed screens and buffers to preserve internal and external harmony and compatibility with uses inside and outside the proposed development.

The Site Plans have complied with buffering requirements and will comply with landscaping 62-565.

- (6) A stormwater management and drainage plan for the property in accordance with all town, county and state requirements.

DEP permit for drainage has been issued for the project

-
- (7) Utilities, with reference to hook-in locations and availability and capacity for the uses projected.

The utility needs have been reviewed by the Town of Hilliard's Public Works Department and Mittauer/CPH. They have approved the proposed plans, including the tie in locations.

- (8) Recreation facilities and open spaces, with attention to the size, location, and development of the areas as to adequacy, effect on privacy of adjacent and nearby properties and uses within the proposed development, and relationship to communitywide open spaces and recreation facilities.

Recreational facilities and open spaces meet the requirement to Town Code with special attention given to the conservation of historic trees were possible.

- (9) General site arrangement, amenities and convenience, with particular reference to ensuring that appearance and general layout of the proposed development will be compatible and harmonious with properties in the general area and will not be so at variance with other development in the area as to cause a substantial depreciation of property values.

The subject property and this project are compatible and harmonious with properties in the general area.

- (10) Such other standards as may be imposed by this chapter for the particular use or activity involved.

Applicant has complied with all requirements and request from the Town of Hilliard. Applicant will be asked to provide all pending documents prior to the start of construction on items until there permit is issued, as well as a preconstruction meeting with Town staff.

EMERGENCY HURRICANE SHELTER FOR TOWN OF HILLIARD 37516 OXFORD STREET HILLIARD, FL 32046

NASSAU COUNTY

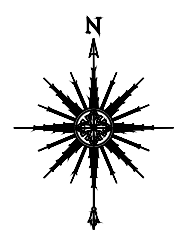
PROJECT OWNER AND CONSULTANTS

OWNER: Town of Hilliard
Lee Anne Wollitz, Land Use Administrator
15859 West County Road 108
Hilliard, FL 32046
TEL: 904-675-9511

ARCHITECT: PQH Architects
Aldo Minozzi, AIA
4141 Southpoint Drive East
Jacksonville, FL 32216
TEL: 904-224-0001

SURVEYOR: Charles Bassett & Assoc. Inc.
P.O. Box 10046
Fleming Island, FL 32003
TEL: 904-215-0707

ENGINEER: Tocol Engineering, a Baxter & Woodman Company
Charles Sohm, P.E.
714 North Orange Avenue
Green Cove Springs, FL 32043
TEL: 904-736-4554



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LOCATION MAP

N.T.S.

B&W JOB NO: 2500197
TE JOB NO: 18-295
CLIENT CODE: PQHAR



CALL BEFORE YOU DIG
800-432-4770



714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
TEL: 815-459-1260 E.B. NUMBER: 31795

PERMIT PLANS

May 29, 2026

Charles N. Sohm, State of Florida, Professional Engineer, License No. 79289. This item has been electronically signed and sealed by Charles Sohm on the date indicated here using a SHA authentication code. Printed copies of this document are not considered signed and sealed and the SHA authentication code must be verified on any electronic copies.

Digitally signed by Charles Sohm
Date: 2026.05.29 10:26:01-04'00'

CHARLES SOHM, P.E.
FLA. REGISTERED ENGINEER, #79289

NASSAU COUNTY GENERAL NOTES

1. ALL WORK AND MATERIALS SHALL BE IN COMPLETE ACCORDANCE WITH ALL RELATIVE SECTIONS OF NASSAU COUNTY & JEA STANDARDS, (LATEST REVISION) AND ALL CURRENT COUNTY & JEA DETAILS AS WELL AS ALL APPLICABLE STATE AND LOCAL REGULATIONS. THE WORK SHALL ALSO BE PERFORMED AND TESTED IN ACCORDANCE WITH THE RECOMMENDATIONS SET FORTH IN THE GEOTECHNICAL INVESTIGATION REPORT PROVIDED BY LEGACY ENGINEERING PROJECT NO. 25-1057.1 APRIL 16, 2025, IF MORE STRINGENT THAN COUNTY REQUIREMENTS.
2. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES OF HIS EMPLOYEES, AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT. ALL COSTS ASSOCIATED WITH COMPLYING WITH O.S.H.A. REGULATIONS AND THE FLORIDA TRENCH SAFETY ACT MUST BE INCLUDED IN THE CONTRACTORS BID.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VISITING THE JOB SITE PRIOR TO PREPARING THE BID FOR THE PURPOSE OF BECOMING FAMILIAR WITH THE NATURE AND THE EXTENT OF THE WORK AND LOCAL CONDITIONS, EITHER SURFACE OR SUBSURFACE, WHICH MAY AFFECT THE WORK TO BE PERFORMED, AND THE EQUIPMENT, LABOR AND MATERIALS REQUIRED. FAILURE TO DO SO WILL NOT RELIEVE THE CONTRACTOR OF COMPLETE PERFORMANCE UNDER THIS CONTRACT. THE CONTRACTOR IS ALSO URGED TO TAKE COLOR PHOTOGRAPHS ALONG THE ROUTE OF THE PROJECT TO RECORD EXISTING CONDITIONS PRIOR TO CONSTRUCTION, AND TO AID IN RESOLVING POSSIBLE FUTURE COMPLAINTS THAT MAY OCCUR DUE TO THE CONSTRUCTION OF THE PROJECT.
4. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO EITHER CONDUCT ANY FIELD EXPLORATION OR ACQUIRE ANY GEOTECHNICAL ASSISTANCE REQUIRED TO ESTIMATE THE AMOUNT OF UNSUITABLE MATERIAL THAT WILL REQUIRE REMOVAL AND/OR TO ESTIMATE THE AMOUNT OF OFF SITE BORROW THAT WILL BE REQUIRED.
5. ALL IMPROVEMENTS SHOWN ARE TO BE WARRANTED BY THE CONTRACTOR TO THE DEVELOPER AND THE COUNTY FOR A PERIOD OF ONE YEAR FROM DATE OF ACCEPTANCE BY THE OWNER AND THE COUNTY.
6. ELEVATIONS ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988 (N.A.V.D.) UNITED STATES COASTAL AND GEODETIC SURVEY (U.S.C. & G.S.), AS DETERMINED BY SURVEYOR OF RECORD.
7. FOR BOUNDARY, ROADWAY, & LOT GEOMETRY INFORMATION SEE EXISTING CONDITIONS (SHEET 3).
8. THE CONTRACTOR WILL CONTRACT WITH AN INDEPENDENT TESTING LABORATORY TO PERFORM MATERIAL TESTING AND SOIL TESTING IN ACCORDANCE WITH NASSAU COUNTY REQUIREMENTS. THIS SHALL INCLUDE DENSITY TESTS IN ALL PAVEMENT AREAS AND IN ALL UTILITY TRENCHES LOCATED IN PAVEMENT AREAS CONCRETE TESTING AND ALL OTHER MATERIAL TESTING. PRIOR TO LIMEROCK PLACEMENT, THE PROJECT GEOTECHNICAL ENGINEER SHALL MAKE RECOMMENDATION FOR UNDER DRAIN PLACEMENT.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSURANCE REQUIRED FOR THE PROJECT INCLUDING COUNTY RIGHT-OF-WAY PERMITS FOR WORK IN COUNTY RIGHT-OF-WAY OR EASEMENT.
10. THE CONTRACTOR SHALL COORDINATE THE WORK WITHIN COUNTY RIGHT-OF-WAY WITH THE PROPER AGENCIES FOR MAINTENANCE OF TRAFFIC AND METHOD OF CONSTRUCTION AND REPAIR.
11. ALL PUBLIC DRAINAGE EASEMENTS SHALL BE "UNOBSTRUCTED" EASEMENTS. ALL "UNOBSTRUCTED" EASEMENTS TO BE CLEAR AND DRIVEABLE.
12. "AS-BUILT" DRAWINGS - AS-BUILTS TO THE COUNTY AND THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT ARE REQUIRED TO BE SIGNED AND SEALED BY A FLORIDA REGISTERED LAND SURVEYOR. THEREFORE, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CONTRACT WITH A LAND SURVEYOR REGISTERED IN THE STATE OF FLORIDA FOR THE PREPARATION, FIELD LOCATIONS, CERTIFICATION AND SUBMITTAL OF "AS-BUILT" DRAWINGS IN ACCORDANCE WITH CURRENT NASSAU COUNTY & FPL STANDARDS AND SPECIFICATIONS AND SJRWMD REGULATIONS. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROCESS THE "AS-BUILT" DRAWINGS FOR APPROVAL BY NASSAU COUNTY.
13. THE CONTRACTOR SHALL COORDINATE THEIR CONSTRUCTION WITH ALL OTHER CONTRACTORS. IN THE EVENT OF ANY CONFLICT WHATSOEVER, THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND OWNER PRIOR TO PROCEEDING WITH CONSTRUCTION.
14. ALL CLEARING AND GRUBBING REQUIRED FOR ALL ROADWAY, UTILITIES, DITCHES, AND BERMS INCLUDED IN THIS PROJECT AND THE CLEARING AND GRUBBING OF ALL RIGHT-OF-WAY OR EASEMENTS SHALL BE CONSIDERED AS PART OF THE PROJECT.
15. ALL AREAS SHOWN TO BE FILLED SHALL BE CLEARED AND GRUBBED IN ACCORDANCE WITH COUNTY STANDARDS AND SHALL BE FILLED WITH CLEAN STRUCTURAL FILL COMPACTED AND TESTED IN ACCORDANCE WITH THE GEOTECHNICAL INVESTIGATION REPORT.

16. CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF ALL SURVEY AND PROPERTY MONUMENTS. IF A MONUMENT IS DISTURBED, THE CONTRACTOR SHALL CONTRACT WITH THE SURVEYOR OF RECORD FOR REINSTALLATION OF THE MONUMENT.
17. ALL DEBRIS RESULTING FROM ALL ACTIVITIES SHALL BE DISPOSED OF OFF-SITE BY CONTRACTOR.
18. ALL EXCESS SUITABLE AND UNSUITABLE MATERIAL SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR UNLESS DIRECTED OTHERWISE BY ENGINEER OR OWNER.
19. ALL EXISTING TREES TO REMAIN SHALL BE PRESERVED AND PROTECTED.
20. BURNING OF TREES, BRUSH AND OTHER MATERIAL SHALL BE APPROVED, PERMITTED, AND COORDINATED WITH COUNTY FIRE MARSHAL.
21. ROADWAY UNDER DRAINS SHALL BE AS REQUIRED ON THE PLANS OR AS MAY BE DETERMINED NECESSARY BY THE GEOTECHNICAL ENGINEER DURING CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF HIGH GROUND WATER CONDITIONS ARE PRESENT DURING THE PREPARATION OF THE ROADWAY SUB-BASE. NASSAU COUNTY WILL RESERVE THE RIGHT TO REQUEST ADDITIONAL UNDER DRAIN AS DEEMED NECESSARY.
22. CONTRACTOR SHALL PROVIDE CONTRACTION JOINTS AT 10' INTERVALS AND EXPANSION JOINTS SHALL BE CONSTRUCTED AT 50' INTERVALS AND AT ALL RADIUS POINTS ON ALL CURBING.
23. CONTRACTOR SHALL PROVIDE EXPANSION JOINTS AT 18' INTERVALS AND CONTRACTION JOINTS SHALL BE SPACED AT 6' INTERVALS BETWEEN EXPANSION JOINTS.
24. MAINTENANCE OF TRAFFIC SHALL CONFORM TO F.D.O.T. STANDARD INDEX 102-600, LATEST EDITION.
25. ALL SIGNING AND PAVEMENT MARKINGS SHALL BE IN ACCORDANCE WITH F.D.O.T. STANDARD INDEX 700.
26. ALL EXISTING PAVEMENT MARKINGS THAT CONFLICT WITH THE PROPOSED ROADWAY/SITE DEVELOPMENT SHALL BE REMOVED BY THE CONTRACTOR UTILIZING THE HYDRO-BLASTING METHOD.

DEVELOPMENT REVIEW GENERAL NOTES

1. ENGINEERING PLANS APPROVAL DOES NOT CONSTITUTE PERMISSION TO VIOLATE ANY ADOPTED FEDERAL, STATE, OR LOCAL LAW, CODE, OR ORDINANCE.
2. ALL WORK WITHIN THE PUBLIC STREETS AND RIGHTS-OF-WAY SHALL CONFORM TO NASSAU COUNTY LAND DEVELOPMENT CODES (LDC), FDOT STANDARD INDICES, FLORIDA GREENBOOK, NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS, AND NASSAU COUNTY STANDARD DETAILS AS NECESSARY. FOR ANY DISCREPANCY BETWEEN STANDARDS, THE MOST STRINGENT SHALL PREVAIL.
3. PER NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS, ORDINANCE 99-17 SECTION 6.2.4, SITE SHALL BE CONSTRUCTED PER APPROVED CONSTRUCTION DRAWINGS. ANY SUBSTANTIAL DEVIATION SHALL BE CONCURRENTLY REVIEWED BY ENGINEER OF RECORD AND NASSAU COUNTY DEVELOPMENT REVIEW COMMITTEE PRIOR TO FIELD CHANGES.
4. A PRE-CONSTRUCTION MEETING WITH TOWN OF HILLIARD LAND USE CONSTRUCTION INSPECTOR IS REQUIRED. ATTENDEES SHALL BE TOWN OF HILLIARD, ENGINEER OF RECORD, CONTRACTOR, TESTING FIRM, PAVING FIRM, AND UTILITY COMPANIES PER NASSAU COUNTY ORDINANCE 99-17 SECTION 7.2.3. TOWN OF HILLIARD MAY CANCEL PRE-CONSTRUCTION MEETING IF ATTENDEE LIST IS INADEQUATE. TOWN OF HILLIARD LAND USE CAN BE REACHED AT 904-675-6172.
5. THE CONTRACTOR SHALL SCHEDULE AND COORDINATE ALL WORK WITH THE APPROPRIATE NASSAU COUNTY CONSTRUCTION INSPECTOR ASSIGNED TO THE PROJECT PER NASSAU COUNTY ORDINANCE 99-17 SECTION 7.2.
6. ALL WORK SHALL BE PERFORMED IN A SAFE MANNER. ALL SAFETY RULES AND GUIDELINES OF O.S.H.A. SHALL BE FOLLOWED. THE CONTRACTOR SHALL BE WHOLLY RESPONSIBLE FOR ANY INJURIES TO HIS EMPLOYEES AND ANY DAMAGE TO PRIVATE PROPERTY OR PERSONS DURING THE COURSE OF THIS PROJECT.
7. PER NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS, ORDINANCE 99-17 SECTION 11.8.1, ANY DISTURBED AREAS WITHIN NASSAU COUNTY RIGHT-OF-WAY SHALL BE SODDED.
8. PER NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS, ORDINANCE 99-17 SECTION 7.4.1, AT THE TIME OF FINAL INSPECTION, GRASSING SHALL BE A MINIMUM OF SEVENTY PERCENT COVERAGE AND FULLY ESTABLISHED AND/OR SODDING TO BE ONE HUNDRED PERCENT COVERAGE AND STABILIZED.
9. ENGINEER OF RECORD APPROVED SHOP DRAWINGS SHALL BE PROVIDED TO NASSAU COUNTY CONSTRUCTION INSPECTOR A MINIMUM OF ONE WEEK BEFORE BEGINNING STRUCTURE INSTALLATION.
10. PARKING AT MAIL KIOSKS IS REQUIRED PER NASSAU COUNTY ROADWAY AND DRAINAGE

- STANDARDS, ORDINANCE 99-17 SECTION 8.4. MAIL KIOSK LOCATIONS ARE SUBJECT TO USPS POSTMASTER APPROVAL.
11. THE DEVELOPER'S CONTRACTOR IS THE SINGLE RESPONSIBLE PARTY FOR THE PROPER IMPLEMENTATION OF AN EROSION PROTECTION SEDIMENT CONTROL (EPSC) WITHIN EACH LOT OR CONSTRUCTION SITE. THIS INCLUDES THE RESPONSIBILITY FOR THE ACTIONS/INACTIONS OF EMPLOYEES, SUBCONTRACTORS, AND/OR SUPPLIERS.
12. SIDEWALKS TO BE PROVIDED AND BUILT IN ACCORDANCE WITH FLORIDA BUILDING CODE. ALL PROPOSED SIDEWALKS SHALL MEET ADA REQUIREMENTS.
13. THE CONTRACTOR SHALL COMPLY WITH CURRENT FLORIDA ACCESSIBILITY STANDARDS FOR ALL WORK ON THIS PROJECT.
14. PER ORDINANCE 99-17 SECTION 8.5.1, MINIMUM COVER FOR WATER LINES AND FORCE MAINS UNDER PAVEMENT SHALL 42" AND 36" IN GREEN AREAS.
15. ALL WATER, SEWER, AND STORM WATER CONSTRUCTION WITHIN NASSAU COUNTY ROW SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 409 OF THE FLORIDA STATUTES.
16. NO WORK SHALL BE PERMITTED BETWEEN THE HOURS OF 7:00 PM - 7:00AM WITHOUT PRIOR APPROVAL FROM NASSAU COUNTY ENGINEERING SERVICES.
17. ALL TREES REQUIRED TO BE PROTECTED SHALL BE FLAGGED FOR PROTECTION PRIOR TO CLEARING.
18. ALL GRADING AND PLACEMENT OF COMPACTED FILL SHALL BE IN ACCORDANCE WITH THE LATEST NASSAU COUNTY SPECIFICATIONS.
19. ANY DAMAGES (SIDEWALK, CURB, ASPHALT, DITCH GRADING, ET CETERA) WITHIN PUBLIC RIGHT-OF-WAY SHALL BE REPAIRED OR REPLACED IN ACCORDANCE WITH NASSAU COUNTY SPECIFICATIONS. PROPOSED REPAIR METHOD SHALL BE APPROVED BY NASSAU COUNTY ENGINEERING SERVICES.
20. ANY ASPHALT MILLINGS FROM NASSAU COUNTY ROW SHALL BE DELIVERED TO THE ROAD DEPARTMENT LAYDOWN YARD LOCATED ON GENE LASSERRE BOULEVARD OR PEA FARM ROAD. PLEASE CONTACT THE ROAD DEPARTMENT AT (904) 530-6175.
21. PER NASSAU COUNTY ORDINANCE 99-17 SECTION 7.4.2 AND 7.4.4, AS-BUILT DRAWINGS SHALL BE SUBMITTED TO NASSAU COUNTY BEFORE A FINAL INSPECTION CAN BE SCHEDULED. AS-BUILTS SUBMITTALS WILL BE IN ACCORDANCE WITH NASSAU COUNTY AS-BUILT REQUIREMENT CHECKLIST. AS-BUILT DRAWINGS SHALL BE CERTIFIED BY REQUIRED LICENSED SURVEYOR AND APPROVED BY ENGINEER OF RECORD.

UTILITY NOTES

1. THE LOCATION OF ALL EXISTING UTILITIES, STRUCTURES, AND IMPROVEMENTS SHOWN IN THE DRAWINGS IS BASED ON LIMITED INFORMATION AND MAY NOT HAVE BEEN VERIFIED. THE LOCATIONS ARE APPROXIMATE. THE CONTRACTOR SHALL NOTIFY RESPECTIVE UTILITY OWNERS AND FIELD VERIFY LOCATIONS OF EXISTING UTILITIES AND OTHER IMPROVEMENTS PRIOR TO COMMENCING ANY CONSTRUCTION. IF THE LOCATIONS SHOWN ARE CONTRARY TO THE ACTUAL LOCATIONS, THE CONTRACTOR SHALL NOTIFY THE OWNER AND ENGINEER OF THE DISCREPANCY. THIS DISCREPANCY SHOULD BE RESOLVED PRIOR TO COMMENCING CONSTRUCTION. THE CONTRACTOR SHALL EXERCISE EXTREME CAUTION WHEN WORKING IN AREAS NEAR EXISTING UTILITIES AND IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR AND SHALL REPAIR OR PAY FOR ALL DAMAGE MADE TO EXISTING UTILITIES OR OTHER IMPROVEMENTS. PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, THE CONTRACTOR SHALL VERIFY ALL GRADES, INVERTS AND TYPE OF MATERIAL OF EXISTING UTILITIES TO WHICH HE SHALL CONNECT.
2. THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS ON ALL MATERIALS, IF REQUIRED, TO THE ENGINEER FOR REVIEW AND APPROVAL, PRIOR TO SUBMITTAL TO NASSAU COUNTY, AND PRIOR TO PURCHASE OR CONSTRUCTION OF ANY UTILITY PIPE OR STRUCTURE.
3. ALL PIPE LENGTHS ARE SCALED DIMENSIONS. ALL DRAINAGE STRUCTURES SHALL BE CONSTRUCTED TO CONFORM WITH NASSAU COUNTY REQUIREMENTS AND SHALL BE CONSTRUCTED TO CONFORM WITH CURBING, PROPERTY LINES AND LOW POINTS AS SHOWN ON THE PLANS.
4. CONTRACTOR SHALL ENSURE THAT ALL DRAINAGE STRUCTURES, PIPES, ETC. ARE CLEAN AND FUNCTIONING PROPERLY AT TIME OF ACCEPTANCE.
5. ALL DRAINAGE STRUCTURES TO HAVE TRAFFIC BEARING GRATES, UNLESS SHOWN OTHERWISE IN PLANS.
6. ALL DRAINAGE PIPE JOINTS IN COUNTY DRAINAGE EASEMENTS, DRAINAGE EASEMENTS BETWEEN PRIVATE LOTS, DRAINAGE rights-of-way AND UNDER PAVED ROADS ARE TO BE FILTER-WRAPPED.
7. ALL INVERTS IN DRAINAGE STRUCTURES TO BE PRE CAST OR BRICK WITH LAYER OF MORTAR BETWEEN EACH LAYER OF BRICK, OR REDDI-MIX CONCRETE WITH #57 STONE.

ITEM-3

π TOCOI Engineering
a BAXTER & WOODMAN company
714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
TEL: 815-459-1290 E.B. NUMBER: 31795

ENGINEER OF RECORD
CHARLES SOHM
FLORIDA
REGISTRATION NUMBER:
79289

EMERGENCY HURRICANE SHELTER
FOR
TOWN OF HILLIARD
GENERAL NOTES

REVISIONS

PLOT DATE: 5/29/26
DRAWN BY: RMV
DESIGNED BY: CNS
CHECKED BY: JLP
CLIENT CODE: PQHAR
JOB NO.: 2500197

SHEET NO.

2A

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8. UNSUITABLE MATERIALS UNDER WATER, SEWER PIPE, STORM PIPE OR STRUCTURES SHALL BE REMOVED AND REPLACED WITH SELECTED BACKFILL, PROPERLY COMPACTED.
9. ALL UNDERGROUND UTILITIES MUST BE INSTALLED PRIOR TO PREPARATION OF SUB GRADE FOR PAVEMENT.
10. ALL WATER AND SEWER CONSTRUCTION WITHIN NASSAU COUNTY SHALL BE ACCOMPLISHED BY AN UNDERGROUND UTILITY CONTRACTOR LICENSED UNDER THE PROVISIONS OF CHAPTER 489 FLORIDA STATUTES.
11. PRECONSTRUCTION MEETING IS REQUIRED AND SHALL BE SCHEDULED THROUGH NASSAU COUNTY.
12. ALL WORK WILL BE PERFORMED IN ACCORDANCE WITH THE LATEST NASSAU COUNTY AND JEA STANDARD DETAILS AND SPECIFICATIONS AND/OR AS ALL APPLICABLE STATE AND LOCAL REGULATIONS.
13. CONTRACTOR SHALL PROVIDE, TO THE ENGINEER, A SCHEDULE OF INVERT ELEVATIONS OF ALL SANITARY MANHOLES & DRAINAGE STRUCTURES PRIOR TO THE PLACEMENT OF THE LIME ROCK BASE COURSE. THIS SCHEDULE TO BE PROVIDED BY THE REGISTERED LAND SURVEYOR SUBMITTING THE "AS BUILT" DRAWINGS FOR THIS PROJECT.
14. WATER AND SEWER LINES ARE DESIGNATED TO FINISHED GRADES AND SHALL BE PROTECTED UNTIL FINISHED WORK IS COMPLETE.
15. HORIZONTAL SEPARATION BETWEEN WATER MAINS, VALVES, FITTINGS AND SANITARY OR STORM SEWER SHALL BE A MINIMUM OF 10 FEET OR IN ACCORDANCE WITH THE F.D.E.P. REGULATIONS AND NASSAU COUNTY STANDARD DETAILS.
16. ALL WATER LINE CROSSINGS SHALL HAVE A FULL LENGTH OF PIPE CENTERED OVER THE EXISTING UTILITY MAIN TO PROVIDE MAXIMUM JOINT SPACING AT CROSSINGS. WATER MAINS CROSSING SANITARY AND STORM SEWER LINES, AS WELL AS VALVES AND FITTINGS, MUST HAVE A MINIMUM 12" VERTICAL SEPARATION. IF THIS SEPARATION CANNOT BE OBTAINED, THE WATER MAIN MUST BE CONSTRUCTED OF DUCTILE IRON PIPE FOR A DISTANCE OF 10' EITHER SIDE OF THE SANITARY OR STORM SEWER MAIN, OR INSTALL WATER MAIN IN D.I. SLEEVE MIN. LENGTH 20' CENTERED, ENDS OF SLEEVE TO BE GROUT FILLED, IN EITHER CASE, MINIMUM OF 6" OF VERTICAL SEPARATION SHALL BE MAINTAINED.
17. MECHANICAL RESTRAINING DEVICES ARE REQUIRED IN ACCORDANCE WITH UTILITY COMPANY STANDARDS WHERE WATER MAINS ARE TERMINATED AND AT ALL BENDS AND TEES.
18. ALL ELECTRIC CONDUIT WORK SHALL BE COMPLETED PRIOR TO THE PRESSURE TESTING OF WATER AND SEWAGE FORCE MAINS.
19. VIDEO INSPECTION SHALL BE REQUIRED ON ALL GRAVITY SEWER MAINS. INSPECTION SHALL BE RECORDED DIGITALLY AND ON DVD. THIS SERVICE SHALL BE PROVIDED BY THE CONTRACTOR AS PART OF THE SANITARY SEWER CONTRACT. ALL LINES ARE TO BE CLEANED AND FLUSHED PRIOR TO INSPECTION. A FULL WRITTEN REPORT, ONE ELECTRONIC COPY, AND ONE PHYSICAL COPY OF THE DVD, AS TO THE CONDITION OF THE PIPE WITH PERTINENT DATA SUCH AS DISTANCE BETWEEN MANHOLES, LOCATION OF SERVICES, ETC. SHALL BE SUBMITTED TO THE OWNER AND ENGINEER PRIOR TO ACCEPTANCE. ALL DEFECTIVE AREAS AND ITEMS SHALL BE REPLACED OR REPAIRED PRIOR TO FINAL ACCEPTANCE. ALL REPAIRED SECTIONS MUST BE REINSPECTED PRIOR TO ACCEPTANCE. NO PIPE DEFLECTIONS SHALL EXCEED 5%. INFILTRATION AND/OR EXFILTRATION TESTING OF GRAVITY SEWERS MAY BE REQUIRED IF DEEMED NECESSARY BY THE ENGINEER. THE MAXIMUM ALLOWABLE INFILTRATION-EXFILTRATION RATE WILL BE 50 GALLONS PER INCH DIAMETER PER MILE PER DAY.
20. ALL NEW AND/OR RELOCATED WATER MAIN PIPES AND FITTINGS SHALL NOT CONTAIN MORE THAN EIGHT PERCENT LEAD AND ALL PACKING AND JOINT MATERIALS USED IN THE JOINTS SHALL CONFORM WITH ALL APPLICABLE AWWA STANDARDS. ALL NEW AND/OR RELOCATED WATER SERVICES AND PLUMBING SHALL CONTAIN NO MORE THAN EIGHT PERCENT LEAD AND ALL SOLDER AND FLUX SHALL CONTAIN NO MORE THAN 0.2 PERCENT LEAD.
21. IF SOLVENT CONTAMINATION IS FOUND IN THE PIPE TRENCH, WORK SHALL BE STOPPED AND THE PROPER AUTHORITIES NOTIFIED. WITH APPROVAL OF THE PERMITTING AGENCY, DUCTILE FITTINGS AND SOLVENT RESISTANT GASKET MATERIAL SHALL BE USED IN THE CONTAMINATED AREA. THE DUCTILE IRON PIPE SHALL EXTEND AT LEAST 100 FEET BEYOND ANY SOLVENT NOTED.
22. GRAVITY SEWER LEAKAGE EXFILTRATION OR INFILTRATION SHALL NOT EXCEED 200 GAL/INCH OF PIPE DIAMETER PER MILE PER DAY, FOR ANY SECTION OF THE SYSTEM.
23. TEST TO BE PERFORMED WITH A MINIMUM POSITIVE HEAD OF 2 FEET. AIR TEST SHALL CONFORM TO ASTM F-1417 SEWER.
24. SEWER MANHOLE INSPECTION AND TESTING FOR WATER TIGHTNESS ON DAMAGE SHALL BE PERFORMED PRIOR TO PLACING INTO SERVICE.
25. UNDERDRAIN SHOWN ON THE PLANS IS AN APPROXIMATION BASED ON THE LIMITED SUBSURFACE INFORMATION AVAILABLE. CONTRACTOR TO COORDINATE WITH NASSAU COUNTY INSPECTOR, ENGINEER OF RECORD AND OWNER'S GEOTECHNICAL ENGINEER PRIOR TO UNDERDRAIN INSTALLATION TO REVIEW FIELD CONDITIONS AND DETERMINE ACTUAL AMOUNT OF UNDERDRAIN TO BE INSTALLED.
26. MINIMUM WATER MAIN AND SEWER COLLECTION/TRANSMISSION SYSTEM OR RECLAIMED WATER MAIN SEPARATIONS ARE MAINTAINED PER F.A.C. 62-555 AS MEASURED FROM THE PIPES OUTSIDE EDGES:
 - 26.A. HORIZONTAL SEPARATION OF AT LEAST 6 FEET AND PREFERABLY 10 FEET MAINTAINED. HORIZONTAL SEPARATION BETWEEN WATER MAIN AND GRAVITY TYPE SEWERS MAY BE REDUCED TO THREE (3) FEET WHERE THE WATER MAIN IS LAID AT LEAST SIX (6) INCHES ABOVE THE TOP OF THE SEWER.

- 26.B. VERTICAL SEPARATION OF AT LEAST SIX (6) INCHES AND PREFERABLY TWELVE (12) INCHES MAINTAINED AT CROSSINGS BETWEEN WATER MAIN AND GRAVITY OR VACUUM-TYPE SANITARY SEWER OR STORM SEWER. VERTICAL SEPARATION OF AT LEAST TWELVE (12) INCHES MAINTAINED AT CROSSINGS BETWEEN WATER MAIN AND PRESSURE TYPE SANITARY SEWER, WASTEWATER OR STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER.
- 26.C. AT CROSSINGS, PIPE JOINTS ARE AS FAR APART AS POSSIBLE AND EQUIDISTANT FROM THE POINT OF CROSSING. WATER MAIN IS ON TOP. A FULL LENGTH OF PIPE IS TO BE CENTERED AT THE CROSSING.
27. ALL CONSTRUCTION SHALL BE IN COMPLIANCE WITH JEA WATER AND SEWER STANDARDS AND DIS MANUAL.
28. ALL PIPE CONSTRUCTION AND TESTING SHALL CONFORM TO THE APPROPRIATE AWWA STANDARDS.
29. PRESSURE AND LEAKAGE TESTING SHALL BE AS SPECIFIED IN ACCORDANCE WITH AWWA C600 AND C605 OR OTHER APPLICABLE STANDARDS.
30. PROPER WATER MAIN DISINFECTION SHALL BE IN ACCORDANCE WITH AWWA C651 AND JEA STANDARDS.

STORMWATER DRAINAGE NOTES

1. ALL STORMWATER DRAINAGE FACILITIES WITHIN PUBLIC RIGHT-OF-WAY AND PAVED AREAS, INCLUDING NASSAU COUNTY RIGHT-OF-WAY, TURN LANES, RESIDENTIAL ROADWAYS, DRIVE AISLES FOR MULTI-FAMILY DEVELOPMENTS, AND MAJOR DRIVE AISLES FOR COMMERCIAL DEVELOPMENTS SHALL BE LASER PROFILED PER FDOT SECTION 430.
2. A BUILDER CANNOT MODIFY THE COUNTY'S STORM WATER MANAGEMENT SYSTEM INCLUDING THE PIPES, INLETS, AREA DRAINS, DITCHES AND RELATED ELEMENTS TYPICALLY WITHIN THE STREET OR WITHIN A DRAINAGE EASEMENT WITHOUT THE PRIOR WRITTEN APPROVAL OF THE COUNTY ENGINEER OR DESIGNEE.
3. DRAINAGE EASEMENTS AND DITCHES SHOULD REMAIN FREE OF STOCKPILED SOIL, SEDIMENT, MUD, CONSTRUCTION MATERIALS/WASTE, ET CETERA AT ALL TIMES. POSITIVE STORMWATER FLOW MUST BE MAINTAINED THROUGHOUT CONSTRUCTION.
4. THE CONTRACTOR SHALL TEMPORARILY OR PERMANENTLY STABILIZE BARE SOIL AREAS AND SOIL STOCKPILES WHEN THE AREA IS INACTIVE FOR FOURTEEN DAYS OR MORE OR HAS REACHED FINISHED GRADE.
5. PER ORDINANCE 99-17 SECTION 11.11.5.4, ALL GRAVITY FLOW PIPE INSTALLATIONS SHALL HAVE A SOIL TIGHT JOINT PERFORMANCE UNLESS SPECIFIC SITE FACTORS WARRANT WATERTIGHT JOINT PERFORMANCE.
6. PER ORDINANCE 99-17 SECTION 10.6.5.1, IMMEDIATELY INSTALL ADDITIONAL EROSION PROTECTION SEDIMENT CONTROL MEASURES IF SEDIMENT IS LEAVING YOUR SITE. FAILURE TO CONTAIN SEDIMENT TO YOUR SITE MAY RESULT IN DELAYED INSPECTIONS, NOTICES OF VIOLATION, CITATIONS, FINES, PENALTIES, AND/OR STOP WORK ORDERS.
7. PER 99-17 SECTION 10.1.2.A-E, STORMWATER MANAGEMENT FOR A PROJECT SHALL NOT HAVE ADVERSE EFFECTS ON ADJACENT PROPERTIES, DOWNSTREAM STRUCTURES, OR RIGHTS OF OTHER LANDOWNERS.

PAVING NOTES

1. PER NASSAU COUNTY ROADWAY AND DRAINAGE STANDARDS, ORDINANCE 99-17 SECTION 12.2 AND 12.4, A CONSTRUCTION BOND AND 26-MONTH MAINTENANCE BOND WILL BE REQUIRED FOR ALL WORK WITHIN NASSAU COUNTY RIGHT-OF-WAY.
2. A PRE-PAVE MEETING IS REQUIRED PRIOR TO ANY PAVING OPERATIONS WITHIN TOWN OF HILLIARD ROW, RESIDENTIAL SUBDIVISIONS, OR MULTI-FAMILY DEVELOPMENTS. CONTACT CORY HOBBS, PUBLIC WORKS DIRECTOR TOWN OF HILLIARD 904-719-1012.
3. APPROVED MIX DESIGNS SHALL BE PROVIDED TO TOWN OF HILLIARD CONSTRUCTION INSPECTOR 48 HOURS PRIOR TO PRE-PAVE MEETING OR PLACEMENT OF CONCRETE.
4. CONTRACTOR IS REQUIRED TO HAVE A CERTIFIED QC ASPHALT LEVEL II TECHNICIAN DURING ANY ASPHALT OPERATIONS WITHIN TOWN OF HILLIARD ROW, RESIDENTIAL SUBDIVISION, OR MULTI-FAMILY DEVELOPMENTS.
5. ALL BASES SHALL BE PRIMED IN ACCORDANCE WITH ORDINANCE 99-17 SECTION 11.5.2.3, NASSAU COUNTY STANDARD DETAILS, AND FDOT STANDARD SPECIFICATIONS.
6. SIGNAGE AND PAVEMENT MARKINGS SHALL BE IN COMPLIANCE WITH NASSAU COUNTY STANDARDS, MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD), AND FDOT STANDARD PLANS.
7. MAINTENANCE OF TRAFFIC (MOT) SHALL BE IN COMPLIANCE WITH FDOT STANDARD INDEX 600 SERIES.
8. ALL WORK, MATERIALS, AND TESTING PERFORMED WITHIN TOWN OF HILLIARD RIGHT-OF-WAY AND SINGLE-FAMILY/MULTI-FAMILY DEVELOPMENTS SHALL BE IN ACCORDANCE WITH THE CURRENT REVISION OF NASSAU COUNTY'S ORDINANCE 99-17 AND ALL CURRENT NASSAU COUNTY

STANDARD DETAILS.

9. PER ORDINANCE 99-17 SECTION 11.9.2, ALL PAVEMENT MARKINGS WITHIN TOWN OF HILLIARD ROW SHALL BE LEAD FREE THERMOPLASTIC MEETING NASSAU COUNTY AND FDOT STANDARD SPECIFICATION LATEST EDITION.
10. REMOVING PAVEMENT MARKINGS WITHIN NASSAU COUNTY ROW SHALL BE:
 - 10.A. GRINDING OR HYDRO-BLASTING ON WEATHERED ASPHALT SURFACES.
 - 10.B. HYDRO-BLASTING ONLY ON NEW ASPHALT SURFACES.
 - 10.C. PAINT BLACKOUT IS PROHIBITED.
11. PER ORDINANCE 99-17 SECTION 8.5.5, ANY DAMAGE TO PAVEMENT RESULTING FROM CONSTRUCTION OR PAVEMENT MARKING REMOVAL WITHIN PUBLIC ROW NOT PLANNED AS PART OF THE PROJECT SHALL BE MILLED AND OVERLAID FOR ENTIRE WIDTH OF ROADWAY AND LENGTH OF DAMAGE PLUS 50' IN EACH DIRECTION.
12. ALL UNDERGROUND UTILITIES, OR APPROPRIATE CONDUIT SLEEVES THAT ARE TO BE INSTALLED UNDER PAVEMENT, MUST BE INSTALLED PRIOR TO PREPARATION OF THE SUBGRADE FOR PAVEMENT.
13. SINGLE VERTICAL JOINTS IN ROADWAY CONSTRUCTION SHALL BE AVOIDED IN NASSAU COUNTY RIGHT-OF-WAY USING NASSAU COUNTY STANDARD DETAIL #26.
14. ALL DRAINAGE STRUCTURES SHALL HAVE TRAFFIC BEARING GRATES THAT MEET OR EXCEED THE RATING FOR THE FACILITIES EXPECTED TRAFFIC.
15. ALL CONCRETE SHALL BE A MINIMUM OF 3000 PSI WITHIN PUBLIC RIGHT-OF-WAY.

ITEM-3

TE TOCOI Engineering
a **BAXTER & WOODMAN** company
714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
TEL: 815-458-1280 E.B. NUMBER: 31795

ENGINEER OF RECORD
CHARLES SOHM
FLORIDA
REGISTRATION NUMBER:
79289

EMERGENCY HURRICANE SHELTER
FOR
TOWN OF HILLIARD
GENERAL NOTES

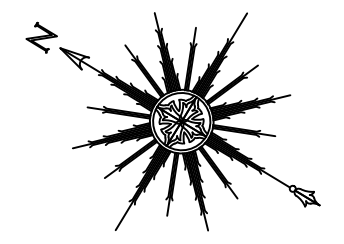
REVISIONS

PLOT DATE: 5/29/26
DRAWN BY: RMV
DESIGNED BY: CNS
CHECKED BY: JLP
CLIENT CODE: PQHAR
JOB NO.: 2500197

SHEET NO.

2B

31



0 30 60
SCALE: 1" = 30'
SCALE: 1" = 60'
FOR: 22"x34" SHEET
FOR: 11"x17" SHEET

BASIN B
AREA = 0.25 AC
IMP. = 0.21 AC

BASIN A
AREA = 2.02 AC
IMP. = 0.67 AC

BASIN C
AREA = 0.22 AC
IMP. = 0.11 AC

BASIN D
AREA = 0.07 AC
IMP. = 0.07 AC

PROPOSED
106'±x118'±
12,223 SF
ONE STORY
BUILDING
FFE 71.70

BASIN E
AREA = 1.50 AC
IMP. = 0.43 AC
L = 325 FT
S = 1.7% AVG.
Tc = 10 MIN.

BASIN F
AREA = 2.31 AC
IMP. = 0.18 AC

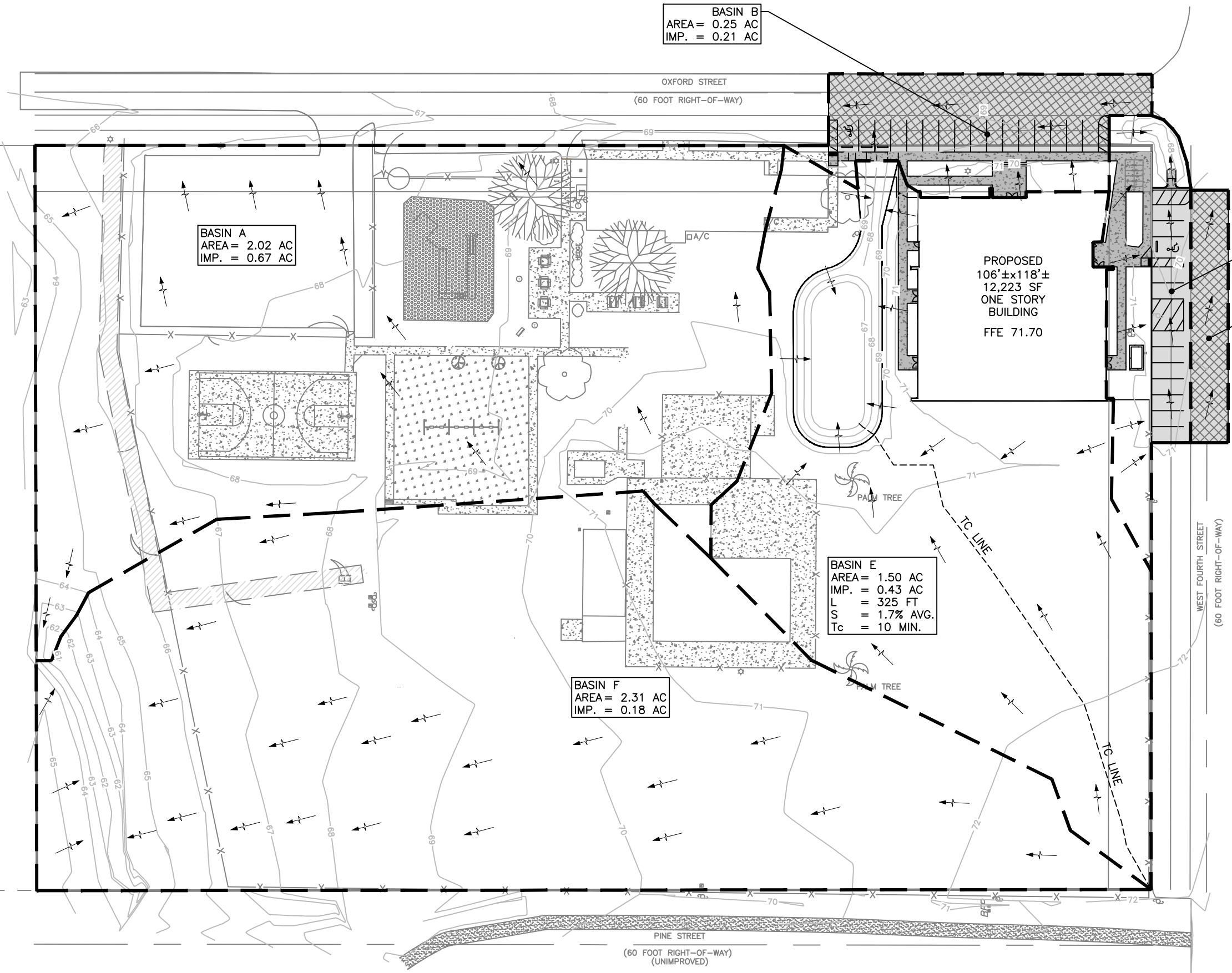
- LEGEND**
- AREAS WHERE NEW CONCRETE CONSTRUCTION IS TO OCCUR
 - AREAS WHERE ASPHALT RESURFACING IS TO OCCUR
 - AREAS WHERE NEW ASPHALT CONSTRUCTION IS TO OCCUR
 - PROPERTY BOUNDARY
 - DRAINAGE DIVIDE
 - FLOW ARROW
 - TIME OF CONCENTRATION LINE

SITE DATA

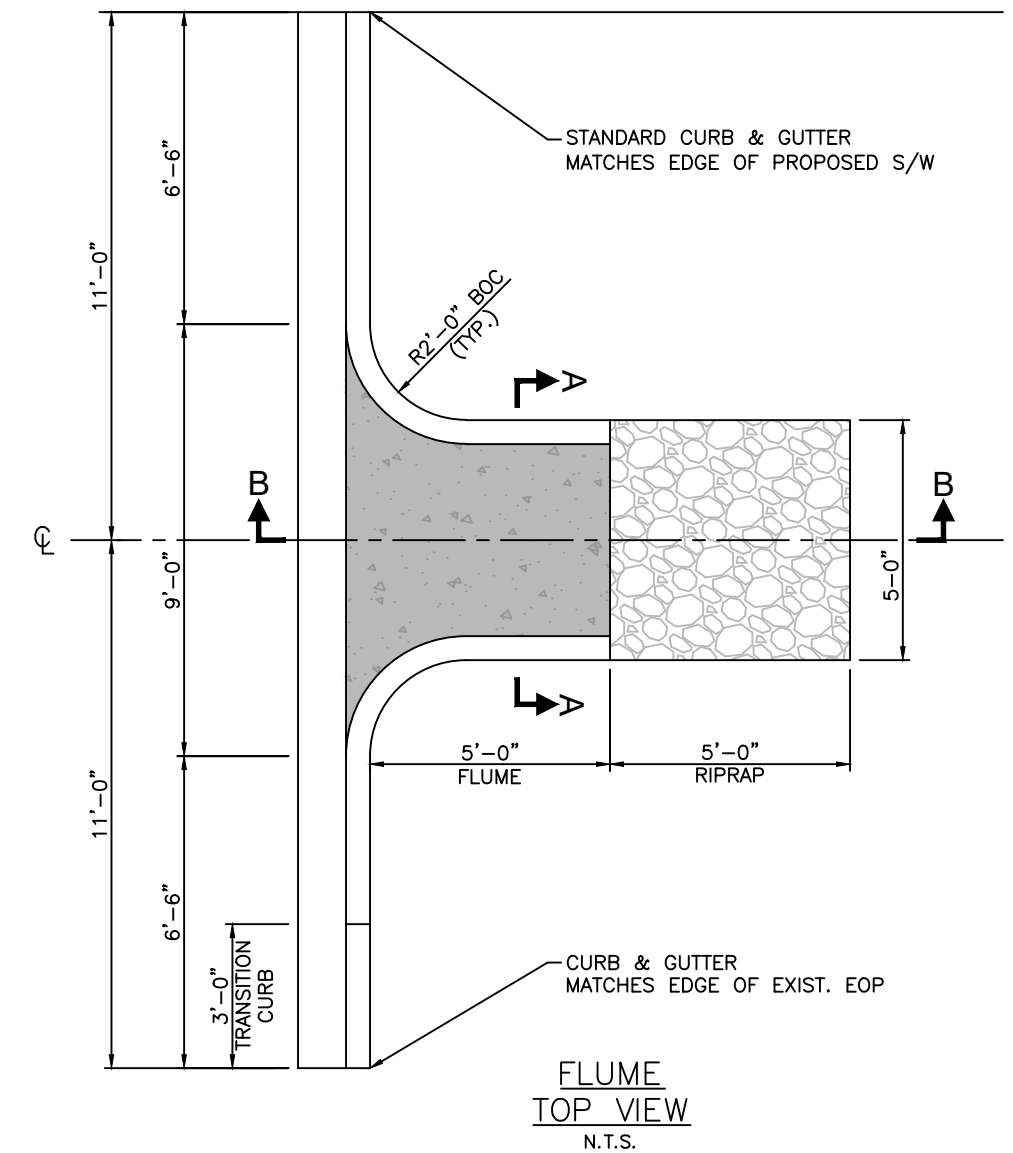
PARCEL AREA	= 6.05 AC
PROJECT AREA	= 6.37 AC
IMPERVIOUS AREA	= 1.67 AC
WETLANDS AREA	= 0.00 AC
CN UPLANDS	= 49
CN WETLANDS	= N/A
CN WEIGHTED	= 49

DEP SITE DATA

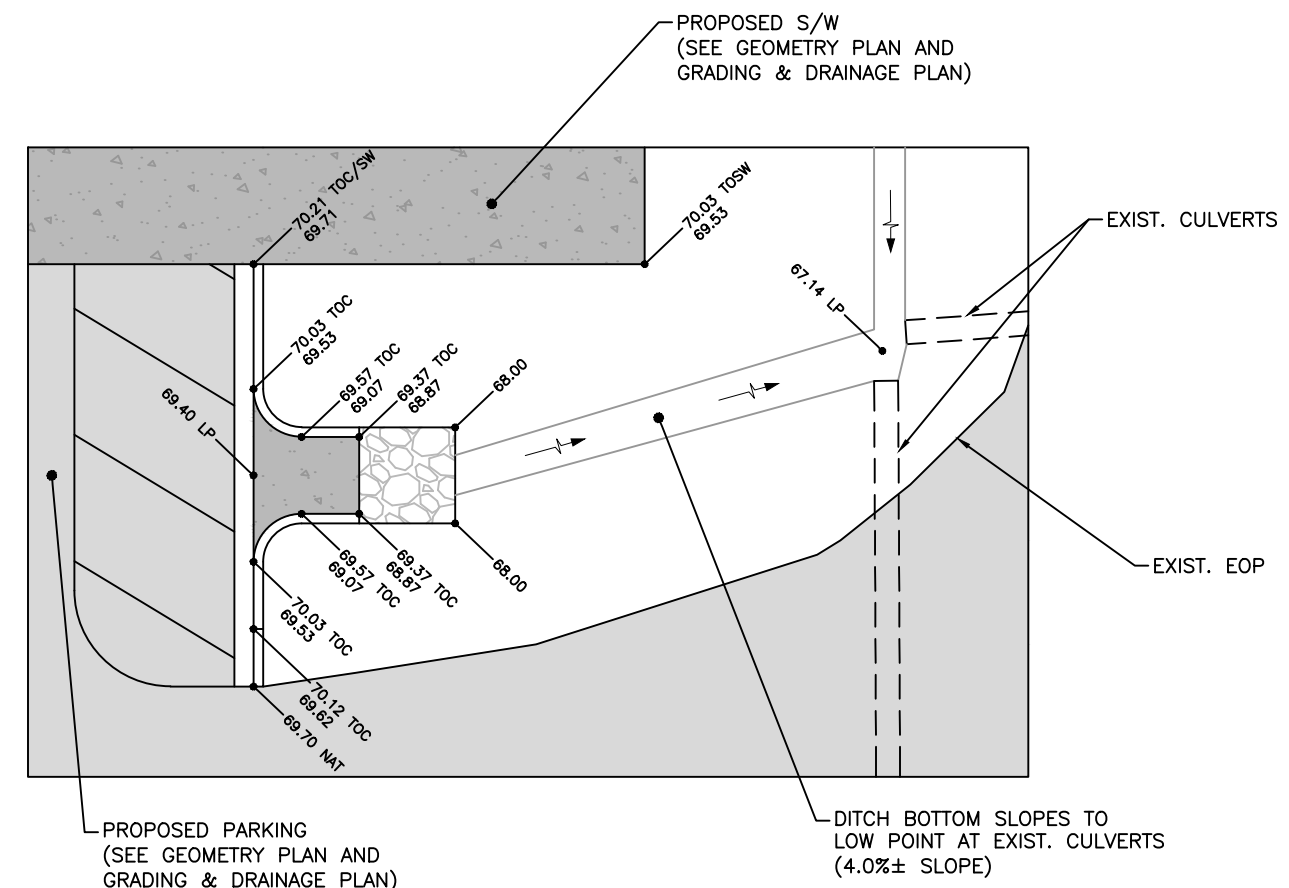
PROJECT AREA	= 6.37 AC
PARCEL AREA	= 6.05 AC
IMPERVIOUS AREA	= 1.47 AC
EXISTING CONDITIONS	= 1.67 AC
PROPOSED CONDITIONS	= 1.67 AC
ADDED IMPERVIOUS	= 0.20 AC



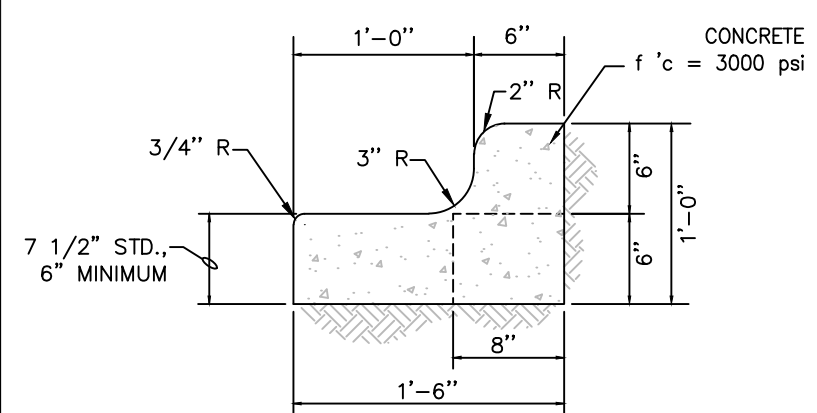
REVISIONS



FLUME TOP VIEW
N.T.S.

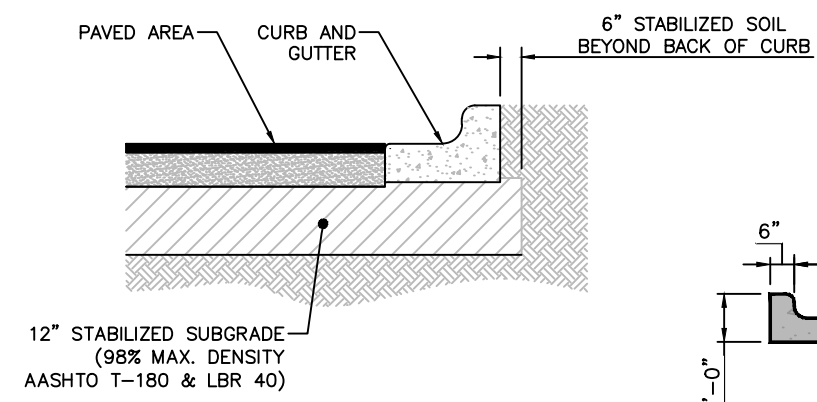


FLUME PLAN VIEW IN PLACE
N.T.S.

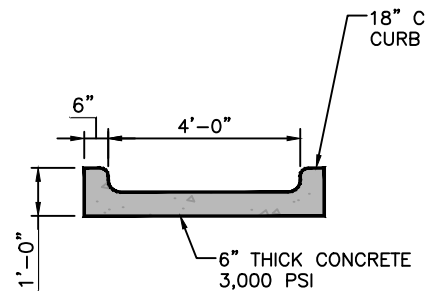


STANDARD CURB & GUTTER
N.T.S.

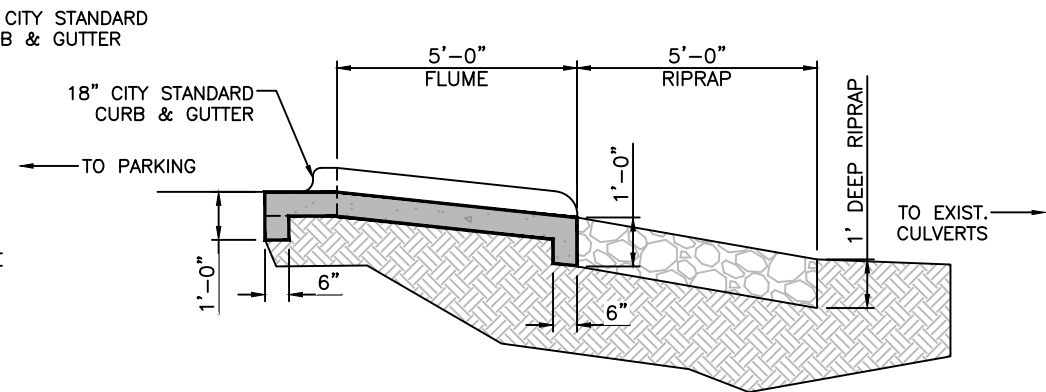
NOTE:
 WHEN USED ON HIGH SIDE OF ROADWAYS, THE CROSS SLOPE OF THE GUTTER SHALL MATCH THE CROSS SLOPE OF THE ADJACENT PAVEMENT AND THE THICKNESS OF THE LIP SHALL BE 6", UNLESS OTHERWISE SHOWN ON PLANS.



SOIL STABILIZATION DETAIL
N.T.S.



FLUME SECTION A-A
N.T.S.



FLUME SECTION B-B
N.T.S.

HORIZONTAL & VERTICAL SEPARATION REQUIREMENTS

CONFLICTING UTILITY	PROPOSED UTILITY											
	POTABLE WATER			WASTEWATER GRAVITY AND FORCE MAIN			RECLAIMED WATER			VACUUM SEWERS		
	HORIZ.	VERT.	JOINT SPACING*	HORIZ.	VERT.	JOINT SPACING*	HORIZ.	VERT.	JOINT SPACING*	HORIZ.	VERT.	JOINT SPACING*
POTABLE WATER	3' NOTE 1	12"	3' NOTE 2	6' to 10'	12"	6' NOTE 5	3'	12"	6' NOTE 2	3' to 10'	12"	3' NOTE 2
RECLAIMED WATER	3'	12"	6' NOTE 2	3' NOTE 1	12"	3' NOTE 2	3'	12"	6' NOTE 2	3' NOTE 1	12"	3' NOTE 2
WASTEWATER (GRAVITY AND FORCE MAIN)	6' to 10'	12"	6' NOTE 2	3' NOTE 1	12"	6"	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2
VACUUM SEWERS	3' to 10'	12"	3' NOTE 2	3' NOTE 1	12"	6"	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2
RIGHT OF WAYS	3' NOTE 1	N/A	N/A	3' NOTE 1	N/A	N/A	3' NOTE 1	N/A	N/A	3' NOTE 1	N/A	N/A
PERMANENT STRUCTURES (SIGNS, POLES, ETC.)	3' NOTE 1	N/A	N/A	3' NOTE 1	N/A	N/A	3' NOTE 1	N/A	N/A	3' NOTE 1	N/A	N/A
STORM SEWERS	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2
GAS	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2
TREES	3'-6' NOTE 6	N/A	N/A	3'-6' NOTE 6	N/A	N/A	3'-6' NOTE 6	N/A	N/A	3'-6' NOTE 6	N/A	N/A
ALL OTHER UTILITIES	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2	3' NOTE 1	12"	3' NOTE 2

- NOTES:**
- THIS SEPARATION REQUIREMENT IS TO PROVIDE ACCESSIBILITY FOR CONSTRUCTION AND MAINTENANCE. THREE FEET OF HORIZONTAL SEPARATION IS THE MINIMUM FOR PIPES WITH THREE FEET OF COVER. FOR PIPES INSTALLED AT GREATER DEPTH, PROVIDE AN ADDITIONAL FOOT OF SEPARATION FOR EACH ADDITIONAL FOOT OF DEPTH.
 - THE MINIMUM JOINT SPACING REQUIRED FROM CROSSING FROM OTHER UTILITIES WHILE STILL MAINTAINING MINIMUM VERTICAL SEPARATION.
 - DISTANCES GIVEN ARE FROM OUTSIDE OF PIPE TO OUTSIDE OF PIPE.
 - NO WATER PIPE SHALL PASS THROUGH OR COME INTO CONTACT WITH ANY PART OF SANITARY OR STORM WATER MANHOLE OR STRUCTURES.
 - WATER MAIN SHOULD CROSS ABOVE OTHER PIPES WHENEVER POSSIBLE. WHEN WATER MAIN MUST BE BELOW OTHER UTILITY PIPING, THE MINIMUM SEPARATION SHALL BE 12 INCHES.
 - REFER TO POTABLE WATER PIPING- SECTION 350, III.4.11.

SEPARATION REQUIREMENTS FOR WATER, WASTEWATER AND RECLAIMED WATER MAINS

JANUARY 2025

JE A PLATE W-10

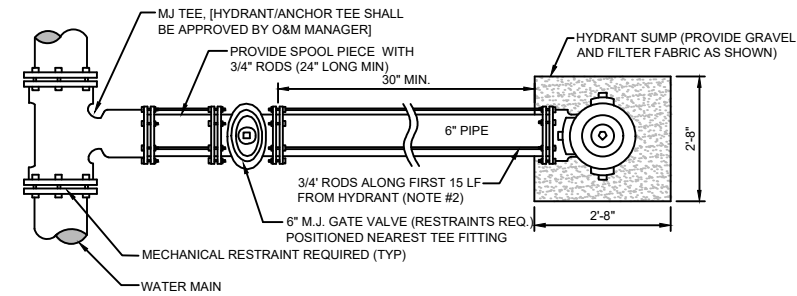
WATER MAIN AND NON-WATER MAIN SEPARATION REQUIREMENTS - NOTES

- IT IS REQUIRED THAT "WATER MAINS" BE INSTALLED, CLEANED, DISINFECTED AND HAVE A SATISFACTORY BACTERIOLOGICAL SURVEY PERFORMED IN ACCORDANCE WITH THE LATEST APPLICABLE AWWA STANDARDS, CHAPTER 62-555, F.A.C. AND LATEST TOWN OF HILLIARD WATER AND SEWER STANDARDS. FOR THE PURPOSE OF THIS SECTION, THE PHRASE "WATER MAINS" SHALL MEAN MAINS, INCLUDING TREATMENT PLANT PROCESS PIPING, CONVEYING EITHER RAW, PARTIALLY TREATED, OR FINISHED DRINKING WATER; FIRE HYDRANT LEADS; AND SERVICE LINES THAT HAVE AN INSIDE DIAMETER OF THREE (3) INCHES OR GREATER. IN ADDITION, THE PHRASE "RECLAIMED WATER" REFERS TO THE WATER REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C.
- NEW OR RELOCATED, UNDERGROUND WATER MAINS SHALL BE LAID TO PROVIDE A HORIZONTAL DISTANCE OF AT LEAST THREE (3) FEET BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED STORM SEWER, STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER.
- NEW OR RELOCATED, UNDERGROUND WATER MAINS SHALL BE LAID TO PROVIDE A HORIZONTAL DISTANCE OF AT LEAST SIX (6) FEET, AND PREFERABLY TEN (10) FEET, BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED GRAVITY OR PRESSURE-TYPE SANITARY SEWER, WASTEWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER. THE MINIMUM HORIZONTAL SEPARATION DISTANCE BETWEEN WATER MAINS AND GRAVITY-TYPE SANITARY SEWERS MAY BE REDUCED TO THREE (3) FEET WHERE THE BOTTOM OF THE WATER MAIN IS LAID AT LEAST SIX (6) INCHES ABOVE THE TOP OF THE SEWER (SPECIAL CASE).
- NEW OR RELOCATED, UNDERGROUND WATER MAINS CROSSING ANY EXISTING OR PROPOSED GRAVITY OR VACUUM-TYPE SANITARY SEWER OR STORM SEWER SHALL BE LAID SO THE OUTSIDE OF THE WATER MAIN IS AT LEAST SIX (6) INCHES, AND PREFERABLY TWELVE (12) INCHES, ABOVE OR AT LEAST TWELVE (12) INCHES BELOW THE OUTSIDE OF THE OTHER PIPELINE. HOWEVER, IT IS PREFERABLE TO LAY THE WATER MAIN ABOVE THE OTHER PIPELINE.
- NEW OR RELOCATED, UNDERGROUND WATER MAINS CROSSING ANY EXISTING OR PROPOSED PRESSURE-TYPE SANITARY SEWER, WASTEWATER OR STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER SHALL BE LAID SO THE OUTSIDE OF THE WATER MAIN IS AT LEAST TWELVE (12) INCHES ABOVE OR BELOW THE OUTSIDE OF THE OTHER PIPELINE. HOWEVER, IT IS PREFERABLE TO LAY THE WATER MAIN ABOVE THE OTHER PIPELINE.
- AT THE UTILITY CROSSINGS DESCRIBED IN NOTES 4 AND 5 ABOVE, ONE FULL LENGTH OF WATER MAIN PIPE SHALL BE CENTERED ABOVE OR BELOW THE OTHER PIPELINE SO THE WATER MAIN JOINTS WILL BE AS FAR AS POSSIBLE FROM THE OTHER PIPELINE. ALTERNATIVELY, AT SUCH CROSSINGS, THE PIPES SHALL BE ARRANGED SO THAT ALL WATER MAIN JOINTS ARE AT LEAST THREE (3) FEET FROM ALL JOINTS IN VACUUM-TYPE SANITARY SEWERS, STORM SEWERS, STORMWATER FORCE MAINS, OR PIPELINES CONVEYING RECLAIMED WATER, AND AT LEAST SIX (6) FEET FROM ALL JOINTS IN GRAVITY OR PRESSURE-TYPE SANITARY SEWERS, WASTEWATER FORCE MAINS, OR PIPELINE CONVEYING RECLAIMED WATER.
- NEW OR RELOCATED FIRE HYDRANTS SHALL BE LOCATED SO THAT THE HYDRANTS ARE AT LEAST THREE (3) FEET FROM ANY EXISTING OR PROPOSED STORM SEWER, STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER; AT LEAST THREE (3) FEET, AND PREFERABLY TEN (10) FEET, FROM ANY EXISTING OR PROPOSED VACUUM-TYPE SANITARY SEWER; AT LEAST SIX (6) FEET, AND PREFERABLY TEN (10) FEET, FROM ANY EXISTING OR PROPOSED GRAVITY OR PRESSURE-TYPE SANITARY SEWER OR WASTEWATER FORCE MAIN.
- WHERE AN UNDERGROUND WATER MAIN IS BEING LAID LESS THAN THE REQUIRED MINIMUM HORIZONTAL DISTANCE FROM ANOTHER PIPELINE AND WHERE AN UNDERGROUND WATER MAIN IS CROSSING ANOTHER PIPELINE AND JOINTS IN THE WATER MAIN ARE BEING LOCATED LESS THAN THE REQUIRED MINIMUM DISTANCE FROM JOINTS IN THE OTHER PIPELINE, THE CONTRACTOR SHALL CONSULT THE DESIGN ENGINEER TO OBTAIN APPROVAL OF ANY ALTERNATIVE CONSTRUCTION METHODS, PRIOR TO CONSTRUCTION.

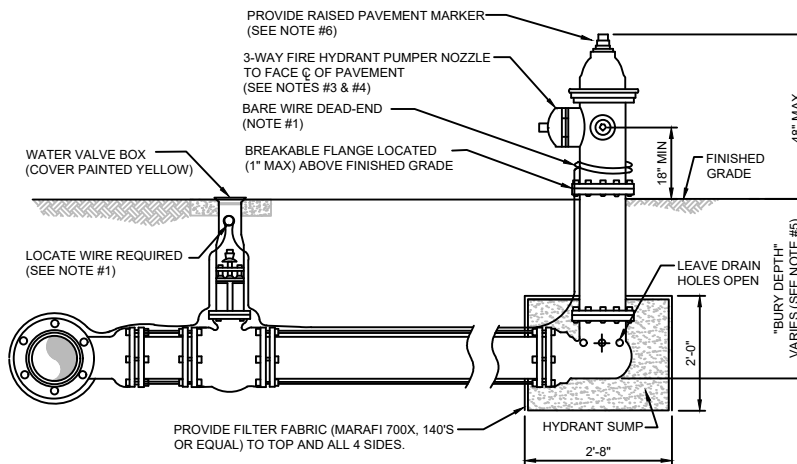
NOTES ON UTILITY SEPARATION REQUIREMENTS

JANUARY 2025

JE A PLATE W-11



PLAN



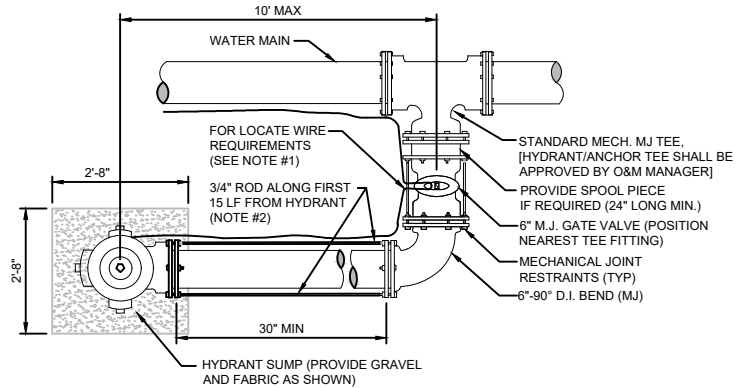
SECTION

- NOTES:**
- LOCATE WIRE SHALL BE ROUTED FROM THE VALVE TO THE HYDRANT AS SHOWN ABOVE LEAVING ENOUGH SLACK TO REACH 4' ABOVE FINAL GRADE. THE END OF THE WIRE SHALL BE SECURED TO THE PIPE MAIN. SEE SECTION 350, LOCATE WIRE INSTALLATION PARAGRAPH.
 - FIRE HYDRANTS SHALL BE INSTALLED BETWEEN BACK OF CURB AND FACE OF SIDEWALK AND NOT WITHIN SWALE/DITCH AREAS. THE DISTANCE RANGE FROM EDGE OF ADJACENT PAVEMENT, BACK OF CURB AND FACE OF SIDEWALK SHALL BE IN COMPLIANCE WITH LOCAL COUNTY FIRE DEPARTMENT RULES AND AS APPROVED BY TOWN OF HILLIARD AND APPLICABLE PERMITTING AGENCIES. DISTANCE SHALL BE MEASURED TO THE CLOSEST PART OF THE FIRE HYDRANT (I.E. THE PUMPER NOZZLE). THE MAXIMUM DISTANCE (BACK OF CURB) SHALL BE IN COMPLIANCE WITH LOCAL COUNTY FIRE DEPARTMENT RULES AND AS APPROVED BY TOWN OF HILLIARD. FOR OTHER LOCATION LIMITATIONS SEE PLATES W-10 AND W-11. IF PIPING BETWEEN TEE AND HYDRANT IS LONGER THAN 80 LF, AN ADDITIONAL 6" GATE VALVE IS REQUIRED AT THE HYDRANT LOCATION (PROVIDE 30' SEPARATION). ALL PIPING, VALVES AND FITTINGS ALONG THE HYDRANT BRANCH MAIN WHICH IS WITHIN 15 LF OF THE HYDRANT SHALL BE RESTRAINED UTILIZING ONLY TWO 3/4" DIA (THREADED ENDS) STEEL RODS AND EYE BOLTS (NO JOINT RESTRAINT DEVICES REQUIRED). A SPLIT SERRATED RING WITH RESTRAINT EARS (EBA 15 PF06 OR EQUAL) MAYBE USED IN THIS ASSEMBLY. ALL OTHER JOINTS ALONG THE HYDRANT BRANCH MAIN OUTSIDE OF THE FIRST 15 LF SHALL INCLUDE JOINT RESTRAINTS.
 - NO WATER MAIN BRANCHES OR SERVICE TAPS SHALL BE ALLOWED ALONG THE HYDRANT BRANCH MAIN, UNLESS APPROVED BY TOWN OF HILLIARD.
 - OPERATION OF THE FIRE HYDRANT SHALL BE EITHER FULL OPEN POSITION OR TOTALLY CLOSED POSITION. THE HYDRANT SHALL NOT BE UTILIZED TO THROTTLE OUTLET FLOW.
 - PRIOR TO PROJECT FINAL INSPECTION, THE HYDRANT AND ALL ABOVE GROUND PIPING SHALL BE RE-OILED, GREASED AND REPAINTED (RUS-KIL ENAMEL-INTERNATIONAL YELLOW OR EQUAL). PRIVATELY OWNED AND MAINTAINED FIRE HYDRANTS SHALL BE PAINTED RED.
 - FIRE HYDRANTS SHALL BE ORDERED WITH PROPER "BURY DEPTH" TO MEET ACTUAL FIELD CONDITIONS. THIS IS ESPECIALLY IMPORTANT FOR BRANCH LINES WHICH TEE-OFF A 12" OR LARGER WATER MAIN. UNLESS APPROVED OTHERWISE BY TOWN OF HILLIARD, THE INSTALLATION OF (45°) BENDS IS NOT ACCEPTABLE WHEN UTILIZED TO CORRECT AN IMPROPERLY FURNISHED HYDRANT. THE USE OF HYDRANT EXTENSIONS SHOULD BE MINIMIZED.
 - BLUE REFLECTIVE MARKERS SHALL BE INSTALLED IN SUCH A MANNER THAT THE REFLECTIVE FACE OF THE MARKER IS PERPENDICULAR TO A LINE PARALLEL TO THE ROADWAY CENTERLINE. THE BLUE REFLECTIVE MARKERS SHALL BE PLACED IN THE CENTER OF THE TRAVEL LANE, DIRECTLY ACROSS FROM AND ADJACENT TO EACH FIRE HYDRANT.

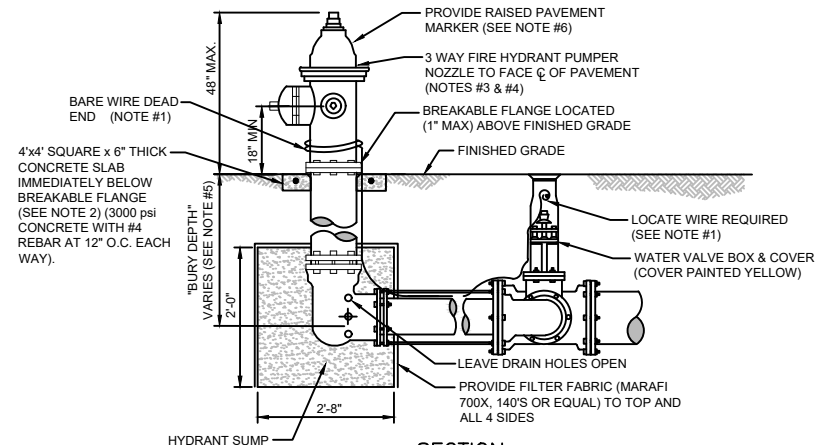
FIRE HYDRANT INSTALLATION USING MECHANICAL JOINT TEE

JANUARY 2025

JE A PLATE W-13



PLAN



SECTION

- NOTES:**
- LOCATE WIRE SHALL BE ROUTED FROM THE VALVE TO THE HYDRANT AS SHOWN ABOVE LEAVING ENOUGH SLACK TO REACH 4' ABOVE FINAL GRADE. THE END OF THE WIRE SHALL BE SECURED TO THE PIPE MAIN. SEE SECTION 350, LOCATE WIRE INSTALLATION PARAGRAPH.
 - FIRE HYDRANTS SHALL BE INSTALLED BETWEEN BACK OF CURB AND FACE OF SIDEWALK. ALL HYDRANTS SHALL BE LOCATED NO LESS THAN THREE (3) FEET FROM THE EDGE OF PAVEMENT OR BACK OF CURB OF THE ADJACENT ROADWAY AND NO LESS THAN THREE (3) FEET FROM ANY PHYSICAL FEATURE WHICH MAY OBSTRUCT ACCESS OR VIEW OF ANY HYDRANT UNLESS OTHERWISE APPROVED BY THE TOWN OF HILLIARD. THE MAXIMUM DISTANCE (BACK OF CURB) SHALL BE IN COMPLIANCE WITH LOCAL COUNTY FIRE DEPARTMENT RULES AND AS APPROVED BY TOWN OF HILLIARD. FOR OTHER LOCATION LIMITATIONS SEE PLATES W-10 AND W-11. IF PIPING BETWEEN TEE AND HYDRANT IS LONGER THAN 80 LF, AN ADDITIONAL 6" GATE VALVE IS REQUIRED AT THE HYDRANT LOCATION (PROVIDE 30' SEPARATION). ALL PIPING, VALVES AND FITTINGS ALONG THE HYDRANT BRANCH MAIN WHICH IS WITHIN 15 LF OF THE HYDRANT SHALL BE RESTRAINED UTILIZING ONLY TWO 3/4" DIA (THREADED ENDS) STEEL RODS AND EYE BOLTS (NO JOINT RESTRAINT DEVICES REQUIRED). A SPLIT SERRATED RING WITH RESTRAINT EARS (EBA 15 PF06 OR EQUAL) MAYBE USED IN THIS ASSEMBLY. ALL OTHER JOINTS ALONG THE HYDRANT BRANCH MAIN OUTSIDE OF THE FIRST 15 LF SHALL INCLUDE JOINT RESTRAINTS.
 - NO WATER MAIN BRANCHES OR SERVICE TAPS SHALL BE ALLOWED ALONG THE HYDRANT BRANCH MAIN, UNLESS APPROVED BY TOWN OF HILLIARD.
 - OPERATION OF THE FIRE HYDRANT SHALL BE EITHER FULL OPEN POSITION OR TOTALLY CLOSED POSITION. THE HYDRANT SHALL NOT BE UTILIZED TO THROTTLE OUTLET FLOW.
 - PRIOR TO PROJECT FINAL INSPECTION, THE HYDRANT AND ALL ABOVE GROUND PIPING SHALL BE RE-OILED, GREASED AND REPAINTED (RUS-KIL ENAMEL-INTERNATIONAL YELLOW OR EQUAL). PRIVATELY OWNED AND MAINTAINED FIRE HYDRANTS SHALL BE PAINTED RED.
 - FIRE HYDRANTS SHALL BE ORDERED WITH PROPER "BURY DEPTH" TO MEET ACTUAL FIELD CONDITIONS. THIS IS ESPECIALLY IMPORTANT FOR BRANCH LINES WHICH TEE-OFF A 12" OR LARGER WATER MAIN. UNLESS APPROVED OTHERWISE BY TOWN OF HILLIARD, THE INSTALLATION OF (45°) BENDS IS NOT ACCEPTABLE WHEN UTILIZED TO CORRECT AN IMPROPERLY FURNISHED HYDRANT. THE USE OF HYDRANT EXTENSIONS SHOULD BE MINIMIZED.
 - BLUE REFLECTIVE MARKERS SHALL BE INSTALLED IN SUCH A MANNER THAT THE REFLECTIVE FACE OF THE MARKER IS PERPENDICULAR TO A LINE PARALLEL TO THE ROADWAY CENTERLINE. THE BLUE REFLECTIVE MARKERS SHALL BE PLACED IN THE CENTER OF THE TRAVEL LANE, DIRECTLY ACROSS FROM AND ADJACENT TO EACH FIRE HYDRANT.

FIRE HYDRANT INSTALLATION LIMITED SPACE

JANUARY 2025

JE A PLATE W-14

ITEM-3

PI TOCOI Engineering
a **BAXTER & WOODMAN** company
714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
TEL: 815-458-1260
E.B. NUMBER: 31795

ENGINEER OF RECORD
CHARLES SOHM
FLORIDA
REGISTRATION NUMBER:
79289

EMERGENCY HURRICANE SHELTER
FOR
TOWN OF HILLIARD
UTILITY DETAILS

REVISIONS

NO.	DATE	DESCRIPTION

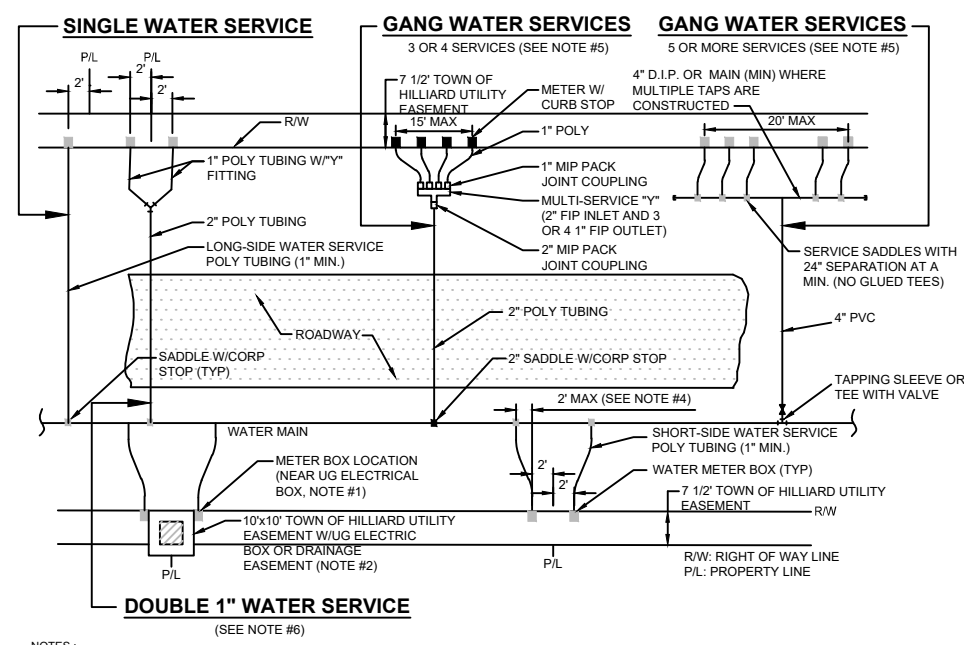
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SHEET NO.

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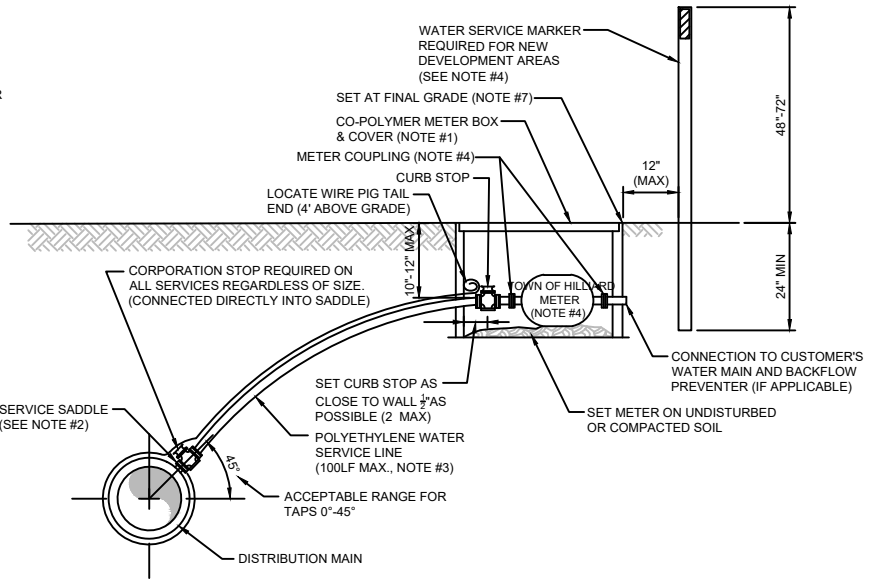
47

A LOCATE WIRE SHALL BE PLACED ON SERVICES 10FT OR GREATER.



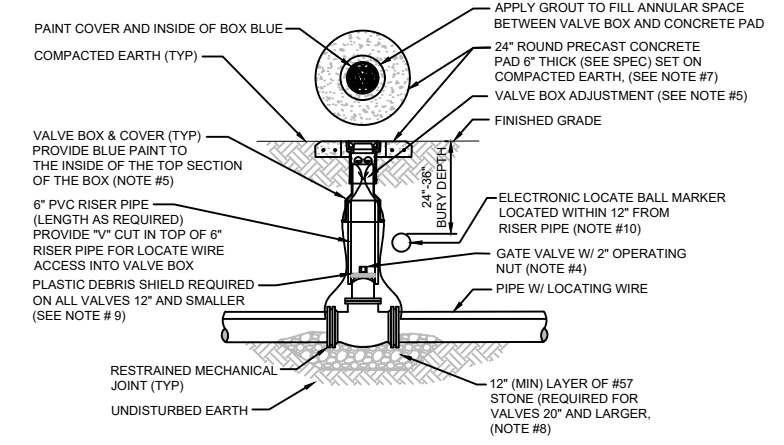
- NOTES:
- THE SKETCHES ABOVE INDICATE TYPICAL WATER SERVICE AND METER BOX LOCATIONS. ACTUAL LOCATIONS OF BOXES MAY VARY SLIGHTLY ACCORDING TO FIELD CONDITIONS ENCOUNTERED. TYPICALLY, THE METER BOX SHALL BE LOCATED AT THE R/W LINE BUT INSIDE THE 7 1/2' ELECTRIC EASEMENT.
 - UNLESS SPECIFIED OTHERWISE BY THE APPLICABLE COUNTY (NASSAU, CLAY OR ST. JOHNS COUNTY), THE METER BOX SHALL BE LOCATED IN THE TOWN OF HILLIARD 7 1/2' UTILITY EASEMENT, AND TWO FEET INSIDE OF THE PROLONGATION OF ONE OF THE SIDE PROPERTY LINES. IF A CONFLICT EXISTS WITH OTHER UTILITIES, THE METER BOX MAY BE ADJUSTED TO FOUR FEET (MAX.) INSIDE PROPERTY LINES (IN LIEU OF TWO FEET), UNLESS APPROVED OTHERWISE BY TOWN OF HILLIARD. THE WATER METER BOX SHALL BE LOCATED IN NON-TRAFFIC AREAS (NOT IN SIDEWALKS OR DRIVEWAYS). IF THE METER BOX IS APPROVED BY TOWN OF HILLIARD TO BE LOCATED IN A DRIVEWAY OR SIDEWALK, THEN THE CONSTRUCTION SHALL MEET STANDARD DETAIL NUMBERS W-384, AT A MINIMUM (SEE W-3 AND W-4 FOR THE REQUIREMENTS OF SPECIAL ORDER POLYMER BOX AND TOP). SET TOP OF BOX AT FINISHED GRADE. IF AN UNAPPROVED METER BOX IS IDENTIFIED BY TOWN OF HILLIARD, THEN THE CONTRACTOR OR CUSTOMER SHALL BE RESPONSIBLE FOR THE COST OF RELOCATING ANY METER BOX WHICH IS LOCATED IN THE SIDEWALK OR DRIVEWAY OR THE COST TO PROVIDE THE CORRECT METER BOX. TOWN OF HILLIARD SHALL APPROVE ALL DEVIATIONS TO THE ABOVE PRIOR TO CONSTRUCTION.
 - IF DRAINAGE OR OTHER EASEMENT LOCATED BETWEEN LOTS, METER BOXES SHALL BE LOCATED AT THE EASEMENT LINE BUT OUTSIDE THE EASEMENT AREA.
 - FOR SINGLE SERVICES, THE HORIZONTAL DISTANCE (PERPENDICULAR TO THE MAIN) BETWEEN THE SERVICES SADDLE AND THE METER BOX SHALL BE 2 FEET MAXIMUM. FOR DOUBLE 1" SERVICES, THE 2" POLY MAIN SHALL BE LOCATED CENTERED BETWEEN THE TWO METER BOXES. LOCATE WIRE IS REQUIRED ON ALL SERVICES 10' OR GREATER IN LENGTH. IF LOCATE WIRE IS REQUIRED, THE WIRE SHALL RUN FROM THE METER BOX (W/ PIG TAIL) TO THE MAIN (DEAD END SHALL BE TAPED WITH NO CONNECTION TO MAIN WIRE WITH THE LAST 24 INCHES STRIPED OF INSULATION/BARE WIRE AS GROUND). ALL EXCEPTIONS TO THIS REQUIREMENT MUST BE APPROVED BY TOWN OF HILLIARD. THIS WILL ASSIST IN LOCATING EXISTING SERVICE LINES IN THE FUTURE.
 - GANG WATER SERVICES: FOR 3 OR 4 SERVICES IN ONE AREA, A DUCTILE IRON PIPE (D.I.P.) WATER MAIN EXTENSION W/LOCATE WIRE MAY BE UTILIZED ON EITHER SHORT-SIDE OR LONG SIDE SERVICES WHERE SHOWN ON THE DRAWINGS. LOCATE WIRE SHALL EXTEND FROM ONE METER BOX TO CORP STOP AT WATER MAIN. FOR 5 OR MORE SERVICES IN ONE AREA, A WATER MAIN EXTENSION W/LOCATE WIRE MAY BE UTILIZED ON EITHER SHORT-SIDE OR LONG SIDE SERVICES WHERE SHOWN ON THE DRAWINGS (TAPS STAGGERED AND AT 2 FEET ON CENTER-MIN). FOR WATER SUPPLY HEADERS WHERE 5 OR MORE TAPS ARE CONSTRUCTED, THE HEADER PIPE SHALL BE 4" AT A MINIMUM. EXAMPLE: CONSTRUCT A 4" MAIN PVC CROSSING THE STREET FOR 5 RESIDENTIAL CUSTOMERS, UTILIZING 4" D.I.P., 4" PIPE, 4"x1" SADDLES AND 1" CORP STOPS (NO GLUED TEE FITTINGS). THE 4" OR LARGER D.I.P. WATER MAIN MUST BE SIZED AND DESIGNED BY THE P.E. ENGINEER.
 - DOUBLE 1" WATER SERVICES IS ALLOWED FOR SHORT SIDE OR LONG SIDE SERVICES AND WHERE SHOWN ON THE DRAWINGS.
 - A 1" IRRIGATION SERVICE MAYBE TAPPED INTO THE (1" MIN) DOMESTIC WATER SERVICE LINE (WHICH SERVES THE SAME CUSTOMER) UTILIZING A 1" BRONZE "Y" FITTING. (IN AREAS WHERE NO RECLAIMED WATER IS AVAILABLE).
 - No 2" AND SMALLER WATER SERVICE TAPS PERMITTED ON WATER MAINS WHICH ARE 20" AND LARGER SIZE.
 - RECLAIMED WATER METER BOXES OR SERVICES SHALL BE CONSTRUCTED SIMILAR TO THE ABOVE AND SHALL BE LOCATED, AT A MIN. OF 10' FROM THE POTABLE WATER SERVICE, AND/OR BOX AND NOT ALLOWED IN CONCRETE OR ASPHALT UNLESS APPROVED OTHERWISE BY TOWN OF HILLIARD.
 - SERVICE SIZE SHALL BE SAME AS THE METER SIZE.

WATER OR RECLAIM SERVICE INSTALLATIONS
2" AND SMALLER METER
JANUARY 2025 JEA PLATE W-1



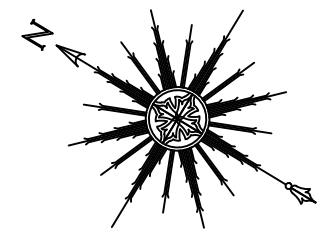
- NOTES:
- SEE PLATE W-1 FOR METER LOCATION REQUIREMENTS.
 - SINGLE BAND SADDLES SHALL BE UTILIZED ON NEW 1" WATER SERVICES WHICH ARE INSTALLED ON A DRY 10" SIZE OR SMALLER WATER MAIN (NEW WATER MAIN CONSTRUCTION). FOR WET TAPS OR WATER MAINS 12" SIZE AND LARGER, A DOUBLE BAND SADDLE IS REQUIRED. BRASS SADDLES MAY BE UTILIZED ON NEW 1 INCH AND SMALLER WATER SERVICES WHICH ARE INSTALLED ON A DRY 10 INCH OR SMALLER PVC WATER MAIN.
 - NO OPEN CUT UNDER ROADWAY PAVING ALLOWED UNLESS THE ROADWAY IS BEING RECONSTRUCTED OR IF DIRECTED OTHERWISE BY J.E.A. CONSTRUCT POLY LINE WITH 24" (MIN.) COVER UNDER ROADWAYS. THE POLY WATER SERVICE LINE SHALL BE SAME SIZE AS THE METER (1" MINIMUM) AND BE INSTALLED PERPENDICULAR TO THE MAIN AND NOT EXCEED 100LF UNLESS APPROVED OTHERWISE BY TOWN OF HILLIARD.
 - INSTALL PVC PLUG IN ALL CURB STOPS IF WATER SERVICE IS "NOT IN USE" (I.E.: IF NO METER IS INSTALLED). WATER SERVICES SERVING VACANT LOTS (SERVICE NOT IN USE), SHALL INCLUDE A "V" CUT INTO THE CURB (CLOSEST TO THE METER BOX), AND PAINTED BLUE (PAINTED PURPLE FOR RECLAIMED WATER). IN ADDITION, FOR NEW DEVELOPMENT AREAS WHERE THE WATER SERVICE IS "NOT IN USE", A LANDSCAPE TIMBER OR 3x3 MIN. P.T. POST (TOP PAINTED BLUE OR PURPLE FOR RECLAIMED WATER). THE REMOVAL OR TRANSFER OF A WATER SERVICE SHALL INCLUDE BRASS METER COUPLINGS (HEX ON BARREL TYPE).
 - NO 2" AND SMALLER WATER SERVICE TAPS PERMITTED ON WATER MAINS WHICH ARE 20" AND LARGER SIZE.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF THE METER OR ELECTRONIC DEVICES IF DAMAGED BY THE CONTRACTOR DURING THE CONSTRUCTION PERIOD.
 - METER BOX AND TOP SHALL BE CLEAR OF ALL DEBRIS TO ALLOW FULL ACCESS TO BOX (I.E. NO DIRT, TRASH OR OTHER DEBRIS PLACED ON TOP OF BOX).
 - LOCATE WIRING REQUIRED ON ALL SERVICES 10' OR GREATER IN LENGTH. SEE PLATE W-44.

WATER SERVICE DETAIL- 2" AND SMALLER METER
JANUARY 2025 JEA PLATE W-2



- NOTES:
- FOR UNPAVED LOCATIONS, A PRECAST CONCRETE VALVE PAD SHALL BE PROVIDED AND INSTALLED FLUSH WITH GRADE. CONCRETE PAD IS NOT REQUIRED FOR VALVE LOCATED IN THE ROADWAY, UNLESS SHOWN OR NOTED OTHERWISE.
 - LOCATING WIRE IS REQUIRED ON ALL PRESSURE PIPING (SEE DETAIL W-44).
 - A "V" CUT SHALL BE CARVED IN THE CURB CLOSEST/ADJACENT/(ASPHALT IF NO CURB) TO ALL BELOW GRADE VALVES. THE "V" CUT IS TO BE PAINTED BLUE WATER/PURPLE RECLAIMED.
 - IN PAVED AREAS, INSTALL VALVE AT A DEPTH TO ALLOW A 12" MIN. DISTANCE BETWEEN THE VALVE COVER PLATE AND THE TOP OF THE VALVE OPERATING NUT. OUTSIDE OF PAVED AREAS (GRASS), INSTALL VALVE AT A DEPTH TO ALLOW A 6" MINIMUM DISTANCE BETWEEN THE VALVE COVER AND THE TOP OF THE VALVE OPERATING NUT. OPERATING NUT/STEM EXTENSION SHALL BE PROVIDED (WHERE APPLICABLE) SO THAT THE OPERATING NUT WILL BE NO MORE THAN 30 INCHES BELOW FINISHED GRADE.
 - FOR NEW CONSTRUCTION, THE VALVE BOX SHALL BE ADJUSTED TO MIDGRADE TO ALLOW FOR FUTURE BOX ADJUSTMENTS. ROUTE LOCATE WIRES THRU A "V" CUT IN THE TOP OF THE 6" PVC RISER PIPE FOR LOCATE WIRE ACCESS INTO VALVE BOX. THE LOCATE WIRES WITH A 24" LONG PIG-TAIL AT THE TOP SHALL BE CONNECTED TOGETHER WITH A WIRE NUT.
 - BRASS IDENTIFICATION TAG INDICATING "WATER", VALVE SIZE, DIRECTION AND TURNS TO OPEN & VALVE TYPE. PROVIDE A 1/2" HOLE IN BRASS TAG AND ATTACH TAG (TWIST WIRE AROUND TAG) TO THE END OF THE LOCATE WIRE. TAGS ARE NOT REQUIRED ON VALVES INSTALLED ON FIRE HYDRANT BRANCH LINES.
 - IN LIEU OF PRECAST CONCRETE PAD, A 6" THICK X 24" (ROUND OR SQUARE) POURED CONCRETE PAD W/2 - #4 REBAR AROUND PERIMETER, MAY BE USED.
 - GRAVEL SHALL BE PROVIDED UNDER ALL VALVES 20" AND LARGER. THE MINIMUM VERTICAL LIMIT OF GRAVEL IS 12" UNDER THE VALVE UP TO 1/2 THE OVERALL HEIGHT OF THE VALVE.
 - FOR VALVES 12 INCH AND SMALLER, PROVIDE A WHITE OR BLACK PLASTIC DEBRIS SHIELD WHICH INSTALLS BELOW THE OPERATING NUT. THIS SHIELD SHALL CENTER THE RISER PIPE BOX OVER THE OPERATING NUT AND MINIMIZE INFILTRATION. SHIELD SHALL BE BY AFC, BOXLOK OR APPROVED EQUAL.
 - ALL VALVES SHALL BE INSTALLED WITH AN ELECTRIC LOCATE MARKER. MARKER SHALL BE 4" DIA. COLOR CODED BALL MARKER (3M-1403XR FOR WATER AND 1408XR FOR RECLAIMED WATER).

WATER VALVE INSTALLATION DETAIL
JANUARY 2025 JEA PLATE W-18



0 10 20
 SCALE: 1" = 10'
 SCALE: 1" = 20'
 FOR: 22"x34" SHEET
 FOR: 11"x17" SHEET

ALL PARKING STRIPES
 TO BE 6" WIDE
 WHITE THERMOPLASTIC

CONST. 24" WIDE
 WHITE THERMOPLASTIC
 STOP BAR AT
 EXIST. STOP SIGN

EXIST.
 STOP SIGN

CONST. 24" WIDE
 WHITE THERMOPLASTIC
 STOP BAR AT
 EXIST. STOP SIGN

EXIST.
 STOP SIGN

EXIST.
 STOP SIGN

CONST. 24" WIDE
 WHITE THERMOPLASTIC
 STOP BAR AT
 EXIST. STOP SIGN

LEGEND

- AREAS WHERE NEW CONCRETE CONSTRUCTION IS TO OCCUR
- AREAS WHERE ASPHALT RESURFACING IS TO OCCUR
- AREAS WHERE NEW ASPHALT CONSTRUCTION IS TO OCCUR
- PROPERTY BOUNDARY

NOTE: FOR ADA PARKING DETAILS
 SEE MISC. DETAILS



FTP-20-06
 AND
 FTP-22-06
 (POST MOUNTED)



FTP-20-06
 AND
 FTP-22-06
 (POST MOUNTED)

PROPOSED
 106'±x118'±
 12,223 SF
 ONE STORY
 BUILDING

1' WATER ALVE

ALL PARKING STRIPES
 TO BE 6" WIDE
 WHITE THERMOPLASTIC

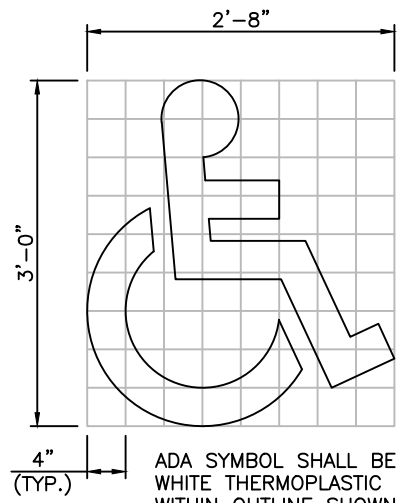
REVISIONS

NO.	DATE	DESCRIPTION

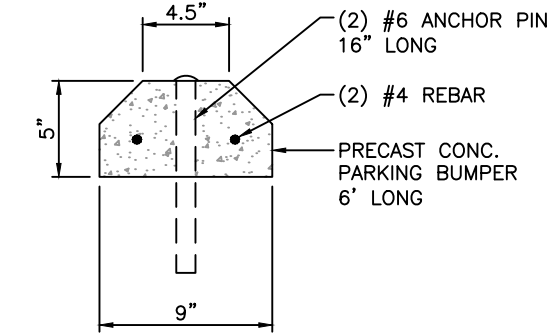
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SHEET NO.

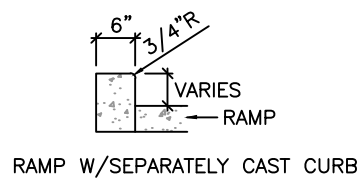
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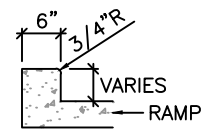
ADA SYMBOL DETAIL
N.T.S.



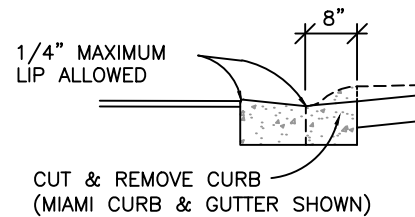
CONCRETE WHEEL STOP
N.T.S.



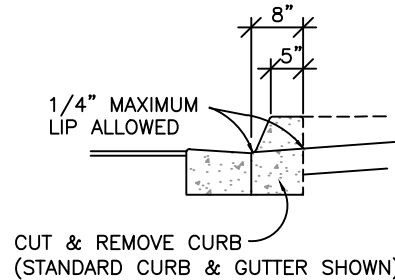
RAMP W/SEPARATELY CAST CURB



RAMP W/INTEGRAL CAST CURB
RAMP CURB OPTIONS
N.T.S.

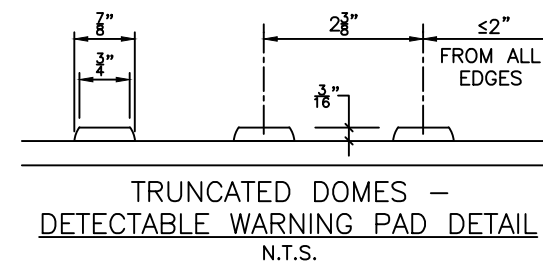


CUT & REMOVE CURB
(MIAMI CURB & GUTTER SHOWN)



CUT & REMOVE CURB
(STANDARD CURB & GUTTER SHOWN)

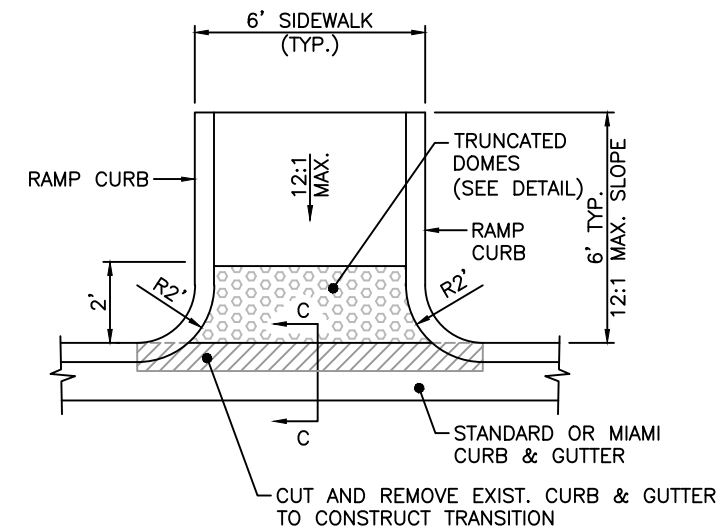
SECTION C-C
N.T.S.



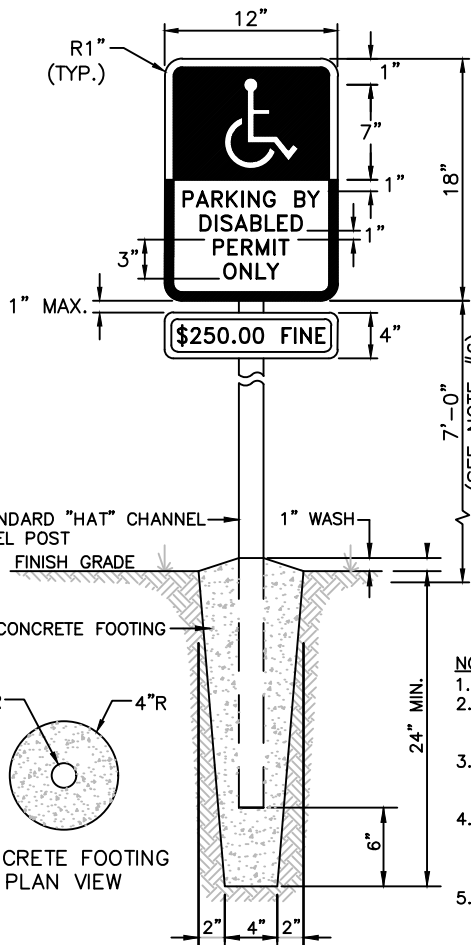
TRUNCATED DOMES -
DETECTABLE WARNING PAD DETAIL
N.T.S.

DETECTABLE WARNINGS IN CURB RAMP/CROSSWALKS SHALL COMPLY WITH ALL ADA REQUIREMENTS INCLUDING FDOT STANDARD SPECIFICATIONS 527 AND FDOT INDEX NO. 522

ALL NEW CONCRETE RAMP SURFACES TO RECEIVE BROOM FINISH. SEE FDOT STANDARD SPECIFICATIONS 522-7.2 (SURFACE REQUIREMENTS)



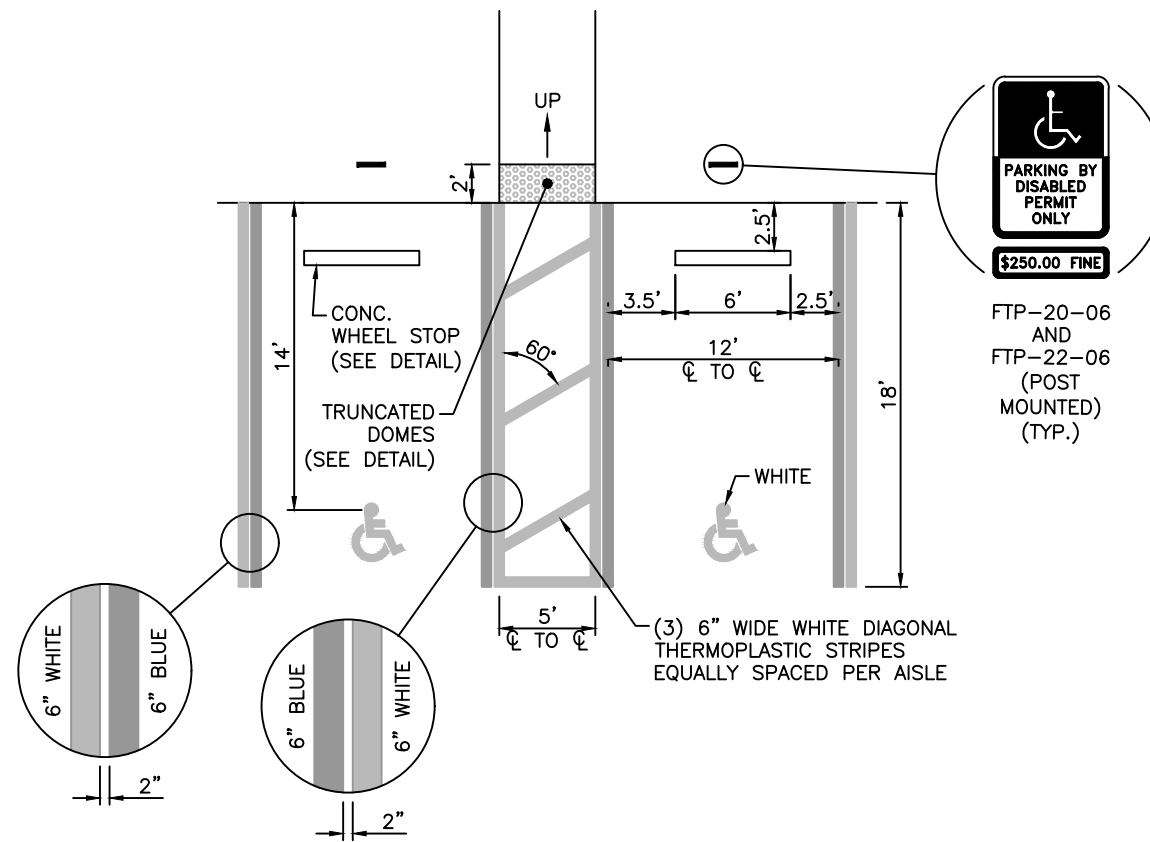
PLAN VIEW
N.T.S.



ADA SIGN DETAIL
N.T.S.

NOTES

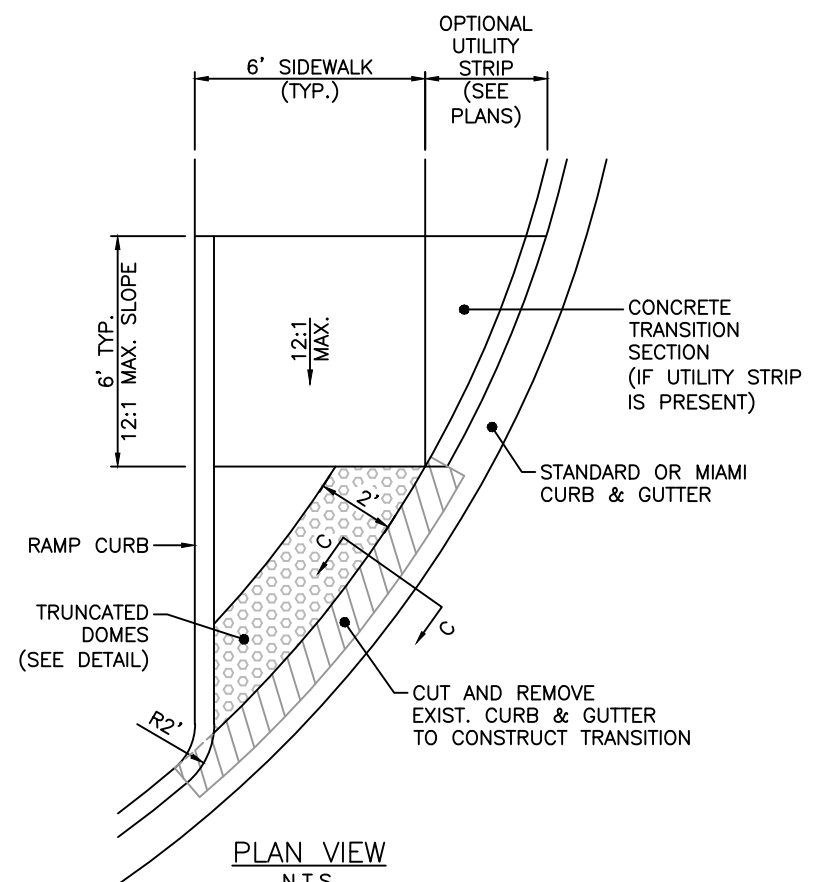
1. ALL LETTERS ARE 1" SERIES.
2. TOP PORTION OF SIGN SHALL HAVE A REFLECTORIZED BLUE BACKGROUND WITH WHITE REFLECTORIZED LEGEND & BORDER.
3. BOTTOM PORTION OF SIGN SHALL HAVE A REFLECTORIZED WHITE BACKGROUND WITH BLOCK OPAQUE LEGEND & BORDER.
4. LETTERS AND NUMBERS ON SIGN SHALL HAVE A WIDTH-TO-HEIGHT RATIO BETWEEN 3:5 AND 1:1 AND A STROKE WIDTH-TO-HEIGHT RATIO BETWEEN 1:5 AND 1:10.
5. ADDITIONAL ASSOCIATED SIGNS ("VAN ACCESSIBLE, ETC.) SHALL BE WHITE REFLECTORIZED BACKGROUND WITH 1" SERIES C BLUE REFLECTORIZED LETTERING AND BORDER.
6. SIGNS SHALL NOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE.
7. ADA PARKING SPACE SIZE, STRIPING, AND SIGNAGE SHALL BE IN ACCORDANCE WITH ALL APPLICABLE CITY, STATE, & FEDERAL REGULATIONS.



ADA PARKING DETAIL
N.T.S.

NOTES

1. EACH SUCH PARKING SPACE SHALL BE CONSPICUOUSLY OUTLINED IN BLUE THERMOPLASTIC, AND SHALL BE POSTED AND MAINTAINED WITH A PERMANENT, ABOVE-GRADE SIGN BEARING THE INTERNATIONAL SYMBOL OF ACCESSIBILITY OR THE CAPTION "PARKING BY DISABLED PERMIT ONLY", OR BEARING BOTH SUCH SYMBOLS AND CAPTION. SUCH SIGNS SHALL NOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE. ALL ADA PARKING SPACES MUST BE DESIGNED AND MARKED IN ACCORDANCE WITH THE STANDARDS ADOPTED BY THE DEPARTMENT OF TRANSPORTATION.
2. THE FTP-22-06 PANEL SHALL BE MOUNTED BELOW THE FTP-20-06 SIGN.



ADA RAMP AND CURB CUT DETAIL
N.T.S.

ITEM-3

TECOCOI Engineering
a BAXTER & WOODMAN company
714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
TEL: 815-458-1260 E.B. NUMBER: 31795

ENGINEER OF RECORD
CHARLES SOHM
FLORIDA
REGISTRATION NUMBER:
79289

EMERGENCY HURRICANE SHELTER
FOR
TOWN OF HILLIARD
MISCELLANEOUS DETAILS

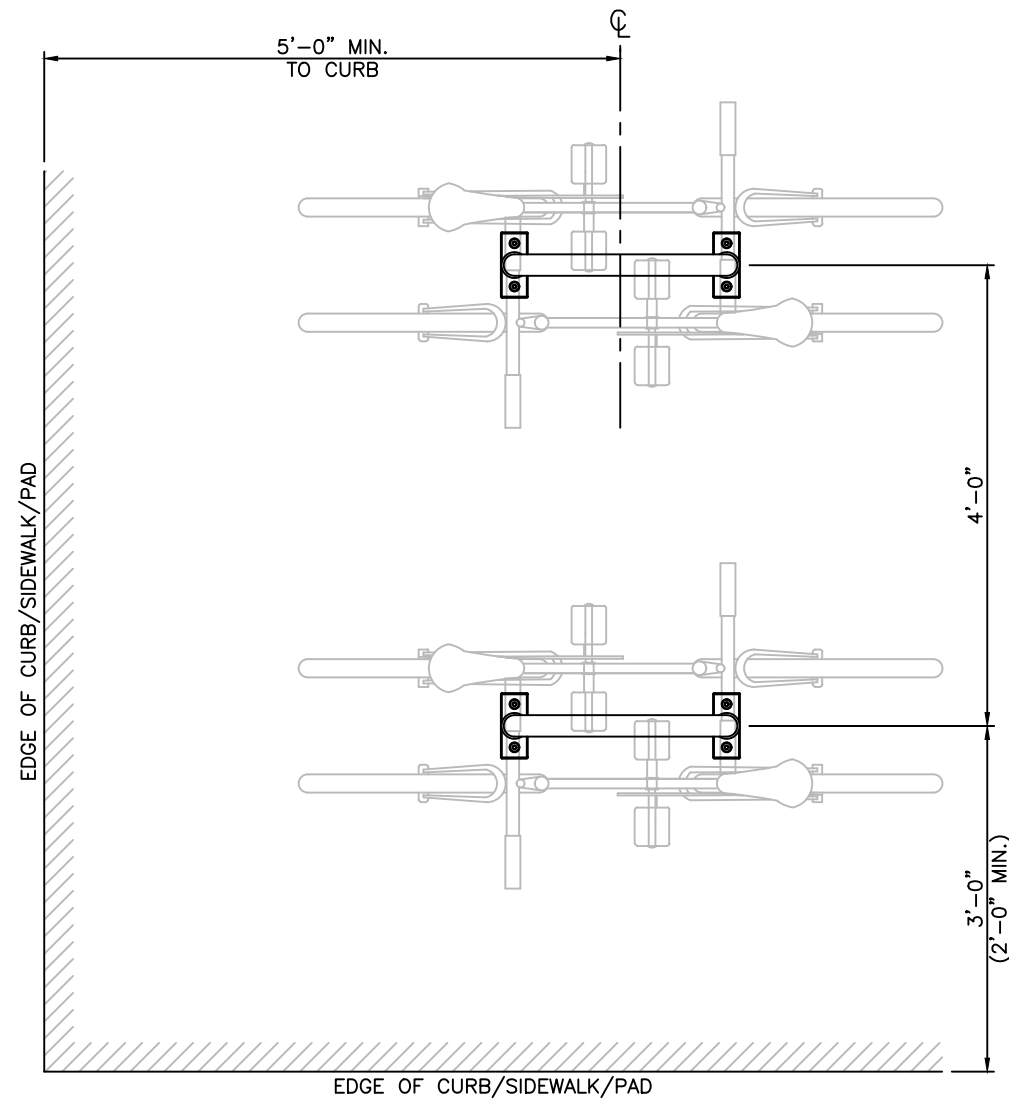
REVISIONS

PLOT DATE: 5/29/26
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DESIGNED BY: CNS
CHECKED BY: JLP
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JOB NO.: 2500197

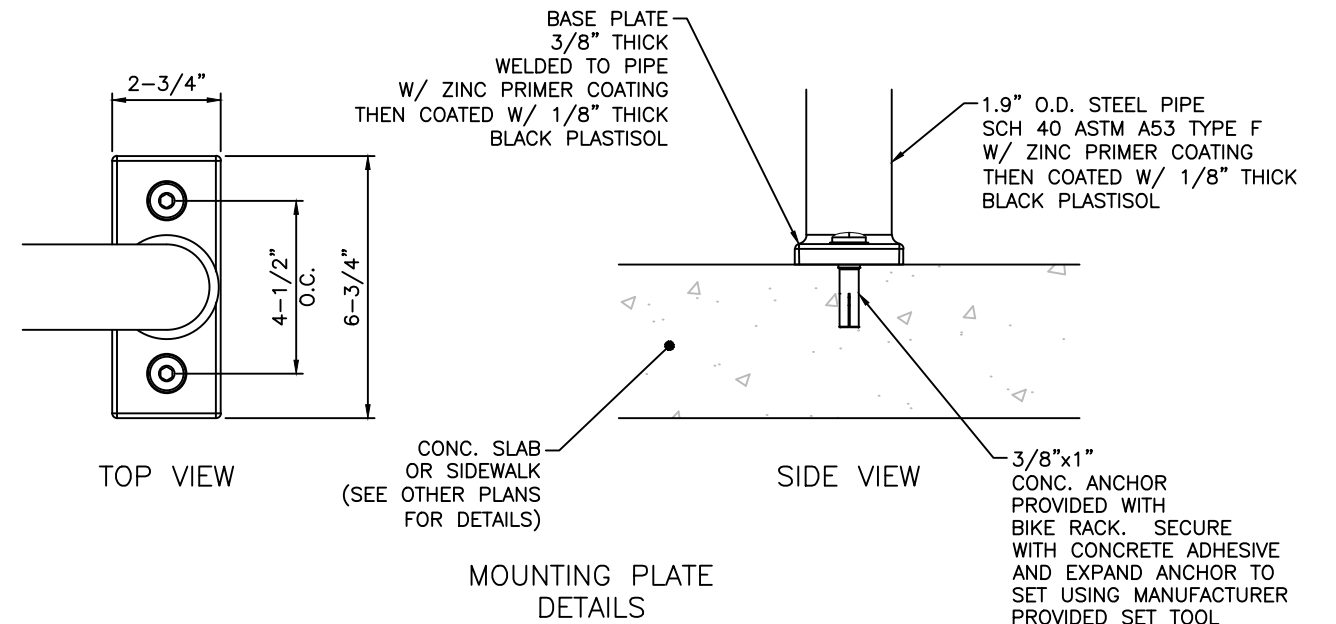
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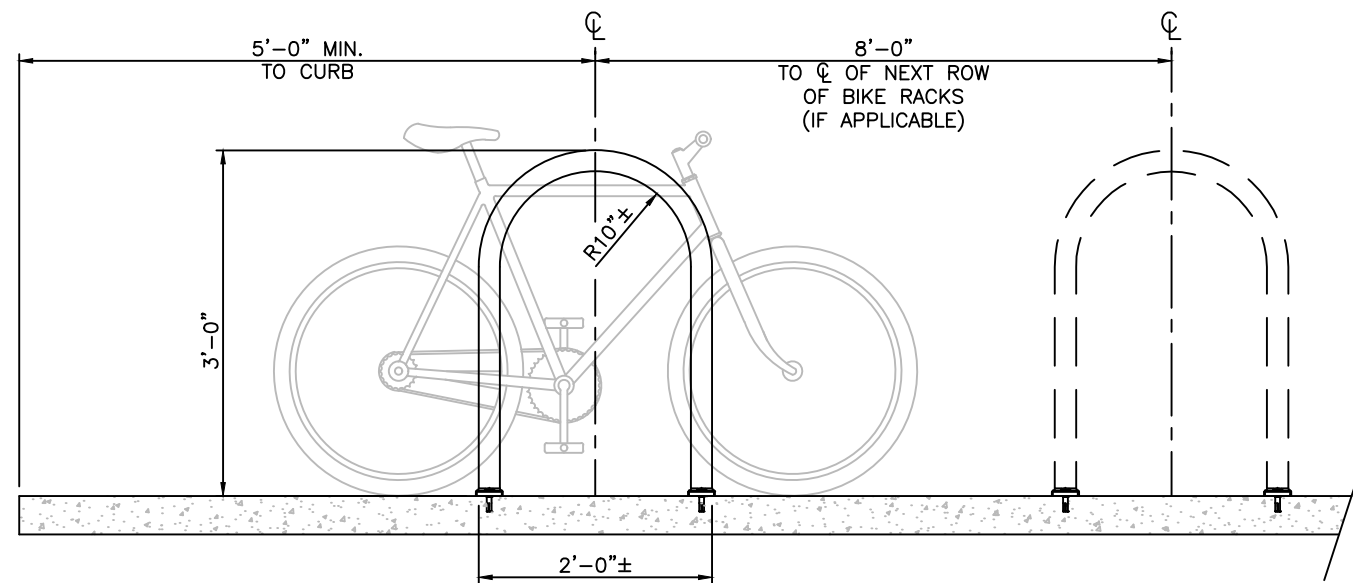


TOP VIEW

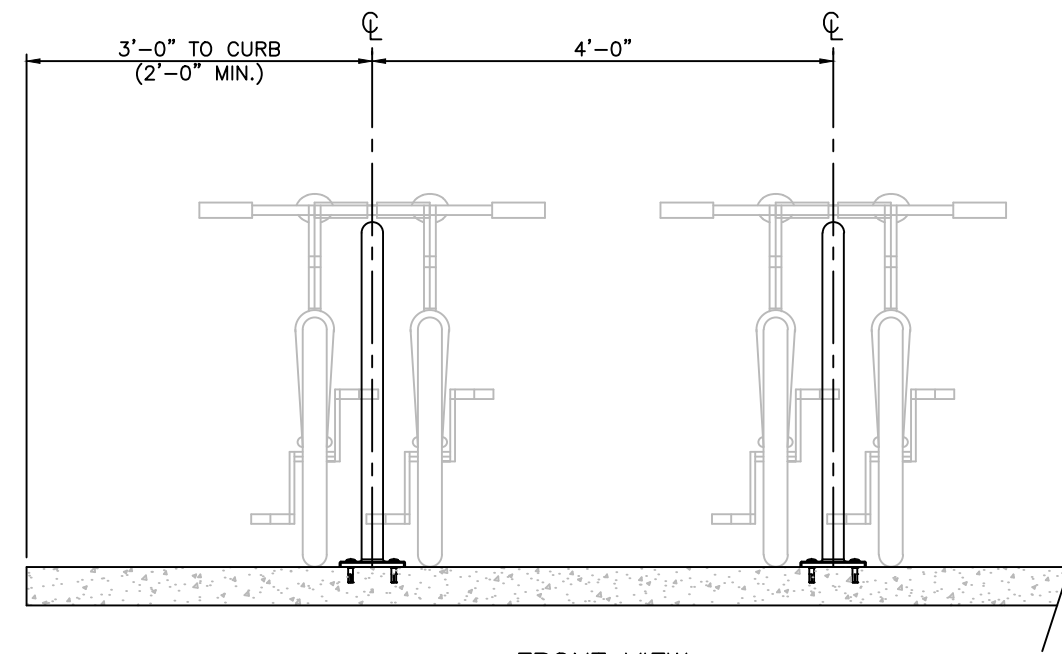


- NOTES
1. USE CYCLESAFE CLASSIC BIKE U RACK MODEL 12700 OR EQUIVALENT.
 2. INSTALL AS PER MANUFACTURER'S SPECIFICATIONS.

BIKE RACK DETAILS
N.T.S.



SIDE VIEW



FRONT VIEW

ITEM-3

TE TOCO Engineering
a **BAXTER & WOODMAN** company
714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
TEL: 815-459-1260 E.B. NUMBER: 31795

ENGINEER OF RECORD
CHARLES SOHM

FLORIDA
REGISTRATION NUMBER:
79289

EMERGENCY HURRICANE SHELTER
FOR
TOWN OF HILLIARD

MISCELLANEOUS DETAILS

REVISIONS

PLOT DATE: 5/29/26
DRAWN BY: RMV
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CHECKED BY: JLP
CLIENT CODE: PQHAR
JOB NO.: 2500197

SHEET NO.

14D

56

STORM WATER POLLUTION PREVENTION PLAN

CITY'S REQUIREMENTS

Form containing CITY'S REQUIREMENTS sections: SITE DESCRIPTION, SOIL DISTURBING ACTIVITIES, RUNOFF CURVE NUMBERS, SOILS, SITE MAPS, SITE AREA, NAME OF RECEIVING WATERS, CONTROLS, TIMING OF CONTROLS/MEASURES, CERTIFICATION OF COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS, POLLUTION PREVENTION PLAN CERTIFICATION.

CONTRACTOR'S REQUIREMENTS

Form containing CONTRACTOR'S REQUIREMENTS sections: GENERAL, SEQUENCE OF MAJOR ACTIVITIES, ORDER OF ACTIVITIES, TIMING OF CONTROLS/MEASURES, CONTROLS, EROSION AND SEDIMENT CONTROLS STABILIZATION PRACTICES.

CONTRACTOR'S REQUIREMENTS

Form containing CONTRACTOR'S REQUIREMENTS sections: HAZARDOUS PRODUCTS, OTHER CONTROLS, WASTE DISPOSAL, WASTE MATERIALS, HAZARDOUS WASTE, SANITARY WASTE, OFFSITE VEHICLE TRACKING, INVENTORY FOR POLLUTION PREVENTION PLAN, SPILL PREVENTION, MATERIAL MANAGEMENT PRACTICES, GOOD HOUSEKEEPING, MAINTENANCE/INSPECTION PROCEDURES.

CONTRACTOR'S REQUIREMENTS

Form containing CONTRACTOR'S REQUIREMENTS sections: HAZARDOUS PRODUCTS, OTHER CONTROLS, WASTE DISPOSAL, WASTE MATERIALS, HAZARDOUS WASTE, SANITARY WASTE, OFFSITE VEHICLE TRACKING, INVENTORY FOR POLLUTION PREVENTION PLAN, SPILL PREVENTION, MATERIAL MANAGEMENT PRACTICES, GOOD HOUSEKEEPING, MAINTENANCE/INSPECTION PROCEDURES.

CONTRACTOR'S REQUIREMENTS

Form containing CONTRACTOR'S REQUIREMENTS sections: HAZARDOUS PRODUCTS, OTHER CONTROLS, WASTE DISPOSAL, WASTE MATERIALS, HAZARDOUS WASTE, SANITARY WASTE, OFFSITE VEHICLE TRACKING, INVENTORY FOR POLLUTION PREVENTION PLAN, SPILL PREVENTION, MATERIAL MANAGEMENT PRACTICES, GOOD HOUSEKEEPING, MAINTENANCE/INSPECTION PROCEDURES.

CONTRACTOR'S REQUIREMENTS

Form containing CONTRACTOR'S REQUIREMENTS sections: HAZARDOUS PRODUCTS, OTHER CONTROLS, WASTE DISPOSAL, WASTE MATERIALS, HAZARDOUS WASTE, SANITARY WASTE, OFFSITE VEHICLE TRACKING, INVENTORY FOR POLLUTION PREVENTION PLAN, SPILL PREVENTION, MATERIAL MANAGEMENT PRACTICES, GOOD HOUSEKEEPING, MAINTENANCE/INSPECTION PROCEDURES.

Table with 2 columns: REVISIONS, SIGNATURE. Includes fields for PLOT DATE, DRAWN BY, DESIGNED BY, CHECKED BY, CLIENT CODE, JOB NO., SHEET NO., and a large number 15/60.

PROJECT:

STORM WATER POLLUTION PREVENTION PLAN
INSPECTION AND MAINTENANCE REPORT FORM

TO BE COMPLETED EVERY 7 DAYS AND WITHIN 24 HOURS OF
A RAINFALL EVENT OF 0.25 INCHES OR MORE

INSPECTOR: _____ DATE: _____

INSPECTOR'S QUALIFICATIONS:

DAYS SINCE LAST RAINFALL: _____ AMOUNT OF LAST RAINFALL: _____ INCHES

STABILIZATION MEASURES

INSPECTION AREA (DESCRIPTION OF LOCATION)	DATE SINCE LAST DISTURBED	DATE OF NEXT DISTURBANCE	STABILIZED ? (YES/NO)	STABILIZED WITH	CONDITION

STABILIZATION REQUIRED:

TO BE PERFORMED BY: _____ ON OR BEFORE: _____

PAGE 1 OF 4

PROJECT:

STORM WATER POLLUTION PREVENTION PLAN
INSPECTION AND MAINTENANCE REPORT FORM

STRUCTURAL CONTROLS

DATE: _____

EARTH DIKES/SWALES

DIKE OR SWALE	FROM	TO	IS DIKE/SWALE STABILIZED ?	IS THERE EVIDENCE OF WASHOUT OR OVERTOPPING

MAINTENANCE REQUIRED FOR EARTH DIKE/SWALE:

TO BE PERFORMED BY: _____ ON OR BEFORE: _____

CATCH BASIN/CURB INLET/OUTFALL TURBIDITY CONTROLS

STRUCTURE/ OUTFALL	ARE TURBIDITY CONTROLS IN PLACE	ANY EVIDENCE OF CLOGGING/WASHOUT OR BYPASSING ?	ARE TURBIDITY CONTROLS IN NEED OF REPLACING	DOES SILT NEED TO BE REMOVED FROM AROUND CONTROL

MAINTENANCE REQUIRED FOR CATCH BASIN/CURB INLETS/OUTFALLS TURBIDITY CONTROLS:

TO BE PERFORMED BY: _____ ON OR BEFORE: _____

PAGE 2 OF 4

PROJECT:

STORM WATER POLLUTION PREVENTION PLAN
INSPECTION AND MAINTENANCE REPORT FORM

SEDIMENT BASIN

DEPTH OF SEDIMENT IN BASIN	DEPTH OF SEDIMENT SIDE BASIN	ANY EVIDENCE OF OVERTOPPING OF THE EMBANKMENT ?	CONDITION OF OUTFALL FROM SEDIMENT BASIN

MAINTENANCE REQUIRED FOR SEDIMENT BASIN:

TO BE PERFORMED BY: _____ ON OR BEFORE: _____

OTHER CONTROLS

STABILIZED CONSTRUCTION ENTRANCE

DOES MUCH SEDIMENT GET TRACKED ON TO ROAD ?	IS THE GRAVEL CLEAN OR IS IT FILLED WITH SEDIMENT?	DOES ALL TRAFFIC USE THE STABILIZED ENTRANCE TO LEAVE THE SITE ?	IS THE CULVERT BENEATH THE ENTRANCE WORKING? (IF APPLICABLE)

MAINTENANCE REQUIRED FOR STABILIZED CONSTRUCTION ENTRANCE:

TO BE PERFORMED BY: _____ ON OR BEFORE: _____

PAGE 3 OF 4

NOTE TO CONTRACTOR:

THIS IS THE CONTRACTORS CERTIFICATION REQUIRED BY THE EPA'S NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES), STORM WATER POLLUTION PREVENTION PLAN FOR CONSTRUCTION SITES OVER 5 ACRES. THIS CERTIFICATION MUST BE COMPLETED WEEKLY AND AFTER EVERY RAINFALL EVENT OVER 0.25 INCHES. IT IS SUGGESTED THAT THIS SHEET BE REMOVED FROM THE PLAN SET AND DUPLICATED AS NEEDED BY THE CONTRACTOR.

SHEET NO.

16

61

REVISIONS

PLOT DATE:	5/29/26
DRAWN BY:	RMV
DESIGNED BY:	CMS
CHECKED BY:	JLP
CLIENT CODE:	PQHAR
JOB NO.:	2500197

EMERGENCY HURRICANE SHELTER
FOR
TOWN OF HILLIARD
SWPPP CONTRACTOR CERTIFICATION

ITEM-3

π TOCOI Engineerin
a **BAXTER & WOODMAN** company
714 NORTH ORANGE AVENUE, GREEN COVE SPRINGS, FL 32043
TEL: 815-459-1260 E.B. NUMBER: 31795



TOWN OF HILLIARD
 SITE PLAN APPLICATION
 15859 W CR 108 Hilliard, FL 32046
 Phone: 904-845-3555 | cs@townofhilliard.com

For Staff Only	
File #:	2026061
Application Fee: \$	_____
Payment Processed By:	LAN

ITEM-3

Site Plan Application

A. PROJECT

- Project Name: ToH Shelter
- Address of Subject Property: 37516 Oxford St.
- Parcel Number(s): 08-30-24-2380-0060-0010
- Existing Use of Property: Municipal / Recreation
- Future Land Use Map Designation: Recreation
- Zoning Designation: R-3
- Acreage: 6.11

B. APPLICANT

- Applicant's Status: Owner (title holder) Agent
- Name of Applicant(s) or Contact Person(s): Lisa Purvis Title: Town clerk
 Company (if applicable): Town of Hilliard
 Mailing address: PO Box 249
 City: Hilliard State: FL ZIP: 32046
 Telephone: 904 845 3555 E-mail: lpurvis@townofhilliard.com
- If the applicant is agent for the property owner*
 Name of Owner (titleholder): Lisa Purvis, Town Clerk
 Mailing address: PO Box 249
15859 CR 108 Hilliard, FL 32046
 City: Hilliard State: Florida ZIP: 32046
 Telephone: 904 845 3555 E-mail: lpurvis@townofhilliard.com

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.



TOWN OF HILLIARD
SITE PLAN APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

C. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
 - i. Name, location, owner, and designer of the proposed development.
 - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - iii. Statement of Proposed Uses.
 - iv. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
 - v. Location of nearest fire hydrant, adjacent pedestrian sidewalks and bicycle paths.
 - vi. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
 - vii. Area and dimensions of site.
 - viii. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
 - ix. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
 - x. Location and dimensions of all existing and proposed parking areas, loading areas, curb cuts.
 - xi. Number of proposed parking spaces
 - xii. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways and lot coverage.
 - xiii. Required buffers.
 - xiv. Location of existing trees, identifying any trees to be removed.
 - xv. Landscaping plan depicting type, size, and design of landscaped areas, buffers, and tree mitigation calculations.
 - xvi. Percent of pervious surface.
 - xvii. Lighting plan.
 - xviii. Location, design, height, and orientation of signs.
 - xix. Location of dumpsters and detail of dumpster enclosure.
 - xx. For development consisting of Multi-family residential;
 - a. Tabulation of gross acreage.
 - b. Tabulation of density.
 - c. Number of dwelling units proposed.
 - d. Floor area of dwelling units.
2. Stormwater management plan - including the following:
 - i. Existing contours at one (1) foot intervals.
 - ii. Proposed finished floor elevation of each building site.
 - iii. Existing and proposed stormwater management facilities with size and grades.
 - iv. Proposed orderly disposal of surface water runoff.
3. Legal description with tax parcel number.
4. Warranty Deed or other proof of ownership.
5. Permit or Letter of Exemption from the St. Johns River Water Management District.
6. Fee
 - i. For sites with no utility extension needed - \$500.00
 - ii. For sites with utility extension needed - \$1,500.00



TOWN OF HILLIARD
SITE PLAN APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

ITEM-3

The Applicant is responsible for paying a \$1,000.00 deposit at the time of submittal.

No application shall be accepted for processing until the required application fee is paid in full.

All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

[Handwritten Signature]
Signature of Applicant

Signature of Co-applicant

Lisa Purvis, Town Clerk
Typed or printed name and title of applicant

Typed or printed name of co-applicant

6/9/2024
Date

Date

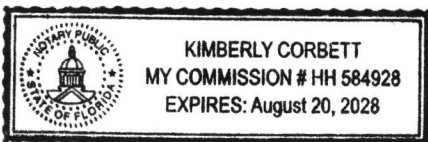
State of Florida

County of Nassau

The foregoing application is acknowledged before me this 9th day of June, 2024, by Lisa Purvis, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

[Handwritten Signature]
Signature of Notary Public, State of Florida





AGENDA ITEM REPORT

TOWN OF HILLIARD, FLORIDA

TO: Planning and Zoning Board Regular Meeting Meeting Date: June 25, 2026

FROM: **Lee Anne Wollitz – Land Use Administrator**

SUBJECT: Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0130-0010, Bentley Construction, Application # 20260618.

BACKGROUND: Documents included for review:

- 4.1 Agenda Item Report
- 4.2 Application 20260618-Proof of Ownership, Scope of Work.
- 4.3 Development Investigation
- 4.4 Lot of Record Letter

The applicant wishes to construct a dwelling unit on a buildable lot within the Town. The applicant has gone through the development investigation process. The Applicant has expressed a desire to begin clearing and preparing the property prior to the issue of building permits for the property. Due to the requirements of Town Code 62- 353 the applicant is seeking Planning & Zoning Board approval to begin this work.

Sec. 62-353. Excavation and/or filling.

No excavation or filling can occur on a lot unless an active permit has been issued for the property. No runoff or fill can impede on adjoining properties. Permission for excavation for site clearing must be granted by the planning and zoning board and any necessary state permits are secured, except for the following:

- (1) Four loads of fill per year on homesteaded properties.

FINANCIAL IMPACT:

All expenses will be paid by the applicant.

RECOMMENDATION:

Planning & Zoning Board Approval of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0130-0010, Bentley Construction, Application # 20260618.



TOWN OF HILLIARD
SITE CLEARING/SITE WORK EXCEPTION
APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

For Staff Only
File #: 20260018
Application Fee: \$ 200
Payment Processed By:
C. Wingate

Site Clearing / Site Work Application

A. PROJECT

1. Project Name: Bentley Property
2. Address of Subject Property: Fourth and Fifth Ave
3. Parcel Number(s): 08-3N-24-2380-010-0010
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation: _____
6. Zoning Designation: R2
7. Acreage: _____

B. Owner

1. Name of Applicant(s) or Contact Person(s): Brad Bentley Title: Owner
Mailing address: [REDACTED]
City: Hilliard State: Florida ZIP: 32046
Telephone: [REDACTED] E-mail: [REDACTED]

*** Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.**

C. ATTACHMENTS (One copy plus one copy in PDF format)

1. Site Plan including but not limited to:
 - i. Name, location, owner, and designer of the proposed development.
 - ii. Vicinity map - indicating general location of the site and all abutting streets and properties.
 - iii. Statement of Proposed Work
2. Legal description with tax parcel number
3. Warranty Deed or other proof of ownership
4. Permit or Letter of Exception from the St. Johns River Water Management District
5. Fee
 - i. \$200.00

No application shall be accepted for processing until the required application fee is paid in full.

All attachments are required for a complete application. A completeness review of the application will be conducted within ten (10) business days of receipt. If the application is determined to be incomplete, the applicant will be required to provide the needed documents prior to approval of work. Work prior to approval will result in a Code Enforcement Violation.



TOWN OF HILLIARD
SITE CLEARING/SITE WORK EXCPETION
APPLICATION
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

[Signature]

Signature of Applicant

Brad Bentley owner

Typed or printed name and title of applicant

06-11-2016

Date

State of Florida

Signature of Co-applicant

Typed or printed name of co-applicant

Date

County of Nassau

The foregoing application is acknowledged before me this 11 day of June, 2026, by Brad Bentley

Bentley, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL



[Signature]

Signature of Notary Public, State of Florida

Owners

BENTLEY CUSTOM SERVICES INC
 553273 US HWY 1
 HILLIARD, FL 32045

Parcel Summary

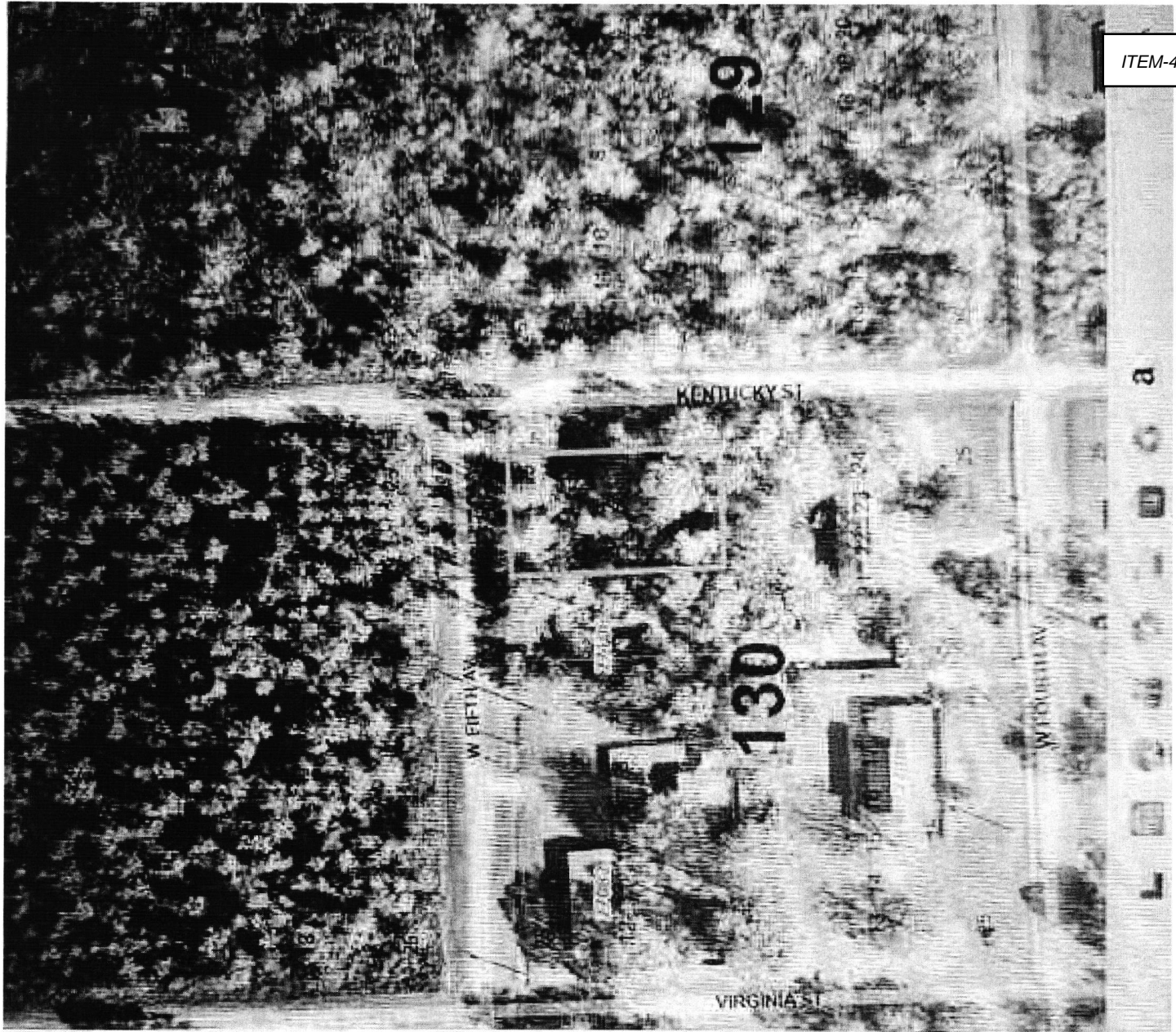
Situs Address	FOURTH & FIFTH AV
Use Code	0000 VACANT
Tax District	3 Hilliard
Acreage	0.000
Section	8
Township	3N
Range	24
Subdivision	HILLIARD TERRACE
Exemptions	None

Short Legal

BLOCK 130 LOTS 1 & 3
 TOWN OF HILLIARD

Values


	2024 Certified Values	2025 Certified Values
Land Value *	\$3,750	\$7,500
(+) Improved Value	\$0	\$0
(=) Market Value	\$3,750	\$7,500
(-) Agricultural Classification	\$0	\$0
(-) SOH or Non-Hx* Capped Savings **	\$0	\$0
(-) School Assessed Value	\$0	\$0
County Assessed Value	\$3,750	\$7,500



 Outlook

Re: Bentley

From Brad Bentley <[REDACTED]>
Date Thu 6/18/2026 1:11 PM
To Building Permits (Shared) <buildingpermits@townofhilliard.com>

 1 attachment (65 KB)
Bentley site clear .pdf;

Please see the attached pdf provided

We want to clear property leaving some trees around perimeter. We plan to add a single family dwelling within the setbacks in the future.
Thanks

Brad Bentley
President
Bentley Custom Services Inc
[REDACTED]





Town of Hilliard Development Investigation Application

FOR OFFICE USE ONLY		ITEM-4
File #	20250926.1	
Application Fee	\$100-	
Filing Date:	09/26/25	By: <i>GC</i>
Acceptance Date:	_____	
paid by cash		

A. PROJECT

- Address of Subject Property: 0 5th AVE
- Parcel ID Number(s): 08-3N-24-2380-0130-0010
- Acreage of Project: .2

B. APPLICANT

- Name of Applicant(s) or Contact Person(s): Brad Bentley Title: President
Company (if applicable): Bentley Custom Services
Mailing address: _____
City: Hilliard State: FL ZIP: 32046
Telephone: _____ FAX: (____) _____ e-mail: _____

C. ATTACHMENTS, if available (One copy, no larger than 8 1/2 x 11)

- Site Plan of proposed development
- Survey of proposed development
- Design of the proposed development
- Vicinity map - indicating general location of the site and all abutting streets and properties (*Required)
- Statement of proposed development

D. APPLICATION FEE

- \$100 plus \$20 per acre

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE (REVIEWS ARE COMPLETED WITHIN 14 DAYS)

Zoning R-2 Reviewed By: WAW

Water Service Available Yes Location of Service Kentucky St. South of Property

Improvements Required for Water Service 80 ft. Water extension + short tap Reviewed By: CH

Sewer Service Available NO Location of Service _____

Improvements Required for Sewer Service Septic Exception App. needed Reviewed By: CH

Access onto Public Right of Way or Approved Private Road _____ Paved Road _____ Unpaved Road X

Improvements Required for Access no improvements Required Reviewed By: CH

Temporary Culvert needed during construction? Y X N ____ Location? _____

Please see attached for lot of Record Information.

TOWN OF HILLIARD
A Florida Municipality

September 26, 2025

The following letter is concerning Parcel ID # 08-3N-24-2380-0130-0010.

62-67 of the Town of Hilliard Land Development states:

Sec. 62-67. Nonconforming lots of record.

- (a) Where a lot or parcel of land has an area or frontage which does not conform with the requirements of the district in which it is located but was a lot of record in single and separate ownership prior to December 29, 1987, such lot or parcel of land may be developed, provided the minimum yard requirements for the zoning districts in which it is located are met.
- (b) A conforming use or structure on a lot of record which was recorded on or before the December 29, 1987 may be expanded or altered, provided other requirements of this Code are met.
- (c) No lot or parcel shall be divided as to create a lot with an area or width below the requirements of this Code.
- (d) No lot or parcel or portion of a lot or parcel shall be altered in a manner which causes the lot to be less compliant with the Code.

(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

After research into the Parcel mentioned above as well as the surrounding parcels, it is the determination of the Town that parcel 08-3N-24-2380-0130-0010 is a lot or record and therefore meets the requirements of a buildable lot.

Regards,

Lee Anne Wollitz

Land Use Administrator
Town of Hilliard
904.845.3555

P.O. Box 249

Hilliard, Florida 32046

(904) 845-3555

TOWN OF HILLIARD
A Florida Municipality

September 26, 2025

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(Ord. No. 2023-14, § 1(Att. A), 12-7-2023)

After research into the Parcel mentioned above as well as the surrounding parcels, it is the determination of the Town that parcel 08-3N-24-2380-0130-0010 is a lot of record and therefore meets the requirements of a buildable lot.

Regards,

Lee Anne Wollitz
Land Use Administrator
Town of Hilliard
904.845.3555

HILLIARD PLANNING AND ZONING BOARD MEETING

Hilliard Town Hall / Council Chambers
15859 West County Road 108
Post Office Box 249
Hilliard, FL 32046

BOARD MEMBERS

Harold "Skip" Frey, Chair
Dustin Winnon, Vice Chair
Kevin Webb, Board Member
Michael Hallman, Board Member
Dalton Hood, Board Member

ADMINISTRATIVE STAFF

Lee Anne Wollitz
Land Use Administrator

PLANNING AND ZONING ATTORNEY

Juan Quintero Bornas

MINUTES

THURSDAY, MAY 28, 2026, 7:00 PM

NOTICE TO PUBLIC

Anyone wishing to address the Planning & Zoning Board regarding any item on this agenda is requested to complete an agenda item sheet in advance and give it to the Land Use Administrator. The sheets are located next to the printed agendas in the back of the Council Chambers. Speakers are respectfully requested to limit their comments to three (3) minutes. A speaker's time may not be allocated to others.

PLEDGE OF CIVILITY

WE WILL BE RESPECTFUL OF ONE ANOTHER
EVEN WHEN WE DISAGREE.
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.
WE WILL AVOID PERSONAL ATTACKS.
"Politeness costs so little." – ABRAHAM LINCOLN

CALL TO ORDER

PRAYER & PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT

Chair Harold "Skip" Frey
Vice Chair Dustin Winnon
Planning and Zoning Board Member Kevin Webb
Planning and Zoning Board Member Dalton Hood

ABSENT

Planning and Zoning Board Member Michael Hallman

REGULAR MEETING

ITEM-1 Additions/Deletions to Agenda

No Additions or Deletions to the Agenda.

ITEM-2 Planning & Zoning Board recommendation to the Town Council for approval of an Ordinance, for the Vacation of Right of Way for property known as Dayspring Cottages Application No. 20260417.1 VAC Rights of Way and Alleyways in blocks 68, 69, 71. Property Owner – Doug Adkins, Dayspring Property Services LLC. Parcel ID No. 08-3N-24-2400-0069-0010, 08-3N-24-2400-0068-0100, 08-

3N-24-2400-0071-0010, 08-3N-24-2380-0073-0010.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator - Reads the Agenda Item Report.

Courtney Gaver, Attorney for the Project - presents additional information on the project including a powerpoint presentation.

Dustin Winnon, Vice Chair - Asks for clarity on any financial impact on the Town.

Lee Anne Wollitz, Land Use Administrator - clarifies that all cost will be the responsibility of the applicant and that the town had a significant application fee in this case that has produced net income for the town.

Planning & Zoning Board Recommends the Town Council adoption of Ordinance 2026-01.

Motion made by Planning and Zoning Board Member Hood, Seconded by Vice Chair Winnon.

Voting Yea: Chair Frey, Vice Chair Winnon, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hood

ITEM-3

Planning & Zoning Board to Review and Discussion of the Pre-Application for the Alleys Within Blocks: 92, 95,106-111, 113, 115-117 and Portions of the Following Rights-of-Way: W 6th Ave. and make recommendation to Town Council.

Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator - Reads the Agenda Item Report.

Courtney Gaver, Attorney for the Project - presents additional information on the project including a powerpoint presentation.

Henry Vorpe, engineer for the Project - gives an update on the drainage requirements and how they would need to be adjusted in the future as the project progresses.

Dustin Winnon, Vice Chair - Asks for clarity on how the adjustments to the application will affect the project overall.

Lee Anne Wollitz, Land Use Administrator - clarifies that all it will be up to the project to adjust their plan to accommodate the town's drainage as they make their plans as Henry has stated.

Planning & Zoning Board Recommends the Town Council allowing the project to continue to the Final Vacation application.

Motion made by Vice Chair Winnon, Seconded by Planning and Zoning Board Member Webb.

Voting Yea: Chair Frey, Vice Chair Winnon, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hood

ITEM-4 Planning & Zoning Board Consideration of Site Clearing Site Work Application for Parcel ID # 08-3N-24-2380-0193-0090, LL Property Application # 20260513.
Lee Anne Wollitz – Land Use Administrator

Lee Anne Wollitz, Land Use Administrator - Reads the Agenda Item Report.

No questions from the Board.

Motion for approval is made.

Motion made by Vice Chair Winnon, Seconded by Planning and Zoning Board Member Webb.

Voting Yea: Chair Frey, Vice Chair Winnon, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hood

ITEM-5 Planning & Zoning Board Approval of Minutes from April 23, 2026 Regular Meeting.

Motion made by Planning and Zoning Board Member Webb, Seconded by Vice Chair Winnon.

Voting Yea: Chair Frey, Vice Chair Winnon, Planning and Zoning Board Member Webb, Planning and Zoning Board Member Hood

ADDITIONAL COMMENTS

PUBLIC

S. Jones, 2743 Fales Road - asks for clarity on the Dayspring Gardens application and its effect on his mother's property on W 6th Ave.

Mr Jones was invited to stay after the meeting to talk with Land Use Administrator to be sure that his concerns are addressed.

BOARD MEMBERS

Dustin Winnon, Vice Chair - gives a brief update on his joining a group that is assisting across the county with the Health Department and its impacts.

LAND USE ADMINISTRATOR

Lee Anne Wollitz, gave information concerning fake planning & zoning invoices and steps that her office is taking to protect citizens and applicants. Also, notified the Board that their June meeting would be a public hearing.

PLANNING AND ZONING ATTORNEY

Juan Bornas, Attorney - has nothing to add.

ADJOURNMENT

Motion to Adjourn made at 7:34pm.

Motion made by Planning and Zoning Board Member Hood, Seconded by Vice Chair Winnon.
Voting Yea: Chair Frey, Vice Chair Winnon, Planning and Zoning Board Member Webb,
Planning and Zoning Board Member Hood

Approved this 25th day of June 2026, by the Hilliard Planning & Zoning Board, Hilliard, Florida

Harold "Skip" Frey, Chair
Hilliard Planning & Zoning Board