



Town of Juno Beach

340 Ocean Drive, Juno Beach, Florida 33408
Phone: (561) 626-1122 Fax: (561) 775-0812

DRIVEWAY PERMITTING CHECKLIST

In order to perform a uniform and consistent review of driveway permit applications, as a minimum, the following documents are required to be submitted:

- 1.) A completed Town of Juno Beach permit application.
- 2.) A completed Owner Builder Affidavit for owners wishing to perform the work themselves.
- 3.) A recorded and certified Notice of Commencement for all jobs valued at \$2,500.00 or more.
- 4.) Two (2) original Surveys signed and sealed by a Professional Land Surveyor registered in the State of Florida. If the survey is older than (1) year, a Survey Affidavit must be signed and notarized.
- 5.) Indicate the location of the proposed driveway and approach on both Surveys. All driveway applications must include the approach. The approach must match with the driveway materials.
- 6.) Indicate the type of material to be used for the driveway (i.e. Stamped Concrete with fiber-mesh, or brick pavers) along with its thickness (there is a minimum of 4”).
- 7.) Indicate the setbacks from all property lines. For circular driveways be sure to include the setback of the middle circular section of the driveway to the property line.
- 8.) All dimensions of driveway must be indicated on both Surveys.
- 9.) Attach two (2) sets of the proposed driveway and Approach details. No plans may be submitted larger than 24”x 36”.
- 10.) If property is located with a community that has an HOA/POA, a copy of their sign-off must be submitted.