



# NOTICE TO CONTRACTORS



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**Date:** March 23, 2009

**Subject:** New Site Permit procedure effective April 1, 2009.

**Commercial site work** requires a permit by the Building Division for work on the property and a permit by the Public Works Department for work in the right-of-way. The Building Division permits all commercial site work including re-striping of parking lots. Landscaping of existing properties does not require a permit but minimum landscaping requirements, and requirements set during the initial site development plan approval, must be maintained.

**Single Family site work requirements changed March 1, 2009.** With the adoption of the Marco Island Ordinance 09-03 Administrative Construction Code, driveway replacements and modifications to driveways, as well as any other non-pervious site work on single family properties, now requires a building permit.

**Site work permit fees:**

- a) Non-pervious site work, storm-water grading, and landscaping during new construction, \$0.02 per square foot of work area, minimum fee \$50.00.
- b) Driveway replacements and modifications \$100.00 flat fee.
- c) Surcharge for scanning 5% of the site permit fee, minimum \$5.00, maximum \$300.00.

**Right-of-Way Permit Fees:**

- a) New driveway, driveway modification or driveway replacement: \$75.00.
- b) There is no separate plan review fee for the right-of-way permit.
- c) Other right-of-way fees per Public Works Fee Schedule.

Plan review fees are due upon permit submittal. The plan submittal requirements are shown on the site permit application and right-of-way permit application, which are included with this letter. If you have any questions about this new process, please feel free to contact the Building Services Division at 239-389-5059 or [buildingservices@cityofmarcoisland.com](mailto:buildingservices@cityofmarcoisland.com).

Thank you,

Robert Mahar  
Building Official