



Borrow Pit Conditional Use Verification Procedure & Checklist

A Borrow Pit is a pit from which construction material, as sand or gravel, is taken for use as fill at another location. Borrow Pits are allowed as a conditional use within the AG (Agriculture) and AR (Agriculture Residential) zoning districts.

General Requirements for Borrow Pits

- (1) Borrow pits shall not encroach into or be located in a jurisdictional wetland area as defined by the Army Corps of Engineers, Florida Department of Environmental regulations and the St. Johns River Water Management District, hereafter called Agencies. The applicant shall be responsible for contacting the applicable agency in order to determine if the site is within jurisdictional lands.
 - (2) Borrow pits shall not have any slopes greater than 2'0" horizontal to 1'0" vertical maximum.
 - (3) The edge of a borrow pit may not be located at any one point, closer than twenty-five (25) feet to right-of-way, easement access point or property line.
 - (4) Borrow pits shall be located so that no one point of the bank shall be closer than seventy-five (75) feet to any part of the underground and/or above ground, septic tank system.
 - (5) Borrow pits will not be larger than 1/3 (one-third) of the property or 1/3 (one-third) acre (14,520 square feet) whichever is less, except that within Agriculture (AG) and Agricultural Residential (AR) zoning districts, borrow pits will not be larger than 25% of tracts of 10 acres or greater.
 - (6) **PRIOR TO EXCAVATION**, the owner or leasee of land containing borrow pit shall construct and maintain substantial fences with locking gates not less than six (6) feet in height at all points of access to the borrow pit with durable warning signs posted thereon not more than two hundred (200) feet apart bearing the words **DANGER** and **NO TRESPASSING** in letters not less than six (6) inches in height, which shall be maintained by the owner or leasee so as to be clearly legible.
 - (8) The owner of the property where the pit is located shall be responsible for maintaining the fence at all times.
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Application Filing Procedures

Step 1. Do I meet the requirements for a Borrow Pit?

	Yes	No	Comments
1. Is your property located within the AG, AR Zoning District?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Planning and Zoning Division to confirm (904) 278-4705
2. Do you have enough land to house a borrow pit operation?	<input type="checkbox"/>	<input type="checkbox"/>	You will need to base this on the aforementioned general requirement number 5.
3. Will the borrow pit be located more than 75' from any septic system?	<input type="checkbox"/>	<input type="checkbox"/>	Septic system may be located on your survey.
4. Will the borrow pit be located more than 25' from any right-of-way, easement or access point?	<input type="checkbox"/>	<input type="checkbox"/>	Your survey or site plan will reflect the distance.
5. Is the property or will the property be fenced?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Is it confirmed that the borrow pit will not encroach into any wetland?	<input type="checkbox"/>	<input type="checkbox"/>	You may contact Army Corps of Engineers, Florida Department of Environmental regulations and the St. Johns River Water Management District for information.

If you answered yes to all then proceed to step 2.

Step 2. Applying for a Conditional Use Verification

Once it has been determined that you meet the requirements to have a Borrow Pit you will then need to apply for a Conditional Use Verification with Clay County. The application may be obtained at:

Clay County Planning and Zoning Division
 477 Houston Street 3rd Floor
 Green Cove Springs, FL 32043

Or download here: [Borrow Pit Conditional Use Application](#)

The application will consist of two items, the application and the owner's property ownership affidavit as well as supplemental information provided by the Applicant.

Application: Items I and IV are to be filled out by the applicant. This will include applicant contact information, parcel information, and an affirmation that the Borrow Pit will be constructed & operated meeting Clay County Land Development Regulations.

Property Ownership Affidavit: This is an affidavit from the owner that acknowledges they own the parent parcel of land.

Step 3. Filing the Application & Supplemental Information

Once you have filled out the application you are now ready to file the application with Clay County. Applications are to be filed at:

Clay County Planning and Zoning Division
 477 Houston Street 3rd Floor
 Green Cove Springs, FL 32043

You will need the following items:

Required Documents			
	Yes	No	Comments
Conditional Use Verification for Borrow Pit Application	<input type="checkbox"/>	<input type="checkbox"/>	Provided by Clay County at 477 Houston Street, 3 rd Floor Planning & Zoning Division, Green Cove Springs, FL 32043
Site Plan showing the location of the borrow pit, size of the borrow pit, dimension from right-of-way or access point, dimension from property line, fence and sign notice location and side slopes.	<input type="checkbox"/>	<input type="checkbox"/>	Can be hand drawn or taken from a survey
Survey showing all easements, septic location, property dimensions and property dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	This will be done by a State of Florida Registered Professional Surveyor at the expense of the applicant.
Property Ownership Affidavit	<input type="checkbox"/>	<input type="checkbox"/>	This is an affidavit stating that Grantor owns the property. Provided by Clay County at 477 Houston Street, 3 rd Floor Planning & Zoning Division, Green Cove Springs, FL 32043
Fee	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00 per acre of borrow pit minimum 1 acre

The Planning and Zoning Staff will accept the application and place it under consideration. A minimum of Fourteen (14) days is required for review to ensure consistency with the Clay County Land Development Regulations. When complete, the Planning and Zoning Division will contact the applicant and let them know if the application has been approved.

If you have any questions regarding the application or procedure please contact the Clay County Planning and Zoning Division at (904) 278-4705