








## Declaration of Covenant Approval Process

<b>TIME FRAME</b>	<b>Application Submittal</b> Fully Completed Declaration of Covenant application with property survey indicating placement of removal structure, proof of ownership and \$75.00 application fee are submitted to the County's Code Enforcement Section		
			
<b>Day 1</b>	<b>Application is logged-in, assigned a project/application number; agencies sign off memorandum is generated.</b>		
			
<b>Day 2-3</b>	<b>Staff Review</b> Code Officer reviews application and routes it to multiple agencies for review. FPL, BellSouth, Comcast, Utilities, Engineering, Road and Bridge and Property Owners (as applicable) receive copies for review		
			
<b>Day 4-25</b>	<b>Staff Review</b> All agencies conduct their reviews, make their comments and return an approval or disapproval sign-off to Code Enforcement Section (via fax or interoffice mail)		
			
	<b>If Denied</b> If any agency denies the request a letter is generated and sent to applicant.		<b>If Approved</b> an approval letter and covenant document for signature is generated and routed for review.
			
<b>Day 25-35</b>	<b>Approval</b> Code Officer and Section Chief review and sign off on approval letter and covenant document		
			
<b>Day 36</b>	<b>Applicant Informed</b> Planning Assistant calls applicants and advises them to come to the Code Enforcement Section with photo ID to sign the covenant document, pick up their approval letter (to be signed off by the Planner of the Day) and go to the Building Division to obtain a fence permit		

**A Declaration of covenant is required for placement of any removal structure within an easement. Example of a removable structure is a fence.**