

4. PERMIT APPROVAL

4.01 GENERAL

The Central Broward Water Control District Board of Commissioners meets regularly the second and fourth Wednesday of each month. The Board of Commissioners meeting is held at the District office located at 8020 Stirling Road, Hollywood, Florida 33024. See the calendar on District's web site for meeting dates and times:

<http://centralbrowardwcd.org/calendar/>

- 4.01.1 All questions involving fees, schedules, agendas, meetings, or bonding shall be directed to the District Secretary/Manager.
- 4.01.2 All questions regarding preparation of paving, grading, and drainage plans, which involve engineering criteria or clarification to the District's Standard Criteria, shall be directed to the District's Engineer.

4.02 REQUIREMENTS

All plans submitted shall be prepared under the direction of and signed and sealed by the appropriate licensed professional engineer, licensed professional surveyor and mapper, or licensed professional landscape architect licensed by the State of Florida Department of Business and Professional Regulations, Board of Professional Engineers. Refer to Exhibit C for the minimum required documentation.

4.02.1 All plans submitted shall be on standard 22" X 34" (full-size), 24" X 36" (full-size), or 11" X 17" (half-size) sheets with a maximum scale of 1' = 100' on full-size sheets for overall exhibits and 1" = 40' for paving, grading, drainage plans. All text must be large enough to be legible on half-size sheets or annotated with a font size greater than or equal to 0.080", or equivalent to Arial 8 point. Any plans submitted on oversized sheets will be returned without comment. The District may also require plans to be submitted (or transmitted) in digital format.

- 4.02.2 As a minimum, plans submitted for District approval shall provide:
 - 4.02.2.1 Location sketch at 1" = 300' accurately relating the project to section lines and/or corners.
 - 4.02.2.2 North arrow and scale and legal description of the property.
 - 4.02.2.3 Acreage of the project with a schedule of pervious/impervious areas, stormwater management facilities, all electro-mechanical equipment such as transformers, irrigation assemblies, air-

conditioning equipment pads, light poles, etc. and building coverage, including future build-out limits of all buildings, decks, patios, and pools.

- 4.02.2.4 A recent (i.e., last date of field data collection is less than 6 months from date of initial application submittal) topographic and boundary survey of the project and surrounding area showing where appropriate section lines, rights-of-way, recorded easements, property lines, reservations, references to official records , etc., all properly depicted and annotated.

In lieu of providing a survey that is less than 6 months old from the date of initial submittal, provide a properly signed and sealed survey to be accompanied by a Florida registered Surveyor and Mapper's notarized affidavit affirming no additions or changes to the property have been made since the date shown on the submitted survey.

For District canals adjacent to the property, locate right-of-way (ROW), easements, edge of water, and top of bank. Provide cross-sections of District canals every hundred feet (100') of property frontage to include all grade breaks from top of bank to top of bank.

- 4.02.2.5 Paving, grading and drainage plans are to include:

- 4.02.2.5.1 Existing ground elevations at no greater than a 100-foot grid extending 100 feet beyond the boundaries of the development, existing buildings, roadways, and other permanent structures; and location and elevations of existing drainage facilities within 150 feet of the project boundary.
- 4.02.2.5.2 Proposed development layout with horizontal and vertical control. The paving and drainage plan(s) must graphically depict the future build-out limits of all buildings, decks, patios, and pools in addition to a detailed geometry of the currently proposed improvements.
- 4.02.2.5.3 Drainage structures, stormwater management facilities, drainage piping, and culverts with grate and invert elevations, and pipe sizes.
- 4.02.2.5.4 Direction of flow in swales and other transmission facilities with control elevations.
- 4.02.2.5.5 Typical sections for roads, canals, lakes/ponds, drain fields, and drainage structures. Lot grading plan(s).
- 4.02.2.5.6 Specifications of material to be utilized for roadway and drainage construction.

- 4.02.2.5.7 Proposed easements for stormwater management facilities.
 - 4.02.2.5.8 Percolation test reports to support design of seepage trench systems.
 - 4.02.2.5.9 Routing of the 10-year, 1-day; 25-year, 3-day; and 100-year, 3-day zero discharge storm events to support pavement elevation, perimeter berm, and finished floor elevations.
 - 4.02.2.5.10 Details of project control structure including stage/discharge rating curves.
 - 4.02.2.5.11 Pipe routing calculations for the 3-year storm to support pipe sizes and catch basin rim elevations.
 - 4.02.2.5.12 Central Broward Water Control District General Notes (see Exhibit J).
 - 4.02.2.5.13 Completed check list. Projects submitted without check list will be returned without comment.
 - 4.02.2.5.14 Other information as required by the District's Engineer.
- 4.02.2.6 For existing developments that do not have a CBWCD water management works permit, provide a log of the operation and maintenance schedules for all the components of the stormwater management system to remain, and a stormwater certification report (Exhibit V) signed and sealed by a Licensed Professional Engineer certifying that the components of the stormwater management system are functioning as designed.

4.03 SUBMITTAL

One (1) original set of the application form, drawings, supporting information, and the requisite fees, shall be submitted to the District Secretary at the District Office, located at 8020 Stirling Road, Hollywood, Florida 33024, prior to the close of business no later than three (3) weeks before the next scheduled meeting of the Board of Commissioners, for which the applicant would like to have his project considered.

4.03.1 Two (2) copies of the application form, checklist, and signed/sealed drawings and supporting information shall be submitted directly to the District's Engineer's office on the same day. Electronic submittal of digitally or electronically signed/sealed/dated plans, specifications, reports or other documents will be accepted for initial and interim submittals provided the document is signed and sealed in accordance with the digital or electronic signing and sealing requirements and rules of the registered professional in responsible charge. For engineering documents, see Ch. 61G15-23.004, F.A.C. and 61G15-23.005, F.A.C. For survey maps, see Ch. 5J-17.062, F.A.C. For

landscape architecture work, see Ch. 61G10-11.011, F.A.C. Final submittal documents must be physically signed, sealed and dated.

4.03.2 Requests for permit application forms can be made in person, by letter or by phone, directly to the Central Broward Water Control District office at 8020 Stirling Road, Hollywood, FL 33024, 954-432-5110. There is no charge for issuance of an application form for a permit.

4.04 ENGINEER REVIEW

The District's Engineer will review all submittals for conformity to the District's Design Standards and general acceptable engineering standards. The Engineer will convey comments and/or remarks, if any, to the applicant in a timely manner so that revisions (if any) can be made for board submittal. The Engineer's review findings or the District's acceptance of the proposed work shall not be construed as an approval of a violation of the provisions of these criteria or of other rules and regulations of authorities having jurisdiction. The applicant, through their design professionals, is solely responsible for complying with the rules and regulations of other authorities having jurisdiction.

4.04.1 An appeal of the District's Engineer's requirements may be presented to the District's Board of Commissioners at the applicants request through the District Secretary/Manager.

4.05 BOARD SUBMITTAL

Once the application is deemed complete, the Applicant shall submit eight (8) copies of the revised application form, drawings (11" X 17"), one (1) set of full size signed/sealed construction drawings, and supporting information to the District Secretary/Manager at the District Office located at 8020 Stirling Road, Hollywood, Florida 33024 prior to the close of business no later than two (2) weeks before the next scheduled meeting of the Board of Commissioners. In addition, the District may require the drawings and supporting information to be submitted (or transmitted) in digital format.

4.05.1 Two (2) revised copies of the application form, signed/sealed drawings (24" X 36") and supporting information shall be submitted directly to the District's Engineer's office on the same day. All drawings and calculations submitted to the District Engineer shall be signed and sealed by a Licensed Professional Engineer. If the Board approved drawings and supporting information differs from the information submitted prior to the

Board meeting, the applicant shall resubmit all required information within three weeks of Board approval.

4.06 BOND BEFORE CONSTRUCTION

If any construction is started prior to District Board approval of the plans and receipt by applicant of signed Water Management Works Permit, or after approval and permit issuance; but before a bond is posted in an acceptable manner, the District Attorney will secure an injunction to halt construction. The costs of bringing said action including attorney's fees shall be borne by the Developer.

4.06.1 A certificate of the District's Engineer or District Secretary shall be prima facie evidence of non-compliance of the Developer with these criteria. The court may issue a temporary injunction upon the showing of non-compliance without a further need to show damage to the health, safety, or welfare of the residents of the District.

4.07 EXPIRATION

All approvals expire after twenty-four (24) months from the date of issuance.

4.07.1 Permits will become invalid two (2) years from date of issuance if work has not begun on a permitted project unless other provisions have been made with the District. The District must be notified in writing before construction commences or re-commences after a period of construction suspension longer than sixty (60) days after initial construction commencement. Permits will become invalid upon suspension of work in excess of one hundred eighty (180) days on any permitted work unless an extension has been granted by the District.

4.07.2 If the permittee wishes to begin, continue, or resume work after permit expiration, a new permit must be obtained which will be reviewed in accordance with all current conditions and regulations, and which will require new plan approval. The construction phase of the permit will expire upon completion of the permitted work and acceptance of the record drawings of the installation.

4.07.3 An extension of time may be granted by the Board of District Commissioners at their discretion.

4.07.4 The declaration of a state of emergency issued by the Governor of Florida for a natural emergency tolls the period remaining to exercise the rights under a permit or

other authorization for the duration of the emergency declaration subject to the provisions in § 252.363, Florida Statutes.

4.08 TRANSFER OF OWNERSHIP

The permittee shall notify the District by letter within five (5) days of any sale, conveyance, or other transfer of ownership or control of a permitted water management works or the real property on which the permitted works is located. The permittee shall remain liable for performance in accordance with the permit and for corrective actions that may be required as a result of any violations prior to the transfer.

Any new owner of a permitted water management works shall apply by letter for a transfer of permit within (5) days after sale or legal transfer. The new owner shall be liable for performance in accordance with the permit after the transfer.