
Southwest Florida Water Management District



To submit electronically go to:

www.watermatters.org/permits

Access the statewide permitting portal at:

<http://floridawaterpermits.com>

Application and Response Submittal Guide

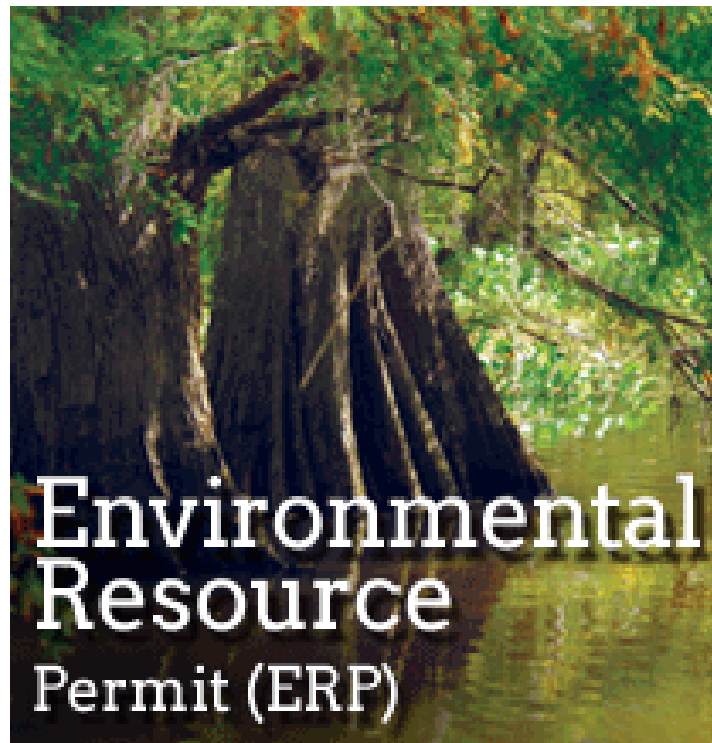


Table of Contents

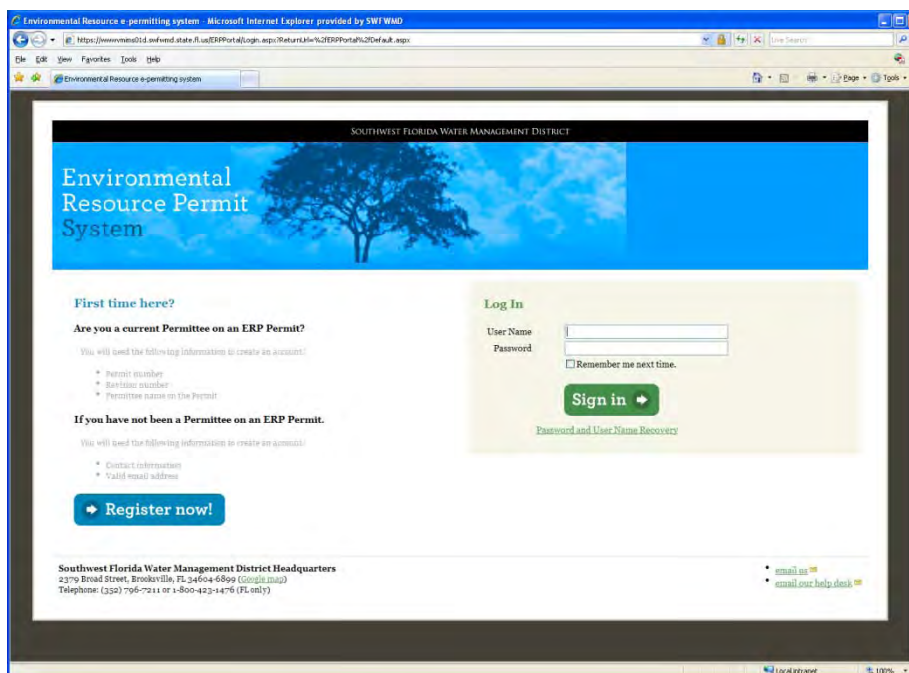
Create an Account.....	3
Important note when registering	6
Create New Application	7
1. Permit Determination	10
2. General Information	12
3. Total Land Area	16
4. Project Area	18
5. Certification.....	20
6. Site Plan.....	21
7. Attachments.....	24
8. Process Payment.....	26
Other Useful Information.....	29
Generating a Manifest with an Application Submittal	30
Responding to a Request for Additional Information or Clarification Letter	33
Generating a Manifest with a Response	36



Create an Account

In order to submit an Environmental Resource Permit (ERP) application through the Southwest Florida Water Management District's ePermitting portal you need to become a registered user. Follow the step-by-step guide to create an account:

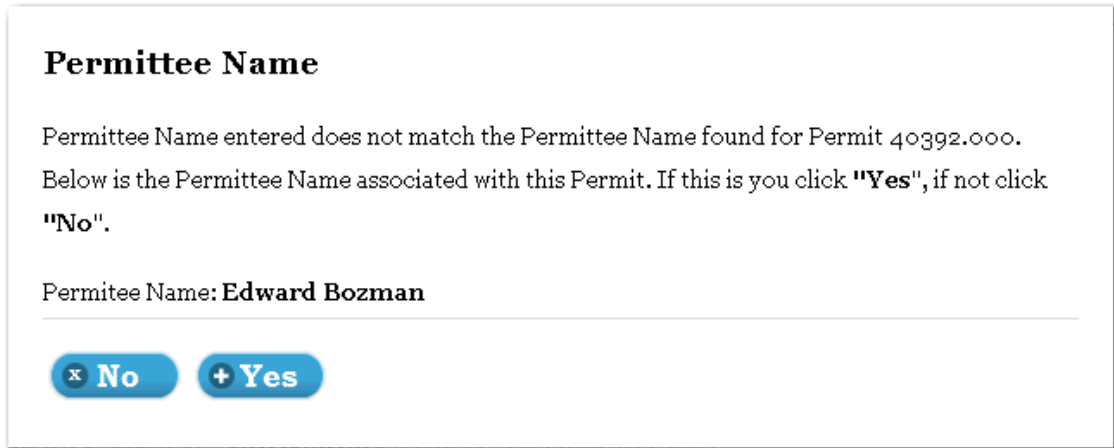
- Navigate to the District's ePermitting Portal at the following address:
www.watmatters.org/permits



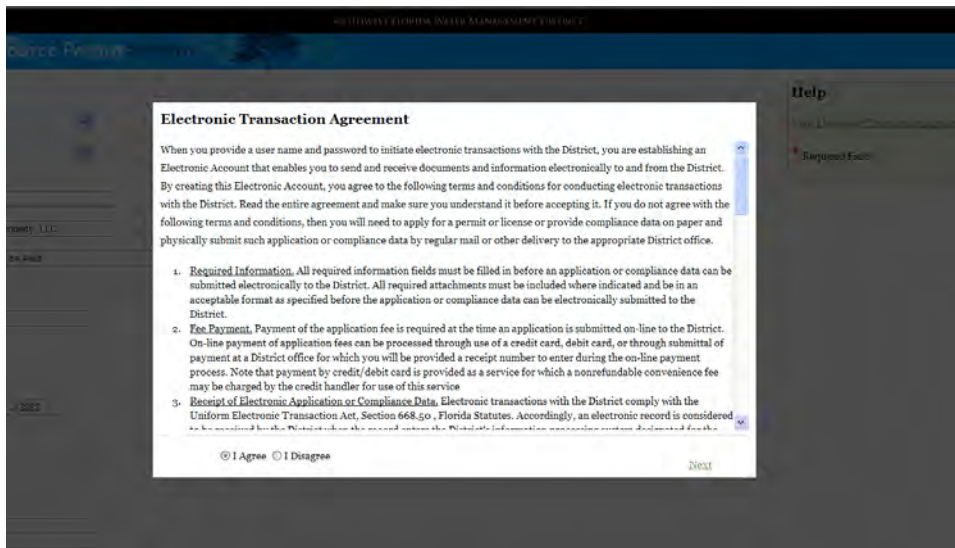
- Click the [Register now!](#) link.

- Indicate whether you are a current permit holder. If “No”, click **Next**. If “Yes” provide the required information and click **Next**.
- Type in the base **Permit Number** (without prefix) and **Revision**, or **Application ID number**.
- Type in **Project Name**. If not sure, type in what you think it is.

- If this is you, click **Yes**, if not, click **No**.



- Review the Electronic Transaction Agreement and select **I Agree** or **I Disagree**. If you select **I Disagree**, you will not be able to use the District's ePermitting system. Click **Next**.



- If you are a current Permittee:
 - The Account Information will autopopulate based on the information from your existing permit.
 - Verify the information is correct and complete.
 - Update or add any information as necessary, then click **Save**.
- If you are not a current Permittee:
 - Enter the required information (*) and click **Save**.

Environmental Resource Permit System
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Account Information

Party Type*

Organization Type*

Other Organization*

Party Name*

Address*

Address 2

City*

State*

ZIP Code*

Phone Number*

Email*

Confirm Email*

User Name*

Password*

Retype password*

Help
View [Electronic Transaction Agreement](#)
* Required Field

CANCEL SAVE

- You are now a Registered User.

Important note when registering-

This account can be a personal account or a company account. Please note that the email address that is established with this account will be the recipient of all correspondence from the District, including permits.

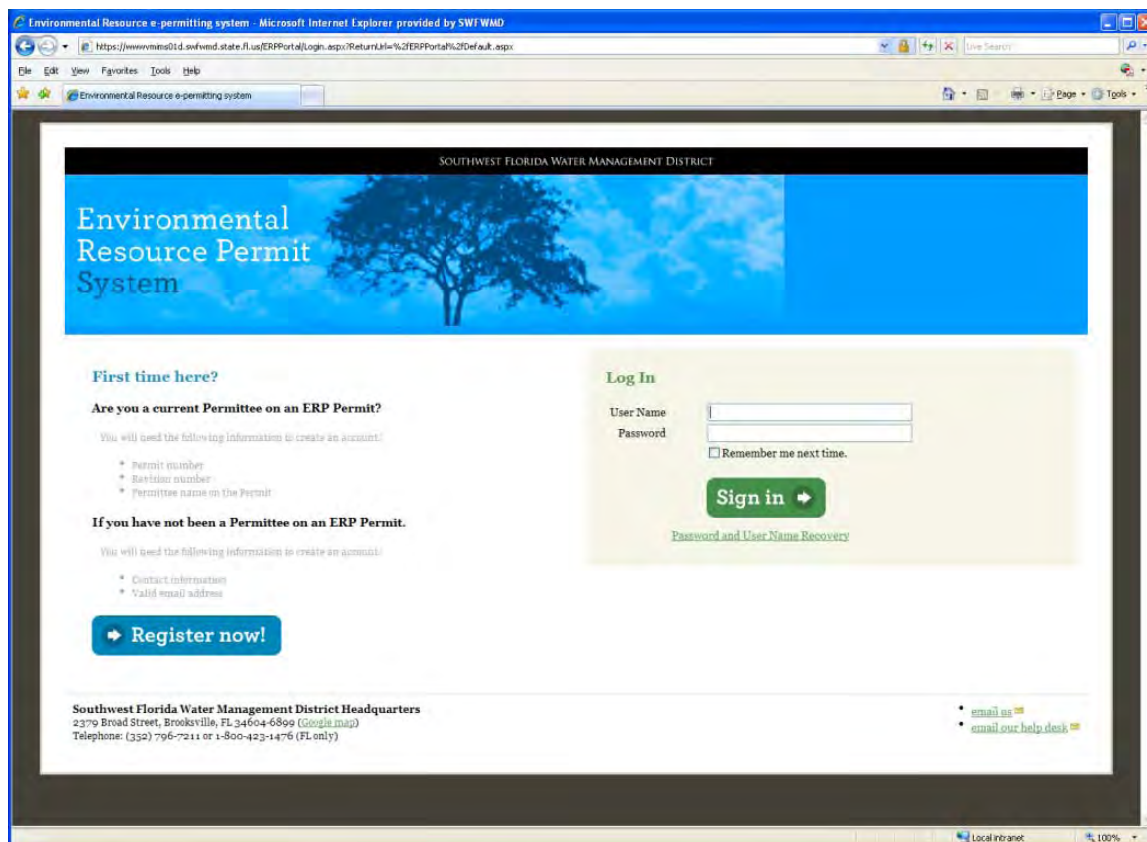
For some entities, it may be beneficial to have all information routed through one account, with one particular email address for dispersion to the appropriate individuals. This type of account would need to be set up as an "Organization" account with the name and address of the Firm. A single email address for the company would need to be provided and all staff should be advised against changing the email address, as it would affect all permit applications currently under review. There is an opportunity in the application submittal process for individual engineers to input their name and email address.

By establishing a single log in for a company it may provide a single stop for all staff to access the applications. There would be a single log in and password for this account. For others, it may be more beneficial to have each individual establish their own account for their own projects.

Create New Application

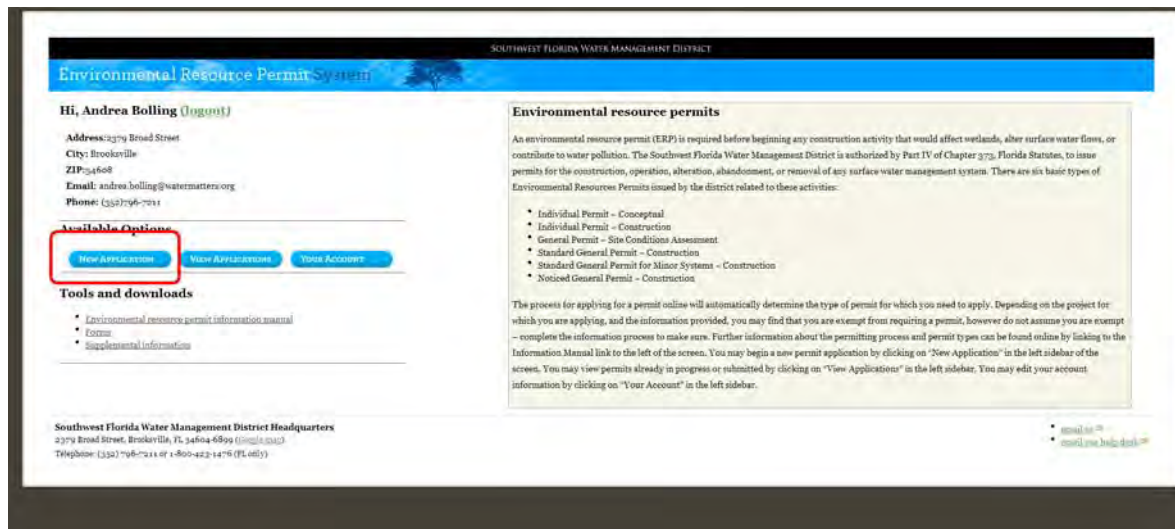
In order to submit an Environmental Resource Permit (ERP) application through the Southwest Florida Water Management District's ePermitting portal, follow the step-by-step guide provided below:

- Navigate to the District's ePermitting Portal at the following address:
www.watermatters.org/permits



- Enter your User Name and Password. Click **Sign in**
- The ePermitting home page will allow you to begin a new application, view current applications (submitted and draft), update account information, and view the ERP Information Manual, forms, and other supplemental information.

- To submit a new application, select the [New Application](#) link.



- Enter the Project Name, indicate who you are in regards to the application and click [Save](#).

Project Information

Project Name *

Who are you? *

Permittee
 Engineer / Consultant

Engineer / Consultant Firm
 Contacts - Other

Operation and Maintenance Entity
 Permittee - Other

NOTE: The designation you choose should be consistent with the type of account that was established and used to log in for this permit application. For example, if an Individual account established and used for this application, the Engineer should select Engineer/Consultant. If a Company account was used, select Engineer/Consultant Firm. There will be a section to add an individual or company to the record later in the application process.

- After clicking [Save](#), you will be directed to the [Application Process](#) overview screen.
- Click [Next](#) at the beginning of each step.

Application Process

1.	Permit Determination	 Not Started	NEXT 
2.	General Information	 Not Started	
3.	Total Land Area	 Not Started	
4.	Project Area	 Not Started	
5.	Attachments	 Not Started	
6.	Process Payment	 Not Started	



1. Permit Determination

This system has been set up to assist the applicant/consultant in correctly identifying the type of permit application required, as well as the associated fee. The Permit Determination selection will determine the type of permit you are submitting.

- The first 18 selections should be used to submit either **Noticed General** applications or requests for **Exemptions**. You determine the type by identifying which rule you are applying under.

Permit Determination

- Minor activities [View Associated Rules](#)
- Agriculture and silviculture [View Associated Rules](#)
- Boat ramps [View Associated Rules](#)
- Bridges and culverted structures [View Associated Rules](#)
- Debris: Statutory Exemptions [View Associated Rules](#)
- Docks, piers, mooring pilings, and dolphins [View Associated Rules](#)
- Dredging [View Associated Rules](#)
- Duty Roads: Pave Existing County or Municipally-Owned Roads and Bridge Repair [View Associated Rules](#)
- Fences [View Associated Rules](#)
- General operation, maintenance, repair, or replacement of existing storm-water and wastewater systems [View Associated Rules](#)
- Insect control [View Associated Rules](#)
- Mining and prospecting [View Associated Rules](#)
- Navigational aids, water monitoring equipment, and fish attractants [View Associated Rules](#)
- Right-of-way safety, right-of-way and recreational path projects [View Associated Rules](#)
- Seawalls and riprap [View Associated Rules](#)
- Single family, duplex, triplex, or quadruplex dwelling units [View Associated Rules](#)
- Transmission, distribution, communication lines and cables [View Associated Rules](#)
- Other minor governmental activities [View Associated Rules](#)
- Conceptual [View Associated Rules](#)
- Minor Residential Subdivisions [View Associated Rules](#)
- Site Conditions Assessment [View Associated Rules](#)
- Petition for Formal Determination [View Associated Rules](#)
- Modifications Related to Outparcel Construction Within Permitted Commercial, Industrial Projects [View Associated Rules](#)
- Short Form Modification [View Associated Rules](#)
- None of the above (General, Individual, or other)

Application Progress

Go to: Exemptions

Help

Welcome to the Southwest Florida Water Management District's Environmental Resource Permit Determination Page. This section determines the type of Environmental Resource Permit that is right for your project.

There are specific radio buttons for these specific application types: Exemptions, Noticed General, Conceptual, Minor Residential Subdivisions, Site Conditions Assessment, and Petition for a Formal Determination of Wetlands and Other Surface Waters, Modifications Related to Outparcel Construction Within Permitted Commercial/Industrial Projects or Short Form Modifications.

If you know your project will not qualify for one of the previously identified types, please select the "None of the Above" radio button.


* Required Field

BACK **NEXT**

- Click **View Associated Rules**, to see which rules apply under which headings. Further determination will follow.
- You may also select **Conceptual**, **Minor Residential Subdivisions**, **Site Conditions Assessment**, **Petition for Formal Determination** or **Short Form Modification** applications.

- If you are applying for a **General for Minor Systems (Non Residential), General, or Individual**, you should use the **None of the above (General, Individual or other)** link. Further determination will follow.

Transmission, distribution, communication lines and cables Hide Associated Rules	<input type="radio"/>
Rule 40D-400.453; 40D-400.455; 40D-400.457; 40D-4.051(9)(m); 40D-4.051(10)(a); 40D-4.051(10)(b);	
Other: Minor governmental activities Hide Associated Rules	<input type="radio"/>
Rule 40D-400.483; 40D-400.485; 40D-400.487; 40D-400.495;	
Conceptual View Associated Rules	<input type="radio"/>
Minor Residential Subdivisions View Associated Rules	<input type="radio"/>
Site Conditions Assessment View Associated Rules	<input type="radio"/>
Petition for Formal Determination View Associated Rules	<input type="radio"/>
Modification Related to Outparcel Construction Within Permitted Commercial/Industrial Projects View Associated Rules	<input type="radio"/>
Short Form Modification View Associated Rules	<input type="radio"/>
None of the above (General, Individual, or other)	<input type="radio"/>

[Click Here](#) 

- Once you have either selected a specific permit application type from the list above, or provided the responses to the questions for a Minor System, General, or Individual permit application, a Permit Determination Summary page will display:

Permit Determination Summary

- Application for permit modification to extend the existing permit duration of a construction permit - general [Rule 40D-400.451\(1\)](#)
- A request for modification involving construction within an outparcel of a permitted commercial or industrial development [Rule 40D-4.051\(10\)\(a\)\(i\)](#)
- General Environmental Resource Permit [Rule 40D-4.051](#)
- A request to modify a general construction permit by submittal of an Environmental Resource Permit Modification Short Form [Rule 40D-400.495\(1\)](#)

Application Progress

13% Complete

Help

The Permit Determination Summary page displays the permit types and associated rules that would be applicable based on the information provided thus far. You may only make one selection.

* Required Field

- Select the correct permit application type from the list and click **Next**.

2. General Information

- Now that the determination has been made, we are on to the General Information.

Application Process

1.	Permit Determination	Finished	
2.	General Information	Not Started	
3.	Total Land Area	Not Started	
4.	Project Area	Not Started	
5.	Certification	Not Started	
6.	Site Plan	Not Started	
7.	Attachments	Not Started	
8.	Process Payment	Not Started	

Application Type

- Click on the appropriate response below:

Application Type

Type of Environmental Resource Permit
ERP STANDARD GENERAL

Type of activity for which you are applying

New Construction
If reapplying for an expired, denied or withdrawn permit/application, provide the previous permit number: _____

Modification of a system previously permitted by SWFWMD or DEP. Provide previous permit number: _____

A project to repair, replace, or maintain existing functional pipes or culverts of an existing stormwater system (e.g., work to keep the system functioning exactly as it is.)

Alteration or operation of an existing system which was not previously permitted by SWFWMD or DEP

Application Progress

23% Complete

Help

New Construction: Select this option if there is no existing surface water management system. If there was previous uncompleted permitting activity that meets this selection, please provide the permit number or ERP Application ID.

Modification: Select this option if there has been previously approved permit(s) within the project area.

Please provide the permit number or ERP Application ID and select one of the following:

- Abandonment of a system:
- Alteration of a system:
- Construction of additional phases of a system:
- Extension of permit duration:
- Modification Related to Outparcel Construction Within Permitted Commercial/Industrial Projects:
- Removal of a system:

Required Field

Party Information

- To enter the contact information for the permit application including the Permittee, Engineer/Consultant, Engineer/Consultant Firm, and/or other contacts, click [Add](#).

The screenshot shows the 'Party Information' section of the Environmental Resource Permit System. The page title is 'Environmental Resource Permit System' and the subtitle is 'SOUTHFLORIDA PUBLIC WATER MANAGEMENT DISTRICT'. The main heading is 'Party Information'. Below the heading, there is a paragraph of instructions: 'Provide the information about the contacts for this permit application. Permittee is required to continue. For applications with multiple permittees, please select the "Permittee - Other" Contact Type. You may enter as many of those types of contacts as needed. You can add a new party, by clicking Add below.' There is an 'ADD' button. Below this, there is a form with the following fields: 'Party Name' (Andrea Bolling), 'Contact Type' (Engineer / Consultant Firm), 'Address' (2379 Broad Brookville 34604), 'Telephone Number Business' (353-796-7244), and 'Email' (andrea.bolling@watermatters.org). There are 'Back' and 'Next' buttons at the bottom. On the right side, there is an 'Application Progress' section with a progress bar and a 'Help' section. The 'Help' section contains definitions for 'Permittee', 'Engineer/Consultant Firm', 'Engineer/Consultant', and 'Operation and Maintenance Entity'. A note at the bottom of the help section says '* Required Field'.

- Select the Contact Type, Party Type, and enter the required information, then click [Save](#).

The screenshot shows the 'Save' form. The title is 'Save'. Below the title, it says 'Fill out information below and click save button below'. The form contains the following fields and options:

- Contact Type ***: Radio buttons for Permittee, Engineer / Consultant, Engineer / Consultant Firm, Contacts - Other, Operation and Maintenance Entity, and Permittee - Other.
- Party Type ***: A dropdown menu currently set to 'Individual'.
- First Name ***: Text input field.
- Middle Initial**: Text input field.
- Last Name ***: Text input field.
- Address 1 ***: Text input field.
- Address 2**: Text input field.
- City ***: Text input field.
- State ***: Dropdown menu currently set to 'FL'.
- ZIP ***: Text input field.
- Phone Number ***: Text input field with hyphens for area code, prefix, and number.
- Email ***: Text input field.

At the bottom of the form, there are 'Save' and 'Cancel' buttons.

This would be the location to enter the individual engineer if using a company account or the company information if using an individual account.

Project Information

- The Project Info page populates with the information you already populated if you chose “None of the above”. If you chose another permit type, you would need to fill in the info here.
- Provide the required additional information on the project. Click “Next”

Project Information

Name of project, including phase if applicable *

Is this application for part of a multi-phase project?

Total applicant-owned area contiguous to the project (acres) *

Total project area for which a permit is sought (acres) *

Total land area (applicant-owned contiguous area + project area) [Calculate](#)

Total impervious and semi-impervious area for which a permit is sought (acres) *

Are any of the activities described in this application proposed to occur in, on, or over wetlands or other surface waters?

How many acres impact (in acres)

Has this project been approved as a joint water management program, or other project of mutual benefit to the applicant and the District, as defined by Chapter 373, Subsections 373.0695(2)(d) and (3), 373.1961, and 373.451 F.S. (i.e. Cooperative Funding Initiative [CFI])?

Is project a public highway? *

Are you requesting authorization to use State Owned Submerged Lands

This permit application is being made in accordance with F.S. 380.0657 (Expedited permitting process for economic development projects) for a project that qualifies as meeting the definition of a target industry business under F.S. 288.106.

Application Progress

50% Complete

Help

This section summarizes entries that may have already been entered during the online process for the application. At this point, please verify the information submitted and make any corrections necessary.

* Required Field

[BACK](#) [NEXT](#)

Project Description

- Provide a description of the proposed project, including any pertinent information for the review of the application.

Project Description

Describe in general terms the proposed project, system or activity. *

Maximum Allowed: 25,000 Characters

Application Progress

33% Complete

Help

A description of the proposed project is required.

* Required Field

[BACK](#) [NEXT](#)

Engineering Worksheet

- To provide an electronic Engineering Worksheet with the application, click the **Add** button. A data screen will appear. Add the individual pond data and click **Save**. You can add as many ponds to the worksheet as necessary. Once complete, click **Next** to move to the next screen.

Save

Pond Data

Basin No. - Pond No. *	<input type="text"/>
Open or Closed	Open ▾
Pond Bottom Elevation	<input type="text"/>
Seasonal High Water Elevation	<input type="text"/>
Control Device Elevation	<input type="text"/>
Design Low Water Elevation	<input type="text"/>
Weir Invert Elevation	<input type="text"/>
Design High Water Elevation	<input type="text"/>
Top of Bank Elevation	<input type="text"/>
Weir Width (Ft.)	<input type="text"/>
Area at Top of Bank (Ac.) *	<input type="text"/>
Volume at DHW (Ac.-Ft.)	<input type="text"/>
Volume at TOB (Ac.-Ft.)	<input type="text"/>

Quantity

[25YR/24HR Discharge Rates] Pre-Development (CFS)

Help

BASIN NO. - POND NO.: Identify the basin and/or pond number (i.e. Basin 1-Pond 3 as 1-3).

OPEN OR CLOSED: Identify whether the basin is open or closed. Open and closed basins are defined in the Permit Information Manual.

CONTROL DEVICE ELEVATION: The lowest elevation at which water can be released through the control device. Manual...

- The Engineer Worksheet is optional. However, if you enter any information for a pond, you will be required to complete the **Pond Name**, **Area at Top of Bank**, and the **Water Quality Type** before moving forward.

3. Total Land Area

Application Process

1.	Permit Determination	Finished	FINISHED
2.	General Information	Finished	FINISHED
3.	Total Land Area	Not Started	NEXT
4.	Project Area	Not Started	
5.	Certification	Not Started	
6.	Site Plan	Not Started	
7.	Attachments	Not Started	
8.	Process Payment	Not Started	

- The Total Land area is defined using GIS.
- Zoom to the location by Lat/Long, County, Parcel, STR, Address, or a previous permit number.

Zoom to Location
 Latitude: (ex. 28 38 24.65) Degrees Minutes Seconds

Longitude: (ex. 82 21 35.00)

Zoom to County

Zoom to Parcel

Parcel ID:

Zoom to STR
 Section:
Township:
Range:

Zoom to Address
 Address/Intersection: (Intersection Example: Main & First)
ZIP Code:

Zoom to ERP
 Permit Number:
Permit Revision:

- The District's GIS map will populate to the selected area. You will then use the tools to zoom in, zoom out, pan, view full extent of map, select a parcel, draw a polygon, or clear a graphic. Once the total land area is selected, click **Next**.

Total Land Area



Parcel ID	Owner Name	Address
R19 423 19 0000 0110 0010	SOUTHWEST FLA W M D	2379 BROAD ST



4. Project Area

Application Process

1 [•]	Permit Determination	Finished	
2 [•]	General Information	Finished	
3 [•]	Total Land Area	Finished	
4 [•]	Project Area	Not Started	
5 [•]	Certification	Not Started	
6 [•]	Site Plan	Not Started	
7 [•]	Attachments	Not Started	
8 [•]	Process Payment	Not Started	

- Choose to “Draw Map”

Project Area

Draw Map

You will be directed you to the draw polygon tool (instructions in Tool Help) to create your project area boundary. After drawing the project area boundary, click Next.

Upload Map

You will be directed to the attachment section of the application where you can upload the project area document. Instructions on how to upload documents are available on the attachment section page. Once the document has been uploaded, click Next.

- Choose to use the TLA as your project area, by click “Yes” .. Or.

Identify Project Area

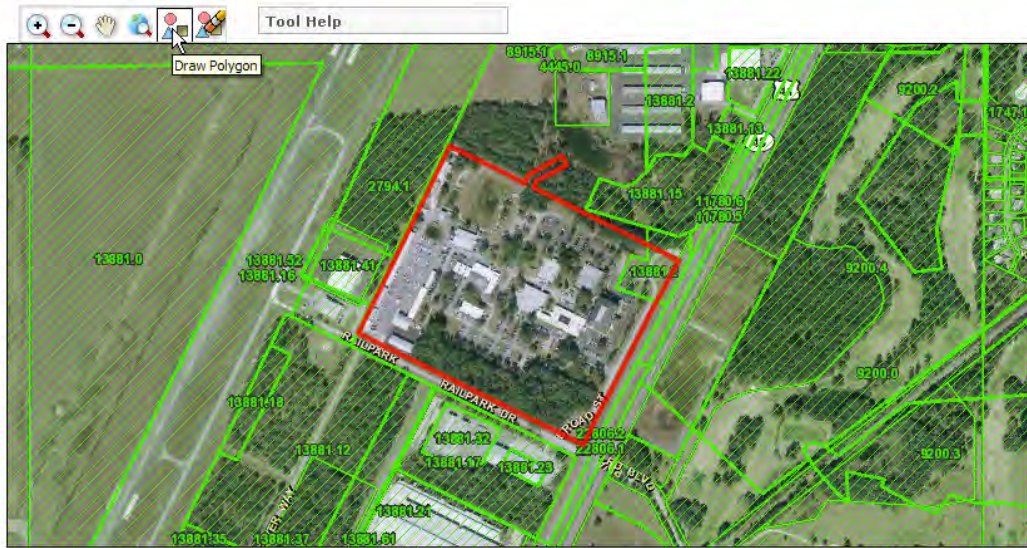
The Project Area indicates the areas of land to be affected. In order for the District to better understand the impact of this permit, you are required to provide the area that will be affected by this permit.

Is the Project Area boundary the same as the Total Land Area boundary (outlined in red)?

Map Legend

- If not, use the previously referenced tools to select/draw the correct project area.

Project Area



5. Certification

Application Process

1.	Permit Determination	 Finished	
2.	General Information	 Finished	
3.	Total Land Area	 Finished	
4.	Project Area	 Finished	
5.	Certification	 Not Started	
6.	Site Plan	 Not Started	
7.	Attachments	 Not Started	
8.	Process Payment	 Not Started	

- General and Individual permit applications typically should not have certification questions. This section is currently limited to Noticed Generals, Minors, and some exemptions. Any questions in this section need to be answered.

General Environmental Resource Permit 40D-40

No Questions to certify at this time. Questions have not been added.

6. Site Plan

Application Process

1.	Permit Determination	Finished	FINISHED
2.	General Information	Finished	FINISHED
3.	Total Land Area	Finished	FINISHED
4.	Project Area	Finished	FINISHED
5.	Certification	Finished	FINISHED
6.	Site Plan	Not Started	NEXT
7.	Attachments	Not Started	
8.	Process Payment	Not Started	

- Wait until you get to the attachment page to upload the required Site Plan Certification.
- As appropriate the information requested on the Site Plan Certification should be provided on the site plan. Indicate using the dropdowns whether the requested information has been provided on the site plan.

Site Plan Certification

Name of project*

Property boundaries and dimensions

Name and location of any adjoining public streets or roads

Location, dimensions (and use if not apparent) of all existing structures

Locations and dimensions of all proposed works

Label all impervious and pervious areas and indicate their surface area

Provide total impervious and semi-impervious area shown on site plan (in sq. ft.)*

Location of staging area for equipment moved to and from the site

Direction of drainage relative to the proposed improvements?

Permanent and temporary erosion, sedimentation and turbidity controls

Boundaries of wetlands and other surface waters identifying open water areas

Is any wetland or other surface water body identified by another?

How many wetlands or other surface water bodies are identified by another on the site plan?*

Boundaries, area and volumes of all temporary and permanent earthwork including prep and post-construction grades

Locations of temporary and permanent spoil sites if on property

How many of the spoil sites located in wetlands or other waters?

Application Progress

72% Complete

Help

Please certify what information is provided on your site plan using the drop down selections and data windows.

* Required Field

- If you have indicated there are wetlands outlined on the site plan, the following screen will appear. In this example, it was indicated that there are two wetlands within the project area. The name of the wetland/surface water should be provided as well as the water resource, type, and description from the drop down.

Wetlands or Other Surface Waters Identified on the Site Plan [Add](#)

1. Name

Water Resources	Type	Description
Water Body	Streams and Waterways	Rivers

[Remove](#)

2. Name

Water Resources	Type	Description
Water Body	Streams and Waterways	Rivers

[Remove](#)

BACK **NEXT**

Application Progress

76% Complete

* Required Field

- If you need to add additional Wetlands/Surface Waters, click the “Add” link at the top of the page.
- If no wetlands are indicated within the project area, the following screen will appear:

Wetlands or Other Surface Waters Identified on the Site Plan [Add](#)

You have not identified any Wetlands or Other Surface Waters, if this is correct click next. If this is not correct click back.

BACK **NEXT**

Application Progress

76% Complete

* Required Field

- If you need to add wetlands, click [Back](#) to correct the previous screen.

Project Schedule

- Provide the information requested, if known. Click [Next](#).

Project Schedule

How many days after the permit is issued will the project start	<input type="text"/>
Estimated time required for project completion (in days)	<input type="text"/>

- The Project Schedule defaults to “No”.

Project Schedule

Is fill used in project?	No <input type="button" value="v"/>
Is rip rap needed?	No <input type="button" value="v"/>
Does the project include pilings or seawalls?	No <input type="button" value="v"/>
Does a slope stabilization requirements exist?	N/A <input type="button" value="v"/>



7. Attachments

Application Process

1.	Permit Determination	Finished	FINISHED
2.	General Information	Finished	FINISHED
3.	Total Land Area	Finished	FINISHED
4.	Project Area	Finished	FINISHED
5.	Certification	Finished	FINISHED
6.	Site Plan	Finished	FINISHED
7.	Attachments	Not Started	NEXT
8.	Process Payment	Not Started	

- Depending on the application type, different attachments may be required.
- Attachments indicated with a are required. All others are optional. Use the drop down on the right to select the appropriate document type and click **Browse** to locate the document. Once the file is selected, click **Add Document**.

Once the document has been uploaded, the document will appear under the “**Uploaded Attachments**” section and the will turn to a .

Document Attachment

Below is the list of documents that are needed to complete your application. The documents that are labeled "Optional" or "Optional upload" are not required to submit your application online. However, they may be required for the District to process your application. You will be notified in a Request for Additional Information letter within 30 days of the submittal date of these omissions per Chapter 120.60, Florida Statutes.

Document Type

To upload a file, select the document type you are uploading. Click the Browse button to locate the file on your computer, then click Open. The file name will display next to the Browse button, click the Add Document button and the files will display in the Uploaded Attachments section below.

Section C

Uploaded Attachments

Document	Date	Action
Application Authorization	09/22/2011	Delete
Section C	09/22/2011	Delete

Legend

- Document has been uploaded
- Document has not been uploaded
- Optional Attachment

Attachments

- Application Authorization
- Section C
- Section E
- Aerials
- Agency Comments
- Agent Authorization
 - A letter signed by the applicant/permittee indicating the person or persons authorized to act on their behalf.
- Calculations/Drainage Information
- Conservation Easement Information
- Engineering Worksheet
- Environmental Information
- Fee Information

Hover over the Document type to see description of the document.

- Continue this process until all required and optional documents necessary for the permit application have been uploaded.

- If a document is uploaded erroneously, you can click the “delete” link to remove it and upload a different document.

Document Attachment

Below is the list of documents that are needed to complete your application. The documents that are labeled “Optional” or “Optional upload” are not required to submit your application online. However, they may be required for the District to process your application. You will be notified in a Request for Additional Information letter within 30 days of the submittal date of these omissions per Chapter 120.60, Florida Statutes.

Document Type

To upload a file, select the document type you are uploading. Click the Browse button to locate the file on your computer, then click Open. The file name will display next to the Browse button, click the Add Document button and the files will display in the Uploaded Attachments section below.

Agent Authorization

Uploaded Attachments

Document	Date	Action
Agent Authorization	08/16/2011	Delete

8. Process Payment

Application Process

1.	Permit Determination	Finished	FINISHED
2.	General Information	Finished	FINISHED
3.	Total Land Area	Finished	FINISHED
4.	Project Area	Finished	FINISHED
5.	Certification	Finished	FINISHED
6.	Site Plan	Finished	FINISHED
7.	Attachments	Finished	FINISHED
8.	Process Payment	Not Started	NEXT

- The boxes below must be checked to proceed. You can also indicate if there is a fee reduction or if you are reapplying for a withdrawn or denied permit. Click [Next](#).

Fee Reduction

Is this application being filed by or on behalf of an entity eligible for a fee reduction?

No

Re-Applying for a Permit

Are you re-applying for a permit that has been withdrawn or denied within the last 365 days?

No

Please read the following. Agreement with these statements is required in order to submit your application.

I either own the property described in this application, or I have legal authority to allow access to the property, and I consent, after receiving prior notification, to any site visit on the property by agents or personnel from the Department of Environmental Protection, the Southwest Florida Water Management district and the U.S. Army Corps of Engineers necessary for the review and inspection of the proposed project specified in this application. I authorize these agents or personnel to enter the property as many times as may be necessary to make such review and inspection. Further, I agree to provide entry to the project site for such agents or personnel to monitor authorized work if a permit is granted.

I Agree

By submitting this application, I am applying, or I am applying on behalf of, the owner or applicant, for the permit identified herein, according to the supporting data and other incidental information filed with this application. I am familiar with the information contained in this application, and represent that such information is true, complete, and accurate. I understand that knowingly making any false statement or representation in the application is a violation of Section 373-430, F.S. and 18 U.S.C. Section 1001. I understand this is an application and not a permit and work prior to approval is a violation. I understand that this application and any permit or proprietary authorization issued pursuant thereto, does not relieve me of any obligation for obtaining any other required federal, state, water management district or local permit prior to commencement of construction. I agree, or I agree on behalf of the owner or applicant, to operate and maintain the permitted system unless the permitting agency authorizes transfer of the permit to a responsible operation entity.

I Agree

- Select the type of payment and enter the required information. **Do not upload a copy of the check.** You only need to input the account and routing numbers into the system. Click “Next”.

Payment Information

Payment Type Credit Card | Receipt | Check

First Name*

Last Name*

Address*

City*

State*

ZIP Code* -

Country*

Card Number* - - -

Expiration Date* Month Year

Application Fee \$2912.00

Note: You have indicated that project activities will occur on Sovereign Submerged Lands. Please be aware that additional application fees may be required for these activities in accordance with the fee schedule provided in Chapter 18-21.F.A.C.

Total Amount \$2912.00

- If the payment amount is incorrect, or if there is another reason you cannot submit payment, use the “Fee Does Not Appear to be Correct” link. This will enable you to submit the application without payment. If you select this link, you will not be able to pay using Credit Card, unless you visit the service office. You will need to mail payment to the District, noting the Application ID number.

Process Payment

Your permit application has been **saved**. Use the form to submit payment for your new permit application. Your application will not be submitted to the Southwest Florida Water Management District for review until your payment has been processed. You may retrieve this application at a later time (using the Permit Search link) and submit your online payment. This is a Thawte® secure site. Using the information you supply below, your application fee will be processed by Point-and-Pay after you click 'Process Payment'. This site does not record your credit card information once your transaction is completed. Note that payment by credit/debit card is provided as a service through Point And Pay, Inc. Once your payment has been submitted you will not be able to make changes to your permit application or any associated attachments. If you need to make changes to your permit application, contact the Southwest Florida Water Management District.

Incorrect Fee Amount

If the fee does not appear to be correct, click on the "Fee Does Not Appear To Be Correct" link below to submit the application without a payment.


This link can be used to bypass the payment.

Fee Does Not Appear To Be Correct

- The system will ask if you are sure you want to submit this application. If yes, click **yes**; if no, click **no**. If you select “**No**” you will be returned to the payment page. If you select “**Yes**”, your application will be submitted.

Submit Application

Are you sure you want to submit this application? If so, click on “Yes.” This action will process your payment and submit your application. If not, click on “No.”

- Use the  link to view your application and save an electronic copy. The final page can be used to submit to the entity responsible for payment and can be sent to the District along with a check. It is also the receipt of payment if payment is made.

Payment Summary- Receipt of Application

- Your application has been submitted to the District. You can view the application from this page or create the manifest document.

Payment Summary

ERP Application Identification Number	647598
Transaction For	ERP STANDARD GENERAL
Transaction Date	8/17/2011
Amount	\$2912

Application

To view the application that was submitted to District click on the View Application button.

[VIEW APPLICATION](#)

Engineer Electronic Signature File



Note: If this document needs to be Signed and Sealed you will need to create a Manifest Document by clicking the Create Manifest Document button. Once the Manifest Document is created you will need to print the document and arrange for its delivery to the Southwest Florida Water Management District with the signature and Professional Seal stamped on the document.

[Create Manifest Document](#)

Other Useful Information

- You can return to any section that has been previously completed. However, you will have to step through all of the sections that follow to return to your current location. The system will store the information previously entered, but you will have to manually click through the system at this time.

The screenshot shows the 'Environmental Resource Permit System' interface. At the top, there are navigation links: 'Home', 'New Application', 'View Applications', 'Your Account', 'Preview Application', and 'Exit'. The main content area is titled 'Application Process' and displays a list of 8 steps:

1. Permit Determination	Finished	FINISHED
2. General Information	Finished	FINISHED
3. Total Land Area	Finished	FINISHED
4. Project Area	Finished	FINISHED
5. Certification	Finished	FINISHED
6. Site Plan	Finished	FINISHED
7. Attachments	Finished	FINISHED
8. Process Payment	Not Started	NEXT

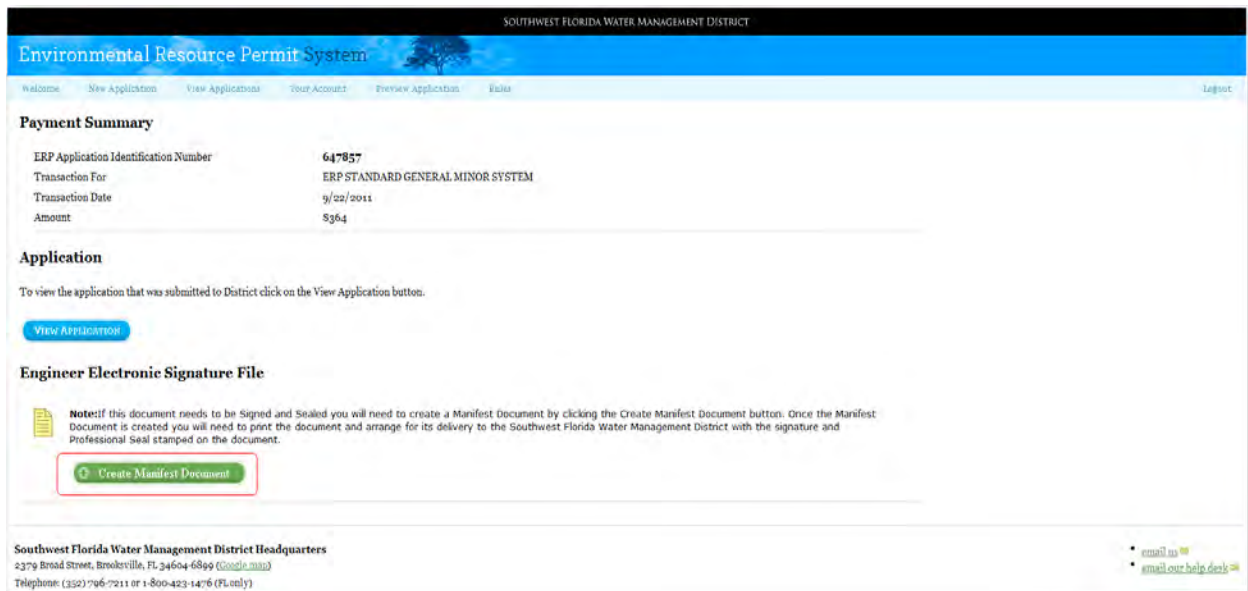
Below the list is a link: [View Application Meeting Notes \(optional\)](#). On the right side, there is an 'Application Progress' section with a green progress bar showing 90% completion. Below the progress bar is a 'Help' section with instructions: 'To begin the application process, please click on "NEXT" to the right of Step 1. If you have a permit in progress, click on the "NEXT" button to the right of the next step that is not yet started. If you did not complete a step while you were in progress, click the "CONTINUE" button to the right of that step. You can close this application and leave it at any time. The system will automatically save it. You can come back to it by clicking on "View Applications" searching for the application, and then clicking the "Continue" link. * Required Field'.

- At anytime through the process, you can see your application progress on the progress bar on the right of the screen. You can also preview your application at any time as well by clicking the "Preview Application" link at the top of the page. A separate window will open with your draft application information.

Generating a Manifest with an Application Submittal

Once the Application has been submitted, there are certain documents that require signature and seal from a registered professional. In order to meet the requirements, a Manifest document will need to be generated, signed and sealed, and delivered/mailed to the appropriate District Service Office.

- On the **Payment Summary** Screen, click on the  link.



SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Environmental Resource Permit System

Welcome New Application View Applications Your Account Preview Application Help Logout

Payment Summary


ERP Application Identification Number: 647857
 Transaction For: ERP STANDARD GENERAL MINOR SYSTEM
 Transaction Date: 9/22/2011
 Amount: \$364

Application

To view the application that was submitted to District click on the View Application button.

[View Application](#)

Engineer Electronic Signature File

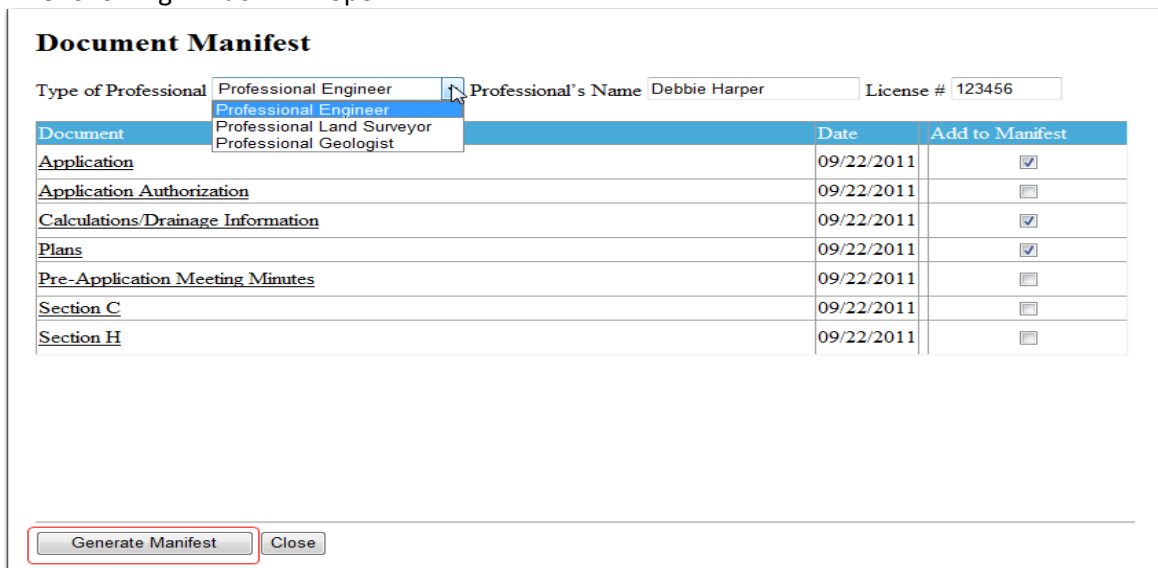
 **Note:** If this document needs to be Signed and Sealed you will need to create a Manifest Document by clicking the Create Manifest Document button. Once the Manifest Document is created you will need to print the document and arrange for its delivery to the Southwest Florida Water Management District with the signature and Professional Seal stamped on the document.

[Create Manifest Document](#)

Southwest Florida Water Management District Headquarters
 2379 Broad Street, Brooksville, FL 34604-6899 ([Google Map](#))
 Telephone: (352) 796-7211 or 1-800-423-1476 (FL only)

[email us](#)
[email our help desk](#)

- The following window will open:



Document Manifest

Type of Professional: Professional Engineer Professional's Name: Debbie Harper License #: 123456

Document	Date	Add to Manifest
<u>Application</u>	09/22/2011	<input checked="" type="checkbox"/>
<u>Application Authorization</u>	09/22/2011	<input type="checkbox"/>
<u>Calculations/Drainage Information</u>	09/22/2011	<input checked="" type="checkbox"/>
<u>Plans</u>	09/22/2011	<input checked="" type="checkbox"/>
<u>Pre-Application Meeting Minutes</u>	09/22/2011	<input type="checkbox"/>
<u>Section C</u>	09/22/2011	<input type="checkbox"/>
<u>Section H</u>	09/22/2011	<input type="checkbox"/>

[Generate Manifest](#) [Close](#)

- Only the documents selected to be signed and sealed will appear on the manifest document.

Print
Close

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Environmental Resource Permit System

Environmental Resource Permitting Engineer Electronic Signature File

ERP Application Identification Number	647857
Project Name	2.2.1 Response Demonstration
Transaction Date	Tuesday, December 20, 2011
Professional Engineer	Debbie Harper
Professional License Number	123456

The following documents have been submitted to the Southwest Florida Water Management District

1.	Description	Application
	Key	6F2A41BAEF6AE86B6F78357A5015225DF79
2.	Description	Calculations/Drainage Information
	Key	3DEF3C5282B32C64F1D1FA48DBB8A4C4D844F32D
3.	Description	Plans
	Key	8F24B974B8764CAF252F78A40C7967C38C85C2E

Signature _____

Date _____

Professional Seal

- Select the Type of Professional from the drop down menu, enter the Professional's name and license number.
- Select the documents that require the signature and seal of the indicated professional by click the [Add to Manifest](#) box to the right of the document type.
- Once all appropriate documents have been selected, click the [Generate Manifest](#) button.
- The Manifest Document will populate with an encrypted code for the specific documents sealed.
- Print the manifest. Sign and seal the Manifest and mail to the appropriate District service office.
- This process can be repeated numerous times to generate multiple manifest documents for multiple professionals to sign and seal.
- **If you miss creating the Manifest Document, you can always log back into your account and click the [View Application](#) button. Then click the [Document](#) link. You will see the below page which allows you to create the Manifest Document, view documents submitted, or submit additional information.**

Documents for ERP Permit (PermitApplicationId) 647629

[View Documents for Older Revisions](#)

CORRESPOND WITH THE DISTRICT

Additional Application Information

DO NOT CLICK THE LINK BELOW BEFORE VERIFYING THE FOLLOWING:

1. You are NOT responding to an RAI or CLAR letter.
2. You are submitting a time extension request.
3. You are submitting a request to withdraw your application.
4. Click the link below to submit any other information to the District.

[Send Correspondence to District](#)

[Create Manifest Document](#)

All Documents

Date	Document
8/17/2011	Section C
8/17/2011	Acem Authorization
8/17/2011	Application
8/17/2011	Section E
8/17/2011	Section F

Note: The manifest document should NOT be uploaded and submitted to the District electronically. This is the one physical paper that is required to meet the Professional Board's requirement for signed and sealed documents.

Responding to a Request for Additional Information or Clarification Letter

Once the application has been submitted and reviewed, a Request for Additional Information letter (RAI) or Clarification of Information letter (Clar) may be emailed to you by the District review staff. This letter will be sent electronically to the address indicated at the time of submittal. In order to respond to either letter, follow the steps below:

- Log into your ePermitting Account
- Select the [View Applications](#) link.

The screenshot shows the user interface of the Environmental Resource Permit System. At the top, it says "Environmental Resource Permit System". Below that, it greets the user: "Hi, Ina Applicant (logout)". The user's profile information is listed: Address: 2379 Broad Street, City: Brooksville, ZIP: 34604, Email: ina.applicant@yahoo.com, and Phone: (852)796-7211. There are three buttons: "NEW APPLICATION", "VIEW APPLICATIONS", and "YOUR ACCOUNT". Under "Tools and downloads", there are links for "Environmental resource permit information manual", "Forms", and "Supplemental information". On the right, there is a section titled "Environmental resource permits" with a detailed description of what an ERP is and a list of permit types: Individual Permit - Conceptual, Individual Permit - Construction, General Permit - Site Conditions Assessment, Standard General Permit - Construction, Standard General Permit for Minor Systems - Construction, and Noticed General Permit - Construction. A paragraph below explains that the system automatically determines the permit type based on project information and provides links to the Information Manual, "New Application", "View Applications", and "Your Account".

- Select the [Documents](#) link next to the permit application in which you need to respond.

The screenshot shows the "View Applications" page. It has a navigation bar with "Home", "New Application", "View Applications", and "View Account". Below the navigation bar, there is a "View Applications" section with an "Advanced Search" link. A "Results (6 records found)" section contains a table with the following data:

ERP Application ID	Status	Project Name	Last Updated	Actions
648093	Draft	2.0.1 External Testing DKH	9/29/2011 2:16:25 PM	Continue Cancel
647957	Under Review	2.0.1 Response Demonstration	9/22/2011 11:48:55 PM	Documents
647609	Under Review	2.0 Acc SSL- DKH	9/12/2011 7:08:13 PM	Documents
647198	Under Review	Trial Preapp	8/17/2011 3:03:41 AM	Documents
647528	Under Review	ePermitting Video Demonstration	8/5/2011 11:57:08 AM	Documents
647471	Under Review	ePermitting Video Demonstration	7/21/2011 11:16:23 AM	Documents

Note: The applications shown as "Draft" above have not been submitted to the District for review and can be continued or cancelled (deleted) at any time.

Correspond with the District

- Select the type of correspondence you wish to send to the District:
 - **Partial Response, Complete Response, or Correspondence.**

Environmental Resource Permit System

Welcome | [View Application](#) | [View Applications](#) | [Your Account](#) | August

Documents for ERP Permit (PermitApplicationId) 647629

[View Documents for Older Revisions](#)

CORRESPOND WITH THE DISTRICT

Letter Type	Date	Sender
Request for Additional Information	9/8/2011 1:32:50 PM	DEBRA HARPER

DO NOT CLICK THE LINK BELOW BEFORE VERIFYING THE FOLLOWING:

1. You are submitting a partial response to an RAI or CLAR letter.

[Submit Partial Response](#)

1. You are completing your RAI or CLAR Response.

[Submit Complete Response](#)

1. You are NOT responding to an RAI or CLAR letter.
 2. You are submitting a time extension request.
 3. You are submitting a request to withdraw your application.
 4. Click the link below to submit any other information to the District.

[Send Correspondence to District](#)

All Documents

Date	Document
8/17/2011	Section C
8/17/2011	Agent Authorization
9/8/2011	Request for Additional Information
8/17/2011	Application
8/17/2011	Section E
8/17/2011	Section G

[Create Manifest Document](#)

Note: The Applicant Transmittal Form is not required with electronic submittals. Selecting the appropriate response type above meets the requirements of the Applicant Transmittal Form.

- **Submit Complete Response** was selected for the example below:

Response to Request for Additional Information

Document Type

To upload a file, select the document type you are uploading. Click the Browse button to locate the file on your computer, then click Open. The file name will display next to the Browse button, click the Add Document button and the files will display in the Uploaded Attachments section below.

Response to Request for Additional Information

Note: Response to Request for Additional Information is required.

[Add Document](#)

Files to upload

To begin the upload process, click the Next button. Please wait while we prepare your information. Uploading time varies depending on file size(s), upload traffic, and your internet connection. Please do not interrupt the process or start again as this could cause duplication of files and longer upload times.

Help

Attachment Descriptions

- (Required) Response to Request for Additional Information
- Aerials
- Agency Comments
- Agent Authorizations
- Application Authorization
- Calculations/Drainage Information
- Conservation Easement Information
- Engineering Worksheets
- Environmental Information
- Fee Information
- Financial Assurance Information
- Hazardous Information
- Geo-technical Report/SSiK Information
- BOA/POA/CDD Information
- Legal Identity of Applicant
- Mitigation Bank Ledger
- Mitigation/Monitoring Information
- Narrative
- Operation/Maintenance Information

- The only required document for a response is **Response to Request for Information** for complete responses or **RAI/CLAR Partial Response** for partial responses. It is recommended that this document include the cover letter and the responses to the RAI/CLAR questions.
- Select the document type that is being uploaded.
- Click **Browse** to locate the document on your hard drive.
- Then click **Add Document**
- Once all the documents have been added, click **Next**.

Response to Request for Additional Information

Document Type

To upload a file, select the document type you are uploading. Click the Browse button to locate the file on your computer, then click Open. The file name will display next to the Browse button, click the Add Document button and the files will display in the Uploaded Attachments section below.

Plans

Note: Response to Request for Additional Information is required.

Files to upload

Document	Action
Response to Request for Additional Information	Delete
Calculations/Drainage Information	Delete
Plans	Delete



To begin the upload process, click the Next button. Please wait while we prepare your information. Uploading time varies depending on file size(s), upload traffic, and your internet connection. Please do not interrupt the process or start again as this could cause duplication of files and longer upload times.

Help

Attachment Descriptions

- (Required) Response to Request for Additional Information
- Aerials
- Agency Comments
- Agency Authorization
- Application Authorization
- Calculations/Drainage Information
- Conservation Easement Information
- Engineering Worksheet
- Environmental Information
- Fee Information
- Financial Assurance Information
- Floodplain Information
- Geotechnical Report/Soils Information
- HON/POA/CDD Information
- Legal Identity of Applicant
- Mitigation Bank Ledger
- Mitigation/Monitoring Information
- Narrative
- Operation/Maintenance Information
- Other Agency Authorizations
- Petition for a Formal Determination
- Plans
- Pre-Application Meeting Minutes

- Click **Next** to upload the documents to the District's ePermitting system.
- The response has been provided to the District.

Generating a Manifest with a Response

Documents provided with the Response to a Request for Additional Information or Clarification letter may need to be signed and sealed.

- After uploading the response documents, you will return to the Application page shown below:

Documents for ERP Permit (PermitApplicationId) 647629

[View Documents for Older Revisions](#)

CORRESPOND WITH THE DISTRICT

Additional Application Information

DO NOT CLICK THE LINK BELOW BEFORE VERIFYING THE FOLLOWING:

1. You are NOT responding to an RAI or CLAR letter.
2. You are submitting a time extension request.
3. You are submitting a request to withdraw your application.
4. Click the link below to submit any other information to the District.

[Send Correspondence to District](#)

[Create Manifest Document](#)

All Documents

Date	Document
8/17/2011	Section C
8/17/2011	Agent Authorization
9/8/2011	Request for Additional Information
9/22/2011	Plans
9/22/2011	Calculations/Drainage Information
8/17/2011	Application
9/22/2011	Response to Request for Additional Information
8/17/2011	Section E
8/17/2011	Section G

- To generate a manifest, select the [Create Manifest Document](#) link.
- The following separate window will open:

Document Manifest

Type of Professional Professional's Name License #

Document	Date	Add to Manifest
Agent Authorization	08/17/2011	<input type="checkbox"/>
Application	08/17/2011	<input type="checkbox"/>
Calculations/Drainage Information	09/22/2011	<input checked="" type="checkbox"/>
Plans	09/22/2011	<input checked="" type="checkbox"/>
Request for Additional Information	09/08/2011	<input type="checkbox"/>
Response to Request for Additional Information	09/22/2011	<input checked="" type="checkbox"/>
Section C	08/17/2011	<input type="checkbox"/>
Section E	08/17/2011	<input type="checkbox"/>
Section G	08/17/2011	<input type="checkbox"/>

- Select the Type of Professional from the drop down menu, enter the professional's name and license number.
- Select the documents that require the signature and seal of the indicated professional by click the "Add to Manifest" box to the right of the document type. Note that all the documents associated with the application appear on the list, including those created by the District. You can sign and seal documents that were submitted with the response as well as any documents that were not previously signed and sealed.
- Once all appropriate documents have been selected, click "Generate Manifest".
- Print the manifest. Sign and seal the Manifest and mail to the appropriate District service office.
- This process can be repeated numerous times to generate multiple manifest documents for multiple professionals to sign and seal.





Southwest Florida *Water Management District*



The Southwest Florida Water Management District (District) does not discriminate on the basis of disability. This nondiscrimination policy involves every aspect of the District's functions, including access to and participation in the District's programs and activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact the District's Human Resources Director, 2379 Broad St., Brooksville, FL 34604-6899; telephone (352) 796-7211 or 1-800-423-1476 (FL only), ext 4702; TDD 1-800-231-6103 (FL only); or email ADACoordinator@WaterMatters.org.