



## STATEMENT OF COMPLETION AND REQUEST FOR TRANSFER TO OPERATION ENTITY

### **SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

2379 BROAD STREET, BROOKSVILLE, FL 34604-6899  
(352) 796-7211 OR FLORIDA WATS 1 (800) 423-1476

Within 30 days after completion of construction of the surface water management system, the owner or authorized agent must submit the original plus one copy of this form and two complete sets of certified as-built drawings for the surface water management system structures and appurtenances. Upon receipt, this Statement of Completion will be reviewed and the system may be inspected for compliance with the approved permit and as-built drawings. The operation phase of this permit is effective when the Statement of Completion form is signed by an authorized District representative.

#### **1. SURFACE WATER MANAGEMENT SYSTEM INFORMATION:**

Permit No.: \_\_\_\_\_ County: \_\_\_\_\_

Project Name: \_\_\_\_\_ Permittee: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

#### **2. I HEREBY CERTIFY THAT** (please choose accurately and check only one box):

- A. At the time of final inspection, the surface water management system was completed substantially in accordance with the permitted construction plans and information. Any minor deviations from the permitting plans and specifications will not prevent the system from functioning in compliance with the requirements of Chapters 40D-4 and 40D-40, Florida Administrative Code (F.A.C.). (The as-built drawings and information submitted to the District shall confirm this certification.)
- B. At the time of final inspection, the system was NOT completed in substantial conformance with the permitted construction plans and information. (The registered professional engineer shall describe the deviation(s) in writing, and provide confirming depiction on the as-built drawings and information.)

This certification shall be verified by TWO COPIES of attached "as-built" drawings (as-built drawings must be signed, dated and sealed by a Florida Registered Professional Engineer or Professional Land Surveyor and Mapper, as required by State Law).

By: \_\_\_\_\_  
Signature of Engineer of Record                      Name (*please type*)                      Fla. P.E. Reg. No.

• AFFIX SEAL •

\_\_\_\_\_  
Company Name

Date: \_\_\_\_\_  
mm/dd/yyyy                      Company Address

Phone: (\_\_\_\_) \_\_\_\_\_  
City, State, Zip

- 3. NOTIFICATION OF COMPLETION:** The District is hereby notified that construction of the surface water management system is completed, and the Permittee requests that the surface water management permit be transferred to the legal entity (individual owner or corporate) responsible for operation and maintenance (O&M) as named in Section 4. An authorized agent must submit a letter of authorization from the permittee authorizing him or her to execute this Notification.

By: \_\_\_\_\_  
Signature of Permittee or Authorized Agent      Name and Title (*please type*)

\_\_\_\_\_  
Permit Number      Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State, Zip

- 4. AGREEMENT FOR SYSTEM OPERATION AND MAINTENANCE RESPONSIBILITY:** The below-named legal entity responsible for O&M agrees to operate and maintain the surface water management system in compliance with all permit conditions and the provisions of Chapters 40D-4 and 40D-40, F.A.C. An authorized agent must submit a letter of authorization from the owner or other legal entity authorizing him or her to execute this agreement.

By: \_\_\_\_\_  
Signature of Representative of Acceptable  
O&M Entity or Authorized Agent      Name of Owner or Other Acceptable  
Legal Entity for O&M

\_\_\_\_\_  
Name and Title (*please type*)      Address

\_\_\_\_\_  
Permit Number      City, State, Zip

\_\_\_\_\_  
Phone      Date

**RESPONSIBILITY FOR OPERATION AND MAINTENANCE MAY BE TRANSFERRED TO ANOTHER ENTITY ONLY UPON WRITTEN NOTICE AND APPROVAL BY THE DISTRICT IN ACCORDANCE WITH RULE 40D-4.351, F.A.C.**

AGENCY USE ONLY

**OPERATION AUTHORIZATION:** Based upon the certification by the Engineer of Record in Section 2., and the notice of completion in Section 3., the responsibility for operation and maintenance of the system is transferred to the legal entity named in Section 4., and the operation phase of this permit is effective on the date indicated below.

**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT:**

\_\_\_\_\_  
Authorized District Representative      Name and Title

\_\_\_\_\_  
Effective Date (mm/dd/yyyy)      Permit Number

## **AS-BUILT DRAWINGS AND INFORMATION CHECKLIST**

Following is a list of information that is to be verified and submitted by the Engineer of Record in support of the Statement of Completion.

1. On behalf of the permittee, the Engineer shall certify that:

a. At the time of final inspection, the surface water management system was completed substantially in accordance with the permitted construction plans and information. Any minor deviations from the permitting plans and specifications will not prevent the system from functioning in compliance with the requirements of Chapters 40D-4 and 40D-40, F.A.C. (The as-built drawings and information submitted to the District shall confirm this certification.); or

b. At the time of final inspection, the system was NOT completed in substantial conformance with the permitted construction plans and information. (The registered professional engineer shall describe the deviation(s) in writing, and provide confirming depiction on the as-built drawings and information.)

2. The Engineer's certification shall be based upon on-site observation of construction (scheduled and conducted by the professional engineer of record or by a project representative under direct supervision) and review of as-built drawings, with field measurements and verification as needed, for the purpose of determining if the work was completed in accordance with original permitted construction plans, information and specifications.

3. The as-built drawings are to be based on the District permitted construction drawings revised to reflect any changes made during construction. Both the original design and constructed condition must be clearly shown. The plans need to be clearly labeled as "as-built" or "record" drawings. As required by law, all surveyed dimensions and elevations required shall be verified and signed, dated and sealed by a Florida registered professional surveyor and mapper or professional engineer. The following information, at a minimum, shall be verified on the as-built drawings, and supplemental documents if needed:

a. Discharge structures - Locations, dimensions and elevations of all, including weirs, orifices, gates, pumps, pipes, and oil and grease skimmers;

b. Side bank and underdrain filters, or exfiltration trenches - locations, dimensions and elevations of all, including clean-outs, pipes, connections to control structures and points of discharge to receiving waters;

c. Storage areas for treatment and attenuation - dimensions, elevations, contours or cross-sections of all, sufficient to determine stage-storage relationships of the storage area and the permanent pool depth and volume below the control elevation for normally wet systems;

d. System grading - dimensions, elevations, contours, final grades or cross-sections to determine contributing drainage areas, flow directions and conveyance of runoff to the system discharge point(s);

e. Conveyance - dimensions, elevations, contours, final grades or cross-sections of systems utilized to divert off-site runoff around or through the new system;

f. Water levels - existing water elevation(s) and the date determined;

g. Benchmark(s) - location and description (minimum of one per major water control structure); and

h. Wetland mitigation or restoration areas - Show the plan view of all areas, depicting a spatial distribution of plantings conducted by zone (if plantings are required by permit), with a list showing all species planted in each zone, numbers of each species, sizes, date(s) planted and identification of source of material; also provide the dimensions, elevations, contours and representative cross-sections depicting the construction.

4. Submit the final subdivision plat or other legal documents, as recorded in the county public records, showing dedicated rights-of-way, easement locations and special use areas that are reserved for water management purposes and continuing operation and maintenance.

5. Additional information will be shown on the as-built drawings or otherwise provided as needed to verify and support the Statement of Completion (example: home owners association final documents, and other items required by permitting conditions.)