

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT



Pre-Application External User Guide

Revision Chronology		Review Date	June 2026
		Assigned Reviewer	Mila Paunovich
Document ID	Effective Date	Reason for Change	
V1	June 18, 2026	Distribution of user guide to external users.	

Contents

Questionnaire

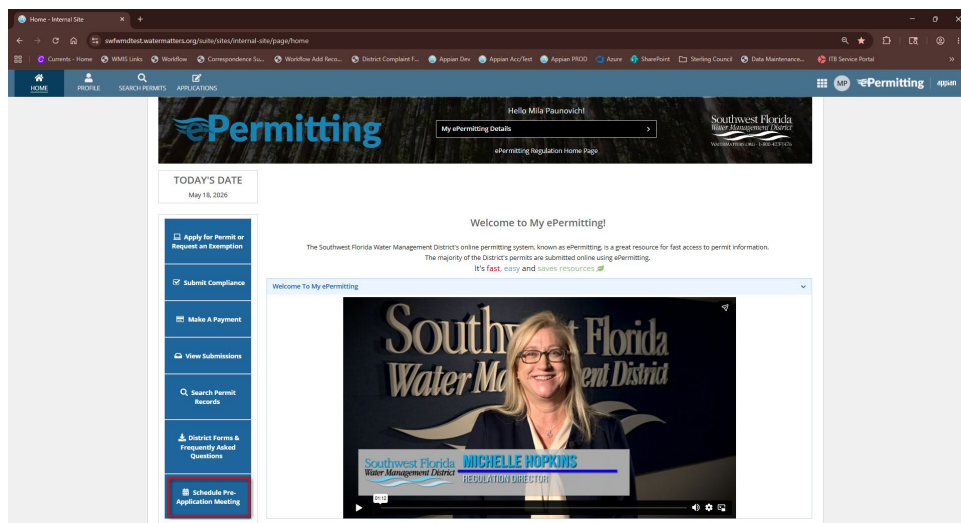
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PURPOSE

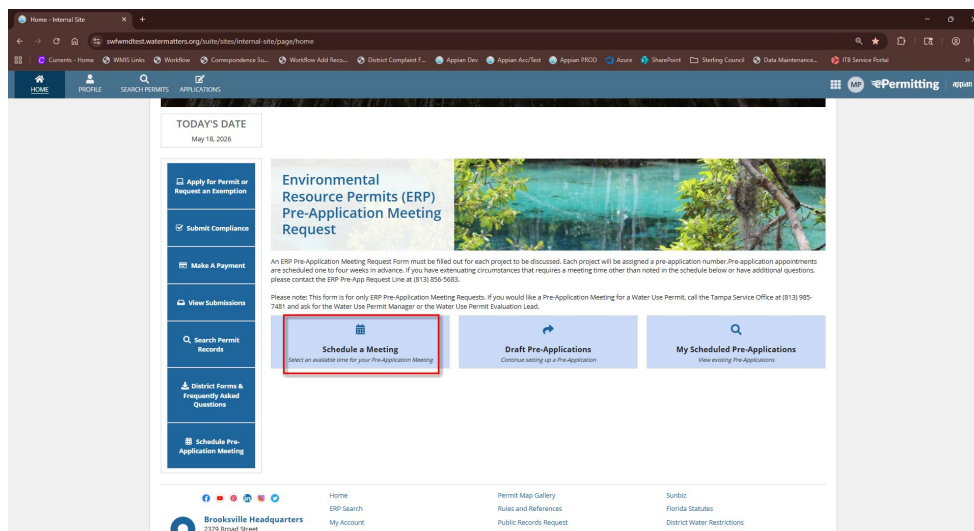
This user guide is designed to assist external users in accessing and navigating the Southwest Florida Water Management District’s pre-application process within the online ePermitting system. It provides step-by-step instructions and detailed guidance for each stage of the internal pre-application workflow.

QUESTIONNAIRE

Select “Schedule Pre-Application Meeting” from the home page.



Select “Schedule a Meeting”.



You will have 30 minutes to complete the questionnaire.

Select if the meeting is ‘WUP’ or ‘ERP’ related.

If WUP, you will fill out questionnaire, and a water use permit member will reach out to schedule the meeting.

If unsure, select ERP and fill out the questionnaire.

The screenshot shows the 'Environmental Resource Permits (ERP) Pre-Application Meeting Request' form. At the top, a red box highlights a timer that says 'You have 29:43 minutes remaining to save your changes'. Below the title, there is a red box containing two radio buttons: 'WUP' (unselected) and 'ERP' (selected). The form includes sections for 'Requester Information' (Meeting Contact Name, Email, Phone) and 'Location Information' (a map). A 'Draft Pre-Application ID: 98' is displayed on the right.

Please note the “Project Description” box is a 100-character minimum.

This screenshot shows the 'Project Information' section of the form. It includes fields for 'Project Name', 'County', and 'Any impacts to mangroves anticipated?'. There are several checkboxes for project details, such as 'Is this one of multiple projects to be discussed?', 'Is project onsite or adjacent to wetlands or surface waters?', and 'Is this application for a Mitigation Bank?'. A red box highlights the 'Project Description (Detailed description of proposed activities):' field, which has a character count of 100/100. Below this is an 'Upload Attachment' section with instructions for uploading documents.

If all questions have been answered, you can jump to [here](#).

DRAFT PRE-APPLICATION

If all questions are not answered at this time, you can “Save Draft” questionnaire.

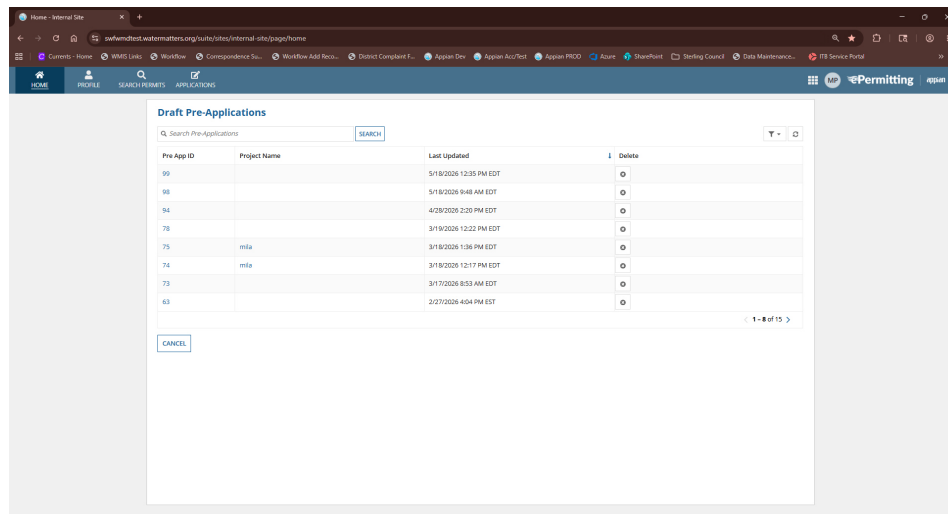
The screenshot shows a web browser window with the URL swfwmd.tdost.waltonmatters.org/submit/submit-internal-site/page/home. The page has a top navigation bar with links like Home, Profile, Search Permits, and Applications. Below the navigation bar, there's a section titled "You have 25:00 minutes remaining to save your changes". The main content area includes a "Comments" section, a "Schedule Meeting" dropdown menu, and a calendar for May 2026. The calendar shows dates from Sunday to Saturday. At the bottom right of the form, there are two buttons: "SAVE DRAFT" (highlighted with a red box) and "SCHEDULE MEETING".

Please note you will not be able to schedule a meeting if all the answers have not been answered.

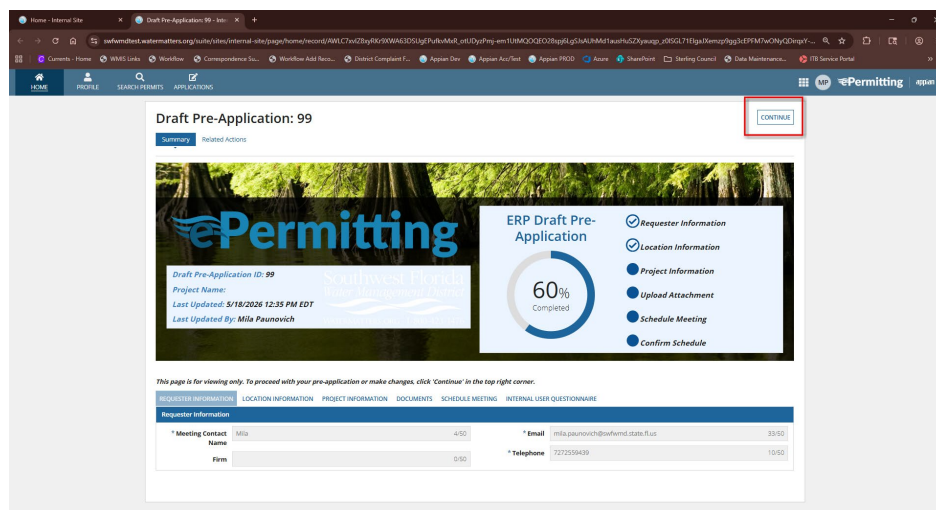
When you are ready to resume completion of a draft pre-application meeting select “Draft Pre-Applications”.

The screenshot shows the Home page of the Environmental Resource Permits (ERP) Pre-Application Meeting Request system. The page has a top navigation bar with links like Home, Profile, Search Permits, and Applications. Below the navigation bar, there's a section titled "TODAY'S DATE" showing May 18, 2025. The main content area includes a "Schedule a Meeting" button (highlighted with a red box), a "Draft Pre-Applications" button, and a "My Scheduled Pre-Applications" button. The "Draft Pre-Applications" button is highlighted with a red box. The page also includes a sidebar with links like "Apply for Permit or Request an Exemption", "Submit Compliance", "Make a Payment", "View Submissions", "Search Permit Records", "District Forms & Frequently Asked Questions", and "Schedule Pre-Application Meeting".

Select the pre-application draft you would like to complete.



Select "Continue" from the top right of the screen.



SCHEDULE A MEETING

Once all questions are answered you will have the ability to schedule your meeting.

Draft Pre-Application: 99

You have 26:31 minutes remaining to save your changes

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3	4	5	6	7	1	2
10	11	12	13	14	8	9
17	18	19	20	21	15	16
24	25	26	27	28	22	23
31					29	30

Available times for May 21, 2020

9:00 AM (30 minutes)	9:30 AM (30 minutes)	10:00 AM (30 minutes)	9:00 AM (1 Hour)	9:30 AM (30 minutes)
9:30 AM (30 minutes)	10:00 AM (30 minutes)	10:30 AM (30 minutes)	10:00 AM (1 Hour)	10:00 AM (1 Hour)
10:30 AM (30 minutes)	11:00 AM (30 minutes)	11:30 AM (30 minutes)	11:00 AM (1 Hour)	1:00 PM (30 Minutes)
1:30 PM (30 Minutes)	2:00 PM (30 Minutes)	2:30 PM (30 Minutes)	3:00 PM (1 Hour)	

CANCEL **SAVE DRAFT** **SCHEDULE MEETING**

CANCEL / RESCHEDULE

To cancel/reschedule a meeting select “My Scheduled Pre-Applications”.

Environmental Resource Permits (ERP) Pre-Application Meeting Request

An ERP Pre-Application Meeting Request Form must be filled out for each project to be discussed. Each project will be assigned a pre-application number. Pre-application appointments are scheduled one to four weeks in advance. If you have extenuating circumstances that requires a meeting time other than noted in the schedule below or have additional questions, please contact the ERP Pre-App Request Line at (813) 856-5653.

Please note: This form is for only ERP Pre-Application Meeting Requests. If you would like a Pre-Application Meeting for a Water Use Permit, call the Tampa Service Office at (813) 855-7481 and ask for the Water Use Permit Manager or the Water Use Permit Evaluation Lead.

Schedule a Meeting **Draft Pre-Applications** **My Scheduled Pre-Applications**

Brooksville Headquarters
2278 Broad Street
Brooksville, FL 34604-6899
(813) 796-7231
Sarasota - Brooksville - Tampa - Sarasota

Permit Map Gallery
Rules and References
Public Records Request
Permit Noticing Request
ADA Statement

Support
Florida Statutes
District Water Restrictions
Contact Our Permitting Staff
ePermitting Replacement Project
ePermittingHelpDesk@bwdpermits.com

The first box on display will show meetings that are currently scheduled.

You will have the ability to Reschedule/Cancel your meeting here.

The screenshot shows the 'Scheduled Pre-Application Meetings' section. A red box highlights the 'Reschedule' and 'Cancel' buttons for a meeting with Pre App ID 99. Below this, there are sections for 'Past Meetings/Cancelled Meetings' and 'Applied for Meetings', each with a search bar and a table of meeting details.

Pre App ID	Project Name	Schedule Meeting Time	Reschedule	Cancel
99	User Guide Test	5/21/2026 9:30 AM	Reschedule	Cancel

Pre App ID	Project Name	Past Scheduled Meeting Time
95	Test	5/5/2026 11:00 AM
93	Water Control Reschedule	4/29/2026 1:30 PM
91	Test	4/19/2026 9:00 AM
90	Test	4/14/2026 9:30 AM
89	Reschedule Guide	4/14/2026 10:00 AM
88	Test	3/31/2026 10:00 AM
87	Test	3/26/2026 9:00 AM
86	Water Control Test Guide	3/25/2026 2:00 PM

Pre App ID	Project Name	Scheduled Meeting Time
97	Water Control Reschedule	5/19/2026 11:00 AM
96	Water Control Reschedule	5/19/2026 9:30 AM

To reschedule, you can select a different available time that works for you.

The screenshot shows the 'Meeting Schedule' page. It displays a calendar for May 2026 with the 21st highlighted. Below the calendar is a grid of available meeting times for May 21, 2026. The grid shows various time slots from 9:00 AM to 3:00 PM, with durations of 30 minutes or 1 hour. A 'CANCEL' button is on the left and a 'RESCHEDULE' button is on the right.

You currently have a meeting scheduled for 5/21/2026 at 9:30 AM (30 minutes)

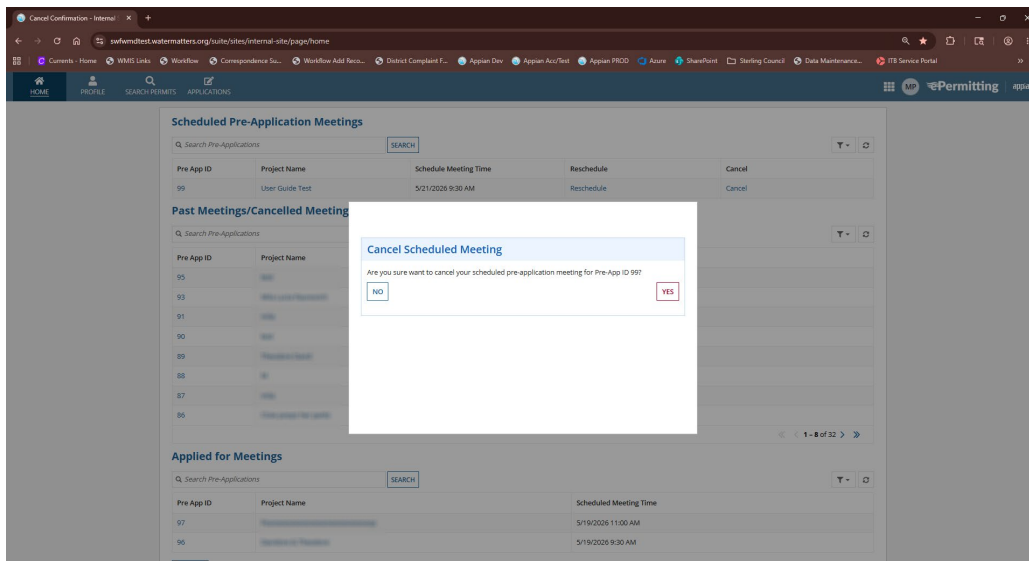
May - 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

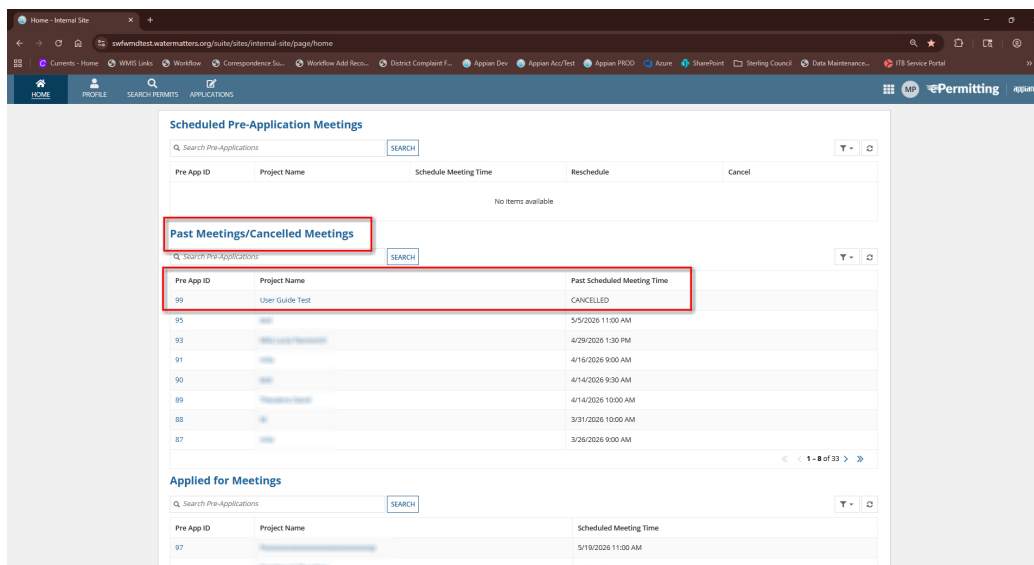
Available times for May 21, 2026

9:00 AM (30 minutes)	9:00 AM (30 minutes)	9:00 AM (30 minutes)	9:00 AM (1 Hour)	9:30 AM (30 minutes)
9:30 AM (30 minutes)	9:30 AM (30 minutes)	10:00 AM (30 minutes)	10:00 AM (1 Hour)	10:00 AM (1 Hour)
10:30 AM (30 minutes)	11:00 AM (1 Hour)	11:00 AM (1 Hour)	11:00 AM (1 Hour)	1:00 PM (30 Minutes)
1:30 PM (30 Minutes)	2:00 PM (30 Minutes)	2:30 PM (30 Minutes)	3:00 PM (1 Hour)	

Here you can cancel your scheduled meeting.



Once the meeting is cancelled, it will drop to the “Past Meetings/Cancelled Meetings” box.



Here you will have the ability to open the meeting and schedule the meeting when you are ready.

Draft Pre-Application: 99

Summary Related Actions

ERP Draft Pre-Application

70% Completed

- Requester Information
- Location Information
- Project Information
- Upload Attachment
- Schedule Meeting
- Confirm Schedule

Requester Information

Meeting Contact Name: Mila 4/50

Firm: 0/50

Email: mila.paunovich@swfwmd.state.fl.us 33/50

Telephone: 727259439 10/50

Draft Pre-Application: 99

Summary Related Actions

You have 29:39 minutes remaining to save your changes

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available times for May 21, 2026

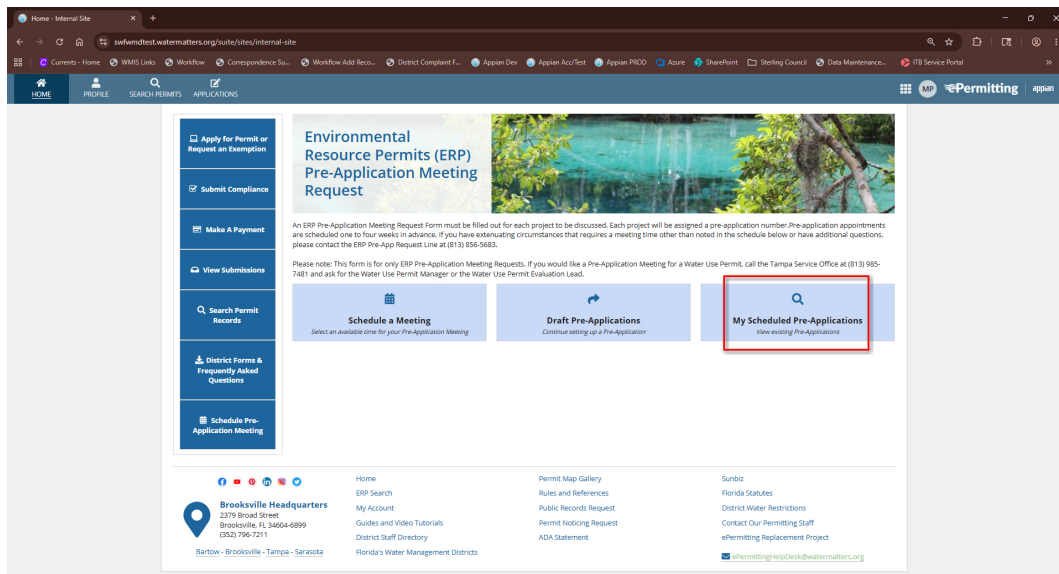
9:00 AM (30 minutes)	9:00 AM (30 minutes)	9:00 AM (30 minutes)	9:00 AM (1 Hour)	9:30 AM (30 minutes)
9:30 AM (30 minutes)	9:30 AM (30 minutes)	10:00 AM (30 minutes)	10:00 AM (1 Hour)	10:00 AM (1 Hour)
10:30 AM (30 minutes)	11:00 AM (1 Hour)	11:00 AM (1 Hour)	11:00 AM (1 Hour)	1:00 PM (30 Minutes)
1:30 PM (30 Minutes)	2:00 PM (30 Minutes)	2:30 PM (30 Minutes)	3:00 PM (1 Hour)	

CANCEL SAVE DRAFT SCHEDULE MEETING

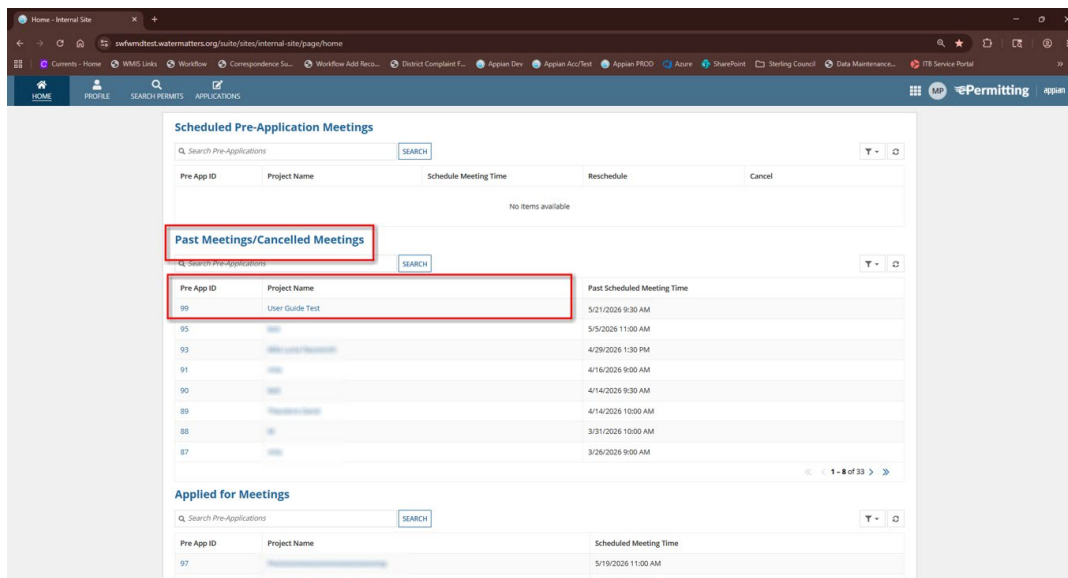
Once meeting has been scheduled a SWFWMD member will email you a link to the scheduled meeting time slot.

APPLY FOR PERMIT: POST MEETING

Select “My Scheduled Pre-Applications”.



Here you can find the completed meeting in the “Past Meetings/Cancelled Meetings” box.



When you select the completed meeting, you will have the ability to review the meeting notes.

Pre-Application: 99

Summary Related Actions

ERP Pre-Application

100% Completed

- Requester Information
- Location Information
- Project Information
- Upload Attachment
- Schedule Meeting
- Confirm Schedule

INTERNAL USER QUESTIONNAIRE

Pre-Application Meeting Notes

Meeting/Project Information

District Engineer: Mila Paunovich

District ES

Sec/TWP/Rgn: 12/11/10

Total Land Acreage: 4.9

APPLY FOR APPLICATION

Here you will also can “Apply for Application”.

Pre-Application: 99

Summary Related Actions

ERP Pre-Application

100% Completed

- Requester Information
- Location Information
- Project Information
- Upload Attachment
- Schedule Meeting
- Confirm Schedule

INTERNAL USER QUESTIONNAIRE

Pre-Application Meeting Notes

Meeting/Project Information

District Engineer: Mila Paunovich

District ES

Sec/TWP/Rgn: 12/11/10

Total Land Acreage: 4.9

APPLY FOR APPLICATION

Please note when you apply for the application through the pre-application meeting your meeting notes will automatically attach to your application as a document attachment for the reviewer to review. Your map from the pre-application meeting will also pull over to the application. You will not have to draw a polygon during the application process.