Environmental Resource Permit Application
and Response Submittal Guide

<table>
<thead>
<tr>
<th>Revision Chronology</th>
<th>Review Date</th>
<th>Assigned Reviewer</th>
</tr>
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<tbody>
<tr>
<td>Document ID</td>
<td>Effective Date</td>
<td>Reason for Change</td>
</tr>
<tr>
<td>V.1</td>
<td>07/01/2013</td>
<td>Initial Creation</td>
</tr>
<tr>
<td>V.2</td>
<td>09/12/2016</td>
<td>Updated SOP format and screenshots to correlate with WMIS 2.9.</td>
</tr>
<tr>
<td>V4.4</td>
<td>04/06/2018</td>
<td>Updated SOP screenshots to correlate with the new Executive Orders process.</td>
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PURPOSE
The Southwest Florida Water Management District (the District) is authorized by Part IV of Chapter 373, Florida Statutes, to issue Environmental Resource Permits (ERPs) for the construction, operation, alteration, abandonment, or removal of any surface water management system (SWMS). A SWMS may include retention areas, drainage swales, detention ponds, and wetland areas.

You may use this portal to apply for a permit and submit the required information electronically. If you are not sure which documents are required for a permit, please use the ERP Search tool to view a copy of a permit and its conditions. (Please note that some older permits are not yet available for online viewing, and those permits would need to be obtained from our public records department.) Much of this information can be submitted online, using the District’s ePermitting system.
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:

1. Using Google Chrome, navigate to the District’s ePermitting Portal at the following address: https://www19.swfwmd.state.fl.us/ERPPortal/Login.aspx

2. Click the Register now link.
3. 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’.

Electronic Transaction Agreement

When you provide a user name and password to initiate electronic transactions with the District, you are establishing an Electronic Account that enables you to send and receive documents and information electronically to and from the District. By creating this Electronic Account, you agree to the following terms and conditions for conducting electronic transactions with the District. Read the entire agreement and make sure you understand it before accepting it. If you do not agree with the following terms and conditions, then you will need to apply for a permit or license or provide compliance data on paper and physically submit such application or compliance data by regular mail or other delivery to the appropriate District office.

1. Required Information. All required information fields must be filled in before an application or compliance data can be submitted electronically to the District. All required attachments must be included where indicated and be in an acceptable format as specified before the application or compliance data can be electronically submitted to the District.

2. Fee Payment. Payment of the application fee is required at the time an application is submitted on-line to the District. On-line payment of application fees can be processed through use of a credit card, debit card, or through submittal of payment at a District office for which you will be provided a receipt number to enter during the on-line payment process. Note that payment by credit/debit card is provided as a service fee which a nonrefundable convenience fee may be charged by the credit handler for use of this service.

3. Receipt of Electronic Application or Compliance Data. Electronic transactions with the District comply with the Uniform Electronic Transaction Act, Section 668.50, Florida Statutes. Accordingly, an electronic record is considered to be received by the District when the record enters the District's information processing system designated for the purpose of processing the electronic record and from which the District is able to retrieve the electronic record in a form.

4. Enter the required information (*) and click ‘Next’. The password must be at least eight characters long.

Account Information

-female*  **  male
First Name  **  Last Name  **  Address
City  **  zip  **  Email
Phone Number

5. You are now a Registered User.
PERSONAL ACCOUNT VERSUS COMPANY ACCOUNT
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:

1. Using Google Chrome, navigate to the District’s ePermitting Portal at the following address: https://www19.swfwmd.state.fl.us/ERPPortal/Login.aspx
2. Under ‘Log In’, 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.

3. To submit a new application, select the ‘New Application’ link.

4. Enter the Project Name, indicate who you are in regards to the application and click ‘Save’.

**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.

5. Click ‘Next’ at the beginning of each step.
PERMIT INFORMATION

1. There are several permit types depending on the scope of the project. Make your selection based on the type of permit you are applying for. If unsure, a pre-application meeting with District staff is recommended.

Once you have selected a specific permit application type from the list above, an additional page will display requiring more specific information. This screen will be different for each application type. All application types will allow you to specify which Rule you are applying under.

2. Select the correct permit application type from the list and click ‘Next’. This completes the first step of the process.
GENERAL INFORMATION
1. Now that the permit type has been chosen, the next step is to complete the General Information. Click ‘Next’.

APPLICATION TYPE
2. Click on the appropriate response below. **Note:** Grandfathered ERPs will only allow the modification option. Exemptions and General Permits will skip this screen completely:

Depending on the selection, more information may be required.
**PARTY INFORMATION**

1. Your account information will populate as a Party, depending on the selection you made earlier. To add additional contact information for the permit application including the Permittee (required), Engineer/Consultant, Engineer/Consultant Firm, and/or other contacts, click ‘Add’.
2. Select the Contact Type, Party Type, First Name and Last Name, then click ‘Save’.

![Save form]

3. If a Party already exists, you have the option to click on ‘Use Party’.

4. If the Party does not already exist, or there is information that is incorrect, click the ‘Use Party Entered’ box, and then complete the Party Information.

![Parties list]

Below is a list of parties found in the system that match the party you entered. You can select an existing party by clicking on the Use Party button or click the use Party entered button to use the party that you entered.
5. Once you have all of the Parties entered, click ‘Next’.

**Note:** This would be where you would enter the individual engineer if using a company account or the company information if using an individual account.
PROJECT INFORMATION
1. Provide the required information on the project. Click “Next”

PROJECT DESCRIPTION
2. Provide a description of the proposed project, including any pertinent information for the review of the application.
**ENGINEERING WORKSHEET**

The Engineering 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. 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](image)
LOCATION INFORMATION

The Total Land Area is defined using GIS.

1. Zoom to the location by Lat/Long, County, Parcel, STR, Address, or a previous permit number. Enter the criteria or criterion, then click ‘Next’.
2. The District’s GIS map will populate to the selected area. You will then use the tools to zoom in, zoom out, draw a polygon, or clear the polygon. To pan, left click and drag the map around. Once the boundary is drawn, click ‘Next’.

3. Choose to use the Total Land Area as your project area, by clicking ‘Yes’.
Or use the previously referenced tools to select/draw the correct project area.

4. Click ‘Next’.
ATTACHMENTS
Depending on the application type, different attachments are suggested. Attachments indicated with a ▼ are suggested in order to complete the review of the application. All documents are optional at the time of application submittal. If the review staff requires additional documents, they will advise you.

1. Use the drop-down menu on the right to select the appropriate document type and click ‘Choose File’ to locate the document. Once the file is selected, click ‘Add Document’.
2. Once the document has been uploaded, the document will appear under the ‘Uploaded Attachments’ section and will be indicated as satisfied by a ✔.

Continue this process until all documents needed to support the application have been uploaded.

3. If a document is uploaded erroneously, you can click the ‘Delete’ link to remove it and upload a different document.
SUBMIT AND PAY

1. ‘I agree’ must be checked in the boxes below 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’.

You can either select to make the payment at this time, or submit the application and pay later. The application will not be deemed complete until payment has been made.
Pay Now

2. If you choose to Pay Now, you must enter an amount. If you are unsure of the amount, click the ‘HERE’ link, which opens a permit fees page. Once the amount has been entered, click ‘Pay Now’.
3. Select the type of payment and enter the required information.
   a. To pay by Credit Card, enter the information indicated below.
   b. To pay by check, you only need to input the account and routing numbers into the system.
   c. To pay by Receipt, enter the District Receipt Number, Click “Next”.

Submit and Pay Later
4. To submit the application without payment, click ‘Submit and Pay Later’. You will have the option of accessing your account and making a payment at any time, or you may send a check into the District Service Office, indicating the Application ID number on the check.
Payment Summary- Receipt of Application

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

USEFUL INFORMATION
You can return to any section that has been previously completed. However, all the steps following will look as if they were not finished. The system will store the information previously entered, but you will have to manually click through the steps again.
At any time through the process, you can see the progress of your application on the progress bar to 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.

1. On the **Payment Summary** Screen, click on the **Create Manifest Document** link.

![Payment Summary Screen](image.png)
The following window will open:

### Document Manifest

<table>
<thead>
<tr>
<th>Type of Professional</th>
<th>Professional Name</th>
<th>License #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Title</th>
<th>Date</th>
<th>Add to Manifest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerials</td>
<td>List of queues to check for on daily basis</td>
<td>09/12/2016</td>
<td></td>
</tr>
<tr>
<td>Applications</td>
<td>Reviewer Report</td>
<td>09/12/2016</td>
<td></td>
</tr>
</tbody>
</table>

[Generate Manifest] [Close]
2. Only the documents selected to be signed and sealed will appear on the manifest document. 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 clicking the ‘Add to Manifest’ box to the right of the document type. Once all appropriate documents have been selected, click the ‘Generate Manifest’ button.
3. The Manifest Document will populate with an encrypted code for the specific documents sealed. Print the manifest. Sign and seal the Manifest and submit the manifest to the District via online upload or US postal mail to:

Southwest Florida Water Management District

Regulation Division

7601 US Highway 301

Tampa, FL 33637-6759

This process can be repeated numerous times to generate multiple manifest documents for multiple professionals to sign and seal.
4. 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.
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:

1. Log into your ePermitting Account
2. Select the ‘View Applications’ link.
3. Select the ‘Documents’ link next to the permit application in which you need to respond.
**Note:** The application shown as “Draft” above has not been submitted to the District for review and can be continued or cancelled (deleted) at any time.

**CORRESPOND WITH THE DISTRICT**

1. Select the type of correspondence you wish to send to the District:

   **Partial Response, Complete Response, or Correspondence.**

   ![ERP Application Noticing Guide](image)

   **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.

2. Click on the appropriate link.
‘Submit Complete Response’ was selected for the example below:

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.

3. Select the document type that is being uploaded. Click ‘Choose File’ to locate the document on your hard drive.
4. Then click ‘Add Document.’ The document will display in the list of documents uploaded.

5. Once all the documents have been added, 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.

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

2. To generate a manifest, select the **Create Manifest Document** link.
3. The following separate window will open:

![Document Manifest]

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Title</th>
<th>Date</th>
<th>Add to Manifest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response to Clarification</td>
<td>Upload-711016-List of queues to check for on daily basis</td>
<td>09/12/2016</td>
<td></td>
</tr>
</tbody>
</table>
4. 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.

5. Once all appropriate documents have been selected, click ‘Generate Manifest’.
6. Print the manifest. Sign and seal the Manifest and submit to the District via online upload or US postal mail to:

Southwest Florida Water Management District
Regulation Division
7601 US Highway 301
Tampa, FL 33637-6759

This process can be repeated numerous times to generate multiple manifest documents for multiple professionals to sign and seal.