

# **SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT**



## **Environmental Resource Permit Application and Response Submittal Guide**

<b>Revision Chronology</b>		<b>Review Date</b>	04/06/2018
		<b>Assigned Reviewer</b>	Michael Hogeland
<b>Document ID</b>	<b>Effective Date</b>	<b>Reason for Change</b>	
V.1	07/01/2013	Initial Creation	
V.2	09/12/2016	Updated SOP format and screenshots to correlate with WMIS 2.9.	
V4.4	04/06/2018	Updated SOP screenshots to correlate with the new Executive Orders process.	

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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.

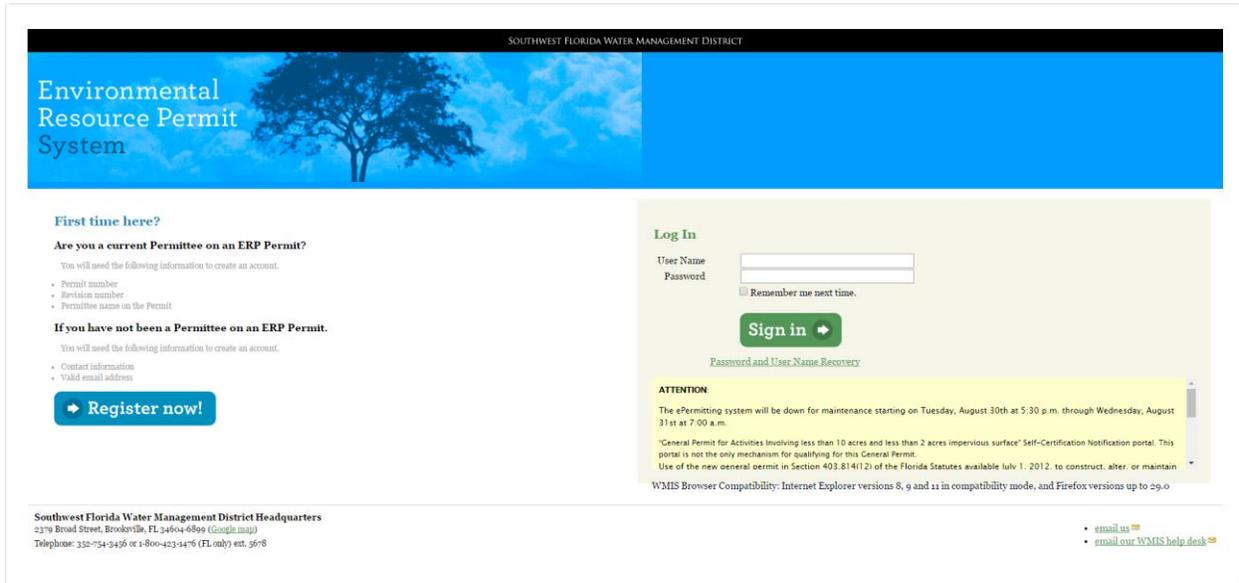
You may use this portal to apply for a permit and submit the required information electronically. If you are not sure which documents are required for a permit, please use the [ERP Search tool](#) to view a copy of a permit and its conditions. (Please note that some older permits are not yet available 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.

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# 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.

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- 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.

- 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.
- 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 for which a nonrefundable convenience fee may be charged by the credit handler for use of this service
- 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 receiving the electronic record and from which the District is able to retrieve the electronic record in a form

I Agree  I Disagree

[Next](#)

- Enter the required information (\*) and click 'Next'. The password must be at least eight characters long.

- You are now a Registered User.

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## 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>

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

### Environmental Resource Permit System

**First time here?**

**Are you a current Permittee on an ERP Permit?**

You will need the following information to create an account.

- Permit number
- Revision number
- Permittee name on the Permit

**If you have not been a Permittee on an ERP Permit.**

You will need the following information to create an account.

- Contact information
- Valid email address

[Register now!](#)

**Log In**

User Name

Password

Remember me next time.

[Sign in](#)

[Password and User Name Recovery](#)

**ATTENTION**

The ePermitting system will be down for maintenance starting on Tuesday, August 30th at 5:30 p.m. through Wednesday, August 31st at 7:00 a.m.

\*General Permit for Activities Involving less than 10 acres and less than 2 acres impervious surface\* Self-Certification Notification portal. This portal is not the only mechanism for qualifying for this General Permit.

Use of the new general permit in Section 403.814(12) of the Florida Statutes available July 1, 2012, to construct, alter, or maintain

WMS Browser Compatibility: Internet Explorer versions 8, 9 and 11 in compatibility mode, and Firefox versions up to 29.0

Southwest Florida Water Management District Headquarters  
2379 Brial Street, Brooksville, FL 34604-6899 (Google map)  
Telephone: 352-754-3456 or 1-800-423-4476 (FL only) ext. 5678

[email us](#)

[email our WMS help desk](#)

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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.

**Environmental Resource Permit System**

Hi, Eryn Worthington ([logout](#))

Address: 123 broad st  
 City: Richmond Hill, Ontario  
 ZIP: L4E4A3  
 Email: [eryn.worthington@swfwmd.state.fl.us](mailto:eryn.worthington@swfwmd.state.fl.us)  
 Phone: (352) 796-7214

**Available Options**

[NEW APPLICATION](#) [VIEW APPLICATIONS](#) [YOUR ACCOUNT](#)  
[NEW eCOMPLIANCE](#) [VIEW eCOMPLIANCE](#)

**Tools and downloads**

- Environmental Resource Permit information manual
- Forms
- Supplemental information
- eCompliance Guide
- Application and Response Submittal Guide

**Environmental Resource Permits**

An Environmental Resource Permit (ERP) is required before beginning any construction activity that would affect wetlands, alter surface water flows, or contribute to water pollution. The Southwest Florida Water Management District is authorized by Part IV of Chapter 373, Florida Statutes, to issue permits for the construction, operation, alteration, abandonment, or removal of any surface water management system. The below Environmental Resource Permits issued by the District relate to these activities:

- Conceptual Permit
- Conceptual Permit – Urban Infill or Redevelopment
- Individual Permit – Construction
- General Permit – Construction

Depending on the project for which you are applying, and the information provided, you may find that you are exempt from requiring a permit. However do not assume you are exempt. For further information about the permitting process and permit types, see the "tools and downloads" section on this screen. You may begin a new permit application by clicking on "New Application". You may view permits already in progress or submitted by clicking on "View Applications". You may edit your account information by clicking on "Your Account".

**eCompliance**

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. Most of the District's ERPs require certain forms and other information be submitted to ensure compliance with the conditions of the permit. Since these permits are tied to specific parcels of land, a new owner of a parcel covered by a permit becomes responsible for complying with that permit. You may use this portal to search 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.)

Southwest Florida Water Management District Headquarters  
 2370 Broad Street, Brooksville, FL 34604-6899 ([Google map](#))  
 Telephone: 352-754-2456 or 1-800-423-1476 (FL only) ext. 5678

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

4. 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

[CANCEL](#) [SAVE](#)

**Help**

**Note:** By continuing with the application you are certifying that you have obtained permission from the owner to prepare the application and submit on his/her behalf.

**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.

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After clicking 'Save', you will be directed to the Application Process overview screen.

5. Click 'Next' at the beginning of each step.

The screenshot shows the 'Environmental Resource Permit System' interface for the Southwest Florida Water Management District. The main content area is titled 'Application Process' and contains a table with five rows, each representing a step in the process. All steps are marked as 'Not Started' with a red triangle icon. A 'NEXT' button with a right-pointing arrow is positioned to the right of the first row. The right sidebar contains an 'Application Progress' section with a progress bar showing 3% completion, a 'Help' section with instructions on how to continue the process, and contact information for the ePermitting Help Desk.

Application Process		
Permit Information	Not Started	<b>NEXT</b> →
General Information	Not Started	
Location Information	Not Started	
Attachments	Not Started	
Submit and Pay	Not Started	

**Application Progress**  
3% Complete

**Help**  
To continue the application process, please select the "NEXT" button. If you did not complete a step while you were in progress, select the "CONTINUE" button.

You can close this application and leave it at any time. The system will automatically save the changes. Return to the application by selecting the "View Applications" link that appears on the Welcome screen, and then selecting the "Continue" link next to the appropriate application.

If you have additional questions or need assistance, please visit our [website](#) for additional information, or contact the ePermitting Help Desk at 352-754-3456 or [WMISHelpDesk@watermatters.org](mailto:WMISHelpDesk@watermatters.org)

\* Required Field

**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.

Permit Information	
Exemption	<input type="radio"/>
General	<input type="radio"/>
Standard General (Modification Only)	<input type="radio"/>
Individual	<input type="radio"/>
Minor System (Modification Only)	<input type="radio"/>
Petition for Formal Determination	<input type="radio"/>
Conceptual	<input type="radio"/>
Site Condition Assessment (Modification Only)	<input type="radio"/>

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.

<p><b>Individual</b></p> <p><b>Statewide Environmental Resource Permit</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Individual Environmental Resource Permit Rule:(62-330.054)</li> <li><input type="radio"/> Application for permit modification to extend the existing permit duration of a construction permit - Individual Rule:(62-330.315(2)(a))</li> <li><input type="radio"/> Major modification request Rule:(62-330.315(3))</li> <li><input type="radio"/> Minor modification request Rule:(62-330.315(2))</li> </ul> <p><b>Grandfathered Environmental Resource Permit (Modification Only)</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> A request to modify an individual permit by submittal of an Environmental Resource Permit Modification Rule:(40D-4.331(2)(a))</li> <li><input type="radio"/> Application for permit modification to extend the existing permit duration of a construction permit - Individual Rule:(40D-4.331(4))</li> <li><input type="radio"/> A request to modify an individual permit by submittal of an Environmental Resource Permit Modification Short Form Rule:(40D-4.331(2)(b))</li> </ul> <p><b>Executive Order</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Executive Order Permit Extension Request Rule Rule:(35A-363, F.S.)</li> </ul> <p><input type="button" value="BACK"/> <input type="button" value="NEXT"/></p>	<p><b>Application Progress</b></p> <p>15% Complete</p> <p><b>Help</b></p> <p>The Rules page displays the permit type and associated rules that would be applicable based on selection that was made in the previous screen.</p> <p>Please select the radio button for rule that is applicable to this application.</p> <p>If you are unsure of the rule that should be selected, please visit our <a href="#">website</a> for additional information, or contact the ePermitting Help Desk at 352-754-3456 or <a href="mailto:WMISHelpDesk@watermatters.org">WMISHelpDesk@watermatters.org</a></p> <p>* Required Field</p>
---	--

2. Select the correct permit application type from the list and click 'Next'. This completes the first step of the process.

## GENERAL INFORMATION

- Now that the permit type has been chosen, the next step is to complete the General Information. Click 'Next'.

Application Process		
Permit Information	✓ Finished	<b>FINISHED</b>
General Information	⚠ Not Started	<b>NEXT</b>
Location Information	⚠ Not Started	
Attachments	⚠ Not Started	
Submit and Pay	⚠ Not Started	

## APPLICATION TYPE

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

Application Type	Application Progress
<p><b>Statewide Environmental Resource Permit</b></p> <p>Individual</p> <p>Is this application for a mitigation bank? <input type="text" value="No"/></p> <p><b>Type of activity for which you are applying</b></p> <p>New Construction <input checked="" type="radio"/></p> <p>If reapplying for an expired, denied or withdrawn permit/application, provide the previous permit number <input type="text"/></p> <p>Modification of a system previously permitted by SWFWMD or DEP. Provide previous permit number <input type="radio"/></p> <p>Alteration or operation of an existing system which was not previously permitted by SWFWMD or DEP <input type="radio"/></p> <p><b>BACK</b> <b>NEXT</b></p>	<p>23% Complete</p> <p><b>Help</b></p> <p>The Application Type page displays the permit type and activity that would be applicable based on selections that were made in the previous screens.</p> <p>Please select the radio button for rule that is applicable to this application.</p> <ul style="list-style-type: none"> <li>New Construction: Select this option if there is no existing surface water management system. If there was a previous, uncompleted permitted activity that meets this selection, please provide the permit number or ERP Application ID.</li> <li>Modification: Select this option if there has been a previously approved permit(s) within the project area. The type of modification will need to be identified in addition to the permit number or ERP Application ID.</li> <li>A project to repair, replace, or maintain existing functional pipes or culverts of an existing stormwater system: Select this option if the project meets this</li> </ul> <p>* Required Field</p>

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'.

The screenshot displays the 'Environmental Resource Permit System' web application. The page title is 'Party Information'. Below the title, there is a blue 'ADD' button. The main content area shows the following details for a party:

- Party Name:** Eryn Worthington
- Contact Type:** Permittee
- Address:** 123 Broad st brookville FL 34604
- Telephone Number:** Business 352-325-3523
- Email:** eryn.worthington@swfwmd.state.fl.us

Below the contact details are 'Edit' and 'Remove' links. At the bottom of the main content area, there are 'BACK' and 'NEXT' buttons. On the right side of the page, there is an 'Application Progress' section showing a progress bar at 66% completion, followed by a 'Help' section with definitions for various contact types:

- Permittee:** A person or persons to whom the District is issuing a permit who typically owns or controls the property.
- Engineer/Consultant Firm:** The engineer or consultant firm responsible for the project's design.
- Engineer/Consultant:** The engineer or consultant responsible for the project's design.
- Operation and Maintenance Entity:** The proposed entity that will be responsible for the operation and maintenance of the stormwater facility.
- Contacts - Other:** Any other individual or entity with interest in this project. This may mean environmental

A red asterisk indicates a 'Required Field'. At the bottom of the page, there is contact information for the Southwest Florida Water Management District Headquarters and two email links: 'email us' and 'email our WMIS help desk'.

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2. Select the Contact Type, Party Type, First Name and Last Name, then click 'Save'.

**Save**

Fill out information below and click save button below

---

Contact Type\*  Permittee  Engineer / Consultant  
 Engineer / Consultant Firm  Contacts - Other  
 Operation and Maintenance Entity  Permittee - Other

Party Type\* Individual

First Name\* Ima

Middle Initial

Last Name\* Applicant

Address 1\*

Address 2

City\*

Country\* United States

State\* FL

ZIP\*

Phone Number\* - -

Email\*

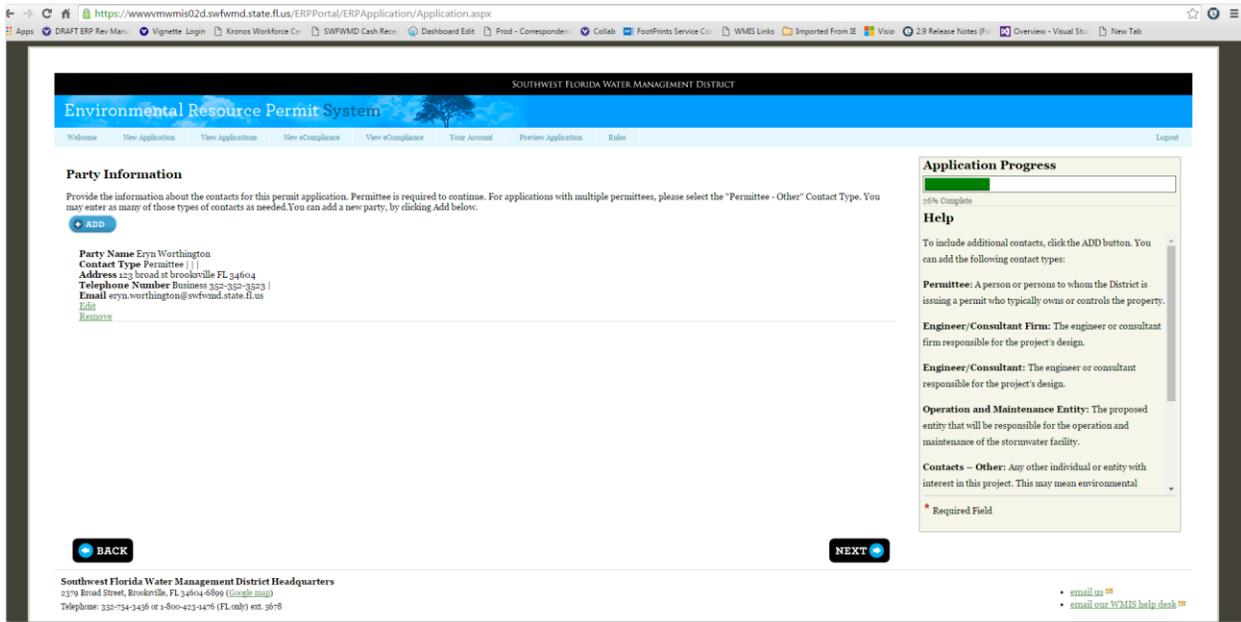
3. If a Party already exists, you have the option to click on 'Use Party'.
4. If the Party does not already exist, or there is information that is incorrect, click the 'Use Party Entered' box, and then complete the Party Information.

**Save**

Below is a list of parties found in are 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.

Party Name	Address	City	Phone	Email Address	Action
Ima Applicant	2379 Broad Street	Brooksville	352 - 7967211	debra.harper@watermat...	<a href="#">Use Party</a>

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.

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## PROJECT INFORMATION

1. Provide the required information on the project. Click "Next"

The screenshot shows the 'Project Information' page of the Environmental Resource Permit System. The page includes a navigation menu at the top with options like 'Welcome', 'New Application', 'View Applications', 'New eCompliance', 'View eCompliance', 'Your Account', 'Previous Applications', and 'Rules'. The main content area contains several form fields for project details:

- Name of project, including phase if applicable: ERP
- Is this application for part of a multi-phase project?: No
- Total applicant-owned area contiguous to the project (acres): 100
- Total project area for which a permit is sought (acres): 50
- Total land area (applicant-owned contiguous area + project area): Calculate
- Total impervious and semi-impervious area for which a permit is sought (acres): 2
- Are any of the activities described in this application proposed to occur in, on, or over wetlands or other surface waters?: Yes
- How many acres impact (in acres): 1
- 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), 373.3961, and 373.451 F.S. G.S. Cooperative Funding Initiative (CFI)?: No
- Is project a public highway?: No
- Are you requesting authorization to use State Owned Submerged Lands: No
- 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: No

Navigation buttons 'BACK' and 'NEXT' are visible at the bottom. A sidebar on the right shows 'Application Progress' at 33% complete and a 'Help' section with contact information for the Permitting Help Desk.

## PROJECT DESCRIPTION

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

The screenshot shows the 'Project Description' page of the Environmental Resource Permit System. The page includes a navigation menu at the top with options like 'Welcome', 'New Application', 'View Applications', 'New eCompliance', 'View eCompliance', 'Your Account', 'Previous Applications', and 'Rules'. The main content area contains a large text area for describing the project:

Describe in general terms the proposed project, system or activity.  
Enter a description here about your proposed project.

Characters Remaining: 347 of 400

Navigation buttons 'BACK' and 'NEXT' are visible at the bottom. A sidebar on the right shows 'Application Progress' at 33% complete and a 'Help' section with contact information for the Permitting Help Desk.

### 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.

- 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" value="1-3"/>
Open or Closed	<input type="button" value="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)	<input type="text"/>
[25YR/24HR Discharge Rates] Post-Development (CFS)	<input type="text"/>

##### Help

filtration, or exfiltration).

**CONTROL DEVICE TYPE:** Identify the type of control device (i.e. v-notch weir, orifice, slotted pipe, natural infiltration).

**CONTROL DEVICE DIMENSIONS:** Provide the appropriate dimensions for the control device (i.e. v-notch - 8.0" high x 70 deg.; orifice - 2.0" dia. or 3.0" x 5.0" rect.; slotted pipe - 4.0" dia. x 200.0' long; natural infiltration).

## 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'.

The screenshot shows a web browser window with the URL <https://www.wmms02d.swfwmd.state.fl.us/ERPPortal/Map/ERPApplication/TotalLandArea/FindBy.aspx?ErpApplicationId=728367>. The page title is "Southwest Florida Water Management District". The navigation menu includes "Welcome", "New Application", "View Applications", "New eCompliance", "View eCompliance", "Your Account", and "Logout".

### Find Location

Applicants must demonstrate ownership or legal control of all property contiguous to the entire project area in which project activity will occur, including any offsite mitigation. During this step, use the choices below to navigate on a map to the location of the area owned or controlled. If you experience difficulty identifying the project location using the detailed options (parcel, address) try a more expanded option (County or STR). Doing so may be beneficial in completing this section of the application as parcel & address information requires very specific data entry.

Zoom to Location  
Latitude: (ex. 28 38 24.65)  Degrees  Minutes  Seconds  
Longitude: (ex. 82 21 35.00)

Zoom to County  
Choose a County:

Zoom to Parcel  
Choose a County:  Parcel ID:

Zoom to STR  
Section:  Township:  Range:

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

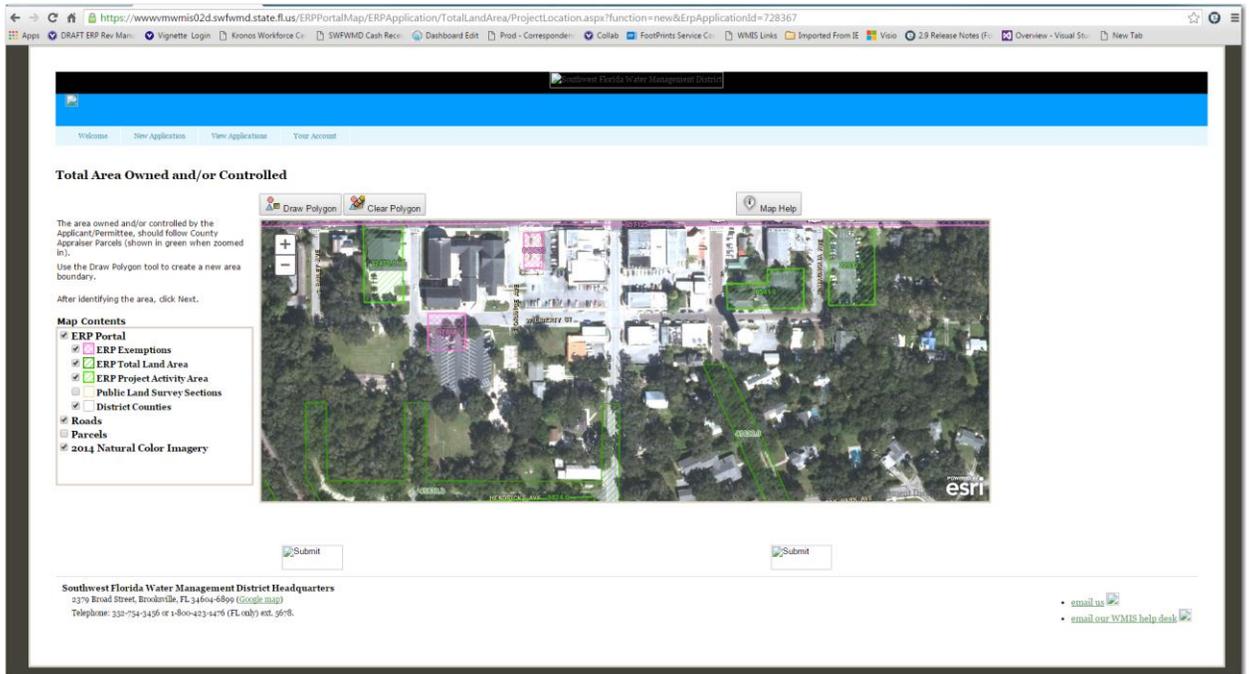
Zoom to ERP  
Permit Number:  Permit Revision:

**Southwest Florida Water Management District Headquarters**  
2379 Broad Street, Bradenton, FL 34604-6809 (Google Map)  
Telephone: 352-754-3435 or 1-800-423-1476 (FL only) ext. 5678.

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

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- 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'.



- Choose to use the Total Land Area as your project area, by clicking 'Yes'.

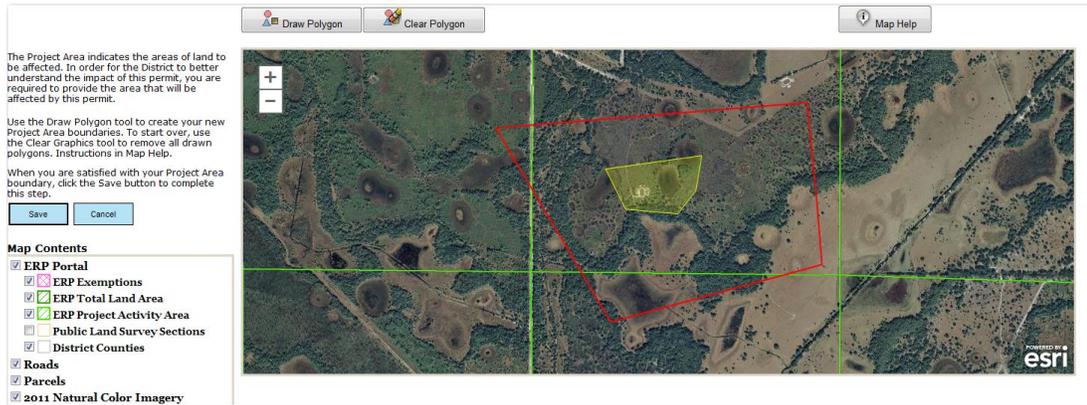
### Identify Project Area

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 area owned or controlled boundary (outlined in red)?

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Or use the previously referenced tools to select/draw the correct project area.



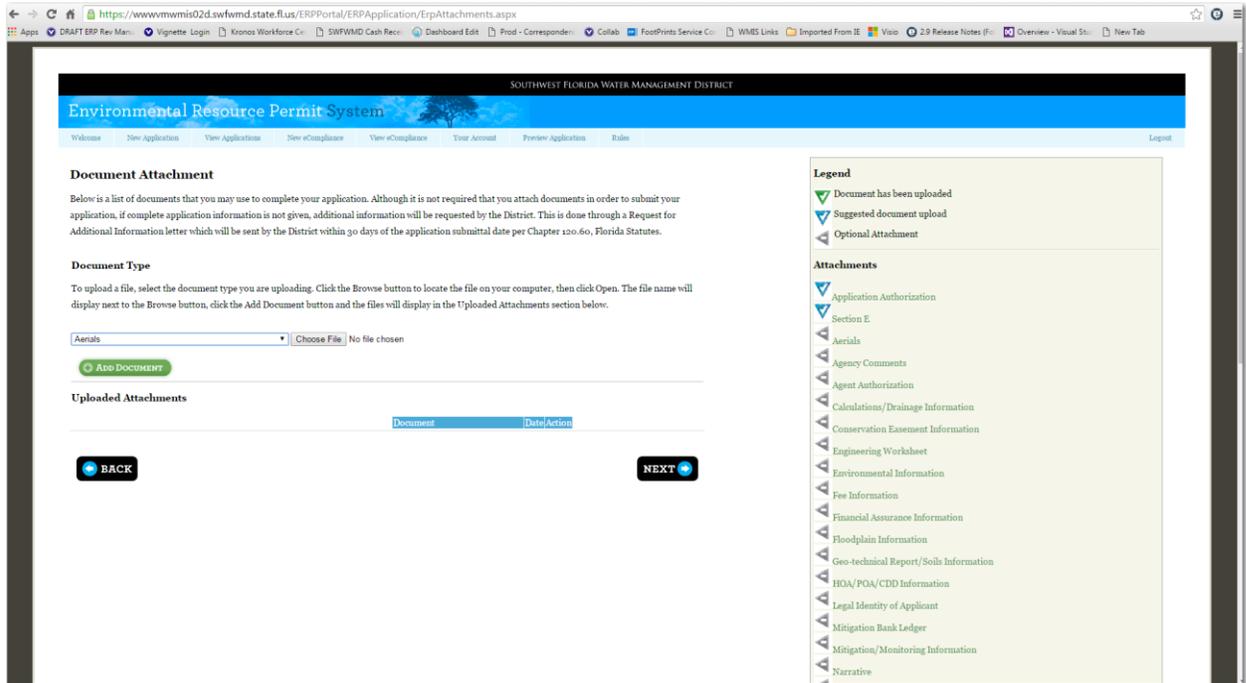
4. Click 'Next'.

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## ATTACHMENTS

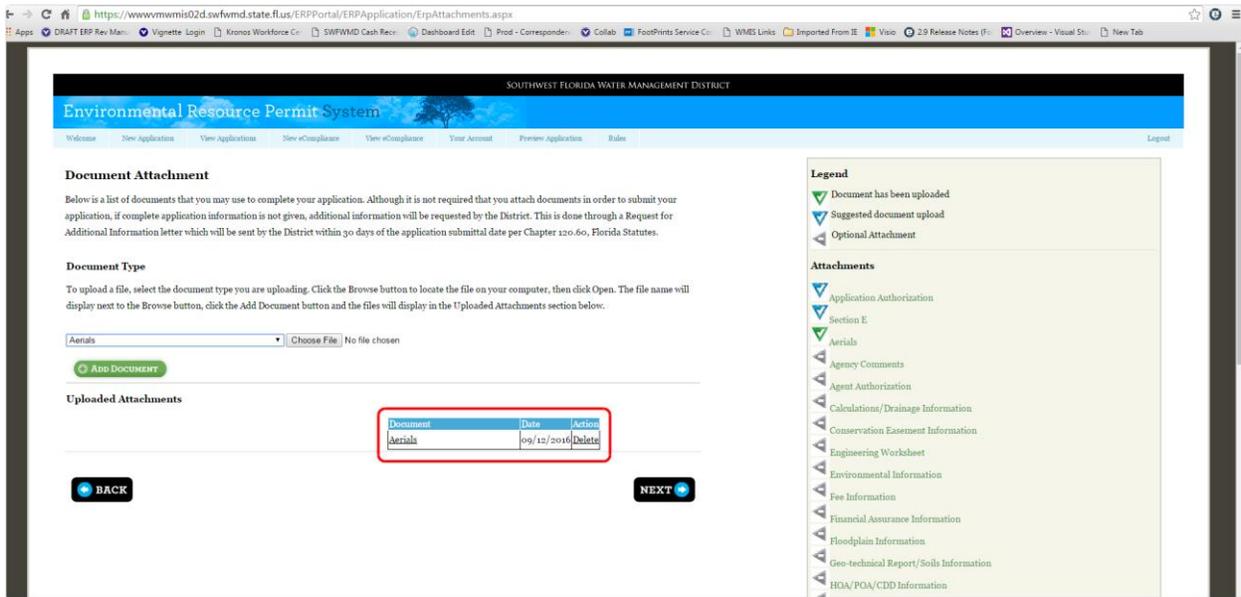
Depending on the application type, different attachments are suggested. Attachments indicated with a  are suggested in order to complete the review of the application. All documents are optional at the time of application submittal. If the review staff requires additional documents, they will advise 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'.



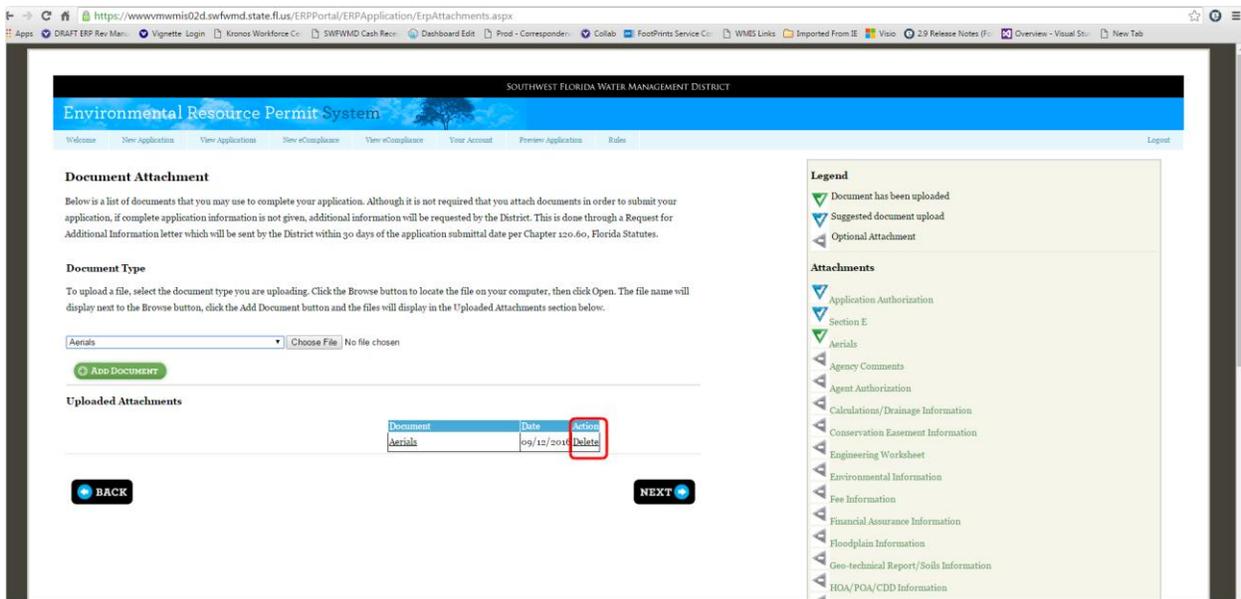
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- Once the document has been uploaded, the document will appear under the 'Uploaded Attachments' section and will be indicated as satisfied by a .



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

- 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'.

The screenshot shows the 'Environmental Resource Permit System' interface for the Southwest Florida Water Management District. The page is titled 'Fee Reduction' and contains the following sections:

- Fee Reduction:** A question asks 'Is this application being filed by or on behalf of an entity eligible for a fee reduction?'. A dropdown menu is set to 'No'.
- Re-Applying for a Permit:** A question asks 'Are you re-applying for a permit that has been withdrawn within the last 365 days?'. A dropdown menu is set to 'No'.
- Please read the following. Agreement with these statements is required in order to submit your application.** This section contains a detailed legal disclaimer and two 'I Agree' checkboxes, both of which are checked.
- Navigation:** 'BACK' and 'NEXT' buttons are visible at the bottom of the form.
- Footer:** Contact information for the Southwest Florida Water Management District Headquarters is provided, including the address (2179 Broad Street, Brooksville, FL 34604-6899), phone numbers (352-754-3456 or 1-800-423-4476), and website (FL.mky).ext. 5678).
- Right Sidebar:** Contains 'Application Progress' (62% Complete), 'Help', 'Related Application', and 'Where to find the ERP Application ID'.

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.

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## 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'.

Southwest Florida Water Management District

### Environmental Resource Permit System

Welcome New Applications View Applications View eCompliance Your Account Preview Application Rules Logout

#### Payment Options

You may pay your fee through our secure website.

Please enter the fee amount to be paid when the application is submitted to the Southwest Florida Water Management District.  To see a list of fees for applications, click [HERE](#).

Select the Pay Now option to pay your application fee with a credit card, check, or receipt number. The district does not receive any account details from the payment site other than a payment confirmation number.

If you would like to make the fee payment via a different method, please select the Submit & Pay later button below. This option may delay the review of your application.

#### Application Progress

96% Complete

#### Help

Enter the payment amount being made for this application and select "Pay Now". Once this is completed, the payment method screen will load.

If payment will not be made at this time, please leave the field blank or enter zero "0", then click "Submit and Pay Later".

Once the application is submitted, changes to the application or the associated attachments will not be allowed. If you need to make changes to your permit application, contact the Southwest Florida Water Management District.

If you are unsure of the information to be entered, please visit our [website](#) for additional information, or contact the ePermitting Help Desk at 352-754-3456 or [WMSHelpDesk@watermatters.org](mailto:WMSHelpDesk@watermatters.org)

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

Southwest Florida Water Management District Headquarters  
2379 Broad Street, Brooksville, FL 34604-6899 ([Google map](#))  
Telephone: 352-754-3456 or 1-800-423-1476 (FL only) ext. 5678

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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.

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## Payment Summary- Receipt of Application

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

**Payment Summary**

ERP Application Identification Number: 728367  
 Transaction For: Individual  
 Transaction Date: 9/12/2016  
 Amount: Application Submitted without Payment

**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  
 2179 Ernad Street, Enokeville, FL 34604-6899 (Google Map)  
 Telephone: 352-754-3436 or 1-800-423-1416 (FL only) ext. 5678

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

### USEFUL INFORMATION

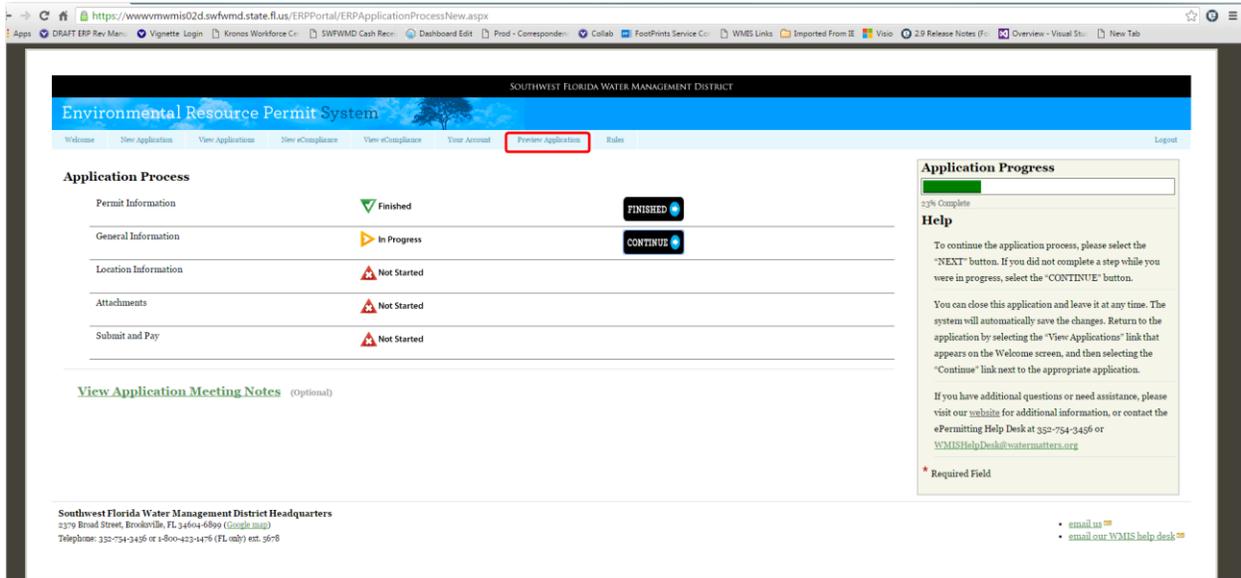
You can return to any section that has been previously completed. However, all the steps following will look as if they were not finished. The system will store the information previously entered, but you will have to manually click through the steps again.

#### Application Process

Permit Information	✔ Finished	FINISHED
General Information	✔ Finished	FINISHED
Location Information	✔ Finished	FINISHED
Attachments	✔ Finished	FINISHED
Submit and Pay	⚠ Not Started	NEXT

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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.

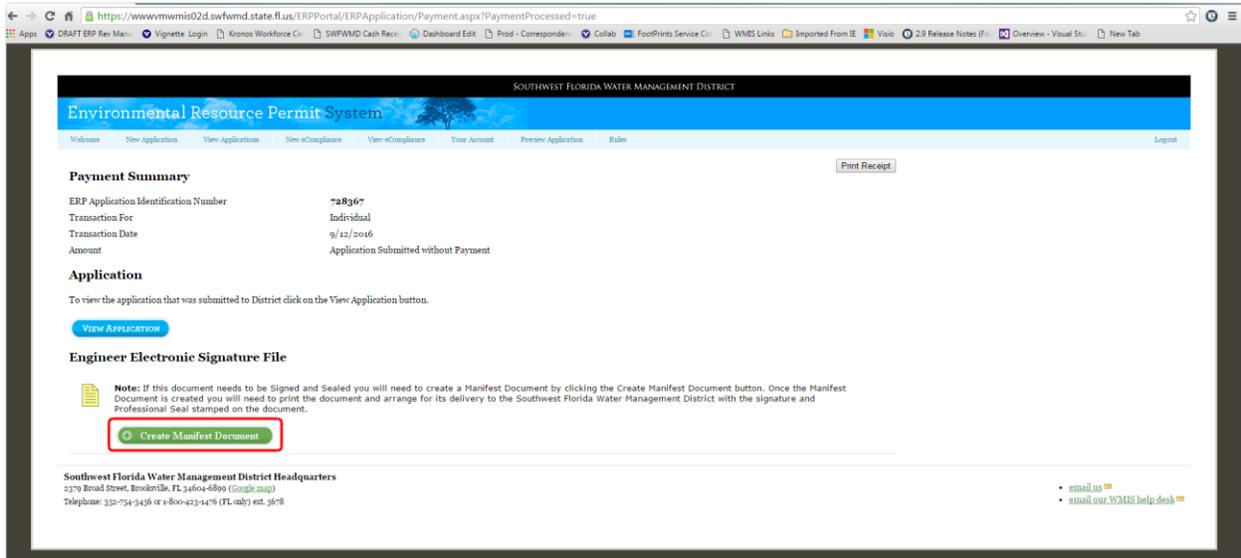


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# GENERATING A MANIFEST WITH AN APPLICATION SUBMITTAL

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.



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The following window will open:

**Document Manifest**

Type of Professional  Professional's Name  License #

Document Type	Title	Date	Add to Manifest
<u>Aerials</u>	List of queues to check for on daily basis	09/12/2016	<input type="checkbox"/>
<u>Application</u>	ReviewerReport	09/12/2016	<input checked="" type="checkbox"/>

- 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.

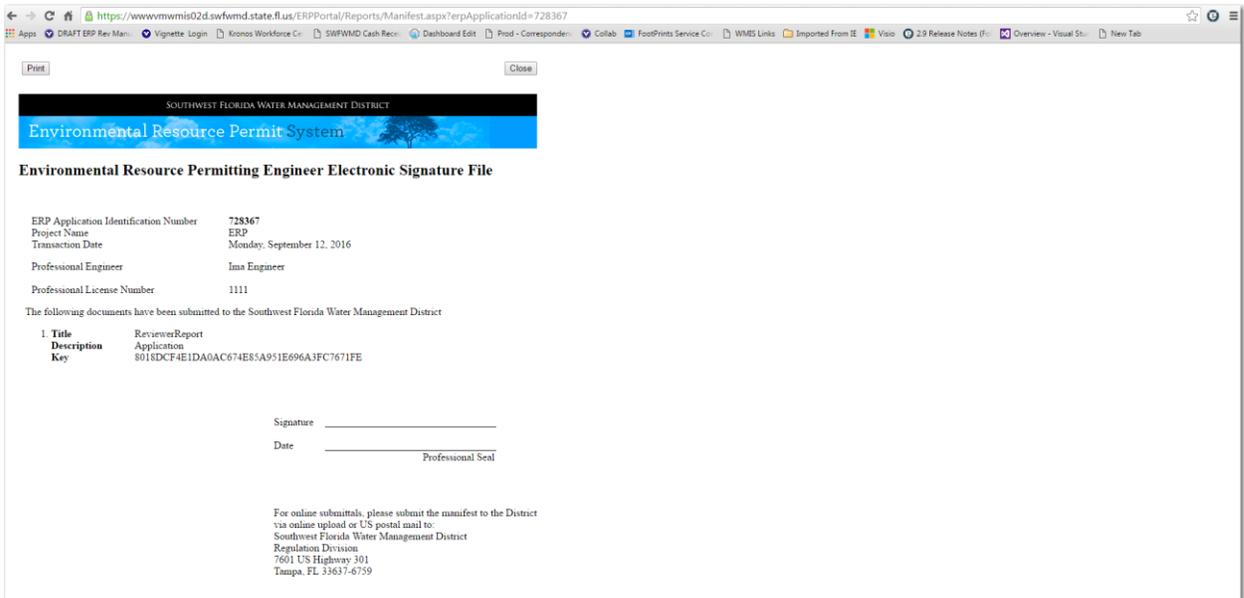
**Document Manifest**

Type of Professional  Professional's Name  License #

Document Type	Title	Date	Add to Manifest
<u>Aerials</u>	List of queues to check for on daily basis	09/12/2016	<input type="checkbox"/>
<u>Application</u>	ReviewerReport	09/12/2016	<input checked="" type="checkbox"/>

- 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:

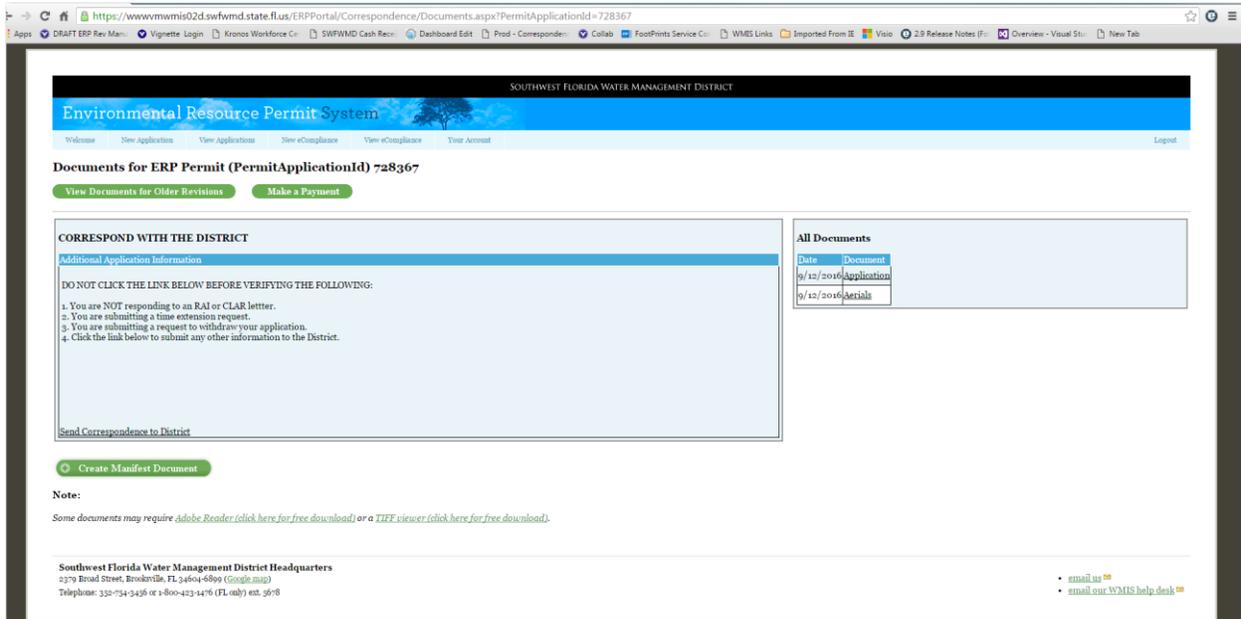
Southwest Florida Water Management District  
 Regulation Division  
 7601 US Highway 301  
 Tampa, FL 33637-6759



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

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- 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.

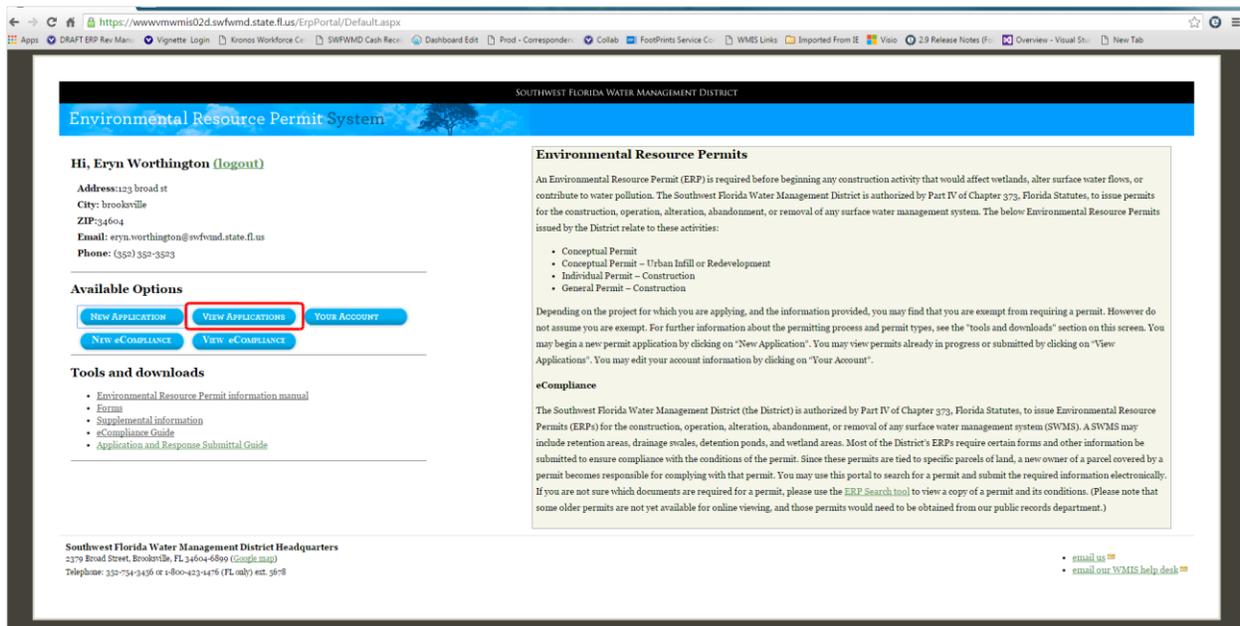


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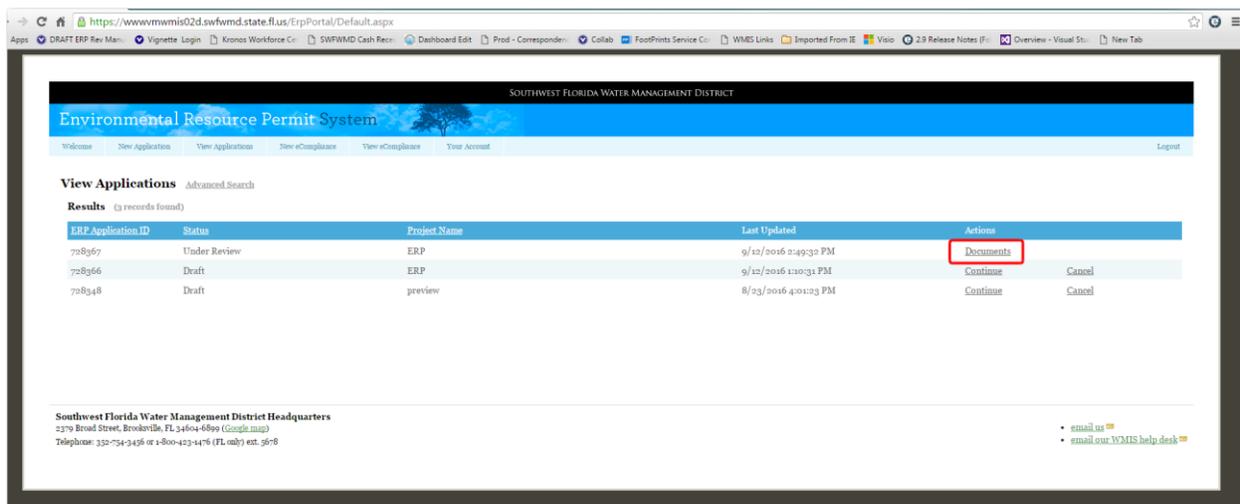
# REQUEST FOR ADDITIONAL INFORMATION OR CLARIFICATION LETTER

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.

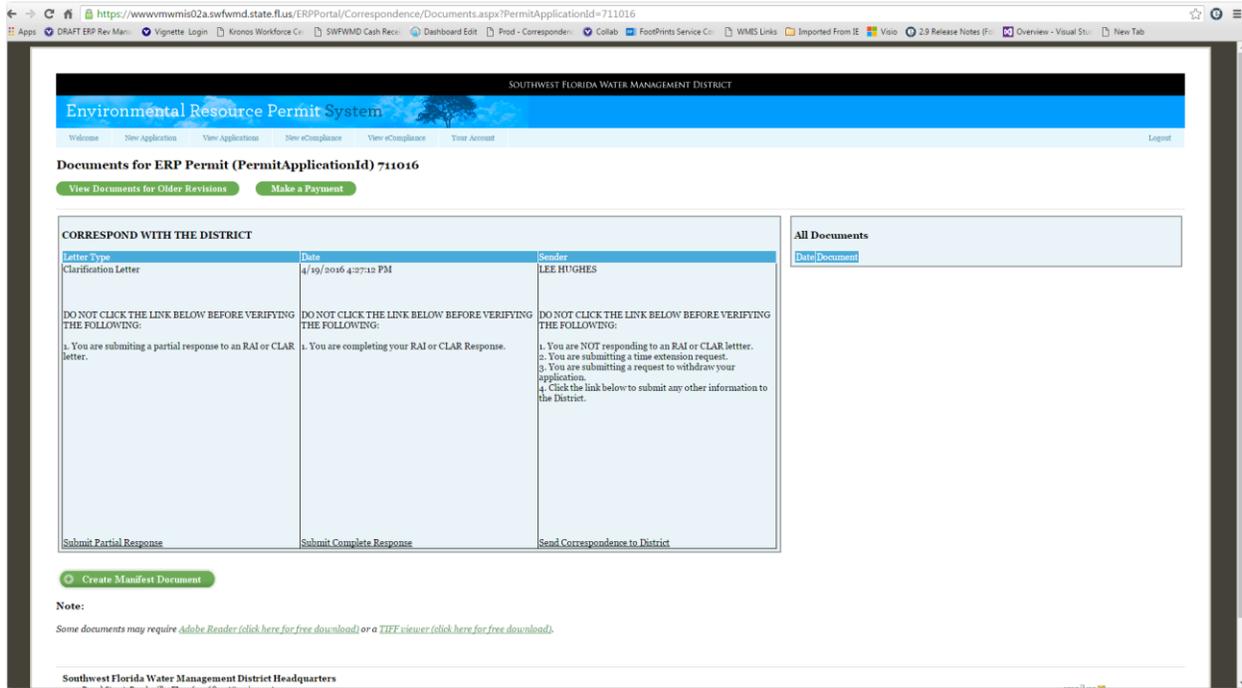


**Note:** The application shown as “Draft” above has not been submitted to the District for review and can be continued or cancelled (deleted) at any time.

## CORRESPOND WITH THE DISTRICT

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

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

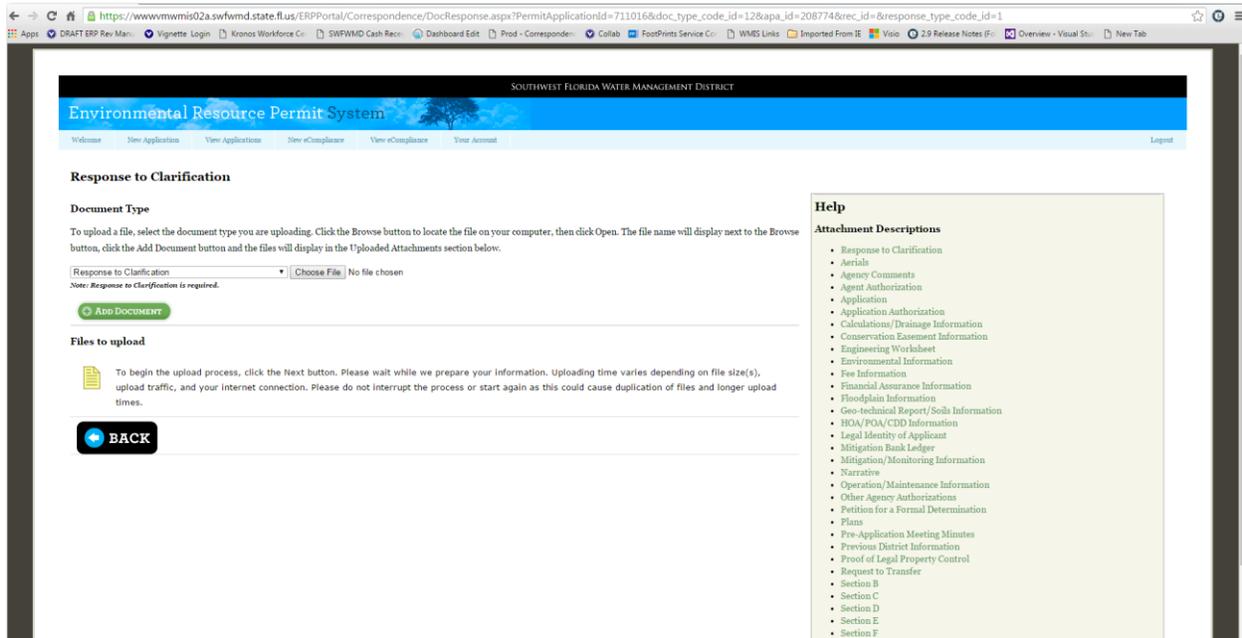


**Note:** The Applicant Transmittal Form is not required with electronic submittals. Selecting the appropriate response type above meets the requirements of the Applicant Transmittal Form.

2. Click on the appropriate link.

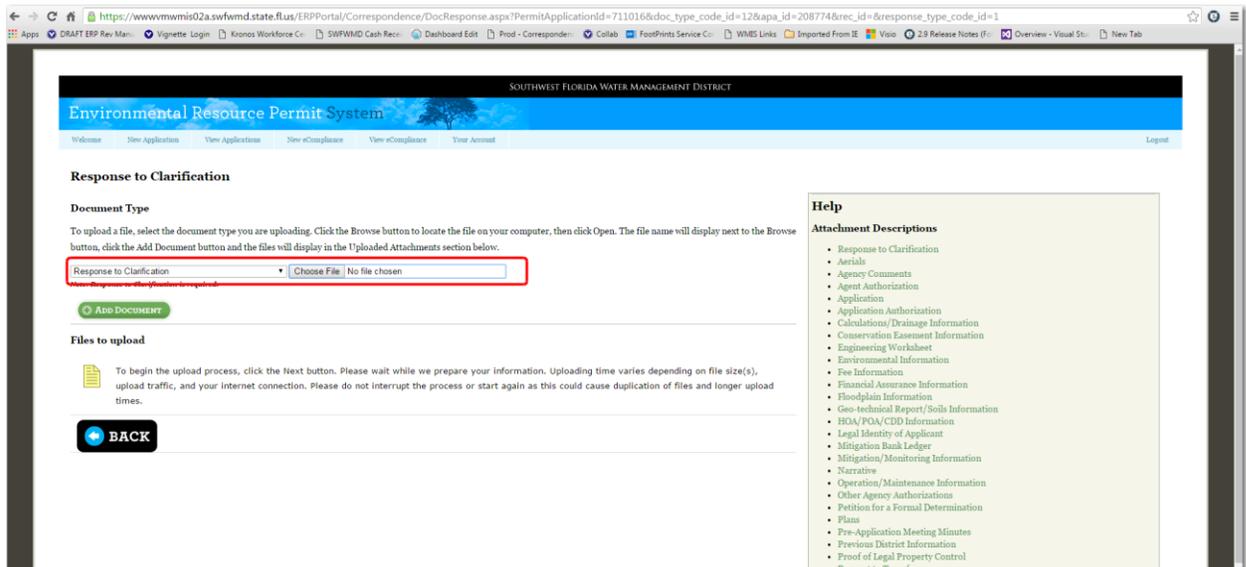
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'Submit Complete Response' was selected for the example below:



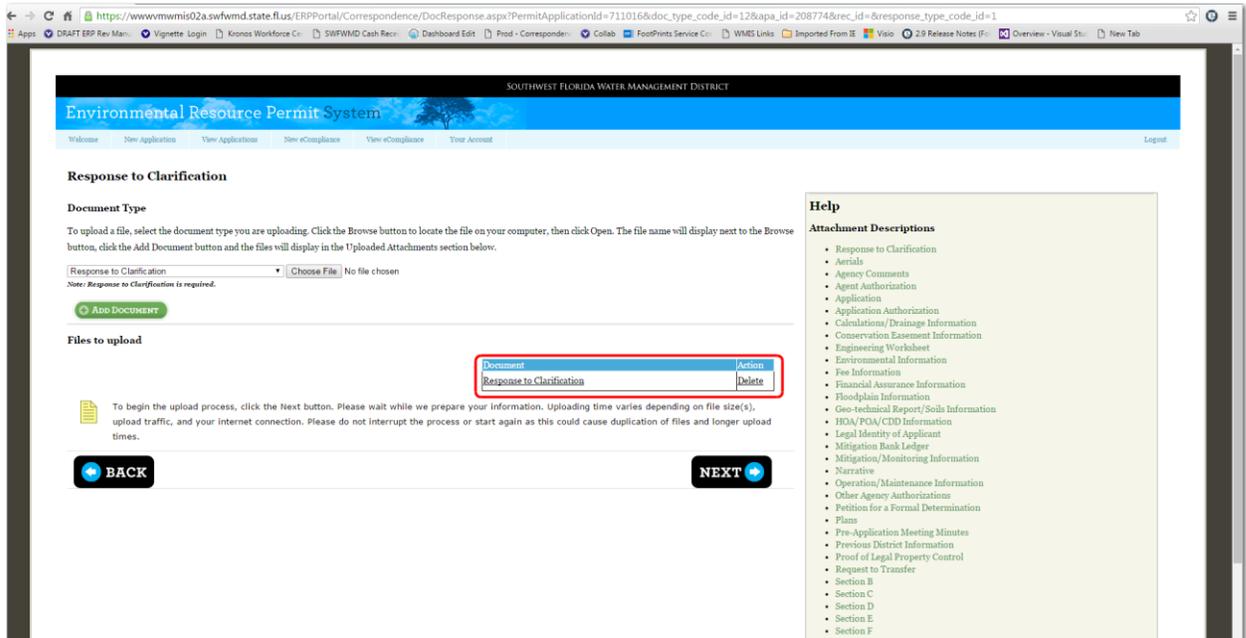
The only required document for a response is 'Response to Request for Information' for complete responses or 'RAI/CLAR Partial Response' for partial responses. It is recommended that this document include the cover letter and the responses to the RAI/CLAR questions.

3. Select the document type that is being uploaded. Click 'Choose File' to locate the document on your hard drive.



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4. Then click 'Add Document.' The document will display in the list of documents uploaded.



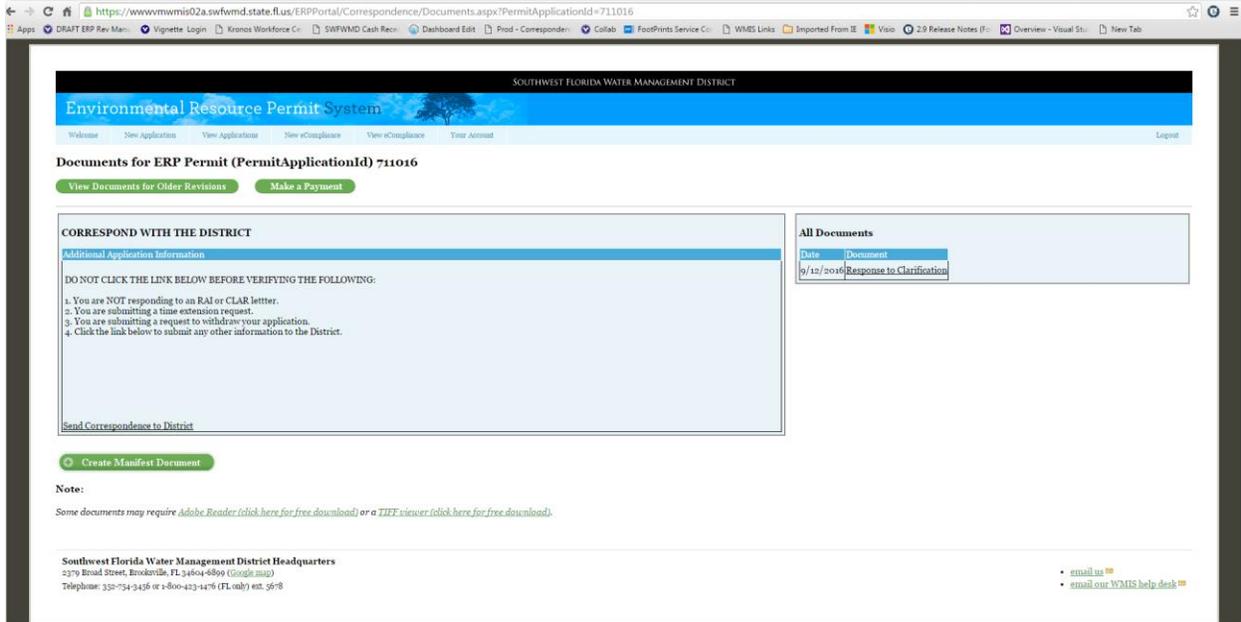
5. Once all the documents have been added, click 'Next' to upload the documents to the District's ePermitting system.

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.

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3. The following separate window will open:

**Document Manifest**

Type of Professional  Professional's Name  License #

Document Type	Title	Date	Add to Manifest
<u>Response to Clarification</u>	Upload-711016-List of queues to check for on daily basis	09/12/2016	<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.

**Document Manifest**

Type of Professional | Professional Engineer | Professional's Name | Ima Engineer | License # | 1111

Document Type	Title	Date	Add to Manifest
<a href="#">Response to Clarification</a>	Uplod-711016-List of queues to check for on daily basis	09/12/2016	<input checked="" type="checkbox"/>

Generate Manifest | Close

- 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

Print Close

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Environmental Resource Permit System

**Environmental Resource Permitting Engineer Electronic Signature File**

ERP Application Identification Number: 711016  
 Project Name: Whitfield Lockwood Ridge Mass Grading Plan  
 Transaction Date: Monday, September 12, 2016

Professional Engineer: Ima Engineer  
 Professional License Number: 1111

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

1. Title	Upload-711016-List of queues to check for on
Description	Response to Clarification
Key	7418A55D58738028EF9E4B833C466259175C

Signature \_\_\_\_\_  
 Date \_\_\_\_\_ Professional Seal

For online submittals, please 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.

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