SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT



Environmental Resource Permit Application and Response Submittal Guide

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		Assigned Reviewer	Michael Hogeland
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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 <u>ERP Search tool</u> 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: <u>https://www19.swfwmd.state.fl.us/ERPPortal/Login.aspx</u>

	SOUTHWEST FLORIDA WATER MANAGEMENT DISTNICT
nvironmental esource Permit ystem	
First time here?	
Are you a current Permittee on an ERP Permit?	Log In
You will need the following information to create an account.	User Name
Permit number Sevino number Permite name on the Permit	rassword
If you have not been a Permittee on an ERP Permit.	Sign in 🌩
You will need the following information to create an account,	
Contact information Nild annull obligant	Password and User Name Recovery
• vano email address	ATTENTION
Register now!	The effermitting 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 Ceneral Permit.
	WMIS Browser Compatibility: Internet Explorer versions 8, 9 and 11 in compatibility mode, and Firefox versions up to 29.0
thwest Florida Water Management District Headquarters	- enail us 🍽

2. Click the Register now! link.

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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	st.
By creating this Electronic Account, you agree to the following terms and conditions for conducting electronic transaction	ıs ≡
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 an	d
physically submit such application or compliance data by regular mail or other delivery to the appropriate District office.	
 <u>Required Information</u>. All required information fields must be filled in before an application or compliance data can 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. 	ı be rict. ct.
On-line payment of application fees can be processed through use of a credit card, debit card, or through submittal 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	of
 <u>Receipt of Electronic Application or Compliance Data</u>, Electronic transactions with the District comply with the Uniform Electronic Transaction Act, Section 668.50, Florida Statutes. Accordingly, an electronic record is conside 	ered

to be received by the District when the record enters the District's information processing system designated for the

🔘 I Agree 🔘 I Disagree

Next

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

	SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT	
nvironme	ntal Resource Permit System	
count Inform	ation	
Party Type*	Individual •	Help
First Name*	Eryn	View Electronic Transaction Agreement
Middle Initial		* Required Field
Last Name *	Worthington	
Address 1*	123 broad st	
Address 2		
City*	brocksville	
State *	FL ·	
ZIP Code *	[34604	
Phone Number*	952 - 952 - 9523	
Email*	eryn worthington@swfwmd state f	
Confirm Email*	eryn worthington@swfwmd stale.f	
🗢 васк	NEXT 📀	
nthwest Florida W 9 Broad Street, Brooksv	ater Management District Headquarters film, EL 446-4696 (Congle may) = Sourcessich (C), Compare at 608	• <u>email us</u> ∞ • email our WMIS help•

5. 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: <u>https://www19.swfwmd.state.fl.us/ERPPortal/Login.aspx</u>

Environmental Resource Permit System	SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	Log In User Name Password Remember me next time. Sign in Compared by the Xame Recovery Exerced and User Xame Recovery Compared by the Xame Recovery Compare
uthwest Florida Vater Management District Hoadquarters 9 mod Stere, Encodenti, F. 1, 346-6496 (Cogne maj) sphane 332-734-3456 et 1-800-423-4476 (FL mby) ett. 3678	• email us ♥ • email our WMS help.de

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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.

Ii, Eryn Worthington <u>(logout)</u>	Environmental Resource Permits
Address:123 broad st	an involumental resource remain (LKP) is required out-of-organizing any construction activity may would anex we many, and standard water nows, of contribution to under a solution. The Southward Eurorid Without Charles are not Enrich Statuter, to increase parmite
City: Richmond Hill, Ontario	for the construction operation alteration alteration removal of any surface water management extem. The below Environmental Resource Permits
ZIP:L4E1A3	is used by the District plate to these activities:
Email: eryn.worthington@swfwmd.state.fl.us	
Phone: (352) 796-7211	Conceptual Permit Conceptual Permit Conceptual Permit Conceptual Permit
	Individual Permit - Construction
vailable Options	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
NEW APPLICATION VIEW APPLICATIONS TOOR ACCOUNT	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
NEW eCOMPLIANCE VIEW eCOMPLIANCE	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".
ools and downloads	-Complement
Environmental Resource Permit information manual	ecompnance
• Forms	The Southwest Florida Water Management District (the District) is authorized by Part IV of Chapter 373, Florida Statutes, to issue Environmental Resource
Supplemental information eCompliance Guide	Permits (ERPs) for the construction, operation, alteration, abandonment, or removal of any surface water management system (SWMS). A SWMS may
Application and Response Submittal Guide	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 <u>ERP Search tool</u> 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.)

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

Project Information	Help
Project Name *	Note: By continuing with the application you are certifying that
External Submittal and Response Guide	you have obtained permission from the owner to prepare the
	application and submit on his/her behalf.
Who are you?*	
🗷 Permittee 🔲 Engineer / Consultant	
Engineer / Consultant Firm Contacts - Other	
Operation and Maintenance Entity 💭 Permittee - Other	
CANCEL 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.

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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.

		Southwest Florida Water Management District	
Env	ironmental Resource Permit Syst	em and a second s	
Welcom	e New Application View Applications New eCompliance	View eCompliance Your Account	Logout
App	lication Process		Application Progress
	Permit Information	A Not Started NEXT 📀	3% Complete Help
	General Information	A Not Started	To continue the application process, please select the
	Location Information	🛕 Not Started	"NEXT" button. If you did not complete a step while you were in progress, select the "CONTINUE" button.
	Attachments	A Not Started	You can close this application and leave it at any time. The system will automatically save the changes. Return to the
	Submit and Pay	A Not Started	application by selecting the "View Applications" link that
			"Continue" link next to the appropriate application.
			If you have additional questions or need assistance, please
			ePermitting Help Desk at 352-754-3456 or WMISHelpDesk@watermatters.org
			* Required Field

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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	•
General	0
Standard General (Modification Only)	0
Individual	0
Minor System (Modification Only)	0
Petition for Formal Determination	0
Conceptual	0
Site Condition Assessment (Modification Only)	0

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.

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GENERAL INFORMATION

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

lication Process		
Permit Information	V Finished	FINISHED 💿
General Information	🛕 Not Started	NEXT 💿
Location Information	🛕 Not Started	
Attachments	🛕 Not Started	
Submit and Pay	kot Started	

APPLICATION TYPE

2. Click on the appropriate response below. <u>Note:</u> Grandfathered ERPs will only allow the modification option. Exemptions and General Permits will skip this screen completely:

Application Type	Application Progress
Statewide Environmental Resource Permit	23% Complete
Individual	Help
Is this application for a mitigation bank? No 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 Alteration or operation of an existing system which was not previously permitted by SWFWMD or DEP	The Application Type page displays the permit type and activity that would be applicable based on selections that were made in the previous screens. Please select the radio button for rule that is applicable to this application. Please select the radio construction: Select this option if there is no existing surface street management type. New Construction: Select this option if there is no existing surface system. If there was a previous, uncompleted permitted activity that member or EEP Application ID. • Modification: Select this option if there has been a previously approved permitted activity that member or EEP application the permit member or EEP Application ID. • A project to regark role permit selections • A project to regark role part of the permit member of EP • A project to regark role part of the permit selection in the permit selection in the permit selection in the permit selection of the permit member of EP • A project to regark role part of a mexisting functional pipes or culverts of an existing stormwater
	* Required Field
e Back	NEXT 📀

Depending on the selection, more information may be required.

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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'.

Southwest Florena Water Management District	
Environmental Resource Permit System	
Welcome New Application View Applications New eCompliance View eCompliance Your Account Preview Application Rules	Logout
Party Information 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 an needed. You can add a new party, by clicking Add below.	Application Progress
Party Name Eryn Worthington Contaet Type Permitten Address 13: provide Brokowski PF 3,4604 Telephone Number Busines 3,52-3,53-53 Telephone Number Busines 3,52-3,53-53 Balance Balance Balance	To include additional contacts, click the ADD button. You can add the following contact types: Permittee: A person or persons to whom the District is issuing a permit who typically owns or control the property. Engineer/Consultant Firm: The engineer or consultant firm responsible for the project design. Department of the project's design. Operation and Mainteenance Entity: The proposed entity that will be responsible for the operation and mainteenance of the strumenter facility. Contacts – Other: Any other individual or entity with interest in this project. This may mean environmental * Required Field
BACK NEXT	

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

it information belo	wand check save button below
Contact Type *	Permittee Engineer / Consultant
	Engineer / Consultant Firm
	🔲 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	<u>Use Party</u>

Use Party entered	Cancel
-------------------	--------

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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

Southwest Florida Water /	Management District	
Environmental Resource Permit System		
Welcome New Application View Applications New eCompliance View eCompliance Your Account Preview Application Rules		Logou
Project Information		Application Progress
Name of project, including phase if applicable*	ERP	30% Complete
Is this application for part of a multi-phase project?	No T	Help
Total applicant-owned area contiguous to the project (acres)*	100	The Project Information page summarizes entries that may have already been entered during the online process for the
Total project area for which a permit is sought (acres) *	50	application. At this point, please verify the information
Total land area (applicant-owned contiguous area + project area)	Calculate	If you are unsure of the information to be entered, please visit
Total impervious and semi-impervious area for which a permit is sought (acres) *	2	our website for additional information, or contact the
Are any of the activities described in this application proposed to occur in, on, or over wetlands or other surface waters?	Yes 🔻	WMISHelpDesk@watermatters.org
How many acres impact (in acres)	1	* Required Field
Has this project been approved as a joint vater management program, or other project of mutual benefit to the applicant and the Distric defined by Chapter 373, Subsections 373,0659(2)(d) and (3), 373,3961, and 373,451 F.S. (8.e. Cooperative Funding Initiative (CFID)?	ct, as 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 project that qualifies as meeting the definition of a target industry business under F.S. 288.106.	ets) for a No •	
	1171/77	

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.

Southwest Florida Water Management District	
Environmental Resource Permit System	
Welcome New Application View Applications New eCompliance View eCompliance Your Account Preview Application Rules	Log
Project Description	Application Progress
n y	nde Completa
Enter a description here about your proposed project.	Help
	The Project Description page requires a description of the proposed project to be entered. There is a 400 character limit
	If you are unsure of the information to be entered, please visit
	our <u>website</u> for additional information, or contact the ePermitting Help Desk at 352-754-3456 or
	WMISHelpDesk@watermatters.org
Characters Remaining: 341 of 400	* Required Eield
e Back	NEXT 🕒
outhwest Florida Water Management District Headquarters	

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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.

Pond Data		Help
i ona Data		actention, enacted
Basin No Pond No. *	1-3	filtration, or exfiltration).
Open or Closed	Open 🔻	CONTROL DEVICE
Pond Bottom Elevation		TVPE: Identify the type of
Seasonal High Water Elevation		control device (i.e. v-notch
Control Device Elevation		weir, orifice, slotted pipe.
Design Low Water Elevation		natural infiltration).
Weir Invert Elevation		
Design High Water Elevation		CONTROL DEVICE
Fop of Bank Elevation		DIMENSIONS: Provide
Weir Width (Ft.)		the appropriate dimension
Area at Top of Bank (Ac.)*		for the control device (i.e.
Volume at DHW (AcFt.)		v-notch - 8.0" high x 70
Volume at TOB (AcFt.)		deg.; orifice - 2.0" dia. or
0		3.0" x 5.0" rect.; slotted
Quantity		pipe - 4.0" dia. x 200.0'
[25YR/24HR Discharge Rates] Pr	e-Development (CFS)	11:1:
[25YR/24HR Discharge Rates] Po	st-Development (CFS)	

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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 Southwart Florida Water Management District	
Welcome New Application	Wer Applications Ner «Compliance Ver «Compliance Tour Account 1	ogout
Find Location		
Applicants must demonstrat controlled. If you experience specific data entry.	e 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 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 stepion of the application as parcel & address information requires w	нту
Coom to Location	Degrees Minutes Seconds Latitude: (ex. 22 35 24.65)	
County Zoom to County	Choose a County •	
Zoom to Parcel	Choose a County Parcel ID:	
Coom to STR	Sector x Township x Y Range x Y	
Zoom to Address	AddresSMernecton: (Intersection Example: Main & First) ZIP Code 123 N Main St 34601	
Coom to ERP	Permit Number. Permit Revision:	
	لله المراجع ال	

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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'.



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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 \checkmark 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'.

Southwest Florida Water Management District		
Environmental Resource Permit System		
Welcome New Applications View Applications New eCompliance View eCompliance Tour Account Preview Application Roles		Logout
Document Attachment	Legend	
Below is a list of documents that you may use to complete your application. Although it is not required that you attach documents in order to submit your	V Document has been uploaded	
application, if complete application information is not given, additional information will be requested by the District. This is done through a Request for	Suggested document upload	
Additional Information letter which will be sent by the District within 30 days of the application submittal date per Chapter 120.60, Florida Statutes.	Optional Attachment	
Document Type	Attachments	
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.	Application Authorization	
	Section E	
Aenais • Choose File No me chosen	Aerials	
C Add Document	Agency Comments	
Unloaded Attachments	Agent Authorization	
	Calculations/Drainage Information	
Document Datejaction	Conservation Easement Information	
— —	Engineering Worksheet	
• BACK	Environmental Information	
	Fee Information	
	Financial Assurance Information	
	Floodplain Information	
	Geo-technical Report/Soils Information	
	HOA/POA/CDD Information	
	Legal Identity of Applicant	

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

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT	
Invironmental Resource Permit System	
Welcome New Application Wew Applications New eCompliance View eCompliance Your Account Preview Application Rules	Logo
Document Attachment	Legend
telow is a list of documents that you may use to complete your application. Although it is not required that you attach documents in order to submit your	V Document has been uploaded
pplication, if complete application information is not given, additional information will be requested by the District. This is done through a Request for	Suggested document upload
dditional Information letter which will be sent by the District within 30 days of the application submittal date per Chapter 120.60, Florida Statutes.	Optional Attachment
Document Type	Attachments
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	Vanlinting Automization
lisplay next to the Browse button, click the Add Document button and the files will display in the Uploaded Attachments section below.	V Continen F
Aerials Choose File No file chosen	▼ Aerials
O ADD DOCUMENT	Agency Comments
	Agent Authorization
Uploaded Attachments	Calculations/Drainage Information
Document Date Action	Conservation Easement Information
Aerais 09/12/2010 Delete	Engineering Worksheet
	Environmental Information
🙃 BACK NEXT 💿	◄ Fee Information
	C Financial Assurance Information
	There are a second and a mortal second

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.

SOUTHWEST FLOBIDA WATER MANAGEMENT DISTRICT		
Environmental Resource Permit System		
Welcome New Application View Applications New eCompliance View eCompliance Vour Account Preview Application Rules		Logest
Document Attachment	Legend	
Below is a list of documents that you may use to complete your application. Although it is not required that you attach documents in order to submit your	V Document has been uploaded	
application, if complete application information is not given, additional information will be requested by the District. This is done through a Request for	Suggested document upload	
Additional Information letter which will be sent by the District within 30 days of the application submittal date per Chapter 120.60, Florida Statutes.	Optional Attachment	
Document Type	Attachments	
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, dick the Add Document button and the files will display in the Uploaded Attachments section below.	Vapplication Autoorization	
Automotive to the terror	Section E.	
Aenais Choose File No rile chosen	d Aerials	
O ADD DOCUMENT	Agency Comments	
Uploaded Attachments	Agent Authorization	
The second s	Calculations/Drainage Information	
Aerials 09/12/2016 Delete	Conservation Easement Information	
	Engineering Worksheet	
	Environmental Information	
BACK NEXT ()	Fee Information	
	Financial Assurance Information	
	Floodplain Information	
	4	

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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'.

Environmental Resource Permit System	
Welcome New Application View Applications New eCompliance View eCompliance Your Account Preview Application Rules	Logout
Fee Reduction Is this application being filed by or on behalf of an entity eligible for a fee reduction? No •	Application Progress
Are you re-applying for a permit that has been withdrawn within the last g65 days? No •	Related Application If you have a related Application that was withdrawn or denied you may be eligible for a fee voucher.
Crease read the topowing. Agreement with these statements is required in order to submit your application. Leither own the property described in this application, or have legal authority to allow access to the property and I consent, after rewining prior notification, to any site visit on the property base personale from the Department of Environmental Protection, the Southwest Priorial Water Management district and the U.S. array Corpo of Engineers necessary for the review and inspection. Further, I agree to provide entry to the project site for such agents or personale to motification and authorize these agents or personale to motification.	The ERP Application ID can be found on your Application Receipt. the View Receipt Example If you are unare of the information to be entered, please visit our website for additional information, or contact the ePermitting Help Dex At 35a-754-7456 or
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 with this application. I am familiar with the information contained in this application, and regressent that such information is true, couples, and accurate. I understand that knowingly making any statement or representation in the application is a violation of Section 373.430, F.S. and i 80 U.S.C. Section 30.0.1. Inderstand this is application and any permit or proprietary automation action approximation and any permit or proprietary automation actions are into a permit and work prior to approximation as the application and any permit predictionation as any permit or proprietary automation descent and that its application and any permit or perpetiary automatication is used pursuant thereto, does not relieve me of any obligation for obtaining any other required federal, structure 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	tion filed WMISHelpDeskiitwatermatters.org file Required Field
permitting agency authorizes transfer of the permit to a responsible operation entity. I Agree	

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'.

C 🕺 🔷 https://www.mmis02d.swfwmd.state.fl.us/ERPPortal/ERPApplication/PaymentAmount.aspx	☆
😧 DAAFEEP Rev Max. 🔍 Vignette Login 🗋 Kronos Workforce Co. 🗋 SWPMAD Cash Rev. 😱 Dashboard Edit 🗋 Prod - Corresponder: 🗘 Colab. 🖬 FoodPrints Service Co. 🗋 WASS Links 🛄 Seponted From E. 🧱 V	sio 🧿 2.9 Release Notes (Fi: 🔯 Overview - Visual Stu: 🕒 New Tab
Southwest Florida Water MARAGISMINT District	
Welsome New Application View Applications New «Compliance View «Compliance Tour Account Proview Application Rules	Logout
Payment Options You may pay your fee through our secure website.	Application Progress
Please enter the fee amount to be paid when the application is submitted to the Southwest Florida Water Management District 5 To see a list of fees for applications, client HEEE Solect the Fay 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 size other than a payment confirmation number.	Enter the payment amount being made for this application and select "Pay Now". Once this is completed, the payment method screen will load.
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 Submit and Pay Later BACK	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 Manaement District.
	If you are unsure of the information to be entered, please visit our website for additional information, or contact the ePermitting Help Deskat 352-754-3456 or WMISHelp Deskel watermatters.org
Southwest Florida Water Management District Headquarters 2379 Broad Street, Brookorlie, FL 34604 6599 (<u>Coole map</u>) Telephane: 332-724-3456 or 1-800-423-4476 (FL-mby) ett. 5678	• email us ♥ • email our WMS help deak ♥

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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".

Process Payment
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.
If you are unsure of the information to be entered, please visit our <u>website</u> for additional information, or contact the ePermitting Help Desk at 352-754-3456 or WMISHelpDesk@watermatters.org.

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

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

					Southwest Flor	ida Water Managem	ent District					
Environme	ntal Resource l	Permit Syste	m									
Welcome New App	dication View Applications	New eCompliance	View eCompliance	Your Account	Preview Application	Rules						Logout
Payment Sum	unary								nint Receipt			
ERP Application Iden	ntification Number	798967										
Transaction For	and the stander	Individua										
Transaction Date		9/12/201	5									
Amount		Applicativ	n Submitted with	out Payment								
Application												
To view the application	on that was submitted to Distr	rict click on the View App	ication button.									
	_											
VIEW APPLICATIO	8											
Engineer Elec	stronic Signature F	ile										
Note: If t	this document needs to be the it is created you will need the	Signed and Sealed you to print the document a	will need to cre nd arrange for i	ate a Manifest I ts delivery to th	Document by clicki e Southwest Florid	ng the Create Manife a Water Managemen	st Document butt t District with the	 Once the Manifest signature and 				
Professio	nal Seal stamped on the do	scument.										
O Cr	ante Manifest Document											
		/										
		Headquarters										
Southwest Florida W	The second									• emai	a no M	
Southwest Florida W 2379 Broad Street, Brooks	ville, FL 34604-6899 (Google map	0									ii us —	

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	V Finished	FINISHED 📀
General Information	V Finished	FINISHED •
Location Information	V Finished	FINISHED •
Attachments	V Finished	FINISHED •
Submit and Pay	A 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.

Pauline and Developed	SOUTHWEST FLORIDA WATER MANAGEMENT DIST	TRICT
Welcome New Application View Applications	New «Compliance View «Compliance Your Account Preview Application Roles	Lagou
Application Process		Application Progress
Permit Information	V Finished	23% Complete
General Information	CONTINUE O	Help To continue the application process, please select the "NEXT" button. If you did not complete a step while you
Location Information	A Not Started	were in progress, select the "CONTINUE" button.
Attachments	A Not Started	You can close this application and leave it at any time. The system will automatically save the changes. Return to the
Submit and Pay	A Not Started	application by selecting the "Yeer Applications" link that appears on the Welcome screen, and then selecting the "Continue" link next to the appropriate application.
View Application Meeting Not	ES (Optional)	If you have additional questions or need anvistance, please visit our webging for additional information, or contact the ePermitting Help Desk at 352-754-3456 or WallStelepDesk@tasternatern.org
		* Required Field

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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.

Armonia Contraction Contr	.fl.us/ERPPortal/ERPApplication/Payment.aspx?PaymentProcessed=true	AUSS Links 💭 Important From IS 💻 Vision 🔿 20 Ralaana Notan (Fri 🕅 Ovarvians - Visual Stu	Pt New Tab
and the meridine of the second and the second			
	Southwest Florida Water Management District		
Environmental Resourc	Permit System		
Welcome New Application View Applicatio	New eCompliance View eCompliance Your Account Preview Application Rules		Logout
Payment Summary		Print Receipt	
ERP Application Identification Number Transaction For Transaction Date Amount Application	728367 Individual g/gi2.2016 Application Submitted without Payment		
To view the application that was submitted to a VIEW APPLICATION	it dick on the View Application button.		
Note: If this document needs to Document is created you will ne Professional Seal stamped on th	ile Signed and Sealed you will need to create a Hanifest Document by clicking the Create Manifest Document be print the document and arrange for its delivery to the Southwest Florida Water Management District with t cument.	utton. Once the Manifest the signature and	

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	Document ID V4.4		

The following window will open:

Document Manifest			
Type of Professional Professional Engineer Pro	ofessional's Name License #		
Document Type	Title	Date	Add to Manifest
Aerials	List of queues to check for on daily basis	09/12/2016	
Application	ReviewerReport	09/12/2016	 Image: A start of the start of
Generate Manifest Close			

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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.

Document Manifest					
Type of Professional Professional Engineer	▼ Professional's Name Ima Engineer License	# 1111			
Document Type	Title	Date	Add to Manifest		
Aerials	List of queues to check for on daily basis	09/12/2016			
Application	ReviewerReport	09/12/2016			
Generate Manifest					

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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

← → C ff	vfwmd.state.fl.us/ERPPortal/Reports/Manifest.aspx?erpApplicationId=728367	☆ 🙂 ≡
🔛 Apps 🔹 DRAFT ERP Rev Manu 💿 Vignette Login	🖞 Kronos Warkforce Ce 🖞 SWRWMD Cash Rece: 🕥 Dakhboard Edit 🖞 Prod - Corresponders: 🕸 Collab 🧧 FoodPrints Service Ce: 🐧 WMS Linis 🏠 Imported From IE 👖 Visio 🥥 2.9 Release Notes (Fo: 🔯 Overview - Visual Sex: 🖞 New Tab	
Print	Close	
Sournwest Environmental Resource Environmental Resource Pern	HORIDA WATER MANAGEMENT DISTRICT e Permit System nitting Engineer Electronic Signature File	
ERP Application Identification Number Project Name Transaction Date	728367 ERP Monday, September 12, 2016	
Professional Engineer	Ima Engineer	
Professional License Number	1111	
The following documents have been submitted	I to the Southwest Florida Water Management District	
1. Title ReviewerReport Description Application Key \$018DCF4E1DA0A	CC674E85A951E696A3FC7671FE	
	Signature DateProfessional Seal	
	For coline submittals, please submit the manifest to the District via online upload of US postal mail to Southwase Florida Water Management District Reputation 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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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.

> C 👬 🚡 https://www.mwmis02d.swfwmd.state.fl.us/ERPPortal/Correspondence/Documents.aspx?PermitApplicationId=728367		☆ 0
Apps 📀 DRAFT ERP Rev Manii 💿 Vignette Login 🗋 Kronos Workforce Ce 📋 SWFWMD Cash Recei 🌍 Dashboard Edit 📋 Prod - Correspondeni 😨 Collabi 🧮 FootPhints Service Cei 📋 WMS Links	🗀 Imported From IE 📑 Visio 😧 2.9 Release Notes	(Fol 🔯 Overview - Visual Stur: 🎦 New Tab
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT Environmental Resource Permit System Wolema New Aquination Vew Aquinations New Accounting Vew Accounting Documents for ERP Permit (PermitApplication1d) 728367 View Documents for Older Revisions Make a Perment		Lepot
CORRESPOND WITH THE DISTRICT Methods Applications Information DOTOCLICK THE LINK BELOW BEFORE VERIFYING THE POLLOWING: 1 Outser NUTT reporting to an R Jar of CLRR letter. 1 Outser NUTT reporting to an R Jar of CLR letter. 2 Outser NUTT reporting to an R Jar of CLR letter. 2 Outser NUTH THE DISTRICT STATEMENT OF THE POLLOWING: Methods and the pollowing applications of the District. Methods and the pollowing applications of the District. 2 Outser NUTT reporting to an R Jar of the information to the District. 2 Outser NUTT reporting to an R Jar of the information to the District. 2 Outser NUTT reporting to an R Jar of the information to the District. 3 Outser NUTT reporting to an R Jar of the information to the District. 3 Outser NUTT reporting to an R Jar of the information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT reporting to an R Jar of the Information to the District. 3 Outser NUTT report reporting to an R Jar of the Information to the District. 3 Outser NUTT report	All Documents Date Document 9/12/2016/Application 9/12/2016/Application	
Southwest Florida Water Management District Headquarters 2379 Enad Steet, Enakolik, FL 34604 (6000 (2000) Emp) Telephane: 335754-3456 or 1-800-423-4476 (FL odd) est. 5676		• email us ≌ • email our WMIS help desk ∷

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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.

	Southwest Florida Water Management District
Environmental Resource Permit System	
Hi, Eryn Worthington (logout) Address: 1:3 broad st City: broad st City: broad st City: broad st City: broad st City: broad st Ery: 4:04 Prome: (350) 350-3503 Available Options New Asynchetics New Asynchetics New Accountance View Asynchetics New Accountance View Accountance New Asynchetics Tools and downloads • Enricommental Resource Permit information manual • Enricommental Resource Submitral Guide	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 anthorized by Part IV of Chapter 373, Florida Statutes, to issue permits issued by the District relates to these activities: • Conceptual Permit - Urban Infill or Redevelopment • Conceptual Permit - Urban Infill or Redevelopment • Conceptual Permit - Construction • General
outhwest Florida Water Management District Headquarters 79 Broad Street, Brooksville, FL 34604-6899 (<u>Google map</u>)	• anal <u>us</u> =

3. Select the 'Documents' link next to the permit application in which you need to respond.

Environmé	ntal Resource Permit Sv	Southwest Florida Wate	r Management District		
Welcome New Apple	cation View Applications New eCompliance	View eCompliance Your Account			Logout
View Applicati	ODS Advanced Search				
Results (3 records	s found)				
ERP Application ID	Status	Project Name	Last Updated	Actions	
728367	Under Review	ERP	9/12/2016 2:49:32 PM	Documents	
728366	Draft	ERP	9/12/2016 1:10:31 PM	Continue	Cancel
728348	Draft	preview	8/23/2016 4:01:23 PM	Continue	Cancel
suthwest Florida Wa	ater Management District Headquarters				- omailus M
79 Broad Street, Broosavi	ne, rL 34004-0099 (Google map)				 email us email and WDMIC halo deals

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	Document ID V4.4	

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.

Environmental Resource	Permit System		
Welcome New Application View Applications	New eCompliance View eCompliance Your Account		Logost
View Documents for Older Revisions	Make a Payment		
CORRECTIONS WITH THE DISTRICT			
Lotter Ture	Data	Condor	All Documents
Clarification Letter	4/19/2016 4:27:12 PM	LEE HUGHES	
DO NOT CLICK THE LINK BELOW BEFORE VEI THE FOLLOWING:	RIFYING DO NOT CLICK THE LINK BELOW BEFORE VERIFYING THE FOLLOWING:	DO NOT CLICK THE LINK BELOW BEFORE VERIFYING THE FOLLOWING:	
1. You are submiting a partial response to an RAI letter.	or CLAR 1. You are completing your RAI or CLAR Response.	 You are NOT responding to an RAI or CLAR letter. You are submitting a time extension request. You are submitting a request to withdraw your application. Click the link below to submit any other information to the District. 	
Submit Partial Response	Submit Complete Response	Send Correspondence to District	
Create Manifest Document			

<u>Note:</u> 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:

C fi https://www.mis02a.sw/wmd.state.fl.us/ERPPortal/Correspondence/DocResponse.aspx?PermitApplicationId=711016&doc_type_code_id=12&apa_id=2 OD#ATTEP Rev Man. O Vignette topin twose Workfore Cr SWEWIO Cash Rec: D bubboard Edit https://www.mis02a.sw/second.id=12&apa_id=2 OD#ATTEP Rev Man. O Vignette topin twose Workfore Cr SWEWIO Cash Rec: D bubboard Edit https://www.mis02a.sw/second.id=12&apa_id=2 OD#ATTEP Rev Man. O Vignette topin twose Workfore Cr SWEWIO Cash Rec: D bubboard Edit the d-Correspondence Occenter Second Rev Correspondence Occenter Second Rev Cor	08774&rec_id=&response_type_code_id=1 😭 mported From IK 📑 Visio 🕜 2.9 Release Notes (Fis 🖸 Overview - Visual State 🗈 New Tab
Welcome New Applications View Applications New «Compliance View «Compliance View account	Logout
Response to Clarification	
Document Type	Help
To upload a file, select the document type you are uploading. Click the Browse button to locate the file on your computer, then dick 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 Classication No file chosen No file chosen Some Exercise to Configurate to required. Choose File No file chosen No file chosen	AttaChment Descriptions • Response to Clarification • Arrials • Agency Comments • Agent Antonization • Application • Application
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.	Calculation / Jraining momenton Conservation Example information Engineering Workblowet Environmental Information Fee Information FeachIng Assurable Information Floacida Masurable Information Floacida Report/Solis Information
e back	HOA/POA/CDD Information Legal Identity of Applicant Mitigation Rank Ledger Mitigation Monitoring Information
	Sarraive Operation/Mainteause Information Other Agency Authorizations Partice for a Formal Determination Plans Previous District Information Provide Lagal Property Control Request to Transfer Section B Section D Section F

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.

Southwest Florida Water management District	
Environmental Resource Permit System	
Velcome New Application View Applications New eCompliance View eCompliance Your Account	Logoz
Response to Clarification	
Document Type	Help
o 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 Bro	wse Attachment Descriptions
Response to Clarification Clar	Aeriala Agency Comments Agent Authorization Application Application Application Autoinzation Calculations/Drainage Information
Thes 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.	Conservation Easement Information Engineering Workhalet Environmental Information Fenderstand Assurance Information Financial Assurance Information Financial Assurance Information Gene technical Report/Solid Information How/V/CVD Defension
• BACK	Flox/FVGVC/Bioliant Flox/FVGVC/Bioliant Minigation Bank Ledger Minigation Bank Ledger Minigation Monitoring Information Narrative Operation Maintenance Information Other Agency Authorizations Petition for a Formal Determination

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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.

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	Document ID V4.4	

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:

SOUTHWEST FLC	DRIDA WATER MANAGEMENT DISTRICT
Environmental Resource Permit System	
Problems Vers Indicating The Indicating Versionalizer The American Vers Laured	
uzenomi suku difeneraten uzeu oldeneraten suku sonetherente suku sonetherente sonet seconer	
Documents for ERP Permit (PermitApplicationId) 711016	
View Documents for Older Revisions Make a Payment	
CODDESDOND WITH THE DISTRICT	All Decomposite
Additional Application Information	Date Document
DO NOT CLICK THE LINK BELOW BEFORE VERIFYING THE FOLLOWING:	9/12/2016 Response to Clarification
1. You are NOT responding to an RAI or CLAR lettter.	
2. You are submitting a time extension request. 3. You are submitting a request to withdraw your application.	
 Cack the ank below to submit any other information to the District. 	
Send Correspondence to District	
Create Manifest Document	
Note:	
Some documents may require Adobe Reader (click here for free download) or a TIFF viewer (click here for free download).	
Southwest Florida Water Management District Headquarters	
2379 Broad Street, Brooksville, FL 34604-6899 (Google map) Telephone: 252-754-2456 or 2-800-422-1476 (FL only) ext. 5678	email us m email our WMIS help desk ¹

2. To generate a manifest, select the Create Manifest Document

link.

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	Document ID V4.4		

3. The following separate window will open:

Document Manifest			
Type of Professional Engineer Professional Engineer Professional Engineer	fessional's Name License #		
Document Type	Title	Date	Add to Manifest
Response to Clarification	Upload-711016-List of queues to check for on daily basis	09/12/2016	
Generate Manifest Close			

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	Document ID V4.4		

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.

Document Manifest	
Type of Professional Professional Engineer	Professional's Name Ima Engineer License # 1111
Document Type	Title Date Add to Manifest
Response to Clarification	Upload-711016-List of queues to check for on daily basis 09/12/2016
Generate Manifest Close	

5. Once all appropriate documents have been selected, click 'Generate Manifest'.

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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

← → C f land https://www.mwmis02	.swfwmd.state.fl.us/ERPPortal/Reports/Manifest.aspx?erpApplicationId=711016
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Print SOUTHW Environmental Resour	Close st Florida Water Management District ce Permit System
Environmental Resource Pe	rmitting Engineer Electronic Signature File
ERP Application Identification Number Project Name Transaction Date	711016 Whatfield Lockwood Ridge Mass Grading Plan Monday, September 12, 2016
Professional Engineer	Ima Engineer
Professional License Number	1111
The following documents have been submit	ted to the Southwest Florida Water Management District
1. Title Upload-711016- Description Response to Cla Key 7418A55D5873	.ist of queues to check for on ficention 028EF9E4B833C466259175C
	Signature DateProfessional 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 Drivision 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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