

# SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT



## Environmental Resource Permit eCompliance External User's Guide

Revision Chronology		Review Date	11/23/2016
		Assigned Reviewer	E. Worthington
Document ID	Effective Date	Reason for Change	
v.1	4/10/2014	Initial Creation-	
v.1.1	7/7/2014	Revision to include submittals that may not be submitted online.	
v.1.2	11/15/2014	Revision to include map link, O&M Entity and Eng./Consultant Search and multiple comment identifier.	
V2	4/28/2016	Updated screenshots to correlate with WMIS 2.9 – E. Worthington	
V2.1	11/23/2016	Revision to include online submittal of Manifest and Proof of Publication	

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QUICK REFERENCE

Login

**Log In**

User Name

Password

Remember me next time.

**Sign in** 

[Password and User Name Recovery](#)

Select



Search/Select Project

Select

Submittal

**Project Condition Review:**

Permit Number:  Rev:

Project Name:

Status:

Submittal Type:

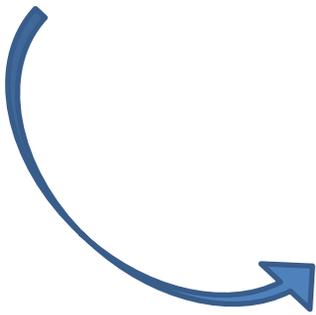
Find Project: After searching for projects, check one box in the left column before proceeding.

Search By: Project Name  Include In Search Results: All Status Types  View Map

Project Name:

Records Returned: 55

Select	Application ID	Project Name	Permit Number	Permit Fee Number	Status	County	Permit Issue Date	Permit Expiration Date	Permittee Name	D.S.M.	Engineer/Consultant
<input type="checkbox"/>	9673	CIRCLE K-1ST ST. & AVE. K S.E.	3049	0	Approved	POLK	04/15/1998	04/15/1999	Circle K Corp	Circle K Corp	Robert J. Brady, PE - Engineers Of Central Florida
<input type="checkbox"/>	9608	CIRCLE K-5000 RD. S.W. 35.40	3090	0	Approved	HILLSBOROUGH	06/14/1998	06/14/1999	Circle K Corp	Circle K Corp	Jack S. Hamilton, PE - Hamilton Engineering & Surveying, Inc.
<input type="checkbox"/>	10350	CIRCLE K-PASCO RD.	3331	0	Deleted	PASCO	05/25/1998	05/25/1999	Circle K Corp	Circle K Corp	None None - BFA Field Corporation
<input type="checkbox"/>	11349	CIRCLE K-ADAMO B. 1ST/1ST	2927	0	Deleted	HILLSBOROUGH	08/13/1998	08/13/1999	Permit Properties Diversified	Permit Properties Diversified	Paul V. Sharma, PE - Professional Engineering Resources, Inc.
<input type="checkbox"/>	11817	CIRCLE K-11111/11111/11111	4190	0	Deleted	HILLSBOROUGH	09/12/1998	09/12/1999	Circle K Corp	Circle K Corp	None None - BFA Field Corporation
<input type="checkbox"/>	12023	CIRCLE K-COUNTY LAW. RD. 1105 3A	4782	0	Deleted	PASCO	11/15/1998	11/15/1999	Circle K Corp	Circle K Corp	Paul V. Sharma, PE - Professional Engineering Resources, Inc.
<input type="checkbox"/>	12924	CIRCLE K-5000 RD. S.W. 35.40	4783	1	Deleted	PASCO	05/15/1998	05/15/1999	Circle K Corp	Circle K Corp	Paul V. Sharma, PE - Professional Engineering Resources, Inc.
<input type="checkbox"/>	13083	CIRCLE K-COLUMBIA DR. S. 20TH ST.	4844	0	Deleted	HILLSBOROUGH	12/01/1998	12/01/1999	Circle K Corp	Circle K Corp	Denise L. Wood, P.E. - Honey Wood Engineering, LLC



## INTRODUCTION

The Southwest Florida Water Management District (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.)

Much of this information can be submitted online, using the District's ePermitting system. The following compliance submittals may be completed using this system.

- Construction Commencement Notice
- Dewatering Plan
- Effluent Filtration
- Grass Carp
- HOA/POA/CDD Information
- Notification of Construction Engineer
- Performance/Wetland Monitoring Report
- Proof of Publication
- Sediment & Erosion Control Plan
- Sinkhole Evaluation and Repair
- Statement of Completion
- Statement of Inspection
- Transfer of Ownership
- Turbidity Report
- Water Quality/Level Report

Conservation Easement and Financial Responsibility Information may not be submitted online since the original documents are required.

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## CREATE AN ACCOUNT

In order to submit compliance information for an Environmental Resource Permit 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. Navigate to the District's ePermitting Portal at the following address:

[www.watermatters.org/permits](http://www.watermatters.org/permits)

2. Select the 'Apply Now' button below the 'Environmental Resource Permit (ERP)' picture.

The screenshot shows the ePermitting website interface. At the top, there is a navigation bar with the URL [www.swfwmd.state.fl.us/permits/](http://www.swfwmd.state.fl.us/permits/). Below the navigation bar is a banner for ePermitting with the text "Now with ERP eCompliance Online Permit Condition Reporting". The main heading is "Welcome to ePermitting". Below this is a paragraph: "The Southwest Florida Water Management District's online permitting system, known as ePermitting, is a great resource for fast access to permit information. The majority of the District's permits are submitted online using ePermitting. It's fast, easy and saves resources." There are three main sections: "Well Construction Permit (WCP)", "Water Use Permit (WUP)", and "Environmental Resource Permit (ERP)". Each section has an "APPLY NOW" button. The "Environmental Resource Permit (ERP)" button is highlighted with a red box. To the right of these sections is a "Need Help?" section with contact information for the WMIS Help Desk. At the bottom right, there is a "Submit Water Use Data" button with a water meter image.

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- The Environmental Resource Permit ePermitting portal will load. Click the 'Register Now' button.

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**

ePermitting will be unavailable due to system maintenance starting on Thursday, April 28th at 5:30 p.m. until Friday, April 29th at 7:00 a.m.

**ATTENTION:** "General Permit for Activities Involving less than 10 acres and less than 2 acres impervious surface" Self-Certification Notification portal.

WMIS 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 Broad Street, Brooksville, FL 34604-6899 ([Google map](#))  
 Telephone: 352-754-3456 or 1-800-423-1476 (FL only) ext. 5678

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

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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. Please 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, a debit card with a Visa® or Mastercard® logo, 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. Please 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.

I Agree     I Disagree    [Next](#)

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5. Enter the required information (\*) and click 'Next'.

The screenshot shows a web form titled "Environmental Resource Permit System" with a sub-section "Account Information". The form contains the following fields:

- Party Type\*: Individual (dropdown menu)
- First Name\*: Ima
- Middle Initial: (empty)
- Last Name\*: Applicant
- Address 1\*: 2379 Broad Street
- Address 2: (empty)
- City\*: Brooksville
- State\*: FL (dropdown menu)
- ZIP Code\*: 34804
- Phone Number\*: 352 - 796 - 7211
- Email\*: epermitting@watermatters.org
- Confirm Email\*: epermitting@watermatters.org

6. The Login Information section will display. Enter a username and password. Passwords must be at least eight characters long. **Note:** Username and password are case sensitive.

The screenshot shows a web form titled "Login Information" with the following fields:

- User Name\*: ePermitting
- Password\*: (masked with dots)
- Retype password\*: (masked with dots)

7. Click 'Save'.

You are now a Registered User.

## IMPORTANT NOTE WHEN REGISTERING

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.

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. 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.

## START A SUBMITTAL

In order to submit compliance information online through the Southwest Florida Water Management District's ePermitting portal, follow the step-by-step guide provided below:

1. Navigate to the District's ePermitting Portal at the following address:

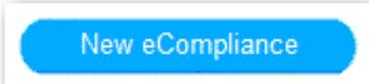
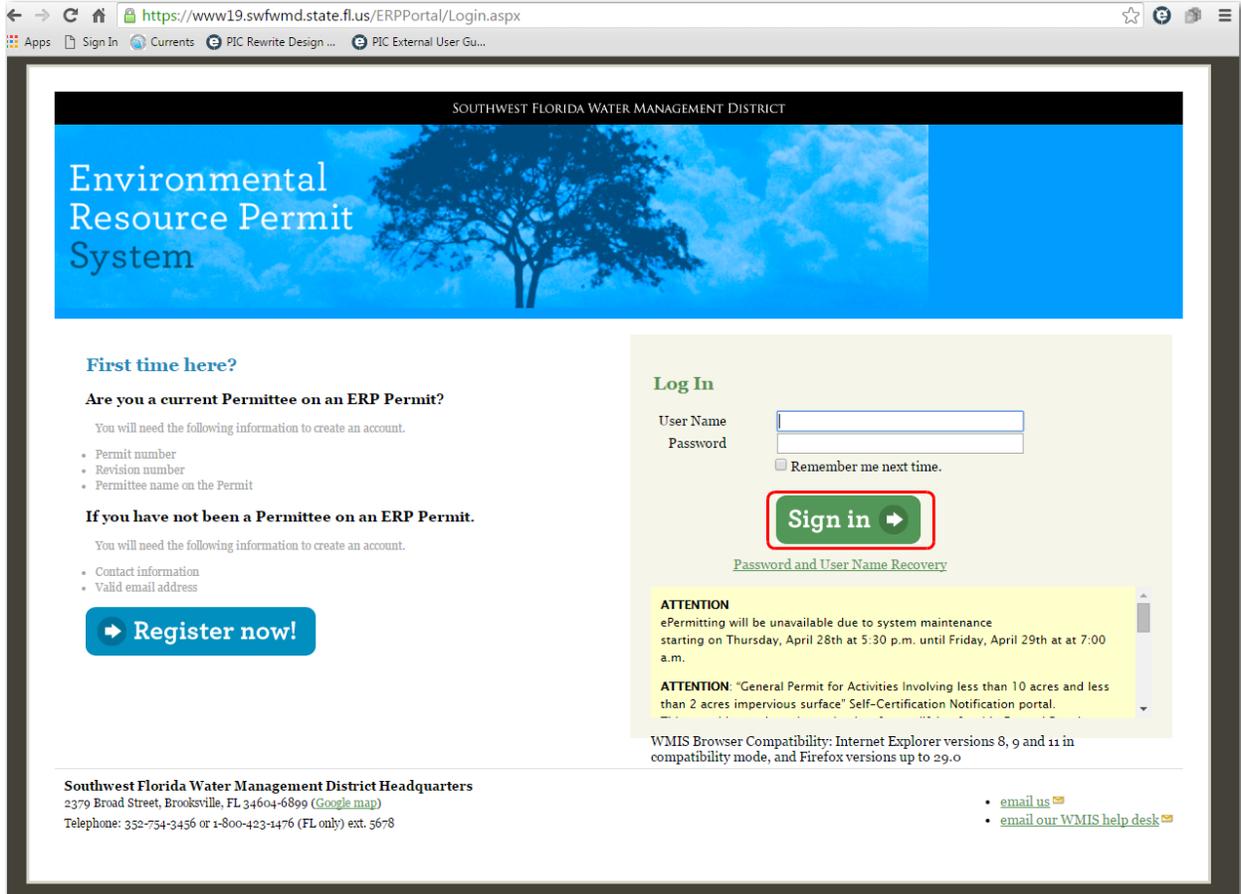
[www.watermatters.org/permits](http://www.watermatters.org/permits)

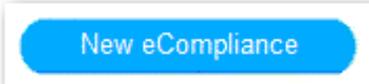
2. Select the 'Apply Now' button below the 'Environmental Resource Permit (ERP)' picture.



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- The Environmental Resource Permit ePermitting portal will load. Under Log In, enter your User Name and Password. Click 'Sign In'.



- To begin a new compliance submittal, select the  button.

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# FIND PROJECT SCREEN

This screen will display several options to identify the permit you wish to submit compliance information for. A user may search by:

- Project Name
- Permit and Revision Number
- ERP Application ID
- Permittee Name
- Operation & Maintenance Entity Name
- Engineer/Consultant Name

1. Select the appropriate “Search By” option. Enter the search information, then click the ‘Search’ button.

The screenshot shows the 'Environmental Resource Permit System' interface for the Southwest Florida Water Management District. It features a navigation menu with options like 'Welcome', 'New Application', 'View Applications', 'New eCompliance', 'View eCompliance', and 'Your Account'. Below the menu, there is a 'Find Project' section with instructions: 'After searching for projects, check one box in the left column before proceeding'. The search form includes a 'Search By' dropdown menu set to 'Project Name', an 'Include in Search Results' dropdown menu set to 'All Status Types', and a 'View Map' link. A text input field for 'Project Name' contains 'Southwest Florida', and a 'Search' button is located below the input field.

**Note:** There is a ‘View Map’ link available. If you are only familiar with the project location, you can use this search tool to identify the associated permit number.

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The results will display in a grid below the search criteria. Additional information for the permits may be viewed by clicking the Project Name; this will launch a new window with specific information for that permit available online for the public.

**Environmental Resource Permit System**

Welcome | New Application | View Applications | New eCompliance | View eCompliance | Your Account

**Find Project:** After searching for projects, check one box in the left column before proceeding

Search By: Project Name | Include in Search Results: All Status Types | View Map

Project Name: Southwest Florida

Search

Records Returned: 10

Select	Application ID	Project Name	Permit Number	Permit Rev Number	Status	County	Permit Issue Date	Permit Expiration Date	Permittee Name	O & M	Engineer/Consultant
<input type="checkbox"/>	16136	<a href="#">SOUTHWEST FLORIDA BLOOD BLANK</a>	6405	2	Approved	HILLSBOROUGH	03/29/1993	03/29/1996	Florida Dept Of Internal Impro Trust Fund	Vrs Realty Services	Joseph J. Motta, P.E. -- Paulus, Sokolowski & Sartor, Inc
<input type="checkbox"/>	20624	<a href="#">SOUTHWEST FLORIDA BANK</a>	8563	0	Deleted	CHARLOTTE	11/26/1990	11/26/1993	Southwest Florida Banks, Inc.	Southwest Florida Banks, Inc.	James C. Widman, P.E. -- Charlotte Engineering and Surveying, Inc.
<input type="checkbox"/>	27921	<a href="#">HOSPICE OF SOUTHWEST FLORIDA-HOMES &amp; BLD</a>	12117	0	Deleted	MANATEE	05/05/1994	05/05/1997	Tidewell Hospice & Palliative Care, Inc.	Tidewell Hospice & Palliative Care, Inc.	Leonard J. Najjar, P.E. -- ZNS Engineering, LLC
<input type="checkbox"/>	31072	<a href="#">Hospice Of Southwest Florida - Care Center East</a>	13657	4	Approved	SARASOTA	04/19/1996	02/15/1999	Sarasota County Public Hospital Board	Sarasota County Public Hospital Board	Arthur W Altenderfer Pe -- AM Engineering, Incorporated
<input type="checkbox"/>	37161	<a href="#">Farm Credit of Southwest Florida - Admin Office Complex</a>	16976	0	Approved	DESOTO	08/07/1997	08/07/2002	Farm Credit Of Southwest Florida	Eye Health Center of Florida	Pedro F Mora Pe -- Eds Engineers Inc
<input type="checkbox"/>	684018	<a href="#">Children's Academy of Southwest Florida</a>	23833	1	Approved	MANATEE	08/21/2013	08/21/2018	Children's Academy of Southwest Florida, Inc.	Children's Academy of Southwest Florida, Inc.	Marla M. Hough, P.E. -- Hough Engineering, Inc.

2. Enable the checkbox by clicking it for the permit you would like to complete the eCompliance submittal for.

Select	Application ID	Project Name	Permit Number	Permit Rev Number	Status
<input type="checkbox"/>	16136	<a href="#">SOUTHWEST FLORIDA BLOOD BLANK</a>	6405	2	Approved
<input type="checkbox"/>	20624	<a href="#">SOUTHWEST FLORIDA BANK</a>	8563	0	Deleted
<input type="checkbox"/>	27921	<a href="#">HOSPICE OF SOUTHWEST FLORIDA-HOMES &amp; BLD</a>	12117	0	Deleted
<input type="checkbox"/>	31072	<a href="#">Hospice Of Southwest Florida - Care Center East</a>	13657	4	Approved
<input checked="" type="checkbox"/>	37161	<a href="#">Farm Credit of Southwest Florida - Admin Office Complex</a>	16976	0	Approved
<input type="checkbox"/>	684018	<a href="#">Children's Academy of Southwest Florida</a>	23833	1	Approved



3. Click the button.

# PERMIT CONDITION REVIEW SCREEN

This screen displays information specific to the permit selected. There are four tabs you can choose from to obtain additional permit information: Operation & Maint. Inspection, Construction Tracking, Condition Tracking and Environmental Monitoring.

[View All Permit Details](#)

1. Another available option is the [View All Permit Details](#) link. The permit information available to the public online will display in a new window.
2. Select the Submittal Type after reviewing the information on this screen and click



**Project Condition Review:**

Click this link to view the documents available for this permit. View the permit document for additional condition requirements.

Permit Number: 8094 Rev: 43

Project Name: The Villages of Sumter - Units 18, 20, 21

Status: Approved

Submittal Type: [View All Permit Details](#)

**Operation & Maintenance**

- Conservation Easement
- Construction Commencement Notice
- Designing Plan
- Effluent Filtration
- Financial Responsibility Information
- Grass Carp
- HOA/POA/CDD Information
- Notification of Construction Engineer
- Performance/Wetland Monitoring Report
- Proof of Publication
- Sediment & Erosion Control Plan
- Sinkhole Evaluation and Repair

**Water Quality**

- Grass Carp
- HOA/POA/CDD Information
- Notification of Construction Engineer
- Performance/Wetland Monitoring Report
- Proof of Publication
- Sediment & Erosion Control Plan
- Sinkhole Evaluation and Repair

**Effective Date:**

- Statement of Completion
- Statement of Inspection
- Transfer of Ownership
- Turbidity Report
- Water Quality/Level Report

**Treatment System:**

- Water Quality/Level Report

Inspection Interval (in months): 0

Inspection Report Due Date	District Received Date	Treatment System Type	Inspection Determination	Deleted or Waived
11/18/1999	07/19/2000	ON-LINE RETENTION	Accepted Reports (Historical Records)	
11/18/2003	03/10/2004	ON-LINE RETENTION	Accepted Reports (Historical Records)	
11/18/2007	11/29/2007	ON-LINE RETENTION	Site Inspected/Accepted	
11/18/2011	11/14/2011	ON-LINE RETENTION	Site Inspected/Accepted	
03/24/2015	03/27/2015	ON-LINE RETENTION	Desk Reviewed/Accepted	
03/27/2020		ON-LINE RETENTION		

**Help**

The Project Condition Review screen displays the data stored in the ePermitting system for the subject permit. Please select the appropriate tab to view available compliance link to information. Select the "View All Permit Details" see more details about the subject permit. To start an eCompliance submittal for this permit, select the appropriate submittal type and then click the "Next" button.

Please refer to the eCompliance Guide for a detailed explanation of the information presented on this screen.

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

**OPERATION & MAINT. INSPECTION TAB**

<b>Field</b>	<b>Data Description</b>
Effective Date	Date permit was transferred to operation OR the date the last SOI was received.
Treatment System Type 1	The first water quality treatment system for the site.
Inspection Interval 1 (months)	Time between inspections in months for the first water quality treatment system
Treatment System Type 2	The second water quality treatment system for the site.
Inspection Interval 2 (months)	Time between inspections in months for the second water quality treatment system
Inspection Report Due Date	Date the Statement of Inspection is due
District Received Date	Date the Statement of Inspection was received by the District
Treatment System Type	The water quality treatment system the report is due/received for
Inspection Determination Deleted or Waived	Populated once a received report is approved by the District Populated with a D or W to void that report requirement

**CONSTRUCTION TRACKING TAB**

<b>Field</b>	<b>Data Description</b>
Construction Started Date	Date provided by external customer that construction started OR the date District staff completed its construction inspection.
Construction Completed Date	Date provided by external customer or District staff from inspection
Statement of Completion / As-Built Received Date	Date the District Received the As-Built the SOC
As-Built Inspected by District Date	Date the District inspected the project
Transfer to Operation Date	The date the project was transferred to operation
Construction Requirements	Indicates if construction requirements are required for this permit

CONDITION TRACKING TAB

<b>Financial Responsibility Information (FRI)</b>	
<b>Field</b>	<b>Data Description</b>
FRI Required	Y/N indicates if FRI was part of permit
FRI Type	Bond, escrow, etc
FRI Amount	Amount in bond or escrow
FRI Received Date	Date District Received final official version
FRI Expiration Date	Date FRI expires
FRI Release Date	Date District approved the release of the FRI Type

<b>Home Owners Association (HOA)/Property Owner Association (POA)/ Community Development District (CDD) Information</b>	
<b>Field</b>	<b>Data Description</b>
HOA/POA/CDD Documents Required	Indicates if HOA/POA/CDD documents are required.
HOA/POA/CDD Documents Received Date	Date final recorded HOA docs received by the District
HOA/POA/CDD Documents Approved by District	Indicates if the HOA docs were approved by the Office of General Council; defaults to No.

<b>Conservation Easement Information</b>	
<b>Field</b>	<b>Data Description</b>
Regulatory Easement Required	Regulatory Conservation Easement is required as a condition on the permit
Easement Received Date	Date the District received the final, approved easement

ENVIRONMENTAL MONITORING TAB

<b>Field</b>	<b>Data Description</b>
Effective Date	Date the monitoring should start, normally close to the operation date
Interval (months)	Number of months within the reporting period
Duration months)	Number of months the monitoring is required for
Deleted/Waived	If populated with D or W, the reporting series is not required
Monitoring Type	the type of monitoring to be done
Report Type	type of report District is expecting
Report Due Date	Date report is due to the District
Received Date	Date the report was received by the District
Accepted/Not Accepted	Indicates if the District approved the report
Deleted/Waived	If populated with a D or W, the specific report is not required

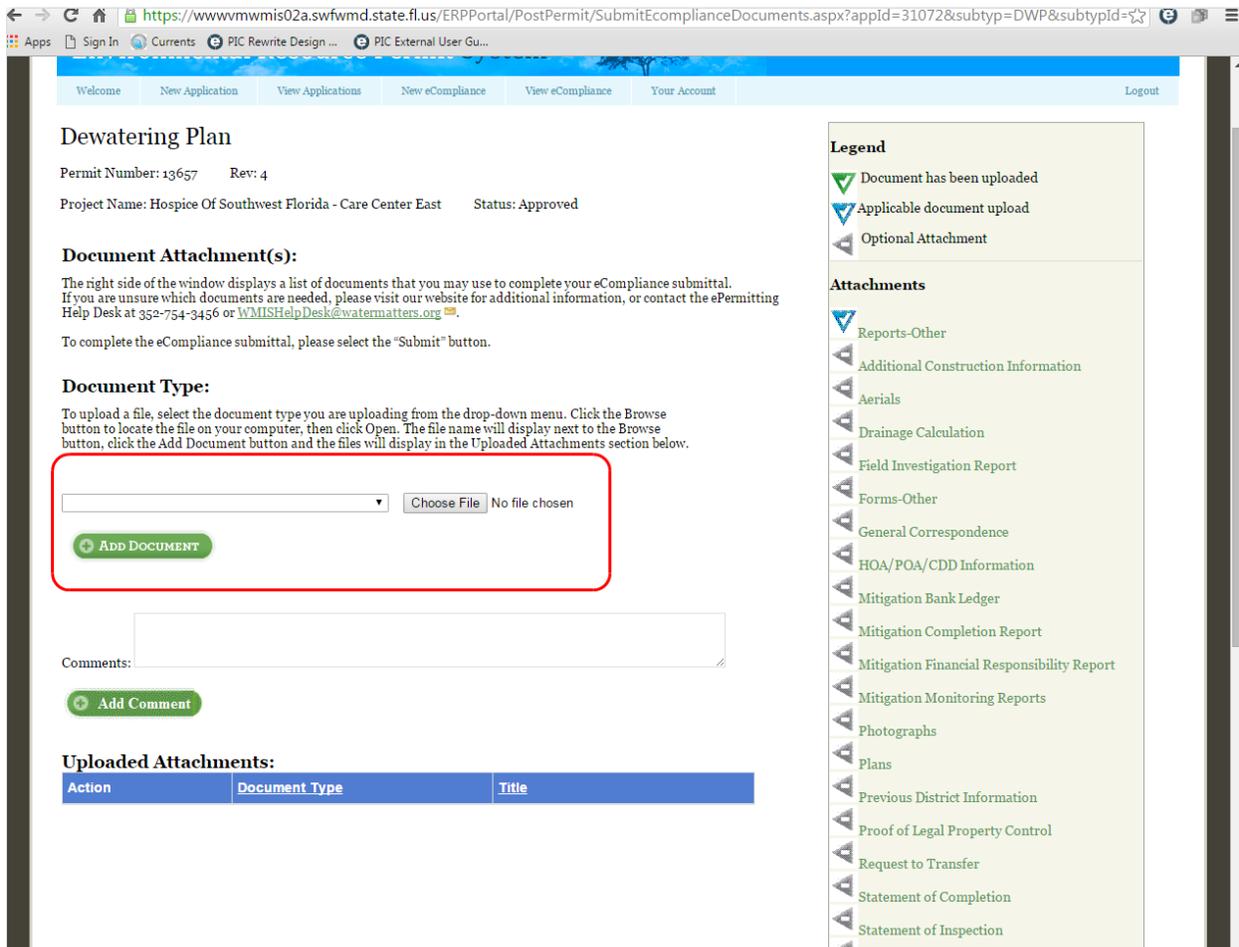
# SUBMITTALS AND ATTACHMENTS

The attachments page allows the user to upload documents or comments for the submittal. Depending on the submittal type, different attachments are suggested.

Attachments indicated with a  are suggested in order to complete the review of the submittal. All documents are optional, however, at least one document or comment must be uploaded in order to submit.

The user may see a more detailed description of the document by placing the mouse cursor on top of the document name.

1. Use the drop down on the left to select the appropriate document type and click "Browse" to locate the document. Once the file is selected, click "Add Document".



The screenshot shows a web browser window with the URL <https://www.wmwmis02a.swfwmd.state.fl.us/ERPPortal/PostPermit/SubmitEComplianceDocuments.aspx?appId=31072&subtyp=DWP&subtypId=57>. The page title is "Dewatering Plan".

Permit Number: 13657 Rev: 4  
Project Name: Hospice Of Southwest Florida - Care Center East Status: Approved

**Document Attachment(s):**  
The right side of the window displays a list of documents that you may use to complete your eCompliance submittal. If you are unsure which documents are needed, 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).  
To complete the eCompliance submittal, please select the "Submit" button.

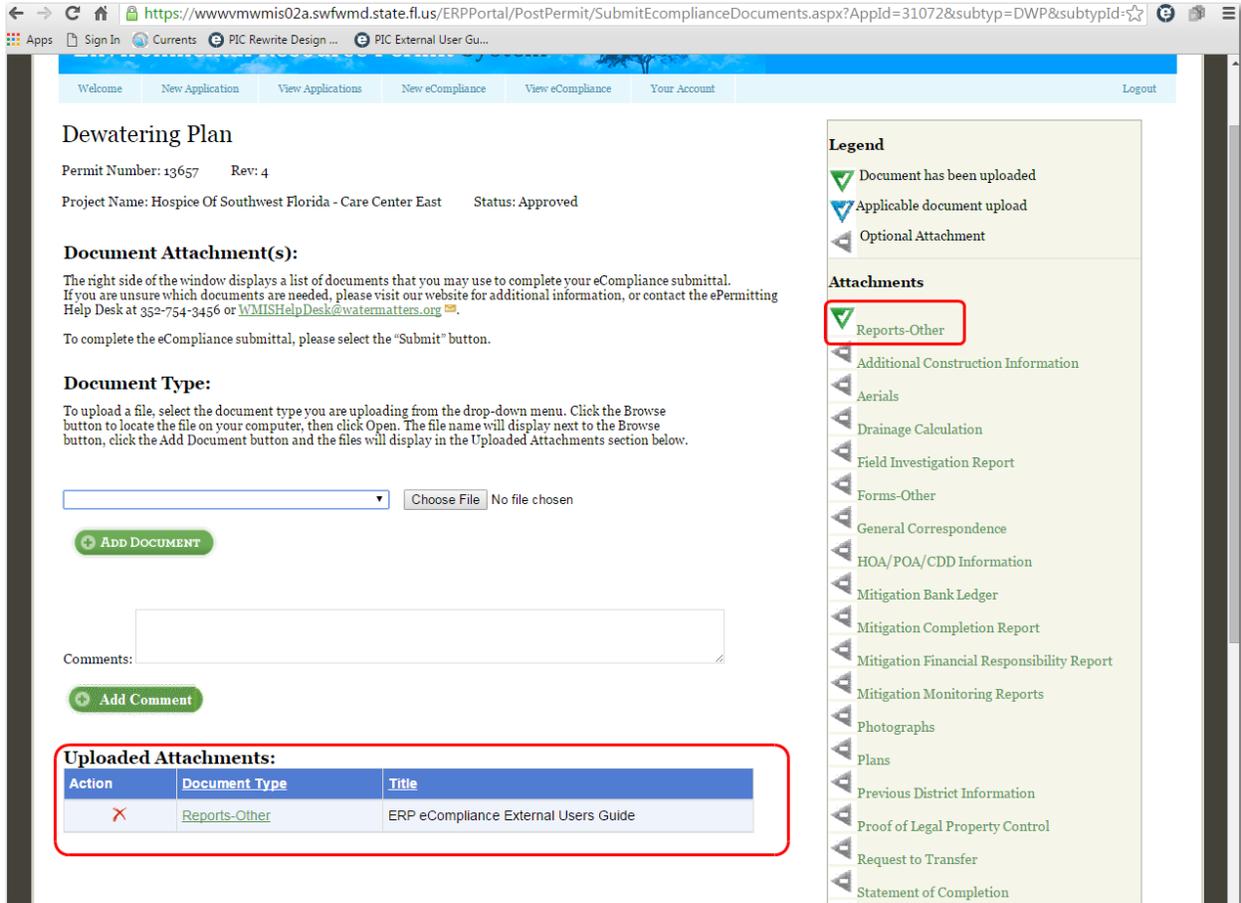
**Document Type:**  
To upload a file, select the document type you are uploading from the drop-down menu. Click the Browse button to locate the file on your computer, then click Open. The file name will display next to the Browse button, click the Add Document button and the files will display in the Uploaded Attachments section below.

The interface includes a file selection area with a dropdown menu, a "Choose File" button, and an "Add Document" button. Below this is a "Comments" section with a text area and an "Add Comment" button.

**Uploaded Attachments:**

Action	Document Type	Title
	Reports-Other	
	Additional Construction Information	
	Aerials	
	Drainage Calculation	
	Field Investigation Report	
	Forms-Other	
	General Correspondence	
	HOA/ POA/CDD Information	
	Mitigation Bank Ledger	
	Mitigation Completion Report	
	Mitigation Financial Responsibility Report	
	Mitigation Monitoring Reports	
	Photographs	
	Plans	
	Previous District Information	
	Proof of Legal Property Control	
	Request to Transfer	
	Statement of Completion	
	Statement of Inspection	

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



**Dewatering Plan**  
 Permit Number: 13657 Rev: 4  
 Project Name: Hospice Of Southwest Florida - Care Center East Status: Approved

**Document Attachment(s):**  
 The right side of the window displays a list of documents that you may use to complete your eCompliance submittal. If you are unsure which documents are needed, 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).  
 To complete the eCompliance submittal, please select the "Submit" button.

**Document Type:**  
 To upload a file, select the document type you are uploading from the drop-down menu. 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.

Choose File No file chosen  
 ADD DOCUMENT

Comments: Add Comment

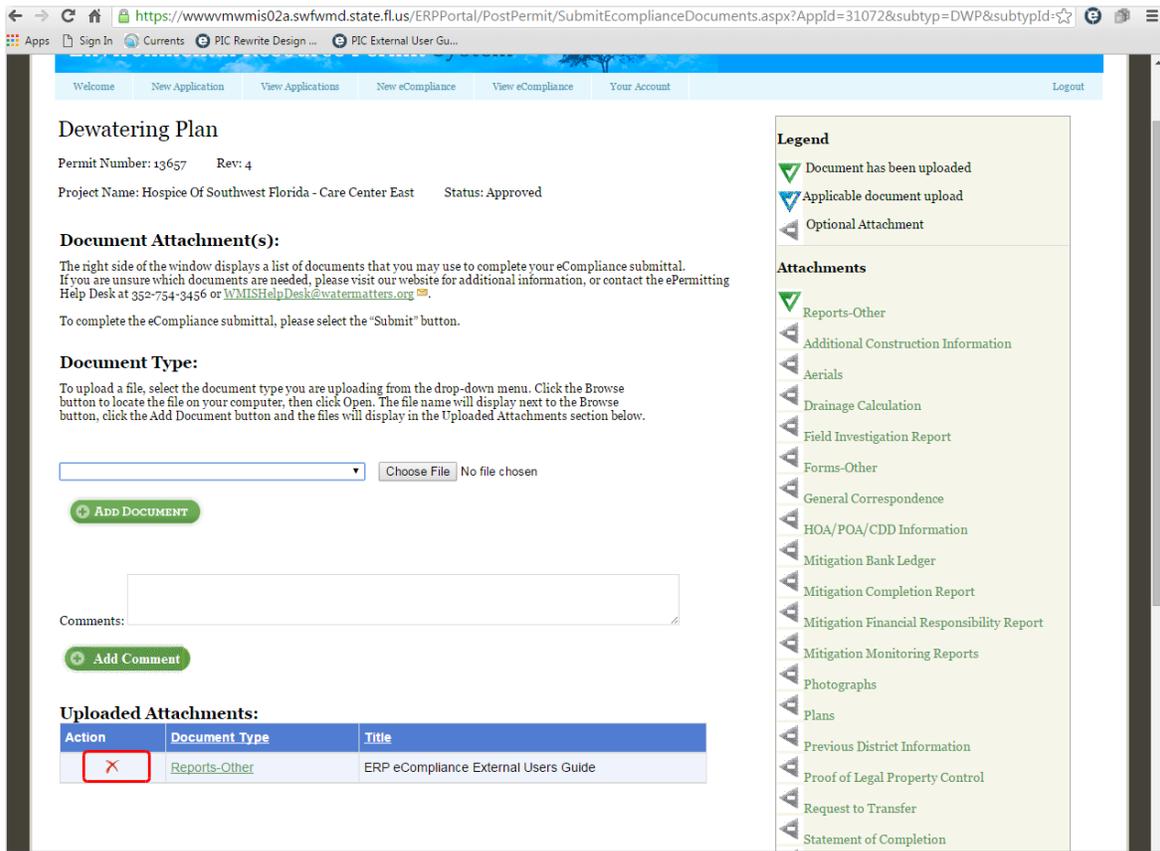
**Uploaded Attachments:**

Action	Document Type	Title
	<a href="#">Reports-Other</a>	ERP eCompliance External Users Guide

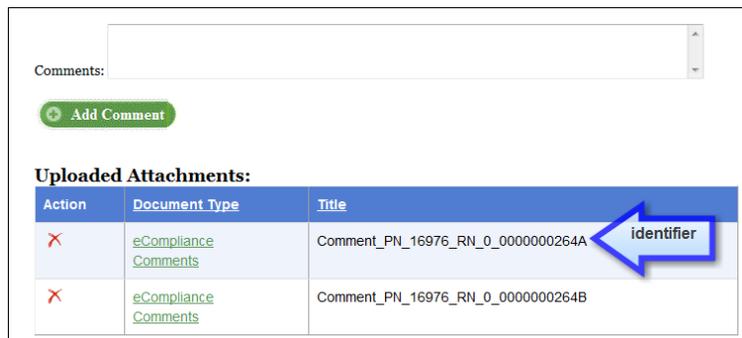
**Legend**  
 Document has been uploaded  
 Applicable document upload  
 Optional Attachment

**Attachments**  
 **Reports-Other**  
 Additional Construction Information  
 Aerials  
 Drainage Calculation  
 Field Investigation Report  
 Forms-Other  
 General Correspondence  
 HOA/POA/CDD Information  
 Mitigation Bank Ledger  
 Mitigation Completion Report  
 Mitigation Financial Responsibility Report  
 Mitigation Monitoring Reports  
 Photographs  
 Plans  
 Previous District Information  
 Proof of Legal Property Control  
 Request to Transfer  
 Statement of Completion

If a document is uploaded erroneously, click the “Delete” Action to remove it and upload a different document.



If the user would like to provide a comment instead of or in addition to documents, the user should type text in the Comments box, then click the ‘Add Comment’ button. Multiple comments are able to be made for submittals and each comment will be labeled with a unique identifier at the end of the “Title”.



2. Click ‘Finish’ to submit this to the District.

**NEW FEATURE: PROOF OF PUBLICATION SUBMITTAL AND DOCUMENT TYPE**

Enhancements have been made so that the District's ePermitting system will offer Proof of Publication as a submittal and document type.

1. Once you have [located your project](#) in New eCompliance, select 'Proof of Publication'



under the 'Submittal Type' drop-down menu and click

**Project Condition Review:**

Click this link to view the documents available for this permit. View the permit document for additional condition requirements.

Permit Number: 8994 Rev: 43

Project Name: The Villages of Sunter - Units 18, 20, 21

Status: Approved

Submittal Type: **Proof of Publication** (selected)

View All Permit Details

Operation & M: Condition Tracking, Environmental Monitoring

Water Quality: Grass Carp, HCA/POA/CDD Information, Notification of Construction Engineer, Performance/Wetland Monitoring Report, Proof of Publication, Sediment & Erosion Control Plan, Sinkhole Evaluation and Repair, Statement of Completion

Effective Date: [ ]

Treatment System: [ ]

Inspection Interval: [ ]

Inspection Report Due Date	District Received Date	Treatment System Type	Inspection Determination	Deleted or Waived
11/18/1999	07/19/2000	ON-LINE RETENTION	Accepted Reports (Historical Records)	
11/18/2003	03/10/2004	ON-LINE RETENTION	Accepted Reports (Historical Records)	
11/18/2007	11/29/2007	ON-LINE RETENTION	Site Inspected/ Accepted	
11/18/2011	11/14/2011	ON-LINE RETENTION	Site Inspected/ Accepted	
03/24/2015	03/27/2015	ON-LINE RETENTION	Desk Reviewed/ Accepted	
03/27/2020		ON-LINE RETENTION		

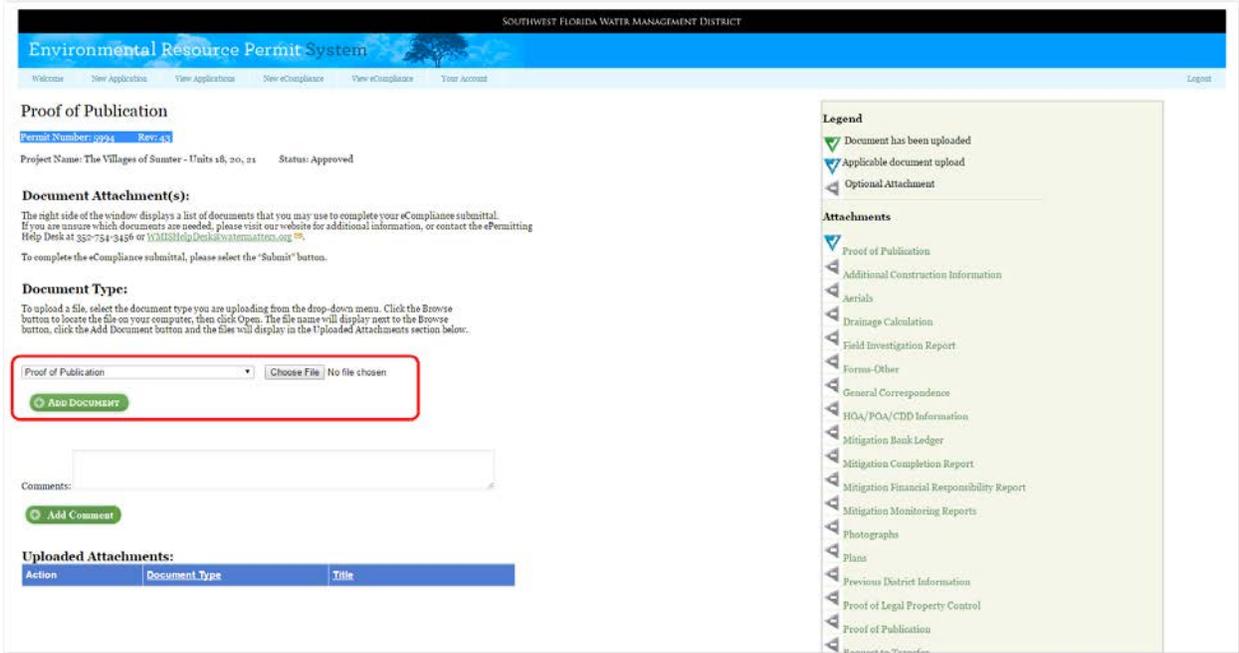
**Help**

The Project Condition Review screen displays the data stored in the ePermitting system for the subject permit. Please select the appropriate tab to view available compliance link to information. Select the "View All Permit Details" see more details about the subject permit. To start an eCompliance submittal for this permit, select the appropriate submittal type and then click the "Next" button.

Please refer to the eCompliance Guide for a detailed explanation of the information presented on this screen.

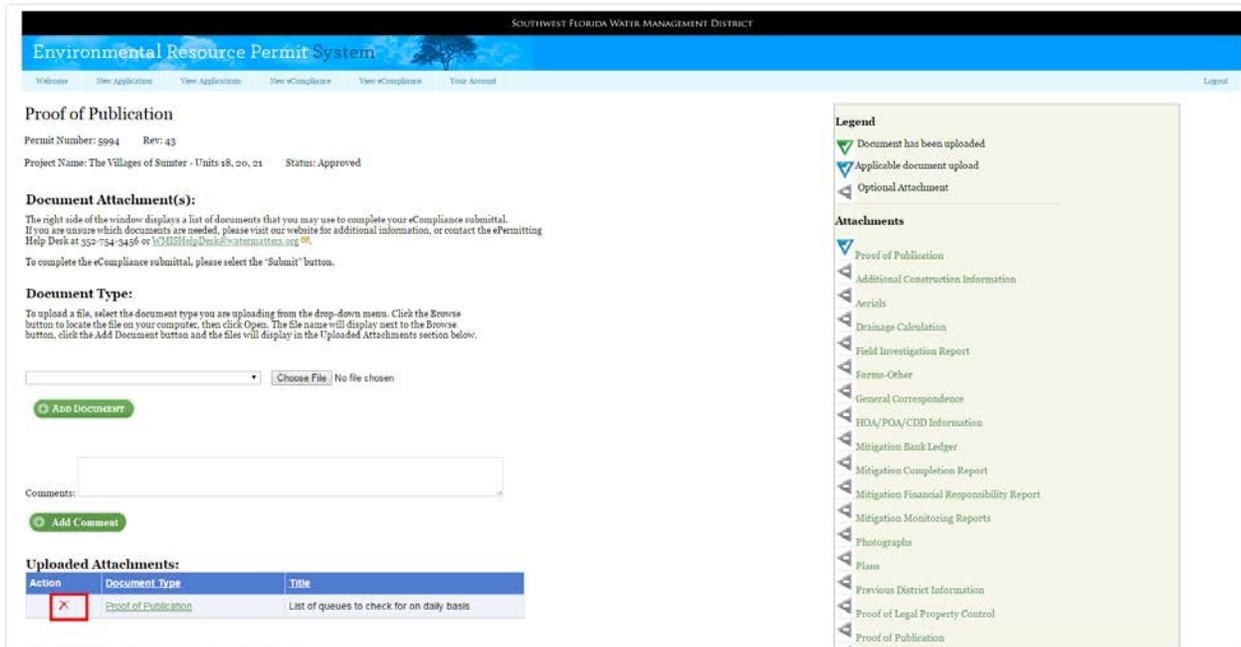
If you are unsure of the submittal type that should be selected, please visit our website for additional information, or contact the ePermitting Help Desk at 352-754-3456 or [WMSHelpDesk@watermatters.org](mailto:WMSHelpDesk@watermatters.org)

- Use the drop down on the left to select 'Proof of Publication' document type and click "Browse" to locate the document. Once the file is selected, click "Add Document".

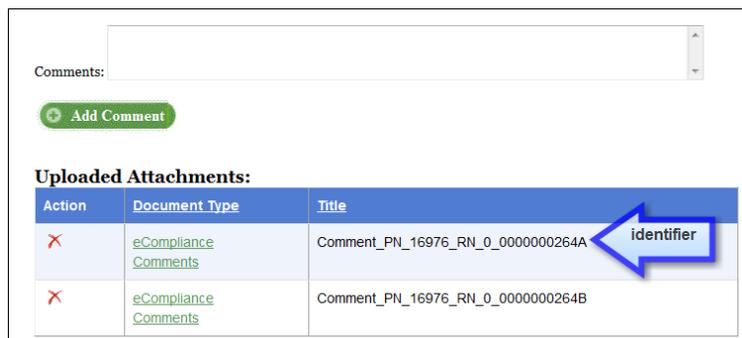


Once the document has been uploaded, the document will appear under the 'Uploaded Attachments' section.

If a document is uploaded erroneously, click the “Delete” Action to remove it and upload a different document.



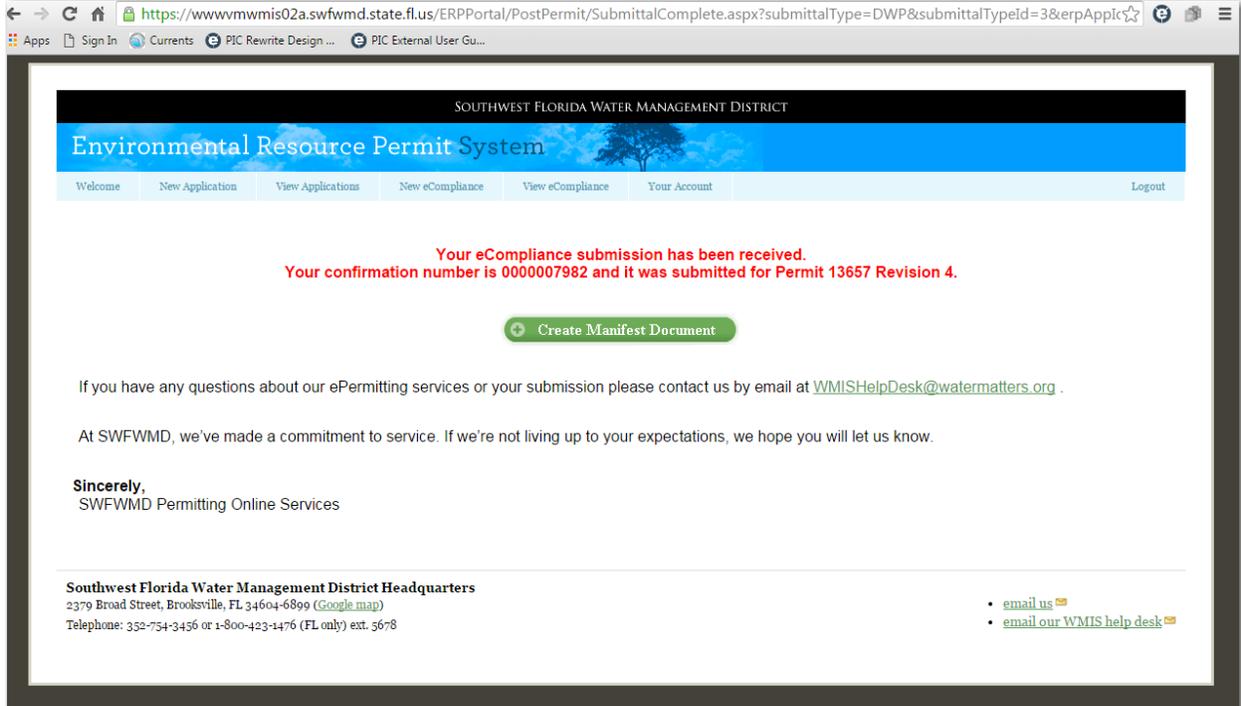
If the user would like to provide a comment instead of or in addition to documents, the user should type text in the Comments box, then click the 'Add Comment' button. Multiple comments are able to be made for submittals and each comment will be labeled with a unique identifier at the end of the “Title”.



3. Click 'Finish' to submit this to the District.

# CONFIRMATION AND MANIFEST

Once the 'Finish' button is clicked, the submittal is sent to the District and is considered received based on business days/hours. An email will be sent to the email address associated with the ePermitting account containing the confirmation information.



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## GENERATE A MANIFEST

Once the submittal is 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 to the District.



1. Click

The following window will open:

**Document Manifest**

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

Document Type	Title	Date	Add to Manifest
Reports-Other	ERP eCompliance External Users Guide	4/29/2016	<input type="checkbox"/>

Generate Manifest | Close

2. Select the type of professional, enter the professional's name and license number. Enable the checkmark in the 'Add to Manifest' column for the documents that should be signed/sealed under this license.

**Document Manifest**

Type of Professional | Professional Engineer | Professional's Name | Eryn Worthington | License # | 123456 |

Document Type	Title	Date	Add to Manifest
Reports-Other	ERP eCompliance External Users Guide	4/29/2016	<input checked="" type="checkbox"/>

Generate Manifest | Close

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Generate Manifest

3. Click the button.

The Manifest Document will populate with an encrypted code for the specific documents sealed.

Print [Send Manifest to District](#) Close

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

Environmental Resource Permit System

### Environmental Resource Permitting Engineer Electronic Signature File

Permit.Rev	5994.43
eCompliance Confirmation Number	0000010060
ERP Application Identification Number	15339
Project Name	The Villages of Sumter - Units 18, 20, 21
Transaction Date	Wednesday, November 23, 2016
Professional Engineer	Eryn Worthington
Professional License Number	123456

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

1. Title	List of queues to check for on daily basis
Description	Statement of Completion
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

4. Print the Manifest. **Note:** Leave this page if immediately submitting the Manifest via online upload.

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Document ID v2.1		

- Sign and seal the Manifest and submit to the Southwest Florida Water Management District via online upload or U.S. 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.

**If the user missed creating the Manifest document, log back into the account and click the 'View eCompliance' button. Click the 'Documents' link next to the submittal, which will allow the user to create another Manifest.**

The screenshot shows a web browser window with the URL <https://www.wmwmis02a.swfwmd.state.fl.us/ErpPortal/PostPermit/EcomplianceDraftSearch.aspx>. The page title is "Environmental Resource Permit System" and it is part of the Southwest Florida Water Management District's system. The navigation menu includes "Welcome", "New Application", "View Applications", "New eCompliance", "View eCompliance", "Your Account", and "Logout".

The "View eCompliance" section features a search bar with a dropdown menu for "Project Name" and a "search" button. Below the search bar, a note states: "Note: Search results found will only contain records that have been submitted using the Environmental Resource Permit System."

The "Results" section shows 13 records found. The table below summarizes the data:

Conf #	Permit #	Revision #	Status	Submittal Type	Submittal Type Code Id	Project Name	Submitted Date	Actions
0000007982	13657	4	Submitted	Dewatering Plan		Hospice Of Southwest Florida - Care Center East	4/29/2016	<a href="#">Documents</a>
0000007981	16976	0	Submitted	Dewatering Plan		Farm Credit of Southwest Florida - Admin Office Complex	4/29/2016	<a href="#">Documents</a>
0000006318	20500	0	Submitted	Statement of Inspection		Southern Ridge Subdivision	12/14/2015	<a href="#">Documents</a>
0000006317	9070	1	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	<a href="#">Documents</a>
0000006316	9070	0	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	<a href="#">Documents</a>
0000006315	34873	0	Submitted	Statement of Completion		Dollar General - Webster	12/14/2015	<a href="#">Documents</a>
0000006314	34873	0	Submitted	Transfer of Ownership		Dollar General - Webster	12/14/2015	<a href="#">Documents</a>
0000004562	2544	11	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk Expansion	8/10/2015	<a href="#">Documents</a>
0000004561	19003	24	Submitted	Statement of Completion		US-41 Weir Replacements and Elmira Blvd Crossing	8/10/2015	<a href="#">Documents</a>
0000004560	2544	9	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk	8/10/2015	<a href="#">Documents</a>
0000003512 <a href="#">Continue</a>	1058	41	Draft	Construction Commencement Notice		Wawa - Gandy & Grand		<a href="#">Cancel</a>
000000516 <a href="#">Continue</a>	4844	1	Draft	Effluent Filtration		Circle K Store #7073 (70th Street)		<a href="#">Cancel</a>
000000514 <a href="#">Continue</a>	3049	0	Draft	Construction Commencement Notice		CIRCLE K-1ST ST. & AVE. K S.E.		<a href="#">Cancel</a>

MANIFEST ONLINE SUBMITTAL

1. Once the Manifest has been signed and sealed, access the Manifest through 'New eCompliance' button (outlined in '[Submittals and Attachments](#)' section) or 'View eCompliance' button (outlined in '[Viewing Past Submittals](#)' section) and click on 'Send Manifest to District' button.

Print
Send Manifest to District
Close

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

## Environmental Resource Permit System

### Environmental Resource Permitting Engineer Electronic Signature File

Permit.Rev	5994.43
eCompliance Confirmation Number	0000010060
ERP Application Identification Number	15339
Project Name	The Villages of Sumter - Units 18, 20, 21
Transaction Date	Wednesday, November 23, 2016
Professional Engineer	Eryn Worthington
Professional License Number	123456

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

<b>1. Title</b>	List of queues to check for on daily basis
<b>Description</b>	Statement of Completion
<b>Key</b>	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

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2. Click on 'Choose File' and locate the Manifest document on your personal computer.

The screenshot shows the 'Environmental Resource Permit System' interface for the Southwest Florida Water Management District. The page title is 'Send Signed and Sealed Manifest to District'. Below the title, there is a link to 'Click here for details of this rule'. The main instruction reads: 'To upload a file, select the document 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. To submit the document to the District select "Add Document"'. The 'Choose File' button is highlighted with a red box. Below it is a 'Submit to District' button and a 'BACK' button. The footer contains contact information for the Southwest Florida Water Management District Headquarters and links to 'email us' and 'email our WCMIS help desk'.

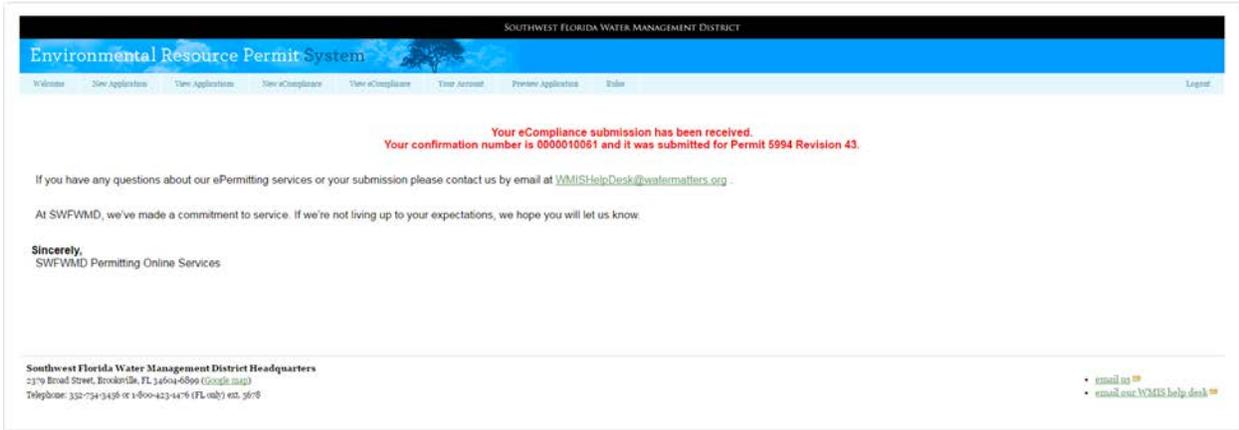
The title of the Manifest document will display next to the 'Choose File' button.

3. Click on 'Submit to District' button to submit the Manifest.

This screenshot is identical to the previous one, but the 'Submit to District' button is now highlighted with a red box. The file name 'Unit of quases to che... r on daily basis.pdf' is now visible next to the 'Choose File' button.

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A confirmation page of your submittal will display.



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## VIEWING PAST SUBMITTALS

1. Return to the 'Welcome' screen by logging in or clicking the 'Welcome' button at the top of the screen.



2. Select

A list of submittals started or submitted by the registered user will be displayed.

The screenshot shows the 'View eCompliance' page of the Environmental Resource Permit System. At the top, there is a navigation menu with options: Welcome, New Application, View Applications, New eCompliance, View eCompliance, Your Account, and Logout. Below the menu is a search bar with a dropdown menu set to 'Project Name' and a 'search' button. A note below the search bar states: 'Note: Search results found will only contain records that have been submitted using the Environmental Resource Permit System.' The results section shows 13 records found, displayed in a table with columns: Conf #, Permit #, Revision #, Status, Submittal Type, Submittal Type Code Id, Project Name, Submitted Date, and Actions.

Conf #	Permit #	Revision #	Status	Submittal Type	Submittal Type Code Id	Project Name	Submitted Date	Actions
0000007982	13657	4	Submitted	Dewatering Plan		Hospice Of Southwest Florida - Care Center East	4/29/2016	<a href="#">Documents</a>
0000007981	16976	0	Submitted	Dewatering Plan		Farm Credit of Southwest Florida - Admin Office Complex	4/29/2016	<a href="#">Documents</a>
0000006318	20500	0	Submitted	Statement of Inspection		Southern Ridge Subdivision	12/14/2015	<a href="#">Documents</a>
0000006317	9070	1	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	<a href="#">Documents</a>
0000006316	9070	0	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	<a href="#">Documents</a>
0000006315	34873	0	Submitted	Statement of Completion		Dollar General - Webster	12/14/2015	<a href="#">Documents</a>
0000006314	34873	0	Submitted	Transfer of Ownership		Dollar General - Webster	12/14/2015	<a href="#">Documents</a>
0000004562	2544	11	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk Expansion	8/10/2015	<a href="#">Documents</a>
0000004561	19003	24	Submitted	Statement of Completion		US-41 Weir Replacements and Elmira Blvd Crossing	8/10/2015	<a href="#">Documents</a>
0000004560	2544	9	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk	8/10/2015	<a href="#">Documents</a>
0000003512 <a href="#">Continue</a>	1058	41	Draft	Construction Commencement Notice		Wawa - Gandy & Grand		<a href="#">Cancel</a>
0000000516 <a href="#">Continue</a>	4844	1	Draft	Effluent Filtration		Circle K Store #7073 (70th Street)		<a href="#">Cancel</a>
0000000514 <a href="#">Continue</a>	3049	0	Draft	Construction Commencement Notice		CIRCLE K-1ST ST. & AVE. K S.E.		<a href="#">Cancel</a>

The submittal shown as "Draft" above has not been submitted to the District for review and can be continued or cancelled (deleted) at any time.

- Click the 'Documents' link to generate a new manifest or determine if the submittal was applied to a different permit number.

The screenshot shows the 'Environmental Resource Permit System' interface. At the top, there is a navigation bar with links: Welcome, New Application, View Applications, New eCompliance, View eCompliance, Your Account, and Logout. Below this is a search section titled 'View eCompliance' with a search box and a 'search' button. A note states: 'Note: Search results found will only contain records that have been submitted using the Environmental Resource Permit System.'

The search results are displayed in a table with the following columns: Conf #, Permit #, Revision #, Status, Submittal Type, Submittal Type Code Id, Project Name, Submitted Date, and Actions. The first row is highlighted, and the 'Documents' link in the Actions column is circled in red.

Conf #	Permit #	Revision #	Status	Submittal Type	Submittal Type Code Id	Project Name	Submitted Date	Actions
000007982	13657	4	Submitted	Dewatering Plan		Hospice Of Southwest Florida - Care Center East	4/29/2016	<a href="#">Documents</a>
000007981	16976	0	Submitted	Dewatering Plan		Farm Credit of Southwest Florida - Admin Office Complex	4/29/2016	<a href="#">Documents</a>
000006318	20500	0	Submitted	Statement of Inspection		Southern Ridge Subdivision	12/14/2015	<a href="#">Documents</a>
000006317	9070	1	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	<a href="#">Documents</a>
000006316	9070	0	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	<a href="#">Documents</a>
000006315	34873	0	Submitted	Statement of Completion		Dollar General - Webster	12/14/2015	<a href="#">Documents</a>
000006314	34873	0	Submitted	Transfer of Ownership		Dollar General - Webster	12/14/2015	<a href="#">Documents</a>
000004562	2544	11	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk Expansion	8/10/2015	<a href="#">Documents</a>
000004561	19003	24	Submitted	Statement of Completion		US-41 Weir Replacements and Elmira Blvd Crossing	8/10/2015	<a href="#">Documents</a>
000004560	2544	9	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk	8/10/2015	<a href="#">Documents</a>
000003512 <a href="#">Continue</a>	1058	41	Draft	Construction Commencement Notice		Wawa - Gandy & Grand		<a href="#">Cancel</a>
000000516 <a href="#">Continue</a>	4844	1	Draft	Effluent Filtration		Circle K Store #7073 (70th Street)		<a href="#">Cancel</a>
000000514 <a href="#">Continue</a>	3049	0	Draft	Construction Commencement Notice		CIRCLE K-1ST ST. & AVE. K S.E.		<a href="#">Cancel</a>



- Click

The following window will open:

**Document Manifest**

Type of Professional  Professional's Name  License #

Document Type	Title	Date	Add to Manifest
Reports-Other	ERP eCompliance External Users Guide	4/29/2016	<input type="checkbox"/>

5. Select the type of professional, enter the professional's name and license number. Enable the checkmark in the "Add to Manifest" column for the documents that should be signed/sealed under this license.

**Document Manifest**

Professional's Name  License #

Document Type	Title	Date	Add to Manifest
Reports-Other	ERP eCompliance External Users Guide	4/29/2016	<input checked="" type="checkbox"/>

Generate Manifest

6. Click the button.

The Manifest Document will populate with an encrypted code for the specific documents sealed.

Print Send Manifest to District Close

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

**Environmental Resource Permit System**

**Environmental Resource Permitting Engineer Electronic Signature File**

Permit.Rev	5994.43
eCompliance Confirmation Number	0000010060
ERP Application Identification Number	15339
Project Name	The Villages of Sumter - Units 18, 20, 21
Transaction Date	Wednesday, November 23, 2016
Professional Engineer	Eryn Worthington
Professional License Number	123456

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

1. Title	List of queues to check for on daily basis
Description	Statement of Completion
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

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7. Print the Manifest. **Note:** Leave this page if submitting the manifest via online upload. Sign and seal the Manifest and submit to the Southwest Florida Water Management District via online upload or U.S. 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.

**If the user missed creating the Manifest document, log back into the account and click the 'View eCompliance' button. Click the 'Documents' link next to the submittal, which will allow the user to create another Manifest.**

The screenshot shows the 'View eCompliance' page of the Environmental Resource Permit System. It includes a search bar with a dropdown menu set to 'Project Name' and a 'search' button. Below the search bar is a note: 'Note: Search results found will only contain records that have been submitted using the Environmental Resource Permit System.' The results section is titled 'Results (13 records found)' and contains a table with the following columns: Conf #, Permit #, Revision #, Status, Submittal Type, Submittal Type Code Id, Project Name, Submitted Date, and Actions. The first row of the table is highlighted, and the 'Documents' link in the 'Actions' column is enclosed in a red box.

Conf #	Permit #	Revision #	Status	Submittal Type	Submittal Type Code Id	Project Name	Submitted Date	Actions
0000007982	13657	4	Submitted	Dewatering Plan		Hospice Of Southwest Florida - Care Center East	4/29/2016	<b>Documents</b>
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0000006318	20500	0	Submitted	Statement of Inspection		Southern Ridge Subdivision	12/14/2015	Documents
0000006317	9070	1	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	Documents
0000006316	9070	0	Submitted	Statement of Inspection		Our Lady of Guadalupe	12/14/2015	Documents
0000006315	34873	0	Submitted	Statement of Completion		Dollar General - Webster	12/14/2015	Documents
0000006314	34873	0	Submitted	Transfer of Ownership		Dollar General - Webster	12/14/2015	Documents
0000004562	2544	11	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk Expansion	8/10/2015	Documents
0000004561	19003	24	Submitted	Statement of Completion		US-41 Weir Replacements and Elmira Blvd Crossing	8/10/2015	Documents
0000004560	2544	9	Submitted	Statement of Completion		Lake Ridge Trust - Boardwalk	8/10/2015	Documents
0000003512	1058	41	Draft	Construction Commencement Notice		Wawa - Gandy & Grand		Cancel
000000516	4844	1	Draft	Effluent Filtration		Circle K Store #7073 (70th Street)		Cancel
000000514	3049	0	Draft	Construction Commencement Notice		CIRCLE K-1ST ST. & AVE. K S.E.		Cancel

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

**MANIFEST ONLINE UPLOAD**

1. Once the Manifest has been signed and sealed, access the Manifest through 'New eCompliance' or 'View eCompliance' and click on 'Send Manifest to District' button.

Print
Send Manifest to District
Close

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

## Environmental Resource Permit System

### Environmental Resource Permitting Engineer Electronic Signature File

Permit.Rev	5994.43
eCompliance Confirmation Number	0000010060
ERP Application Identification Number	15339
Project Name	The Villages of Sumter - Units 18, 20, 21
Transaction Date	Wednesday, November 23, 2016
Professional Engineer	Eryn Worthington
Professional License Number	123456

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

<b>1. Title</b>	List of queues to check for on daily basis
<b>Description</b>	Statement of Completion
<b>Key</b>	7418A55D58738028EF9E4B833C466259175C

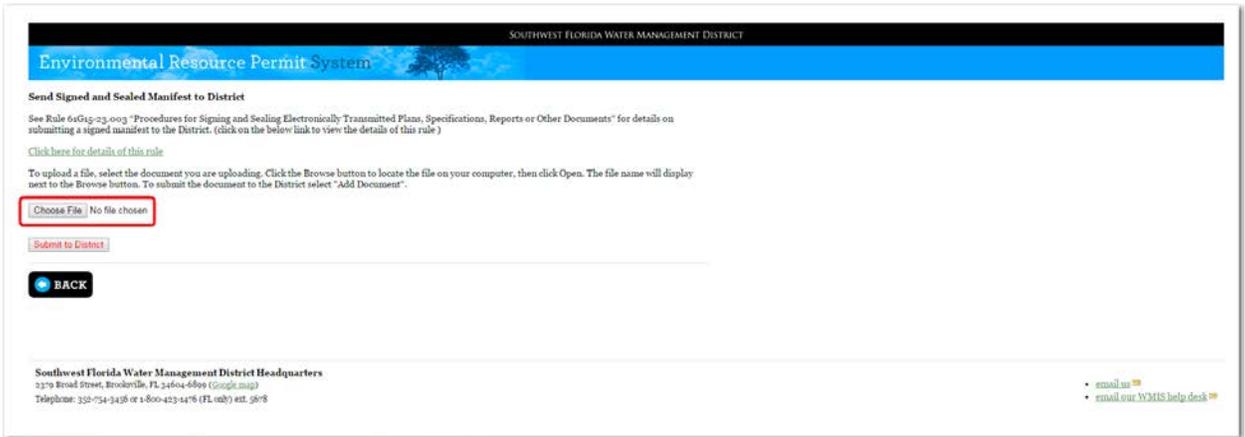
Signature \_\_\_\_\_

Date \_\_\_\_\_

Professional Seal

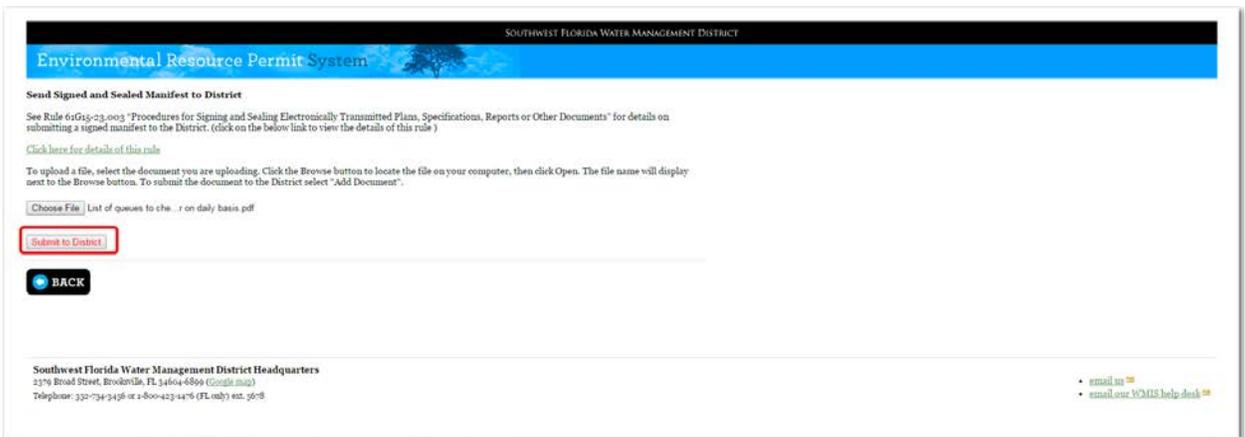
For online submittals, please submit the manifest to the District via online upload or US postal mail to:  
 Southwest Florida Water Management District  
 Regulation Division  
 7601 US Highway 301  
 Tampa, FL 33637-6759

2. Click on 'Choose File' and locate the Manifest document on your personal computer.



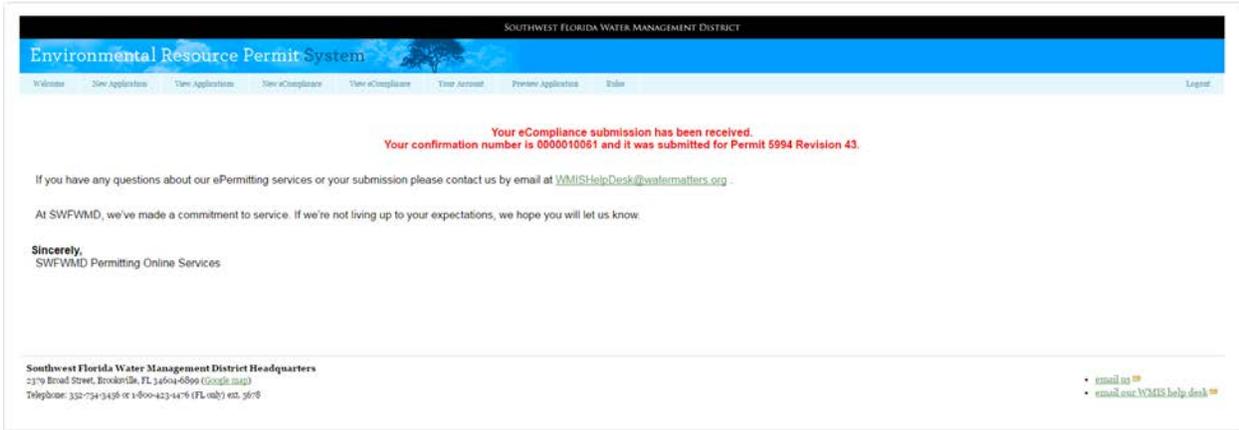
The title of the Manifest document will display next to the 'Choose File' button.

3. Click on 'Submit to District' button to submit the Manifest.



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A confirmation page of your submittal will display.



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