

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT



Environmental Resource Permit ePermitting External User's Guide

Revision Chronology		Review Date	May 2026
		Assigned Reviewer	
Document ID	Effective Date	Reason for Change	

Contents

PURPOSE	3
HOW TO REGISTER	3
<i>New User Registration and Account Profile Instructions</i>	<i>7</i>
Individual Party Type	8
Organization Party Type	8
Apply for a New Permit	9
<i>Applicant Information</i>	<i>12</i>
<i>Assign Additional Contacts</i>	<i>13</i>
<i>Location Information</i>	<i>17</i>
Upload a CAD File	17
Draw Project Polygon:	18
<i>Project Information</i>	<i>23</i>
<i>Attach Documents</i>	<i>24</i>
<i>Submitter Agreement</i>	<i>26</i>
<i>Submit Payment</i>	<i>27</i>
Pay Now	27
Pay Later	30
<i>Confirm Submittal</i>	<i>30</i>
Generate a Manifest	31
Request for Additional Information or Clarification Letter	33
Correspond with the District	34

PURPOSE

This document is intended to help external users access the Southwest Florida Water Management District's (District) online ePermitting system. It explains how to register and provides detailed guidance on each step of the application process.

HOW TO REGISTER

The District has selected Appian as the software platform for its new ePermitting system. **A one-time registration is required to access the Appian platform.**

After completing the one-time registration, users will continue to access the new ePermitting system through the District's [watermatters.org](https://swfwmd.watermatters.org).

1. Use the link provided below.

<https://swfwmd.watermatters.org/suite/>

2. Click on 'Create a new user account'.

Review the ePermitting "Electronic Transaction Agreement." If you agree, click "I agree," then click "Next" to continue with registration. If you do not accept the terms and conditions, you must apply for a permit or submit compliance data by mailing a paper application or documentation to the District.

The screenshot displays the 'ePermitting Registration' page for the Southwest Florida Water Management District. The page title is 'ELECTRONIC TRANSACTION AGREEMENT'. The content includes a paragraph explaining the Electronic Account and the terms of the agreement. Below the paragraph are two numbered sections: '1. Required Information' and '2. Fee Payment'. At the bottom of the page, there are two radio buttons: 'I agree' (selected) and 'I disagree'. A red arrow points to the 'I agree' button, and another red arrow points to the 'Next' button.

Southwest Florida
Water Management District

ePermitting Registration

ELECTRONIC TRANSACTION AGREEMENT

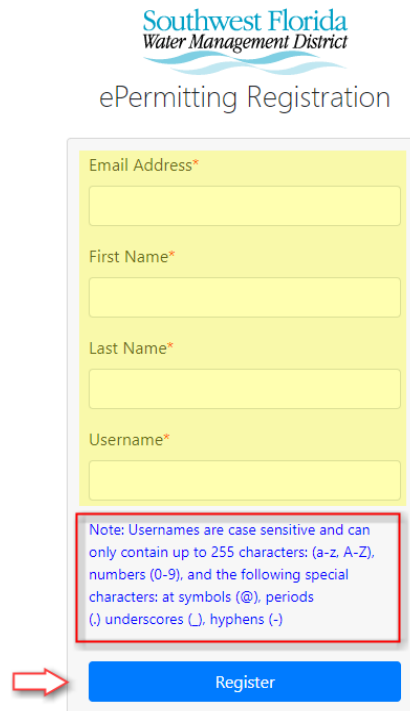
When you provide a user name and password to initiate electronic transactions with the District, you are establishing an Electronic Account that enables you to send and receive documents and information electronically to and from the District. By creating this Electronic Account, you agree to the following 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.

1. **Required Information.** All required information fields must be filled in before an application or compliance data can be submitted electronically to the District. All required attachments must be included where indicated and be in an acceptable format as specified before the application or compliance data can be electronically submitted to the District.
2. **Fee Payment.** Payment of the application fee is required at the time an application is submitted on-line to the District. On-line payment of application fees can be processed through use of a credit card, 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

☒ I agree ☐ I disagree

Next

3. On the “ePermitting Registration” page, enter your email address, first name, last name, and username, then click “Register.”



The image shows the 'ePermitting Registration' page for the Southwest Florida Water Management District. At the top is the district's logo. Below it, the title 'ePermitting Registration' is centered. The registration form is a vertical stack of four yellow input fields: 'Email Address*', 'First Name*', 'Last Name*', and 'Username*'. Below these fields is a blue box containing a note about username requirements. A red arrow points to the blue 'Register' button at the bottom of the form.

Southwest Florida
Water Management District

ePermitting Registration

Email Address*

First Name*

Last Name*

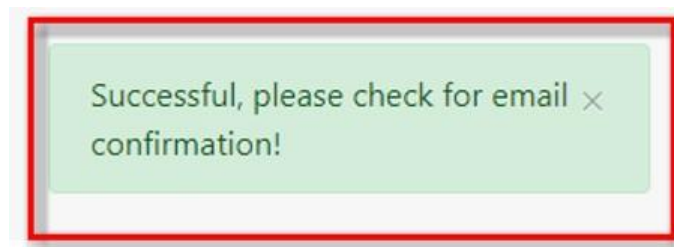
Username*

Note: Usernames are case sensitive and can only contain up to 255 characters: (a-z, A-Z), numbers (0-9), and the following special characters: at symbols (@), periods (.), underscores (_), hyphens (-)

Register

- Refer to the information above for username requirements.

You will see a message confirming that registration was successful. If an issue occurs, the system will provide instructions on how to resolve it.



You will receive an email from “Noreply Appian” confirming that your account has been created and providing a temporary password.

4. Use the link in the confirmation email to access your new “Account Profile” page.

ePermitting | SWFWMD (DEV) account creation

 Noreply ApplanDA
To: [redacted]
Retention Policy: Never Delete emails (Never) Expires: Never

Dear [redacted],

Your ePermitting | SWFWMD (DEV) account has been created by your administrator: ePermitting System Administrator. Your username and temporary password are below:

Username: [redacted]
Temporary Password: [redacted]

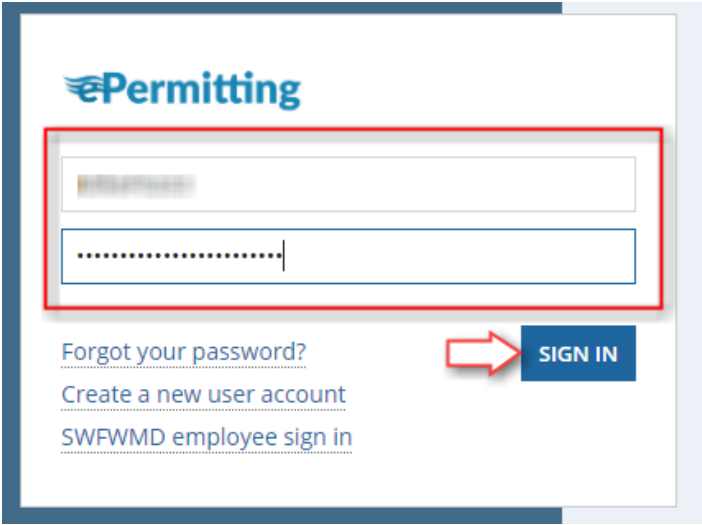
To log in with your temporary password, navigate to <https://swfwmddev.watermatters.org/suite?signin=native>

You will be asked to select a new password when you log in.

If you have any questions, please contact your administrator.

Thank you,
ePermitting | SWFWMD (DEV)
This message has been sent by Applan

5. Enter the “Username” you provided above.
6. Copy and paste the temporary password from the email that was sent.
7. Click “Sign In”.



The image shows the ePermitting login page. At the top is the ePermitting logo. Below it are two input fields: one for the username and one for the password. The password field is filled with dots. A red rectangle highlights both input fields. Below the password field is a blue button labeled "SIGN IN". To the left of the button are three links: "Forgot your password?", "Create a new user account", and "SWFWMD employee sign in". A red arrow points from the "SIGN IN" button towards the right.

You will now be able to change your temporary password.

8. Paste your temporary password under ‘Old Password’.
9. Type in a ‘New Password’.

Please select a password that meets all of the following criteria:

- Is at least 12 characters
- Has not been used in the previous four passwords
- Contains at least one character in the English alphabet
- Contains at least one numeral (0 through 9)
- Contains at least one non-alphabetic character (such as !, \$, %)
- Contains at least one uppercase character (A through Z)
- Contains at least one lowercase character (a through z)

10. Confirm 'New Password'.

ePermitting

Change Password

Please complete the form to change your password.

Old Password

.....

New Password

Please select a password that meets all of the following criteria:

- is at least 12 characters
- has not been used in the previous four passwords
- contains at least one character in the English alphabet
- contains at least one numeral (0 through 9)
- contains at least one non-alphabetic character (such as !, \$, #, %)
- contains at least one uppercase character (A through Z)
- contains at least one lowercase character (a through z)

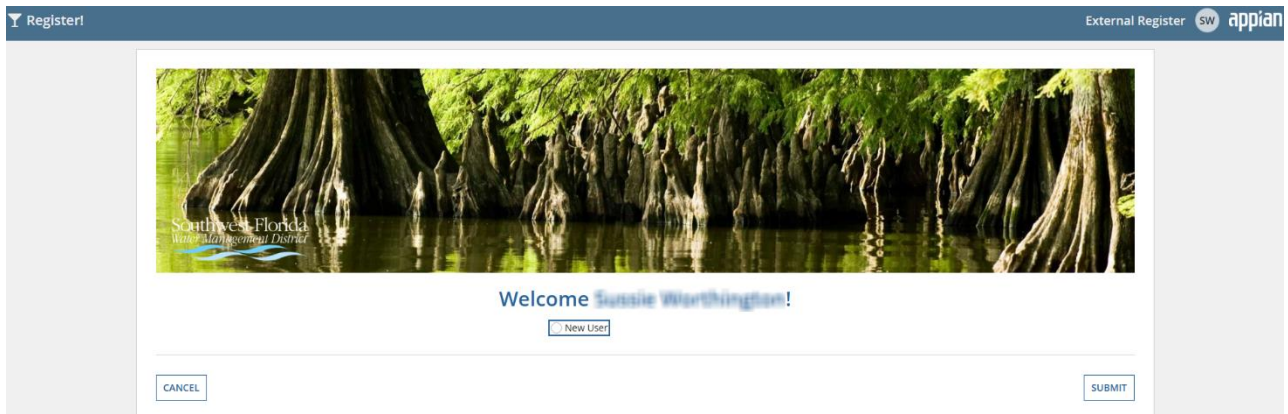
Confirm New Password

CANCEL SUBMIT

11. Click 'Submit'.

New User Registration and Account Profile Instructions

The system will populate a 'Welcome' page for you to set up your new account profile.



Register! External Register SW appian

Southwest Florida Water Management District

Welcome Susanie Worthington!

New User

CANCEL SUBMIT

1. Select "New User" and you will be taken to the page to set up your new account.
2. Select the appropriate "Party Type":
 - Individual Account: Select this option if you are the only person using the ePermitting account. When you log in, your information will be recorded. When submitting a new or modified permit application, you will assign the appropriate contact for your role. You can continue using your account even if your employer information changes.
 - Organizational Account: Select this option if multiple employees or a designated employee will use the account to submit applications. We recommend using a shared email inbox that is monitored daily to ensure emails from the ePermitting system are reviewed promptly.

Once you have selected the appropriate party type, follow the steps to complete and customize your profile.

Individual Party Type

1. Select "Individual" as the party type. Your first and last name will be prefilled, and your email address and username will appear at the bottom.
2. Enter the required information in the "Address 1," "Address 2," "City," "State," "Zip Code," "Country," and "Phone Number" fields.
3. Click 'Save'.

The screenshot shows the 'New User Registration' form with the 'Individual' party type selected. A red arrow points to the 'Individual' radio button. A red box highlights the address and contact information fields. The form includes the following fields:

- *Required Field
- * Party Type: ☒ Organization ☒ Individual
- * First Name: Wendy
- * Last Name: Tipton
- * Address 1: [Empty]
- Address 2: [Empty]
- * City: [Empty]
- * State: --- Select a Value ---
- * Zip Code: [Empty]
- Country: United States
- * Phone Number: [Empty]
- Area Code: [Empty]
- Email: wendy.tipton@swfwmd.state.fl.us
- Username: Wendy

Organization Party Type

1. Select "Organization." Your email address and username will appear at the bottom.
2. Use the drop-down menu to highlight the correct type of Organization.
3. Provide all other required information and click 'Save'.

The screenshot shows the 'New User Registration' form with the 'Organization' party type selected. A red arrow points to the 'Organization' radio button. A red box highlights the organization and contact information fields. The form includes the following fields:

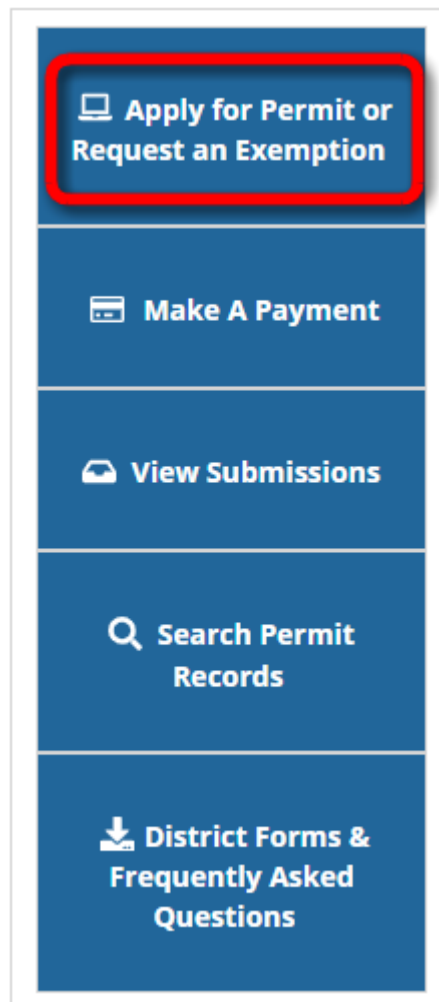
- *Required Field
- * Party Type: ☒ Organization ☐ Individual
- Organization Type: --- Select a Value ---
- * Party Name: [Empty]
- * Address 1: [Empty]
- Address 2: [Empty]
- * City: [Empty]
- * State: --- Select a Value ---
- * Zip Code: [Empty]
- Country: United States
- * Phone Number: [Empty]
- Area Code: [Empty]
- Email: wendys@swfwmd.state.fl.us
- Username: Title

Apply for a New Permit

Applying for an Environmental Resource Permit (ERP) or requesting an ERP exemption is now faster and more user-friendly through the Southwest Florida Water Management District's ePermitting portal.

Note: You can now apply for an Environmental Resource, Water Use, or Well Construction Permit with a single login. However, for the time being, selecting "Water Use Permit" or "Well Construction Permit" will redirect you to the Water Management Information System (WMIS) login page until the new process becomes available.

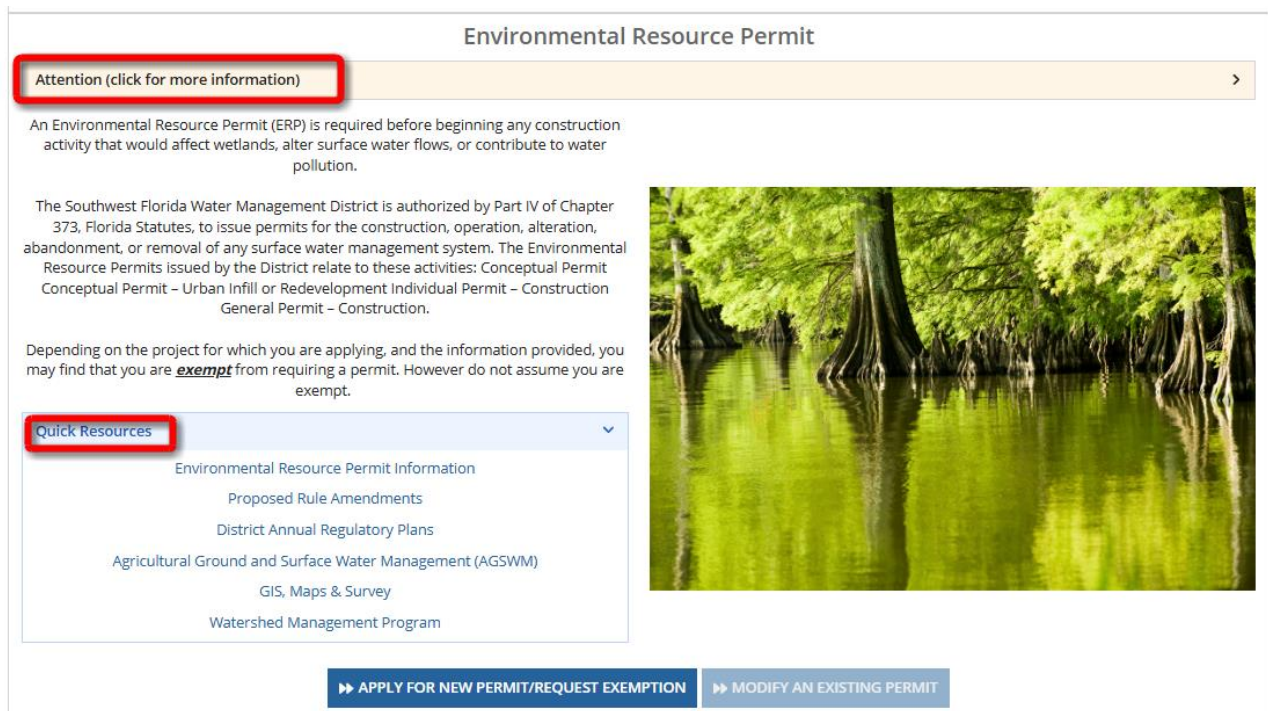
1. Go to the District's ePermitting portal using the following address:
<https://swfwmd.watermatters.org/suite/>
2. After logging in, select the 'Apply for Permit or Request an Exemption' button in the left-hand menu.



3. The 'Apply for a Permit' page will appear. Select the 'Environmental Resource Permit' option.



The page will populate with additional helpful information available by opening the 'Attention' ribbon or the blue 'Quick Resources' ribbon.



4. Select 'Apply for a new Permit/Request Exemption'.

Environmental Resource Permit

Attention (click for more information) >

An Environmental Resource Permit (ERP) is required before beginning any construction activity that would affect wetlands, alter surface water flows, or contribute to water pollution.

The Southwest Florida Water Management District is authorized by Part IV of Chapter 373, Florida Statutes, to issue permits for the construction, operation, alteration, abandonment, or removal of any surface water management system. The Environmental Resource Permits issued by the District relate to these activities: Conceptual Permit
Conceptual Permit – Urban Infill or Redevelopment Individual Permit – Construction
General Permit – Construction.

Depending on the project for which you are applying, and the information provided, you may find that you are **exempt** from requiring a permit. However do not assume you are exempt.

Quick Resources >



▶▶ APPLY FOR NEW PERMIT/REQUEST EXEMPTION

▶▶ MODIFY AN EXISTING PERMIT

Applicant Information

5. Enter the 'Project Name' for this application. You may edit the 'Project Name' at any point during the application process. Your 'Draft Application ID' will appear in the upper right corner and will become your 'ERP Application ID' once the application is submitted.

Note: The milestone menu on the left will help you identify which step in the application process you are on. You can navigate back to any step by clicking on the appropriate choice. However, the system will not allow you to skip any step by navigating forward.

6. Select the contact type from the 'What Contact Type describes your role in the application?' drop-down menu. For detailed descriptions of the contact types, click on '+Show Contact Type Descriptions'.

Permitting

Applicant Information

Draft Application ID: 1001569

Project Name External User Guide

★You may continue with the application or provide information for additional contacts by clicking on 'Assign Additional Contacts'

Contacts For This Application

[ASSIGN ADDITIONAL CONTACTS](#)

Contact Type	Name	Favorite
× Applicant/Permittee	Ryan Worthington United States, 34604 +1-352-352-3523	
× Submitter	Ryan Worthington United States, 34604 +1-352-352-3523	

[+Show Contact Type Descriptions](#)

CONTINUE

Assign Additional Contacts

Applicant/Permittee information is always required. You may add additional contacts if needed, but they are optional.

- Click on 'Assign Additional Contacts' to search for and add contacts to your application.

The screenshot shows the 'Applicant Information' page. On the left is a sidebar with navigation links: Applicant Information, Location Information, Project Information, Attach Documents, Submitter Agreement, Process Payment, and Submit Application. The main content area has a header 'Applicant Information' and a 'Draft Application ID: 1001569'. Below the header, there's a 'Project Name' field with 'External User Guide'. A green message states: '★You may continue with the application or provide information for additional contacts by clicking on 'Assign Additional Contacts''. Below this is a section titled 'Contacts For This Application' with a dropdown arrow. Inside this section, the 'ASSIGN ADDITIONAL CONTACTS' button is highlighted with a red box. Below the button is a table with columns: Contact Type, Name, and Favorite. The table has two rows: one for 'Applicant/Permittee' and one for 'Submitter'. Both rows show contact details for 'R. Johnson' in 'United States, 34604' with phone number '+1-352-352-3523'. At the bottom right of the main content area is a 'CONTINUE' button.

Search for Available Contact

- Choose one of the available search options to load existing contact information, then click 'Search'. Click into a different box and the 'Search' button will appear.

This screenshot shows the 'Search for Contacts' section. It includes a 'Project Name' field with 'External User Guide' and a 'Draft Application ID: 1001569'. Below the header, there's a 'Search for Contacts' section with a 'BACK TO CONTACTS' button. A message says: 'Search for a contact by using one or all of the below options.' There are three input fields: 'Individual or Organization Name' (with placeholder 'ie. R. Johnson or ABC Consulting Corp'), 'Email Address' (with placeholder 'ie. jane.doe@yahoo.com'), and 'Phone Number' (with placeholder 'ie. 352-555-1234'). Below these fields are instructions: 'Please enter partial or complete individual or organization name', 'Please enter complete email address.', and 'Please enter a complete phone number.' A 'SEARCH' button is highlighted with a red box.

This screenshot shows the 'Search for Contacts' section with search results. It includes a 'Project Name' field with 'External User Guide' and a 'Draft Application ID: 1001569'. Below the header, there's a 'Search for Contacts' section with a 'BACK TO CONTACTS' button. A message says: 'Search for a contact by using one or all of the below options.' There are three input fields: 'Individual or Organization Name' (with placeholder 'ie. R. Johnson or ABC Consulting Corp'), 'Email Address' (with placeholder 'ie. jane.doe@yahoo.com'), and 'Phone Number' (with placeholder 'ie. 352-555-1234'). Below these fields are instructions: 'Please enter partial or complete individual or organization name', 'Please enter complete email address.', and 'Please enter a complete phone number.' A 'SEARCH' button and a 'CLEAR RESULTS' button are visible. Below the search fields is a section titled 'Results from your current search' with a dropdown arrow. A message says: 'Click on your selection and it will be added to your 'Contacts for this Application' list above.' Below this is a table with columns: Party ID, Name, Address, City, State, Zip Code, Email Address, and Phone Number. The table has five rows of results. At the bottom right of the table is a pagination link: '<< < 1 - 5 of 195 > >>'. Below the table is a link: 'Display all records in a search'.

9. If you do not find the record you are looking for, check the box at the bottom left corner to create a new contact.

Applicant Information

Location Information
Project Information
Attach Documents
Submitter Agreement
Process Payment
Submit Application

Applicant Information

Project Name * External User Guide **Draft Application ID: 1001569**

Search for Contacts

[← BACK TO CONTACTS](#)

Search for a contact by using one or all of the below options.

Individual or Organization Name **Email Address** **Phone Number**

Johnson ie. jane.doe@yahoo.com ie. 352-555-1234

Please enter partial or complete individual or organization name. Please enter complete email address. Please enter a complete phone number.

[SEARCH](#) [CLEAR RESULTS](#)

Results from your current search

Click on your selection and it will be added to your 'Contacts for this Application' list above.

Party ID	Name	Address	City	State	Zip Code	Email Address	Phone Number
1230634	Andrew Johnson	4510 HAGAN RD	POLK CITY	FL	33868	andrew.johnston@fsresidential.com	9137736071
1376003	Caitlin Johnson						7274153500
1283675	Cheryl Johnson	22377 Whitman Road	Brooksville	FL	34601		3522796824
1365186	Cheryl Johnson						8137841630
1295842	Chris Johnson						3522064269

« < 1 - 5 of 195 > » [Display all records in a search](#)

☐ Select this option if you could not find your contact using the search above. This will allow you to create a new contact instead.

10. To add the new contact, select either Individual information or an Organizations information. All fields with an asterisk are required.

Applicant Information

Location Information
Project Information
Attach Documents
Submitter Agreement
Process Payment

Applicant Information

Project Name * External User Guide **Draft Application ID: 1001569**

Add New Contact Information

[← BACK TO SEARCH](#)

Party Type * ☐ Individual ☐ Organization

11. Enter party information.

Applicant Information

Location Information
Project Information
Attach Documents
Submitter Agreement
Process Payment
Submit Application

Applicant Information

Project Name * External User Guide **Draft Application ID: 1001569**

Add New Contact Information

[← BACK TO SEARCH](#)

Party Type * ☒ Individual ☐ Organization

First Name * **Last Name *** **Email Address ***

Please enter proper first name. Please enter proper last name. Please provide a complete email address.

Address

☐ Canada ☒ USA

Begin typing an address and then select a match

Please select the appropriate address as suggestions appear.

Phone Numbers

Area Code*	Number*	Extension	Remove
No items available			

[Add Phone Number](#)

You must enter at least one phone number for this contact.

[ADD PARTY](#)

Click 'Clear Results' and search by another option if you do not find the correct contact information after your first search.

12. Select the correct contact information by clicking on the row.

Results from your current search

Click on your selection and it will be added to your 'Contacts for this Application' list above.

Party ID	Name	Address	City	State	Zip Code	Email Address	Phone Number
1055377	WaWa	12984 Cortez Blvd	Brooksville	FL	34613		
1083803	WaWa	8800 Park Blvd	Seminole	FL	33777		
1054954	WaWa Florida, LLC	Attn: Brian Schaller	Orlando	FL	328225144	Brian.Schaller@wawa.com	6103586884
1112365	WaWa Gas Stations	5901 9TH AVE N	ST PETERSBURG	FL	33710		
1299793	WAWA FLORIDA LLC	7699 GOLF CHANNEL DRIVE	ORLANDO	FL	19063		

1 - 5 of 70

[Display all records in a search](#)

13. The contact information will be populated on the grid.

14. Assign the appropriate 'Contact Type'. If you need to remove a contact, click on the red 'X' next to the contact you want to remove.

Applicant Information
 Location Information
 Project Information
 Attach Documents
 Submitter Agreement
 Process Payment
 Submit Application

Applicant Information

Project Name * External User Guide

Draft Application ID: 1001569

★ You may continue with the application or provide information for additional contacts by clicking on 'Assign Additional Contacts'

Contacts For This Application

ASSIGN ADDITIONAL CONTACTS

Contact Type	Name	Favorite
Applicant/Permittee	WaWa 12984 Cortez Blvd Brooksville, Florida 34613 +1-352-352-3523	
Submitter	WaWa 12984 Cortez Blvd Brooksville, Florida 34613 +1-352-352-3523	
Engineer/Consulting Firm	WaWa 12984 Cortez Blvd Brooksville, Florida 34613 +1-352-352-3523	

+Show Contact Type Descriptions

CONTINUE

15. To add a contact to your 'Favorite Contacts' list, click the star icon to the right. A yellow star indicates the contact has been successfully added. You may also use the 'Add Contact' option to save a favorite contact for use in future applications. After adding a contact, be sure to assign the appropriate 'Contact Type.' To remove a contact from your 'Favorite Contacts,' select 'Delete From Favorites.' When all contacts for this application have been entered, click 'Continue.'

Applicant Information

Location Information

Project Information

Attach Documents

Submitter Agreement

Process Payment

Submit Application

Favorite Contacts

Project Name * External User Guide

Draft Application ID: 1001569

You may continue with the application or provide information for additional contacts by clicking on 'Assign Additional Contacts'

Contacts For This Application

ASSIGN ADDITIONAL CONTACTS

Contact Type	Name	Favorite
Applicant/Permittee	Applicant/Permittee	
Submitter	Submitter	
Engineer/Consulting Firm	Engineer/Consulting Firm	☒

+Show Contact Type Descriptions

CONTINUE

Location Information

On the 'Location Information' page, you can provide the project area in one of two ways: by uploading a Computer-Aided Design (CAD) file or by drawing a polygon.

Upload a CAD File

1. Click on the CAD icon.

Location Information Draft Application ID: 1001569

Project Name * External User Guide

Identify Project Area

In order for the District to better understand the impact of this permit, please show the area that will be affected by the project area. Provide this information by uploading a CAD file or drawing the polygon.

UPLOAD A CAD FILE

- 1. Click icon to begin process
- 2. Upload or drag & drop CAD file
- ★ CAD files should provide the plot of the project area and any mitigation areas
- 3. Select the appropriate 'Projection Type'.
- 4. Map will populate with project area
- 5. Confirm and click Continue

[Upload CAD Tutorial](#)

DRAW PROJECT POLYGON

- 1. Click icon to populate the map
- 2. Use search option to zoom to location
- ★ The polygon should provide the plot of the project area and any mitigation areas
- 3. Use the Editor tool to draw polygon.

[Draw Polygon Tutorial](#)

[Project Area Search Tips](#) [Draw Polygon Tips](#) [Other Helpful Tools](#)

2. Drag and drop or upload the CAD file.

Location Information Draft Application ID: 1001569

Project Name * External User Guide

Identify Project Area

- 1. Upload or drag & drop CAD file
- ★ CAD files should provide the plot of the project area and any mitigation areas
- 2. Select the appropriate 'Projection Type'
- 3. Click 'Process CAD' button
- 4. CAD population may take a few moments
- 5. Confirm and click Continue

[Upload CAD Tutorial](#)

CAD File * Drop or paste file here

Projection type * --- Select ---

[BACK](#) [PROCESS CAD](#)

3. Provide the appropriate 'Projection Type'.

Location Information Draft Application ID: 1001569

Project Name * External User Guide

Identify Project Area

- 1. Upload or drag & drop CAD file
- ★ CAD files should provide the plot of the project area and any mitigation areas
- 2. Select the appropriate 'Projection Type'
- 3. Click 'Process CAD' button
- 4. CAD population may take a few moments
- 5. Confirm and click Continue

[Upload CAD Tutorial](#)

CAD File * Drop or paste file here

Projection type * --- Select ---

[BACK](#) [PROCESS CAD](#)

4. Click 'Process CAD'.

The project area will populate on the map.

5. Confirm the uploaded CAD project area placement is correct.



6. Click 'Continue'.

Draw Project Polygon:

1. Click on the polygon icon and the map will populate.

Applicant Information

Location Information

Project Information

Attach Documents

Submitter Agreement

Process Payment

Submit Application

Project Area Search Tips >

Draw Polygon Tips >

Other Helpful Tools >

Location Information

Project Name * External User Guide

Draft Application ID: 1001569

Identify Project Area

In order for the District to better understand the impact of this permit, please show the area that will be affected by the project area. Provide this information by uploading a CAD file or drawing the polygon.

UPLOAD A CAD FILE

CAD

1. Click icon to begin process
2. Upload or drag & drop CAD file
- ★ CAD files should provide the plot of the project area and any mitigation areas
3. Select the appropriate 'Projection Type'.
4. Map will populate with project area
5. Confirm and click Continue

Upload CAD Tutorial

DRAW PROJECT POLYGON

1. Click icon to populate the map
2. Use search option to zoom to location
- ★ The polygon should provide the the plot of the project area and any mitigation areas
3. Use the Editor tool to draw polygon.

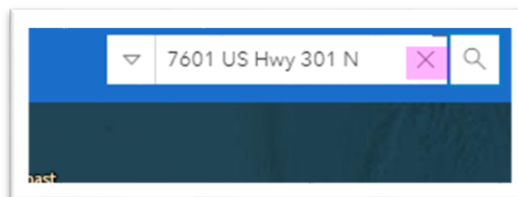
Draw Polygon Tutorial

2. Choose one of several options to locate your project area. Search Options are:

- Lat and Long
 - Enter the appropriate information and click zoom.
- ArcGIS World Geocoding
- Existing Permitted ERPs
 - Highlight and type in permit number. System will provide suggestions.
- Section Township Range (STR)
 - Highlight and type in S/T/R. System will provide suggestions.
- Property Appraiser Parcels
 - Highlight and enter the county parcel number as seen on the tax appraiser's site.



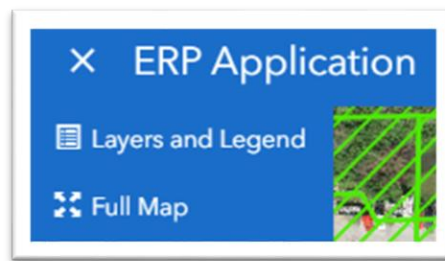
3. If you need to search by a different option, remember to click on the 'X' to clear the previous search selection.



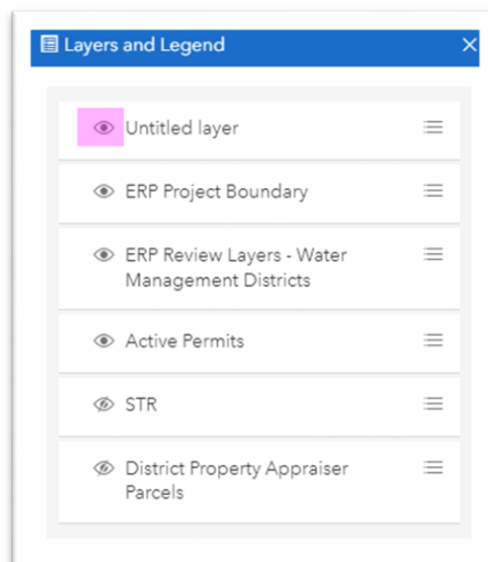
4. To zoom the map in or out, use the option on the top left of the map or scroll on your mouse or you can scroll in and out using your mouse.



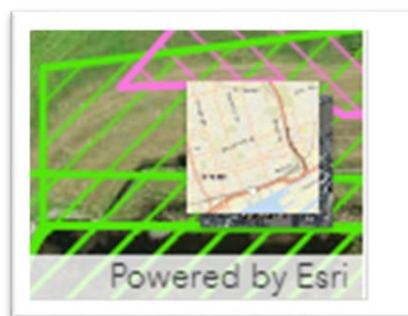
5. Click on the three horizontal lines to populate the ability to add layers to the map. The 'Layers and Legend' option will appear at the top right of the map.



6. By clicking the Layers and Legend, you can click on the “” icon of one, or all, of the layers you would like to populate on the map. If the icon is crossed through, it is not active on the map.



7. Toggle the icon located at the bottom right of the map to populate the street view.



Draw Polygon – ERP Editor

8. Click on 'Add New Permit Project Area'.



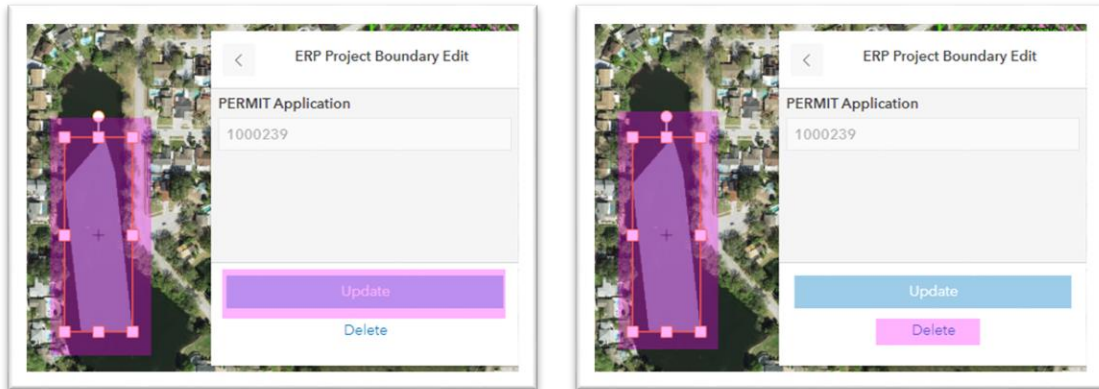
9. Zoom in and place your cursor on the map and draw the project area polygon. Double click to close polygon. Select Save Project Area(s) and the area drawn will appear as highlighted, then click continue.



Edit or Delete Polygon

You can edit your polygon any time prior to submitting it.

10. To edit your polygon, click on the drawing feature and adjust the lines, then hit update. To delete your polygon, click on the drawing feature and select delete.



11. Click 'Save Project Area' when you are satisfied with your polygon.



12. Click 'Continue' at the bottom right-hand side of the page to go to the next step.

Project Information

1. Use the 'Application Type' dropdown to select the appropriate option for your application. For detailed information about the selected type, follow the link provided to DEP's website.

The screenshot shows the 'Project Information' section of a web form. On the left is a sidebar with navigation links: 'Applicant Information', 'Location Information', 'Project Information' (highlighted), 'Attach Documents', 'Submitter Agreement', 'Process Payment', and 'Submit Application'. The main content area has a title 'Project Information' and a 'Draft Application ID: 1001569'. Below the title is a 'Project Name' field with a link to 'External User Guide'. The 'Permit Type' section is expanded, showing 'Application Type' with a dropdown menu set to 'Individual'. Below this, it lists 'Type of Individual' as 'Statewide Environmental Resource Permit' and 'Statewide Environmental Resource Permit Rule' as 'Individual Environmental Resource Permit (62-330.054 F.A.C.)'. The 'Project Information' section is also expanded, showing fields for 'Total Project Area for which a Permit is sought (Acres)' and 'Total Impervious and Semi-Impervious Area for which a Permit is sought (Acres)', both with an example of 10.5. A checkbox for 'Is this Application for Part of a Multi-Phase Project?' is also visible.

2. Provide all the required information. The asterisk by the questions identify that an answer is required. Depending on the answers, more questions may populate.

This screenshot shows a detailed view of the 'Project Information' section. It includes the same area as the previous screenshot but with more questions visible. The questions are: 'Is this Application for Part of a Multi-Phase Project?' (radio buttons for Yes/No), 'Is project a Public Highway?' (radio buttons for Yes/No), 'Is this application for a Mitigation Bank?' (radio buttons for Yes/No), 'Are any of the activities described in this application proposed to occur in, on, or over wetlands or other surface waters?' (radio buttons for Yes/No), 'Has this project been approved as a joint water management program, or other project of mutual benefit to the applicant and the District, as defined by Chapter 373, Subsections 373.0695(2)(d) and (3), 373.1961, and 373.451 F.S. (i.e. Cooperative Funding Initiative [CFI])?' (radio buttons for Yes/No), 'Are you requesting authorization to use State Owned Submerged Lands?' (radio buttons for Yes/No), and 'This permit application is being made in accordance with F.S. 380.0657 (Expedited permitting process for economic development projects) for a project that qualifies as meeting the definition of a target industry business under F.S. 288.106.' (radio buttons for Yes/No).

3. Provide a brief but detailed 'Project Description'.

The screenshot shows the 'Project Description' section of the form. It has a title 'Project Description' and a prompt: 'Describe in general terms the proposed project, system, works, or other activities. For permit modifications, please briefly describe the changes requested to the permit.' Below the prompt is a large text input field. At the bottom left of the field, it says '0/500'.

4. Click 'Continue'.

Attach Documents

Attaching documents can help the District reviewer determine whether your application is complete, but uploading documents is not required.

1. You may drag and drop up to 10 files at once or upload a single file if you prefer. Each document will be scanned for viruses before appearing in the attachment grid.

The screenshot shows the 'Attach Documents' section of a web application. On the left is a sidebar with navigation links: Applicant Information, Location Information, Project Information, **Attach Documents**, Submitter Agreement, Process Payment, and Submit Application. Below these are links for Document Type Help and Download Section Forms. The main content area has a title 'Attach Documents' and a 'Draft Application ID: 1001569'. It includes a 'Project Name' field with 'External User Guide' and a note about document requirements. A red box highlights the 'Upload Documents' section, which contains an 'UPLOAD' button, a 'Drop or paste files here' area, and instructions to drag and drop up to 10 files. Below this, a list of supported file types is provided. To the right, three warning icons and text advise against uploading copies of checks, confidential information, or documents with special characters. At the bottom, a table with columns 'Document Type', 'File Name', 'Preview', and 'Remove' is shown, currently displaying 'No Files Uploaded'.

DO NOT UPLOAD COPIES OF CHECKS

2. Provide the 'Document Type' for each file attachment in the drop downs.

This screenshot shows the same 'Attach Documents' page, but with a red box highlighting the 'Document Type' dropdown menu. The dropdown is open, displaying a list of document types including '404 Assumption Documentation', 'Aerials', 'Agency Comments', 'Agent Authorization', 'Application Authorization', 'Calculations/Drainage Information', 'Conservation Easement Information', 'Engineering Worksheet', 'Environmental Information', 'Federal Supplemental Application Information', and 'Fee Information'. The 'Calculations/Drainage Information' option is currently selected. The rest of the page, including the upload instructions, file type list, warnings, and the attachment table, remains visible. The table now shows one file: 'Regulation Quick Look Card' with a file size of 709.73 KB. A 'REFRESH DOCUMENT' button is located at the bottom right.

To the left of the attachment grid, the 'Document Type Help' section provides descriptions for each available document type. You will also find the 'Download Section Forms' area, where you can access any forms needed for your submittal. Click the document icon to download the desired form.

Attach Documents

Project Name * External User Guide **Draft Application ID: 1001569**

Note: It is not required to attach documents to your application submittal. However, if complete application information is not provided, you will receive a Request for Additional Information from the District. This will be sent within 30 days of the application submittal date, per Chapter 120.60, Florida Statutes.

Instructions for uploading Digitally or Electronically Signed and Sealed Documents

Upload Documents

UPLOAD Drop or paste files here

Drag & Drop up to 10 files at a time. Or click 'Upload' to find your saved document(s).

The following file types may be uploaded: jpg, jpeg, png, tif, tiff, gif, bmp, pdf, txt, rtf, doc, xls, docx, xlsx, pptx, psdx, sldx, dwf, dwg, dwfx, csv, rpt, gvw, shx, dbf, prj, sbn, sbx, shp, shp.xml, hyd, icpr, ifl, prn, rti, RVF, SAN, SCS and tnr files

- Do not upload copies of checks!
- If document(s) uploaded have confidential information or are Public Records Exempt contact the District's Public Record Custodian.
- Do not upload documents with special characters in the title such as & * / \

Document Type	File Name	Preview	Remove
--- Select a Document Type ---	Regulation Quick Look Card PDF - 709.73 KB		

When all files populate in grid, use the drop down list in each row to select the correct Document Type. Click on 'Document Type Help' at left for descriptions.

Comments:

[Document Type Help](#)

[Download Section Forms](#)

[REFRESH DOCUMENT](#)

- The uploaded documents can be viewed, if necessary, prior to clicking 'Next' Click 'Refresh Document' and click on the pdf icon to confirm document is correct. Delete an attachment by clicking on the red 'X'.

Attach Documents

Project Name * External User Guide **Draft Application ID: 1001569**

Note: It is not required to attach documents to your application submittal. However, if complete application information is not provided, you will receive a Request for Additional Information from the District. This will be sent within 30 days of the application submittal date, per Chapter 120.60, Florida Statutes.

Instructions for uploading Digitally or Electronically Signed and Sealed Documents

Upload Documents

UPLOAD Drop or paste files here

Drag & Drop up to 10 files at a time. Or click 'Upload' to find your saved document(s).

The following file types may be uploaded: jpg, jpeg, png, tif, tiff, gif, bmp, pdf, txt, rtf, doc, xls, docx, xlsx, pptx, psdx, sldx, dwf, dwg, dwfx, csv, rpt, gvw, shx, dbf, prj, sbn, sbx, shp, shp.xml, hyd, icpr, ifl, prn, rti, RVF, SAN, SCS and tnr files

- Do not upload copies of checks!
- If document(s) uploaded have confidential information or are Public Records Exempt contact the District's Public Record Custodian.
- Do not upload documents with special characters in the title such as & * / \

Document Type	File Name	Preview	Remove
--- Select a Document Type ---	Regulation Quick Look Card PDF - 709.73 KB		

When all files populate in grid, use the drop down list in each row to select the correct Document Type. Click on 'Document Type Help' at left for descriptions.

Comments:

[Document Type Help](#)

[Download Section Forms](#)

[REFRESH DOCUMENT](#)

0/500

[BACK](#) [CONTINUE](#)

- Click 'Continue'.

Submitter Agreement

You must agree to both statements in the 'Submitter Agreement' section before you can proceed. These same acknowledgments are also required on the paper application.

1. Review the two statements provided and click 'I Agree' for each. Both must be selected before moving to the next step.

Permitting

Submitter Agreement

Draft Application ID: 1001569

Project Name * External User Guide

Please read and agree with the below statements in order to proceed with your application.

* ☐ I agree

I certify that I possess sufficient real property interest in or control, as defined in Section 4.2.3 (d) of Applicant's Handbook Volume I, over the land upon which the activities described in this application are proposed and I have legal authority to grant permission to access those lands. I hereby grant permission, evidenced by my signature below, for staff of the Agency to access, inspect and sample the lands and waters of the property as necessary for the review of the proposed works and other activities specified in this application, upon advance notice. I authorize these agents or personnel to enter the property as many times as may be necessary to make such review, inspection, and/or sampling. Further, if a permit is granted, upon advance notice, I agree to provide entry to the project site for such agents or personnel with proper identification to determine compliance with permit conditions and permitted plans and specifications.

Or, I represent an entity having the power of eminent domain and condemnation authority, and I/we shall make appropriate arrangements to enable staff of the Agency to legally access, inspect, and sample the property as described above.

* ☐ I agree

By submitting this application, I am applying for the permit and any proprietary authorizations identified above, according to the supporting data and other incidental information filed with this application. I am familiar with the information contained in this application and represent that such information is true, complete and accurate. I understand this is an application and not a permit, and that work prior to approval is a violation. I understand that this application and any permit issued or proprietary authorization issued pursuant thereto does not relieve me of any obligation for obtaining any other required federal, state, water management district, or local permit prior to commencement of construction. I agree to operate and maintain the permitted system unless the permitting agency authorizes transfer of the permit to a different responsible operation and maintenance entity. I understand that knowingly making any false statement or representation in this application is a violation of Section 373.430, F.S. and 18 U.S.C. Section 1001.

BACK CONTINUE

If you are not the property owner submitting the application, you may be required to provide an 'Agent Authorization' form. Once you select the applicable checkboxes, the Agent Authorization form dropdown will appear.

1. Download the 'Agent Authorization' form if you do not already have one to send to your client. Click 'Continue'.

* ☒ I agree

By submitting this application, I am applying for the permit and any proprietary authorizations identified above, according to the supporting data and other incidental information filed with this application. I am familiar with the information contained in this application and represent that such information is true, complete and accurate. I understand this is an application and not a permit, and that work prior to approval is a violation. I understand that this application and any permit issued or proprietary authorization issued pursuant thereto does not relieve me of any obligation for obtaining any other required federal, state, water management district, or local permit prior to commencement of construction. I agree to operate and maintain the permitted system unless the permitting agency authorizes transfer of the permit to a different responsible operation and maintenance entity. I understand that knowingly making any false statement or representation in this application is a violation of Section 373.430, F.S. and 18 U.S.C. Section 1001.

Agent Authorization

For corporations, the application must be signed by a person authorized to bind the corporation. A person who has sufficient real property interest (see Section 4.2.3(d) of Applicant's Handbook Volume I) is required to authorize access to the property, except when the applicant has the power of eminent domain.

Please note that a signed Designation of Authorized Agent is not required to proceed with application but must be submitted before issuance of permit. The below Designation of Authorized Agent form is downloadable by clicking the 'Download' button in the right-hand corner of the pdf viewer.

Designation of Authorized Agent (If Applicable):

Project Name: Draft Application ID:

Designation of Authorized Agent (If Applicable):

I hereby designate and authorize to act on my behalf, or on behalf of my corporation, as the agent in the processing of this application for the permit and/or proprietary authorization indicated above; and to furnish, on request, supplemental information in support of the application. In addition, I authorize the above-listed agent to bind me, or my corporation, to perform any requirements which may be necessary to procure the permit or authorization indicated above. I understand that knowingly making any false statement or representation in this application is a violation of Section 373.430, F.S., and 18 U.S.C. Section 1001.

Submit Payment

1. Select “Yes” or “No” to the two questions in the ‘Adjustment of Fees’ section.
2. Click on ‘View Fee Schedule’ to view a current copy of the SWERP fee schedule.

Process Payment

Draft Application ID: 1001569

Project Name * External User Guide

Your draft application has been saved, but not yet submitted.
Please answer the remaining questions to continue and choose 'Pay Later' or 'Pay Now' to proceed.

Adjustment of Fees

Is this application being filed by on behalf of an entity that is eligible for a fee reduction? ☒ Yes ☐ No

Are you re-applying for a permit that has been withdrawn within the last 365 days? ☒ Yes ☐ No

View Fee Schedule

SWERP Fee Schedule

☐ PAY LATER ☐ PAY NOW

Pay Now

3. Credit cards, eCheck or a District Receipt Number are accepted forms of payment. Click on ‘Pay Now’ to pay for your application submittal.
4. Select the payment option you will be using, enter the payment amount, and complete the required fields for processing your payment.

Select Payment Method

PAYMENT TYPE	Enter Payment Amount *
☒ Credit Card	
☐ Receipt	100.01
☐ eCheck	US Funds

5. Enter your credit card information. All fields marked with an asterisk are required. After entering your address, click outside the address box, then select 'Check Address' to validate it.

☐ PAY LATER ☒ PAY NOW

Select Payment Method

PAYMENT TYPE

☒ Credit Card
☐ Receipt
☐ eCheck

Enter Payment Amount *

100.01

US Funds

Credit Card Information

Please enter the following information regarding your payment method.

Name on Card *

ex. John Smith

Is this a company credit card? *

☐ Yes ☐ No

Card Number *

ex. 0000-1111-2222-3333

Expiration Date

Month ▼ Year ▼

Billing Address

Country *

Please select a value ▼

Use the drop down arrow to change countries

Address *

123 First Street

Type in your mailing address.

Address (line 2)

Apt # 1001

Type in your apartment or lot number if necessary

City *

-- Please enter a City --

State *

--- Please select a State --- ▼

Use the drop down to select your state

Postal Code

-- Please enter a Zip Code --

CHECK ADDRESS

This is a secure site. Using the information you supply, 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 is processed 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, please contact the Southwest Florida Water Management District.

BACK

PROCESS PAYMENT

6. Once you select check address, you will receive a notification. Choose the correct address then select Process Payment.

CHECK ADDRESS

 **Please double check your address above and search again.**

- Address Not Found.

 **We have found suggestions for your address.**

☐ 123 First Street Ct, Tavares, FL, 32778, USA

☐ 123 First St, Tavares, FL, 32778, USA

☐ 123 First St, Lady Lake, FL, 32159, USA

☐ 123 1st St, Naples, FL, 34113, USA

☐ 123 1st St, Melrose, FL, 32666, USA

28

Note: NO SENSATIVE CREDIT CARD OR CHECKING INFORMATION IS SAVED IN THE SYSTEM.

This is a secure site. Using the information you supply, 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 is processed 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, please contact the Southwest Florida Water Management District.

PROCESS PAYMENT

7. A pop-up box will appear asking for confirmation of application submittal. Click 'Confirm' to continue with submittal or 'Cancel' to return to the 'Submit Payment' page.

Confirm Application Submittal

Please confirm you want to pay and submit your application at this time.

CANCEL **CONFIRM**

123 First Street Ct. Tavares, FL 32778 USA

8. Confirmation of processing your payment will populate. Click 'continue'.

Permitting

Applicant Information

Location Information

Project Information

Attach Documents

Submitter Agreement

Process Payment

Submit Application

Application ID
1001569

Project Name
External User Guide

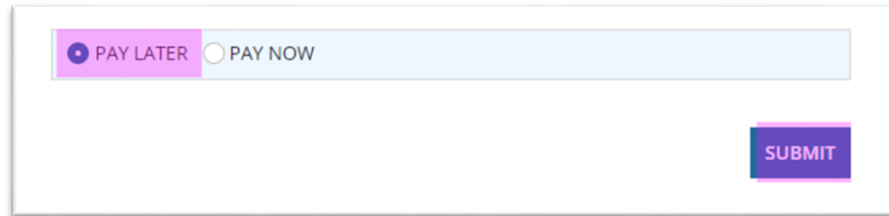
Your payment was successful!

Please click the **CONTINUE** button to view your receipt and confirmation.

CONTINUE

Pay Later

- Click on 'Pay Later' to submit your application without payment. Payment will be required prior to the permit being issued.
- Click 'Submit'.



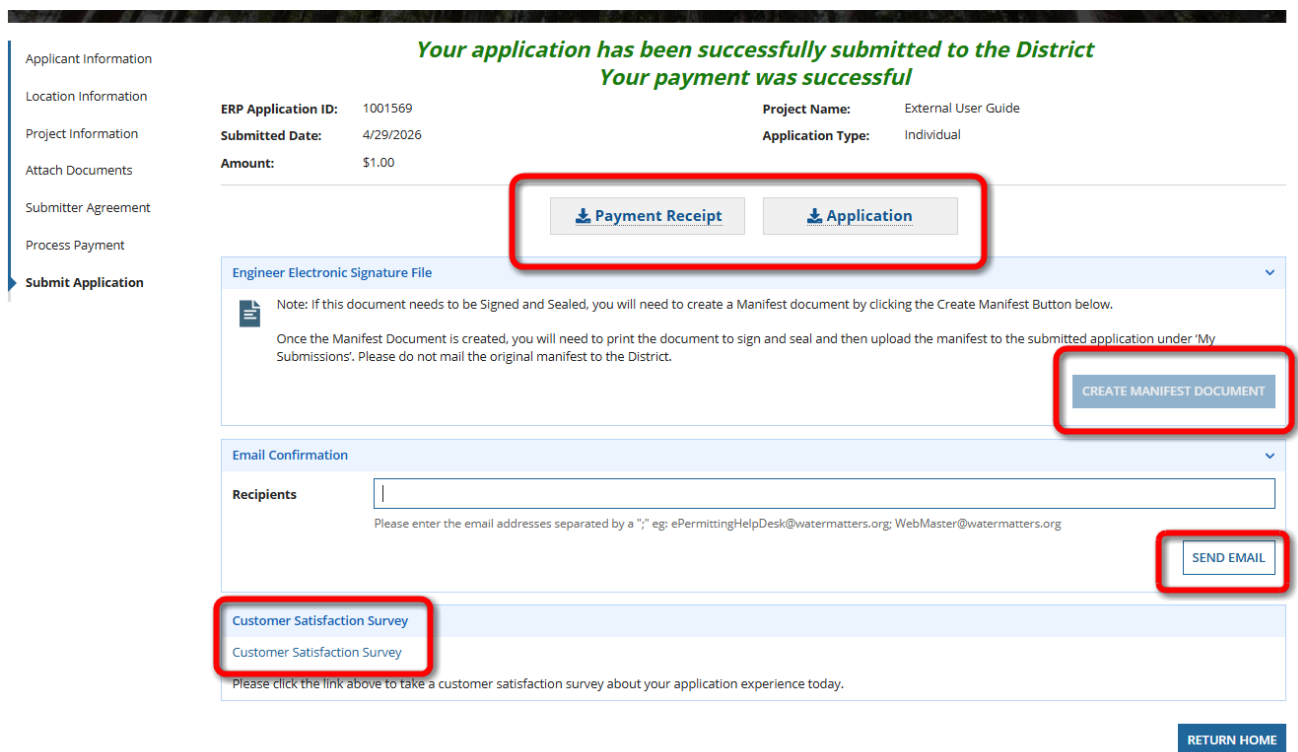
A horizontal bar with two radio button options: 'PAY LATER' (selected) and 'PAY NOW'. Below this bar, on the right side, is a purple 'SUBMIT' button.

A pop-up box will appear asking for confirmation of application submittal without payment. Click 'Yes' to continue with submittal or 'No' to return to the 'Submit Payment' page.

Confirm Submittal

Your application has been successfully submitted to the District.

- Download a copy of your payment receipt if you submitted payment by clicking on the 'Payment Receipt' button
- Download a copy of your Application by clicking on the 'Application' button.
- If you upload a document that needs a manifest, you will be able to complete the manifest process from the confirmation page.
- Send a copy of the application to different recipients
- Complete the Customer Satisfaction Survey by clicking the link provided.



The screenshot shows a web application confirmation page. At the top, a green banner reads: "Your application has been successfully submitted to the District. Your payment was successful". Below this, a table displays application details:

ERP Application ID:	1001569	Project Name:	External User Guide
Submitted Date:	4/29/2026	Application Type:	Individual
Amount:	\$1.00		

On the left is a sidebar menu with items: Applicant Information, Location Information, Project Information, Attach Documents, Submitter Agreement, Process Payment, and Submit Application (highlighted). Below the table, there are two buttons: "Payment Receipt" and "Application", both highlighted with red boxes. Below these is a section titled "Engineer Electronic Signature File" with a note about creating a manifest document. A button "CREATE MANIFEST DOCUMENT" is highlighted with a red box. Below this is an "Email Confirmation" section with a "Recipients" input field and a "SEND EMAIL" button, also highlighted with a red box. At the bottom, there is a "Customer Satisfaction Survey" link, highlighted with a red box, and a "RETURN HOME" button in the bottom right corner.

Documents submitted electronically that are professionally signed and sealed will require a manifest document.

- Applicant Information

Location Information

Project Information

Attach Documents

Submitter Agreement

Process Payment

Submit Application

Your application has been successfully submitted to the District

Your payment was successful

ERP Application ID: 1001569

Submitted Date: 4/29/2026

Amount: \$1.00

Project Name: External User Guide

Application Type: Individual

Payment Receipt

Application

Engineer Electronic Signature File

Note: If this document needs to be Signed and Sealed, you will need to create a Manifest document by clicking the Create Manifest Button below.

Once the Manifest Document is created, you will need to print the document to sign and seal and then upload the manifest to the submitted application under 'My Submissions'. Please do not mail the original manifest to the District.

CREATE MANIFEST DOCUMENT

Email Confirmation

Recipients

Please enter the email addresses separated by a ";": ePermittingHelpDesk@watermatters.org; WebMaster@watermatters.org

SEND EMAIL

Customer Satisfaction Survey

Customer Satisfaction Survey

Please click the link above to take a customer satisfaction survey about your application experience today.

RETURN HOME

- Manifest

Project NameExternal User Guide

Draft Application ID: 1001569

Engineer Electronic Signature File

Once the Manifest Document is created, you will need to print the document to sign and seal and then upload the manifest to the submitted application under 'My Submissions.' Please do not mail the original manifest to the District.

Engineer Details

Professional Type *

Select a Profession

Name *

License Number *

Click on each document to be added to the manifest.

Document Type	File Name
404 Assumption Documentation	Regulation Quick Look Card.pdf
Fee Information	Payment Receipt for External - 1001569.pdf
Application	ERP Application Submittal - (1001569).pdf

CANCEL

CREATE MANIFEST DOCUMENT

- Click the row of the document(s) to be added to the manifest. If there is more than one document that needs to be included on the manifest, you will need to select each one then click Create Manifest Document.

Manifest

Project Name External User Guide Draft Application ID: 1001569

Engineer Electronic Signature File

Once the Manifest Document is created, you will need to print the document to sign and seal and then upload the manifest to the submitted application under 'My Submissions.' Please do not mail the original manifest to the District.

Engineer Details

Professional Type * Select a Profession Name * License Number *

Click on each document to be added to the Manifest.

Document Type	File Name
404 Assumption Documentation	Regulation Quick Look Card.pdf
Fee Information	Payment Receipt for External - 1001569.pdf
Application	ERP Application Submittal - (1001569).pdf

CANCEL
CREATE MANIFEST DOCUMENT

- After the page refreshes, click 'Manifest Document' to download your manifest. Print the document and have the professional engineer sign and seal it. Be sure to include any required language as specified by the Florida Board of Professional Engineers, then submit the completed manifest to the District.

Manifest

Project Name External User Guide Draft Application ID: 1001569

Engineer Electronic Signature File

Please download the Manifest Document, print the document to sign and seal, and then upload the manifest to the submitted application under 'My Submissions' on your Home Page. Please do not mail the original manifest to the District.

[Manifest Document](#)

Engineer Details

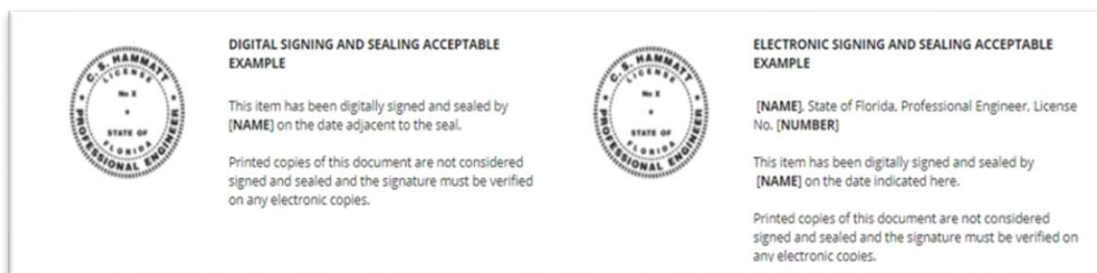
Professional Type Professional Engineer Name Test Test License Number 1234

Click on each document to be added to the Manifest.

Document Type	File Name
404 Assumption Documentation	Regulation Quick Look Card.pdf

DONE

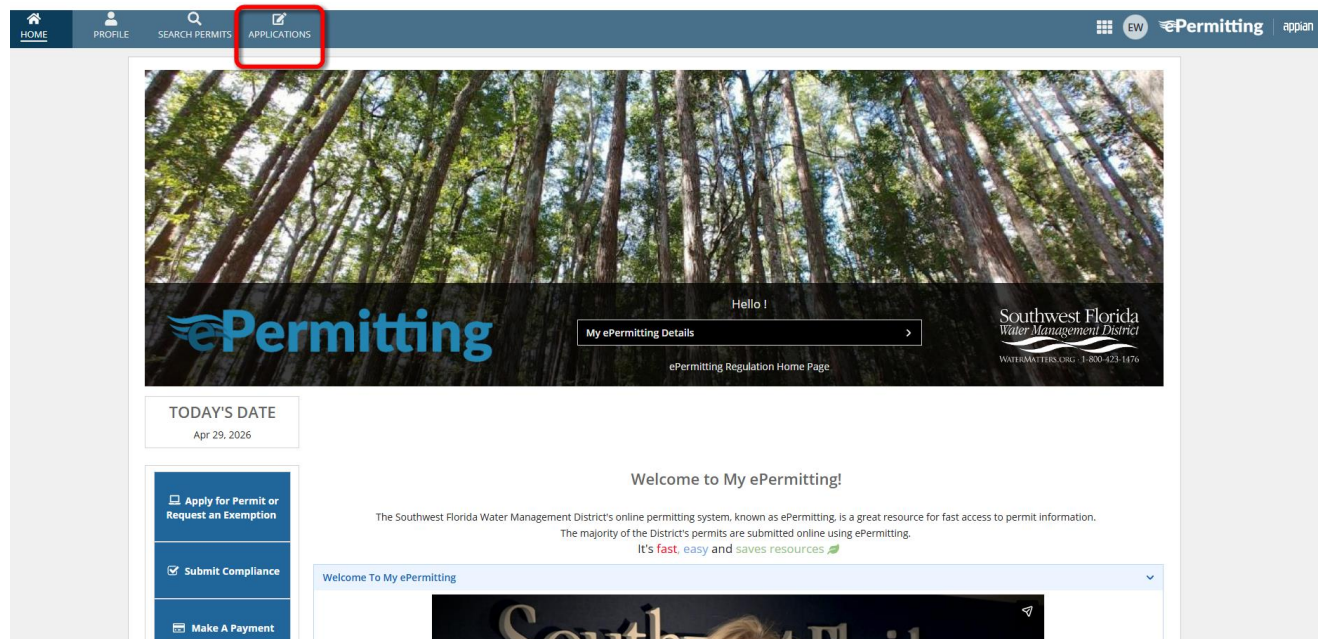
Examples of the correct language for digitally or electronically signed and sealed documents are provided. Use the link to the Florida Board of Professional Engineers (FBPE) site if you need further information.



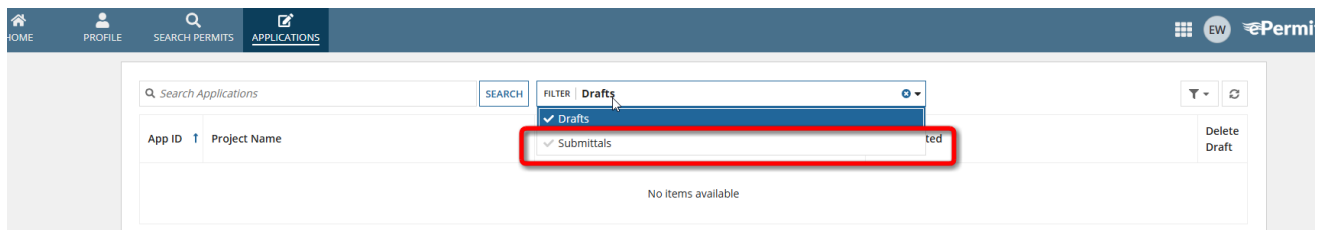
Request for Additional Information or Clarification Letter

Once the application has been submitted and reviewed, a Request for Additional Information letter (RAI) or Clarification of Information letter (CLAR) may be emailed to you by the District review staff. This letter will be sent electronically to the address indicated at the time of submittal. In order to respond to either letter, follow the steps below:

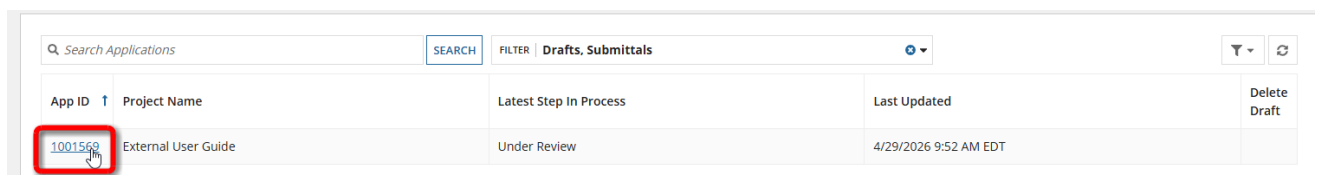
1. Log into your ePermitting account.
2. Select the 'Applications' link.



3. Filter results by clicking on 'Submittals'.



4. Select the 'App ID' for your application.



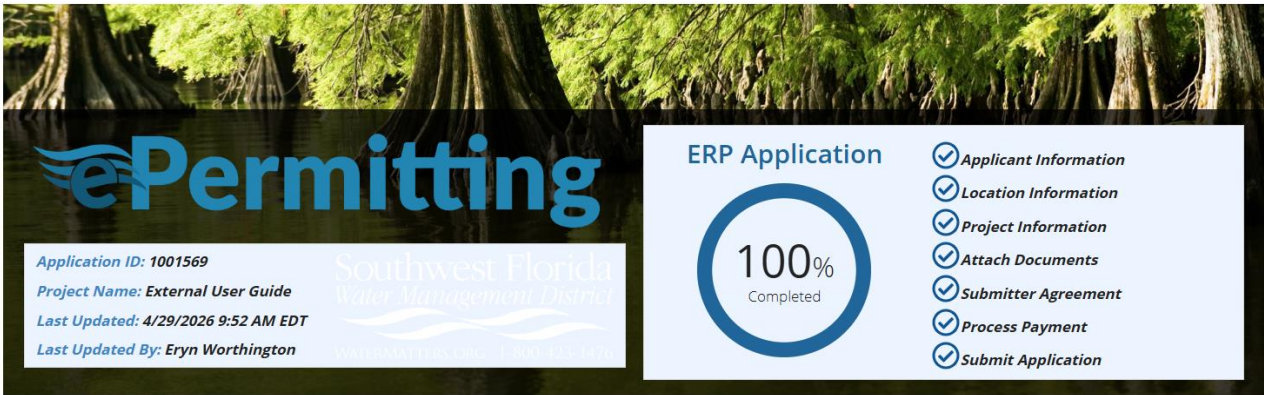
Correspond with the District

1. Click on 'Send Correspondence to District' in the upper-right hand corner.

Application: 1001569

[Summary](#) [Payment Receipt](#) [Related Actions](#)

[GENERATE MANIFEST](#) [SEND CORRESPONDENCE TO DISTRICT](#)



ePermitting

Application ID: 1001569
Project Name: External User Guide
Last Updated: 4/29/2026 9:52 AM EDT
Last Updated By: Eryn Worthington

Southwest Florida Water Management District
WATERMATTERS.ORG • 1-800-423-1476

ERP Application

100% Completed

- ✓ Applicant Information
- ✓ Location Information
- ✓ Project Information
- ✓ Attach Documents
- ✓ Submitter Agreement
- ✓ Process Payment
- ✓ Submit Application

APPLICANT INFORMATION LOCATION INFORMATION PROJECT INFORMATION DOCUMENTS SUBMITTER AGREEMENT PAYMENT CONFIRMATION

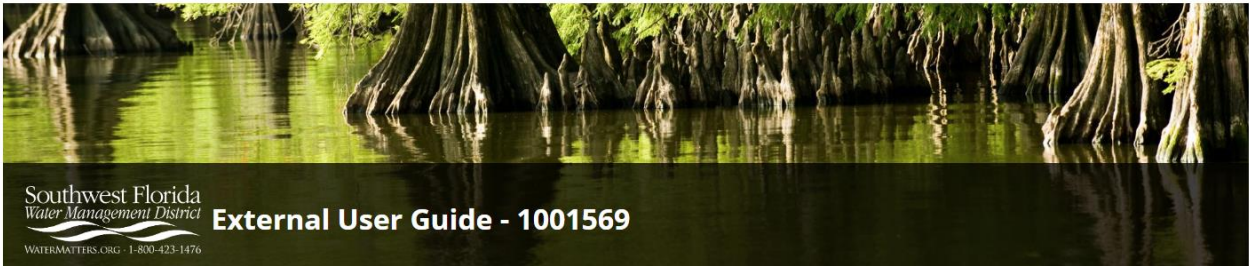
Applicant Information

Contact Information

2. Select the type of correspondence you wish to send to the District:
Complete Response, Partial Response, or Send Correspondence

Application: 1001569

[Summary](#) [Payment Receipt](#) [Related Actions](#)



Southwest Florida Water Management District
WATERMATTERS.ORG • 1-800-423-1476

External User Guide - 1001569

Application ID: 1001569

Project Name: External User Guide

Select the Response type you want to select ? *

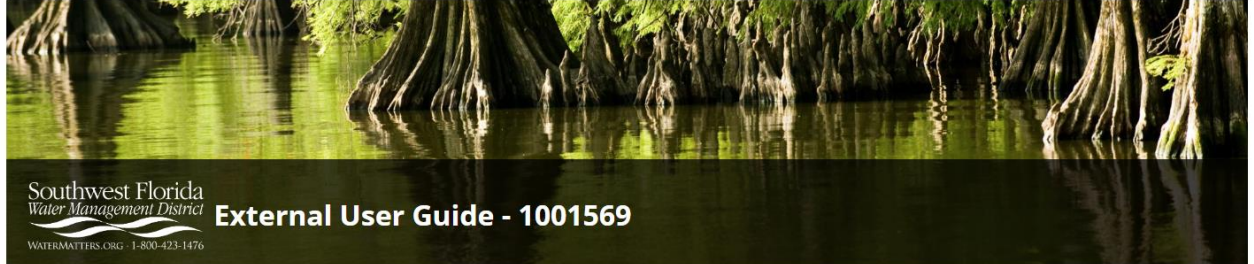
☐ Complete Response ☐ Partial Response ☐ Send Correspondence

[CANCEL](#)

‘Complete Response’ was selected for the example below:

Application: 1001569

Summary Payment Receipt **Related Actions**



Application ID: 1001569

Project Name: External User Guide

Select the Response type you want to select ? *

Complete Response ☒

Partial Response ☐

Send Correspondence ☐

Do not click the "Submit Complete Response" link if you are submitting a Partial Response to a Request for Additional Information Letter or Clarification Letter.

CANCEL

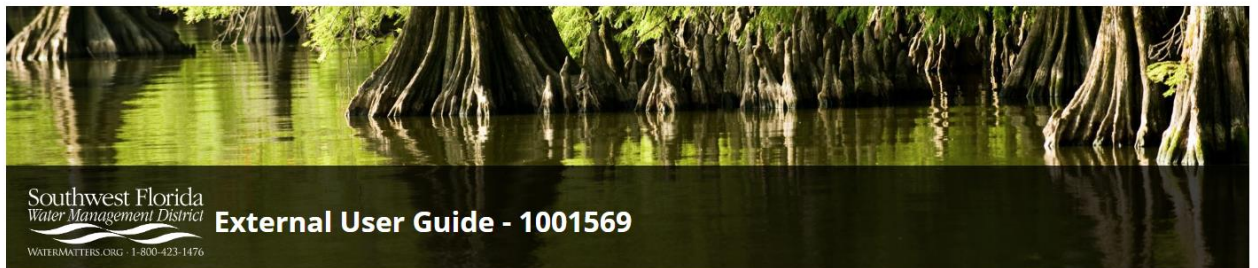
SUBMIT COMPLETE RESPONSE

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. Click ‘Submit Complete Response’.

Application: 1001569

Summary Payment Receipt **Related Actions**



Application ID: 1001569

Project Name: External User Guide

Select the Response type you want to select ? *

Complete Response ☒

Partial Response ☐

Send Correspondence ☐

Do not click the "Submit Complete Response" link if you are submitting a Partial Response to a Request for Additional Information Letter or Clarification Letter.

CANCEL

SUBMIT COMPLETE RESPONSE

4. Upload the response document.

Southwest Florida
Water Management District
WATERMATTERS.ORG · 1-800-423-1476

External User Guide - 1001569

Document Type Help

Complete Response

Instructions for uploading Digitally or Electronically Signed and Sealed Documents

Upload Documents

UPLOAD

Drop or paste files here

Drag & Drop up to 10 files at a time. Or click 'Upload' to find your saved document(s).

The following file types may be uploaded: jpg, jpeg, png, tif, tiff, gif, bmp, pdf, txt, rtf, doc, xls, docx,.xlsx, pptx, ppsx, sldx, dwf, dwg, dwfx, csv, rpt, gvw, shx, dbf, prj, sbn, sbx, shp, shp.xml, hyd, icpr, ifl, prm, rti, RVF, SAN, SCS and tnr files

Document Type

File Name

Preview

Remove

Response to Request for Additional Information

Regulation Quick Look Card

PDF - 709.73 KB

x

!

When all files populate in grid, use the drop down list in each row to select the correct Document Type. Click on 'Document Type Help' above for descriptions.

REFRESH DOCUMENT(S)

CANCEL

SUBMIT

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

Southwest Florida
Water Management District
WATERMATTERS.ORG · 1-800-423-1476

External User Guide - 1001569

Document Type Help

Complete Response

Instructions for uploading Digitally or Electronically Signed and Sealed Documents

Upload Documents

UPLOAD

Drop or paste files here

Drag & Drop up to 10 files at a time. Or click 'Upload' to find your saved document(s).

The following file types may be uploaded: jpg, jpeg, png, tif, tiff, gif, bmp, pdf, txt, rtf, doc, xls, docx,.xlsx, pptx, ppsx, sldx, dwf, dwg, dwfx, csv, rpt, gvw, shx, dbf, prj, sbn, sbx, shp, shp.xml, hyd, icpr, ifl, prm, rti, RVF, SAN, SCS and tnr files

Document Type

File Name

Preview

Remove

Response to Request for Additional Information

Regulation Quick Look Card

PDF - 709.73 KB

x

!

When all files populate in grid, use the drop down list in each row to select the correct Document Type. Click on 'Document Type Help' above for descriptions.

REFRESH DOCUMENT(S)

CANCEL

SUBMIT

36

The response has been provided to the District.

Application: 1001569

- Summary
- Payment Receipt
- Related Actions



Your document(s) have been successfully submitted to the District!

ERP Application ID: 1001569
Submitted Date: 4/29/2026

Project Name: External User Guide
Application Type: Individual

RETURN HOME