

***Pre-application Review
Meeting Format
FOR
ENVIRONMENTAL RESOURCE PERMITTING***

***PROSPECTUS, SUPPLEMENTAL PROMPT
LIST and NOTES***



***SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
BROOKSVILLE, FLORIDA***

The District does not discriminate based on disability. Anyone requiring reasonable accommodation under the ADA should contact Lori Manuel at (352) 796-7211, extension 4341; (800) 423-1476, extension 4341; or TDD ONLY (800) 231-6103; FAX (352) 544-2328.

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Contact our permitting staff

District applications for water use, well construction and environmental resource permits may be submitted to the Regulation Department at any of the following District service offices. Permitting evaluation and field services for projects within the designated regions will be conducted by the appropriate service office. In Manatee, Marion and Sarasota counties, well construction permits are issued locally.

District service offices

BARTOW ■

Hardee, Highland, Polk counties

170 Century Blvd.

Bartow, Florida 33830-7700

Phone (863) 534-1448

Toll Free 1-800-492-7862*

BROOKSVILLE ■

Citrus, Hernando, Lake, Levy, Marion,

Pasco, Sumter counties

2379 Broad Street

Brooksville, Florida 34604-6899

Phone (352) 796-7211

Toll Free 1-800-423-1476*

SARASOTA ■

Charlotte, DeSoto, Manatee, Sarasota counties

6750 Fruitville Road

Sarasota, Florida 34240-9711

Phone (941) 377-3722

Toll Free 1-800-320-3503*

TAMPA ■

Hillsborough, Pinellas counties

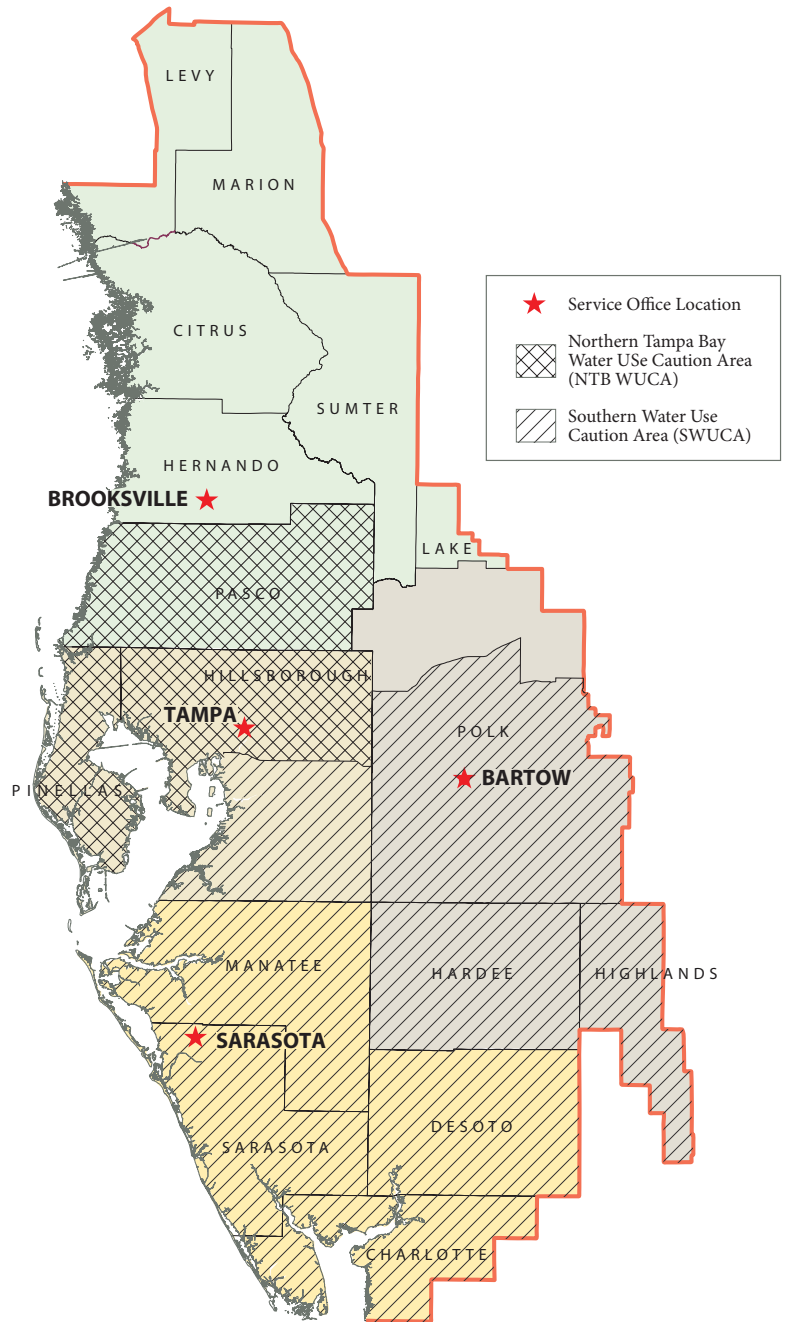
7601 U.S. Hwy. 301 N.

Tampa, Florida 33637-6759

Phone (813) 985-7481

Toll Free 1-800-836-0797*

Regulation service area map



*Our toll-free telephone numbers only work within Florida.

PRE-APPLICATION REVIEW MEETING FORMAT
for
ENVIRONMENTAL RESOURCE PERMITTING
Prospectus, Supplemental Prompt List and Notes

The Environmental Resource Permitting Process

An Environmental Resource Permit (ERP) must be obtained before beginning any construction activity that will affect wetlands, alter surface water flows, or contribute to water pollution. An ERP is needed to regulate activities such as dredging and filling in wetlands, construction of drainage facilities, stormwater containment and treatment, construction of dams or reservoirs, and other activities affecting state waters. The ERP combines wetland resources permitting and management and storage of surface water permitting into a single permit in an effort to streamline the permitting process.

Persons involved in land development activities that impact wetlands, or any construction that adversely affects surface waters or causes floodplain encroachment, will usually need an environmental resource permit. A complete ERP application may be needed prior to obtaining a water use permit.

When a permit is required, the owner/applicant can submit an ERP permit application and supporting information to the regulation service office serving the county in which the project is located. The District then has 30 days to review it and ask for any necessary additional information. Once the application file is complete, the District can usually approve or deny a general permit within 60 days or less, but up to 90 days may be needed for an individual permit.

Pre-application Review PROSPECTUS

The regulation process can usually be expedited if the applicant elects to participate in a pre-application conference with District staff early in the project planning process. One or more pre-application review meetings with District staff can help the applicant and the project designers to better understand District rules and regulations, and help District staff understand the project. The District staff can outline procedures to facilitate submittal of a complete application or explain permitting requirements, as needed. Permitting exemptions may also be available; for example, certain farming operations may qualify if adequate conservation planning occurs and improved management practices are implemented.

The applicant and designers can benefit by arranging a pre-application meeting with District engineers, hydrologists and environmental scientists. To arrange such meetings, applicants are invited to contact the District regulation service office that handles permits in the county in which the proposed project is located. Staff can explain the kind of information that will be needed and identify any potential permitting complications, thereby preventing delays later.

The "Supplemental PROMPT LIST" and "Pre-application Meeting NOTES"

The "Supplemental PROMPT LIST" section provides a partial list of topics that may need to be discussed during a pre-application review meeting. ***The "PROMPT LIST" should be examined by the applicant prior to the meeting and items identified for discussion.*** It can be used by the District staff and other participants to help identify subjects and associated information to facilitate and guide the dialogue about the proposed project or activity, but it is not a list of requirements for discussion or information submittal by the applicant.

The "Pre-application Meeting NOTES" section will be actively used by staff to facilitate note keeping during the actual pre-application meeting and project discussion. Copies of the NOTES will be filed and available to those who request them.

Information Needed for a Pre-application Review Meeting

In order for the pre-application review meeting to be most productive, the applicant (or authorized agent) should be prepared to provide as much of the following information as may be needed on a case-by case basis to discuss the proposed project or activities relative to ERP regulation.

1. Any pre-application review meeting concerning the proposed activities should include participation by the land owner or authorized agent, technical designers and District representatives. The review will consist of an explanation of technical standards, methods and procedures that provide directions to the applicant for compliance with the conditions for permitting. Also, unless waived by the District, the pre-application review will include an on site, pre-construction inspection and environmental assessment.

2. Site planning information, aerial maps and preliminary drawings that depict proposed construction, grading, paving, drainage and other land surface changes, will be needed, such as:

- a. the total land area and project area, including a boundary map;
- b. existing and proposed topography;
- c. the area and location of land surface changes due to the proposed activities;
- d. the location of any on site or adjacent wetlands and other surface waters; and
- e. the location and details of the existing and proposed surface water management system, including but not limited to any lakes, culverts, pipes, ditches, infiltration areas, discharge structures, pumps and other project related facilities, either man-made or natural, that collect, convey, contain or control surface waters.

3. Information is needed to show that the total contiguous property subject to and served by the project or activities is owned or perpetually controlled by the person or entity requesting a permit or other regulatory acknowledgement.

4. Other site specific information and planning details may be needed to depict site conditions, construction, operation and maintenance, and other practices to be implemented; including but not limited to, supplemental information that is reasonably necessary for the District to determine whether the proposed project or activities will require an ERP permit, such as:

- a. a brief narrative describing the proposed construction activity;
- b. an aerial photograph with the project area (proposed construction area) and total land area (total area of ownership) delineated;
- c. construction drawings to illustrate the proposed activities;
- d. delineation of any wetlands in or adjacent to the project area;
- e. any existing MSSW/ERP permits from the SWFWMD within the total land area;
- f. location of impervious surfaces (i.e., buildings, parking areas, etc.) or other land uses that would cause adverse water quantity impacts offsite; the applicant should provide the amount of impervious area proposed, and the amount of impervious area to be removed, if any;
- g. location of activities that could increase the pollutant loading (i.e., construction areas, parking areas, etc.) and adversely impact the water quality offsite; and
- h. any other items usually needed to review a permit inquiry including but not limited to: a location map; legal description (Section, Township, Range); topographic survey of the site showing existing and proposed flow patterns; soils information; USGS quadrangle map with the site delineated; wetlands location map (if applicable); FEMA flood hazard map; sediment/erosion control plan with details.



Southwest Florida Water Management District

(SWFWMD)

Resource Regulation Division

ERP Pre-Application Meeting SUPPLEMENTAL PROMPT LIST

Meeting Date/Time: _____ / _____

Service Office Location:

- Brooksville Bartow
 Tampa Sarasota
 Other Location _____

MEETING INFORMATION - THE PRE-APPLICATION MEETING IS A SERVICE AVAILABLE TO THE PUBLIC TO ASSIST INTERESTED PARTIES IN PREPARING AND SUBMITTING A COMPLETE PERMIT APPLICATION. THIS SUPPLEMENTAL "PROMPT LIST" MAY FACILITATE DISCUSSION AND UNDERSTANDING DURING THE MEETING. THE ITEMS ARE NOT REQUIREMENTS FOR DISCUSSION OR INFORMATION SUBMITTAL AND SHOULD BE EXAMINED BY THE APPLICANT PARTIES PRIOR TO THE MEETING TO IDENTIFY TOPICS OF SITE SPECIFIC INTEREST. INFORMATION SHARED AT PRE-APPLICATION MEETINGS IS SUPERSEDED BY THE ACTUAL PERMIT APPLICATION SUBMITTAL. DISTRICT PERMITTING DECISIONS ARE BASED ON INFORMATION SUBMITTED DURING THE APPLICATION PROCESS AND RULES IN EFFECT AT THE TIME THE APPLICATION IS COMPLETE.

Meeting Date and Attendees Confirmed: Name Affiliation Mailing address Phone number

1. _____
2. _____
3. _____

- Types of Documents To Be Reviewed During Meeting:**
- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Aerial maps | <input type="checkbox"/> FEMA maps | <input type="checkbox"/> Geotechnical reports/models | <input type="checkbox"/> Land surveys |
| <input type="checkbox"/> Soil surveys | <input type="checkbox"/> Drainage calculations | <input type="checkbox"/> Topographic maps | <input type="checkbox"/> Wetland surveys |
| <input type="checkbox"/> Wildlife surveys | <input type="checkbox"/> Title/lease/ownership | <input type="checkbox"/> Const. drawings/site plans | <input type="checkbox"/> Other/no documents |

PROJECT BACKGROUND AND HISTORICAL INFORMATION

Project Name: _____

Project Location: County Section Township Range

_____ / _____

Latitude/Longitude _____ / _____

Other Agency Involvement
(check all that apply)

| | | | |
|--|---|---|--|
| Prior Onsite and Adjacent Property Permit Activity <input type="checkbox"/> | <u>Onsite permit/activity</u> <u>Permit, CT, or FI#*</u> <u>Prior Eng/ES</u> | <u>Adjacent property permit #s</u> | <input type="checkbox"/> ACOE <input type="checkbox"/> EPA <input type="checkbox"/> DEP |
| | <input type="checkbox"/> WUP _____ <input type="checkbox"/> Prior Surface Permit _____ <input type="checkbox"/> Dredge and Fill _____ <input type="checkbox"/> Enforcement Action _____ *Compliance tracking or field investigation | <input type="checkbox"/> WUP _____ <input type="checkbox"/> Surface _____ <input type="checkbox"/> Eng/ES/Hydro _____ | <input type="checkbox"/> DCA <input type="checkbox"/> FGFWFC <input type="checkbox"/> DOS <input type="checkbox"/> Local <input type="checkbox"/> Other |

WUCA, MFL, MIA, or other area of resource concern
(identify)

Ownership/Perpetual Control:

| | | | |
|---|---|---|---|
| <input type="checkbox"/> Ownership | <input type="checkbox"/> Eminent domain | <input type="checkbox"/> Specific use easements | <input type="checkbox"/> Environmental/conservation easements |
| <input type="checkbox"/> Right-of-way easements | <input type="checkbox"/> Ingress/egress easements | <input type="checkbox"/> Transmission easements | <input type="checkbox"/> Drainage easements |

Project Overview:

Total land acreage: _____ Project acreage: _____ Impervious acreage _____
 Wetlands acreage: _____ Wetlands identified? Yes No (check one)
 Wetlands delineated/surveyed? Yes No (check one)

Notes/Comments:

| |
|--|
| |
| |
| |
| |
| |

**SWFWMD Resource Regulation Division
ERP Pre-Application Meeting SUPPLEMENTAL PROMPT LIST**

Meeting Date/Time: _____ / _____

WATER QUALITY DISCUSSION

| | |
|---|--|
| Type of Water Quality Treatment (Presumptive Criteria) | <input type="checkbox"/> Wet Detention <input type="checkbox"/> Wetland Treatment <input type="checkbox"/> Dry Retention <input type="checkbox"/> Effluent Filtration |
| Type of Water Quality Treatment (Flexible Criteria, per Section 1.3 of the Basis of Review) | <input type="checkbox"/> Stormwater Reuse <input type="checkbox"/> Green Roof System <input type="checkbox"/> Pervious pavement <input type="checkbox"/> Underground Exfiltration Trench <input type="checkbox"/> Underground Vault / Chamber System <input type="checkbox"/> Underdrain effluent filtration with absorption media <input type="checkbox"/> Other |
| Technical Characteristics: | 37. <input type="checkbox"/> Contributing area 38. <input type="checkbox"/> Required volume 39. <input type="checkbox"/> Provided volume 40. <input type="checkbox"/> Fluctuation (hydroperiod elevations); different from 18"? <input type="checkbox"/> Yes <input type="checkbox"/> No 41. <input type="checkbox"/> Drawdown; OR residence time for "conservation" design alternative 42. <input type="checkbox"/> 35% littoral & 1' pool depth; OR "conservation" design alternatives 43. <input type="checkbox"/> Separate inflow/outflow 44. <input type="checkbox"/> Mounding analysis 45. <input type="checkbox"/> Filter drain calculations 46. <input type="checkbox"/> Impacts to wetland hydroperiods 47. <input type="checkbox"/> 2' Minimum filter material 48. <input type="checkbox"/> Skimmers 49. <input type="checkbox"/> Erosion controls 50. <input type="checkbox"/> Special criteria (Outstanding Florida Waters) 51. <input type="checkbox"/> Public road requirements 52. <input type="checkbox"/> Equivalent treatment 53. <input type="checkbox"/> Discussion of reporting cycles requires for treatment types |
| Non-Presumptive Treatment Alternatives (a.k.a. "Rule Alternative Equivalent Criteria") | <hr/> <hr/> <hr/> <hr/> |

Notes/Comments:

¹ Sections 1.1, 1.3 and 5.1 of the "Basis of Review" (BOR) for Environmental Resource Permitting applications refer to "criteria flexibility," "other methods of meeting overall objectives," and "equivalent treatment" as alternative ways to demonstrate reasonable assurance of compliance with the ERP Conditions for Issuance of Permits. This introduces a concept of "Rule Alternative Equivalent Criteria," which means dimensional design and performance standards that are technically, scientifically and functionally equivalent to, and may be voluntarily substituted for, specific criteria already in District BOR Rules for determining compliance with the Conditions for Issuance of Permits. Using this concept, alternative criteria can be voluntarily used in the application IF the criteria are: (1) proven to be technically, scientifically and functionally equivalent to criteria already in the BOR, (2) appropriate for the site conditions, and (3) agreed to by the District on a case-by-case basis and prior to permitting.

**SWFWMD Resource Regulation Division
ERP Pre-Application Meeting SUPPLEMENTAL PROMPT LIST**

Meeting Date/Time: _____ / _____

ERP APPLICATION/REVIEW/APPROVAL DISCUSSIONS (con't)

Anticipated Permit
Submittal Date:

When Is Permit
Needed?

87. ERP pre-application meeting record and/or associated notes completed by: _____

88. Copies provided to attendees on this date: _____

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THIS SPACE IS FORMATTED TO FACILITATE AND GUIDE THE DIALOGUE DURING A PRE-APPLICATION MEETING AND PROVIDE NOTE-TAKING SPACE. A SUPPLEMENTAL "PROMPT LIST" OF DISCUSSION ITEMS IS ATTACHED, WHICH SHOULD BE EXAMINED BY THE APPLICANT PARTIES PRIOR TO THE MEETING TO IDENTIFY TOPICS FOR DISCUSSION.

**Southwest Florida Water Management District
Resource Regulation Division
ERP Pre-Application Meeting NOTES**

FILE No.

Date:

Time:

Project Name:

Attendees:

County:

Total Land acreage:

S/T/R:

Project acreage:

Prior Onsite/Offsite Permit activity:

Project Overview:

Site Information Discussion: (Site topography, SHW levels, Flood plain elevations, Conveyance and storage, Tailwater conditions, Adjacent offsite contributing sources, Receiving water body, Karst formations, Existing wells, Contaminated sites / Coordination w/FDEP, etc.)

-

Environmental Discussion: (Wetlands onsite, Wetlands on adjacent properties, Site visit, Delineation, Permanent/Temporary impacts, SHWL, Wetland hydrology, Drawdown issues, Alternatives analysis, Elimination/Reduction, Secondary and cumulative impacts, T&E species, Conservation easements, Buffers, Mitigation options, Mitigation costs, OFW, Aquatic preserve, etc.)

-

Sovereign Lands Discussion: (Title determination, Delegated authority, Correct Form of Authorization, Content of application, Assessment of fees, Coordination with FDEP, etc.)

-

Water Quantity Discussion: (Basin description, Design storm event, Pre/Post volume, Pre/Post discharge, Local requirements, Other)

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Water Quality Discussion: (Type of stormwater treatment, Technical characteristics, Non-presumptive alternatives, Construction phase water management and erosion control, Contaminated sites, Ground water protection, etc.)

•

Stormwater and Reclaimed Water Reuse Discussion: [Proposed system layout, WUP requirements, watering restriction variance, make-up water source & connection to re-use lines, availability of reclaimed water lines (refer to the District's ArcMap GIS layer), connection of reclaimed water and re-use lines, horizontal well or filtering system details, spray or drip irrigation, pump on / off elevations, potential drawdown impacts to adjacent wetlands & water bodies, potential nitrogen & phosphorous loadings of pumped groundwater if allowed to discharge off-site, easement and O& M details, special permit conditions, etc.]

•

Operation And Maintenance, Legal Information: (Ownership or perpetual control, Eminent domain, Work on District property, Inspections during const., O&M entity, System O&M instructions, Homeowner Association documents, Coastal zone requirements, Public safety, etc.)

•

Application Type And Fee Required: (40D-4.041 Permits required, 40D-1.607 Fee schedule, etc.)

•

Other: (Future pre-application meetings, Fast Track, Submittal date, Construction start date, Required District permits – WUP, WOD, Well construction, etc.)

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DISCLOSURE: The District ERP pre-application meeting process is a service made available to the public to assist interested parties in preparing for submittal of a complete permit application. Information shared at pre-application meetings is superseded by the actual permit application submittal. District permit decisions are based upon information submitted during the application process and Rules in effect at the time the application is complete.

The following person was present and authored these ERP Pre-Application Meeting NOTES on behalf of the SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT:

District Staff Representative

Name and Title

Signed

Date