

SECTION 7 - PERMITTING

A. **Requirements for a Northern Permit**

A Northern permit is required prior to commencement of construction activities that involve connection or utilization of Northern works or construction upon or occupation of Northern property or right-of-way (section 3(A) (II) of Chapter 2000-467, Laws of Florida {Northern's Charter} and Florida Statute 298.28.)

B. **General Information**

1. Application Requirements: See Page 3 of Permit Application
2. Review Process: See Page 4 of Permit Application
3. Permit Fee Schedule: See Page 6 of the Permit Application
4. Permit Denial – Permittee Recourse

All applicants denied a permit have the right to appeal to the Northern Board of Supervisors. The request for appeal must be submitted in writing to Northern's Senior Engineer at least 14 days prior to any given Board Meeting for inclusion in that Board Meeting. The request for appeal should explain the reasons for the appeal and why the permit should be granted. Meeting agendas are available on Northern's website.

5. Permit Duration

Upon written notification that the permit review has been completed and all comments have been adequately addressed, the applicant will have 30 days to pay all applicable review and inspection fees, which payment date will be the permit's issuance date. If the permit is not issued within the 30 day payment period, its issuance shall thereupon be cancelled. A signed notice of commencement for the permitted activity must be filed with Northern within 365 days of the permit's issuance date or the permit shall thereupon automatically terminate and a new permit application, as well as payment of new application and review fees, will be required. The notice of commencement should be sent to Northern no sooner than one week prior to commencement.

6. Permit Inspection/Closure

It is the responsibility of the Permittee, or their designated representative, to schedule the necessary inspections with Northern. Failure to do so may result in the revocation, cancellation and termination of the Permit.

Upon completion of the Permitted Activity and after its final inspection and acceptance by Northern, the Permittee shall deliver to Northern's office an Engineer's Certification of Completion, (signed and sealed) and final "Record Drawings". The "Record Drawings" shall be in the form of one electronic copy with both PDF and AutoCAD 2000 or newer formats. Failure to provide the final documentation may result in the revocation, cancellation and termination of this Permit.

C. Application



Northern Palm Beach County Improvement District

359 Hiatt Dr., Palm Beach Gardens, FL 33418
Phone: 561-624-7830 Fax: 561-624-7839

Office Use Only:
Date Received: _____
Unit No: _____
Permit No: _____
Plat No: _____

I: PROJECT INFORMATION

(PLEASE TYPE OR PRINT ALL APPLICABLE INFORMATION)

Project Name: _____
Project Description (ex. Connect 36" RCP outfall to NPBCID Drainage Canal) _____

Acreage or Lot No.: _____
Proposed Start Date: _____ **Est. Completion Date:** _____

Plat Required: Y N **Plat Submitted:** Y N
Improvement(s) To Be Dedicated To Northern: Y N

OWNER/PERMITTEE

NAME _____ PHONE _____ FAX _____
COMPANY _____ E-Mail _____
MAILING ADDRESS _____ PROJECT ADDRESS (IF NOT MAILING ADDRESS) _____
CITY, STATE, ZIP _____ CITY, STATE, ZIP _____

APPLICANT (if different from Owner)

NAME _____ PHONE _____
COMPANY _____ FAX _____
MAILING ADDRESS _____ E-MAIL _____
CITY, STATE, ZIP _____ SECONDARY CONTACT NUMBER _____

ENGINEER

NAME _____ PHONE _____
COMPANY _____ FAX _____
MAILING ADDRESS _____ E-MAIL _____
CITY, STATE, ZIP _____ SECONDARY CONTACT NUMBER _____

(If there is another consultant closely involved with this project please enter their name and contact information in one of the above sections with notation.)

II. APPLICATION DETAILS: Before submitting to Northern please check to make sure you have all required items in your submittal package since incomplete submittals will be held until all parts are received in order to provide a comprehensive review. Full submittal includes 1 completed application, 1 each (hardcopy and PDF Document) complete sets of plans including related Utility and Pollution Prevention plans (signed & sealed), check for application fee, 1 each copy of SFWMD or DEP 10-2 and NPDES permits (if applicable), 1 PDF set of drainage and/or water management calculations (signed & sealed), 1 PDF copy engineering cost estimate (signed & sealed), 1 PDF Document copy of proposed plat and boundary survey (if applicable). Plans should include at a minimum: proposed roadway section(s), driveway connection(s), canal or lake sections with drainage connections and related details meeting NPBCID standards (where applicable), District right-of-way and easement lines, dimensions to proposed facilities within the NPBCID easement or right-of-way (encroachments, i.e. fence). All design plans and calculations shall be signed and sealed by an Engineer registered in the State of Florida. Prior to issuance of a permit signed and sealed PDF Documents of the final approved engineering plans and calculations shall be submitted for District Records. The Engineer's signature and seal shall meet the Florida Board of Professional Engineer's latest requirements for electronic signature. PDF Documents shall conform to the following naming convention: PERMIT/PLAT REFERENCE No.-DOCUMENT TYPE-S&S DATE YYYY-MM-DD. *Example: PER-16-111-CIVIL PLANS-2020-01-24*

DRAINAGE

- NEW PROJECT Direct Connection to NPBCID Lake/Canal
 Indirect Connection to NPBCID Lake/Canal
 MODIFICATION To Existing NPBCID Permit No. _____
 To Existing Drainage System
 OTHER: _____
-

CONSTRUCTION New Construction for which NPBCID shall own and/or maintain improvements

- DEDICATION OF WATER MANAGEMENT TRACT(S)
 DEDICATION OF PRESERVE(S)
 OTHER: _____
-

CANAL CROSSING

- BRIDGE UTILITY CULVERT OTHER: _____
-

R/W ENCROACHMENT

- STRUCTURE OVERHANG LANDSCAPE W/EASEMENT
 FENCES/GATE UTILITIES
 IRRIGATION CONNECTION OTHER: _____
 DOCK/SEAWALL
-

UTILITY TYPE

- POLE TO POLE
 AERIAL/SUBAQUEOUS
 INFRASTRUCTURE CONSTRUCTION WITHIN NPBCID EASEMENT
 INFRASTRUCTURE CONSTRUCTION WITHIN NPBCID RIGHT-OF-WAY
 OTHER: _____

III: PERMITTING PROCESS

Upon submittal, the Application Package will undergo a first review. Comments on, or denial of, your application will be forwarded to the Engineer of Record or Permittee as deemed appropriate. A second review will take place following receipt of the written response to the comments. Second submittals of revised plans, calculations and other pertinent documents may be made electronically, however plans, calculations, reports, drainage statements, etc. must be signed and sealed by the engineer of record. The process of comment/resubmittal will continue until Northern notifies you that the Permit has been approved, pending payment of remaining fees, or denied for a given reason.

If approved, an invoice for Permitting/Inspection Fees will be faxed, e-mailed or mailed to the Engineer of Record and/or the Permittee. Upon receipt of payment Northern Officials will execute the Permit and a copy will be faxed, emailed or mailed to the Engineer of Record and/or Permittee.

At this point the permit moves into the inspection/usage stage. The Permittee is required to notify Northern or the District Engineer at least 48 hours prior to the start of construction so that permitted activities can be monitored. Notification is made using the District's Notice of Construction Commencement Form provided with the issued permit. Upon completion of the Permitted Activity and after its final inspection and acceptance by Northern, the Permittee shall provide to Northern's office PDF Documents of each of the Engineer's Certification of Completion, (signed and sealed) and final "Record Drawings" (signed and sealed) and one electronic copy of the "Record Drawings" in AutoCAD 2000 or newer formats . The Engineer's signature and seal shall meet the Florida Board of Professional Engineer's latest requirements for electronic signature. PDF Documents shall conform to the following naming convention: PERMIT REFERENCE No.-DOCUMENT TYPE-S&S DATE YYYY-MM-DD. Example: *PER-16-111-Record Drawings-2020-01-24*. Failure to provide the final documentation may result in the revocation, cancellation and termination of this Permit. Upon approval and acceptance of the Record Drawings by the District Engineer or Northern the permit file will be closed.

**ALL ASPECTS OF THE PERMITTING PROCESS ARE SUBJECT TO CHANGE
WITHOUT NOTICE.**

IV: CERTIFICATION

The undersigned, as or on behalf of the Applicant, does hereby and, where applicable, agree as follows: (i) that the information contained herein is true and correct to the best of their knowledge and belief, (ii) to provide entry to the project site for Northern’s representatives or consultants (with proper identification as such) for the purpose of making an inspection or analysis of the project site, (iv) to pay any and all Permit submittal and issuance fees and costs in accordance with the attached Fee Schedule, and (v) if signing as an agent for the Applicant, that the undersigned is authorized, pursuant to the attached written document, to execute this Permit Application for and on behalf of said Applicant.

APPLICANTS SIGNATURE

DATE

PRINT NAME

OWNER/PERMITTEE SIGNATURE

DATE

PRINT NAME

**To whom should we forward the invoice:
Applicant () Owner/Permittee () Engineer ()**

V.FEE SCHEDULE

Submittal Fee:

Single Family Residential Lot: \$250.00 all others: \$500.00 including POA's, Governmental Agencies, Utility Companies, Developers, etc.

Review Fees:

Permit review fees are based on actual engineering costs associated with the permit review process. If during the review process, the review fees exceed \$2,000.00 prior to permit approval, an interim invoice will be issued to the Permittee. For review fees less than \$2,000.00 an invoice for the actual cost of review will be sent prior to permit issuance.

There will be a \$250.00 administrative fee due for any permit modification requests submitted subsequent to the issuance of the permit plus any applicable review fees.

Legal Fees:

All legal fees incurred by Northern in connection with the project being permitted will be invoiced in conjunction with review fees.

Inspection/Usage Fees:

The invoice referenced above will also include a minimum inspection fee of \$250.00 or 3% of Engineer's Cost Estimate for construction, whichever is greater. The cost estimate is to be based on Northern permitted activities and affected facilities. This fee will cover Northern's cost to inspect permitted activities, attend project meetings and deal with any other miscellaneous items that come up before the permit is closed. Please note that the Permittee is required to submit a signed and sealed cost estimate from their Engineer of Record with the initial submittal. When the permit is complete and has been closed by Northern all remaining inspection fees will be returned to the Permittee. Please allow 4 to 6 weeks from the time of closure for delivery of the check.

If additional inspection fees or other related fees to the permit above the \$250.00 or 3% of the cost of construction are incurred, the Permittee will be invoiced for the remaining balance and that balance must be paid prior to permit close out.

WAIVER OF FEES

The following types of permit submittals are granted an automatic waiver:

- a. All permit submittals to address prospective or remedial erosion control within a Northern property interest shall be exempt from payment of Northern's standard permit fees and charges.

**THE PERMIT WILL NOT BE ISSUED UNTIL FULL PAYMENT IS RECEIVED.
ALL FEES SUBJECT TO CHANGE WITHOUT NOTICE**

Effective March 28, 2012, requests for above ground encroachments within a Northern water management tract, easement, or other real property interest by applicants other than another utility provider will be subject to the criteria indicated on the attached cross section identified as “Maximum Encroachment Criteria”. The applicant will be responsible for providing survey data from a Florida licensed Land Surveyor substantiating that the proposed encroachment will be in compliance with said Criteria. If the survey data confirms that compliance with the stated Criteria will be met, the applicant will then be required to apply for a construction permit in accordance with Northern’s established permitting program for the proposed improvements. Northern reserves the right to record its permits or a Notice thereof in the public records of Palm Beach County.”

D. Maximum Encroachment Criteria

- Maximum above ground encroachment is 5'.
- Minimum clear zone of 15' after allowance for 2' rise in lake level from control.

