



Operating Permit Application

E - 4

Department of Development Support and Environmental Management
Environmental Services Division
435 North Macomb Street, 2nd Floor Renaissance Center
Tallahassee, Florida 32301
(850) 606-1300 Fax (850) 606-1301

Date Received: _____

Please check the appropriate fee category:

- Operating Permit
 - New: \$628 Renewal: \$300 Application associated with single-family dwelling – no fee for initial submittal
- Operating Permit Amendment Application: \$300
- Maintenance of Uncomplimentary Land Use Buffers, Natural or Landscape Areas and Conservation Easements
 - New Application: \$628 Renewal Application: \$300

INSTRUCTIONS

- **All applicants are required to complete Section 1.**
- If requesting Operating Permit, and stormwater is received from (one) developed parcel, complete Section 2.
- If requesting Operating Permit, and stormwater is commingled from multiple parcels not under single ownership subdivision or Master Plan Permit, complete Section 3.
- All applicants with required landscape buffers, pre-development vegetation or planted natural areas, with or without stormwater, must complete Section 4.
- Checklist shall be included with the submittal. See section 5.

SECTION 1 (All Applicants)

Name of person submitting application: _____

Contact person for this application:

Name: _____

Address: _____

Email: _____

Parcel Tax ID #(s): _____

Declaration of Owner/Entity Responsible for Facility Maintenance:

- a. I agree to implement the Operation and Maintenance Plan approved with this permit.
- b. I agree to maintain a Stormwater Management Facility Capacity Accounting Record, if required.
- c. I understand that this Operating Permit granted by Leon County expires in three years and that application for renewal must be submitted at least three months, but not sooner than six months, prior to expiration (see permit document for actual expiration date).
- d. I understand that the stormwater management facility must pass a maintenance inspection performed by Leon County prior to renewal of the Operating Permit. I understand that the Operating Permit must be amended in the event property ownership changes or if the maintenance entity changes.

Signature

Date

Print Name

Title (as it relates to authority to execute this document)

SECTION 2 (Stormwater from one parcel)

Name of development/business located at this site: _____

Environmental Management Permit (EMP) #: _____

Name of development as shown on EMP: _____

Impervious area actually constructed: _____

Name(s), address and telephone number(s) of present owner(s) as shown on deed:

Tax parcel number(s) of parcel(s) contributing stormwater to the stormwater facility:

Narrative description of facilities to be permitted: _____

- Attach map of the site which indicates:
 - a. The street/road location of the site;
 - b. The location in the watershed;
 - c. The limits of the parcels contributing stormwater to the facility;
 - d. The acreage contributing runoff to each stormwater facility; and
 - e. The name and address of current owners of all parcels on which stormwater facilities are located.
- Provide Stormwater Management Facility Operation and Maintenance Plan.
- Complete the attached Capacity Accounting Record.

SECTION 3 (Stormwater commingled)

Name of development located at this site: _____

Parcel Number _____

Environmental Management Permit (EMP) #: _____

Name of development as shown on EMP: _____

Square feet of impervious area permitted to drain to each stormwater facility: _____

Impervious area actually constructed: _____

Name and address of Stormwater Management Facility (SWMF) Property Owners Association:

SWMF Property Owners Association Officers:

Name: _____

Address: _____ Telephone _____

Name: _____

Address: _____ Telephone _____

Name: _____

Address: _____ Telephone _____

Name: _____

Address: _____ Telephone _____

- Attach a list of all Property Owners Association members with address, telephone number, and tax parcel number of each member's lot.
- Attach evidence of current corporate registration filed with the Division of Corporations, Florida Department of State.
- Attach Articles of Incorporation and bylaws of the Property Owners Association.
- Provide narrative description of facilities to be permitted.
- Attach map of the site which indicates:
 - a. The street/road location of the site;
 - b. The location in the watershed;
 - c. The limits of the parcels contributing stormwater to the facility;
 - d. The acreage contributing runoff to each stormwater facility; and
 - e. The name and address of current owners of all parcels on which stormwater facilities are located.
- Complete the attached Stormwater Management Facility Operation and Maintenance Plan.
- Complete the attached Capacity Accounting Record.

SECTION 4 (Maintenance guidelines for required landscape buffers related to uncomplimentary land use, natural or landscape areas and conservation easements)

- Provide detailed horticultural and arboricultural guidelines necessary to maintain required landscape plantings, fencing, berms, and embankments where applicable, for all landscape, buffer and natural areas consistent with the approved permit (Sections 10-4.345(c), 10-4.348(b).
- Provide the Conservation Easement Management Plan consistent with the approved permit.
- Signature of the individual who shall be designated responsible for the day-to-day operation, maintenance and management of the required landscape areas and conservation easements:

Signature: _____

Print Name: _____

Address: _____

Telephone: _____

Email: _____

**STORMWATER MANAGEMENT FACILITY OPERATION AND
MAINTENANCE PLAN**

(Include with Sections 2 and 3 of Application)

Individual who shall be designated Facility Operator and who shall be responsible for day-to-day operation, maintenance, and management of the stormwater facility.

Name: _____

Address: _____

Telephone Number(s) _____

Email: _____

Explain how this person will be supervised.

Explain how funding is to be provided for employment of Facility Operator and for implementation of this Operation and Maintenance Plan.

Provide an Operation and Maintenance outline specifying operating procedures and possible required facility adjustment, routine, intermittent, and annual maintenance, including exercising of valves, cleaning of weirs and trash racks, mowing, dredging, replacing filter media and under drains as applicable, and all other activities required to ensure that the facility performs as designed. Such outline must include estimates of equipment required, man hours, crew size, schedules, and an estimate of long-term annual cost.

**STORMWATER MANAGEMENT FACILITY
CAPACITY ACCOUNTING RECORD**

(Include with Sections 2 and 3 of Application)

For Stormwater Management Facilities only: This record must be updated each time a new parcel is permitted to utilize this stormwater management system, and the record may be requested by the County when considering approval of future permits.

Total Capacity of System: _____

Capacities dedicated to individual sites:

| <u>Site Name/Parcel Number</u> | <u>Capacity Used</u> |
|--------------------------------|----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Remaining Total Capacity: _____

Certification by (signed and sealed):

Name: _____

Date: _____

| |
|-------|
| Seal: |
|-------|

FOR DIGITAL SIGNATURES/SEAL:

This item has been digitally signed and sealed by _____ on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on electronic copies.

Section 5

Submittal Requirements for an Operating Permit

The following information is to be included in the submittal package to the Leon County Environmental Services for review. The applicant shall review the Environmental Management Permit (EMP) for any special conditions related to the project.

NOTE: The project must receive approval of the final environmental inspection prior to the release of the certificate of occupancy(ies).

- **As-builts/Record Drawings** *including the following information:*
 - All documents must be signed and sealed in accordance with the applicable Florida Statutes.
 - Finished Floor Elevations - All buildings (shall use a nationally recognized vertical datum)
 - Detail of the pond control structure - (structure type, size, and invert of all pipe, orifices, and weirs, the invert of connection at off-site conveyance system, grates, and skimmers)
 - Sand filter construction details - (illustrate inverts and sizes of underdrain pipe at each cleanout)
 - Pond construction details - (illustrate topography, top of berm/wall and bottom elevations, sand filter location)
 - Illustrate the entire stormwater conveyance system (size, type (material), and invert of all pipes, channels, roof drain systems, structures, curbing, and spot shot elevations in-vehicle use areas)
 - Illustrate all sidewalks and vehicle use areas
 - Illustrate all traffic control devices (signs, signals, parking striping, and pavement markings)
 - Post Development site data table - impervious area, urban forest area, green space area, number of parking spaces, etc.
 - Post-construction tree survey (Illustrate location, size, and species of all planted trees, and irrigation systems)
 - Delineate conservation and drainage easement boundaries and label them with the Leon County OR Book and Page number

- **Compliance Report** - *Prepared based on the Record Drawings and Certified by a licensed Florida Professional Engineer*
 - All documents must be signed and sealed in accordance with the Florida Board of Professional Engineers requirements
 - Must include an Engineer statement that the project is consistent with the permit
 - As applicable, discuss the reason and nature of all permit non-compliance or deviations
 - Address protected tree removal not authorized by the permit
 - Identify any modifications required to bring the project into compliance with the approved plan
 - Provide a post-construction tree preservation and replant credit schedule
 - Report as-built Pond Storage and Treatment volumes
 - Address any inconsistencies
 - Retention Ponds - Discuss the following:
 - infiltration rates in compliance with design

- **Easements** - Provide copies of all executed and recorded conservation, and drainage easements
- **Stormwater Management Facility Operating Permit** - For Projects that utilize an existing master SWMF, an updated capacity accounting record is required with the compliance report. Projects with new or modified stormwater ponds require a new Operating Permit. Provide the operating permit number in the Compliance Report.
- **Additional Documents (If required)**
 - Any reports noted in the permit conditions (i.e. invasive species removal, tree mitigation compliance, etc.)
 - Attach a list of all Property Owners Association members with address, telephone number, and tax parcel number of each member's lot. (if applicable)
 - Attach evidence of current corporate registration filed with the Division of Corporations, Florida Department of State.
 - Attach Articles of Incorporation and Bylaws of the Property Owners Association. (if applicable)
 - Provide Narrative description of facilities to be permitted on all operating permits.
- For projects that involve Public Works, Applicant shall coordinate with Public Work on Submittal requirements for final approval. Please contact Public Works at 850.606.1500 for additional information.