



# Right of Way Occupancy Permits

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## Tips for Use of Online Permitting (ROW E-Permitting)

## Welcome.

The South Florida Water Management District (District) is pleased to provide online permitting for Right of Way Occupancy Permits (ROW Permits). ROW E-Permitting replaces the submission of paper applications and is required for all applications submitted on or after March 7, 2022.

The following tips are intended to make your experience with ROW E-Permitting easy and convenient. First-time users are encouraged to read through these tips to understand the process to create a user account and file an online application.

## Let's get started.

### Create Your User Account

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Before you can file an online application, you need to create a user account. A new and separate District user account must be created to submit ROW Permit applications via ROW E-Permitting. Applicants may not use the same user account created for other District permitting (e.g., ERP, Water Use, etc.) for ROW E-Permitting. Approval of your user account can take several days, so understand there will be a delay between the time that you create your user account and the time when you can file an online application. This is a one-time delay associated with initial creation of the user account. Once your user account has been approved, you are ready to begin.

## Information and Documents You Should Gather Before Starting Your Application

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You will need specific information and documents to complete the online application, such as:

- **Contact information** for the applicant and the applicant's agent if there is one. This information includes names, company names, addresses, telephone numbers and email addresses.
- The **location of the proposed work or activity**. It must be within District right of way. If you have a question about whether a canal is a District canal, enter the nearest address into the local contact viewer found at <https://www.sfwmd.gov/our-work/flood-control>.
- **Scanned and named documents** to attach to your application. Each document uploaded into ROW E-Permitting must be scanned as a high quality PDF and named with a common name to explain what it is (e.g., site plan, survey, deed, project narrative, insurance certificate, etc.). You will need to upload each different document type separately, so be sure to scan, name and save them as individual documents. Applications that do not include separate named documents will be returned to the applicant for correction.
- **Means of Payment.** Payment is required at the time an application is filed using the ROW E-Permitting system. The payment must be made by the party who completes and submits the online application. There is no means for one party to enter the application information and for another party to make the required payment. Payment may be made by credit card or e-check.

## You're Ready to File.

- **Provide Your Applicant and/or Agent Information.**
- **Choose Your Scope(s) of Work.** Choosing your scopes of work and identifying whether the work or activity is proposed or existing will determine the required application fee, if any.
- **Upload Your Documents.** Be sure to name the document when saving to your own computer and choose the correct document type when uploading. As noted earlier, each document must be uploaded separately and by the correct document type. Applications that do not include separate named documents and/or identify the incorrect document type for each uploaded document will be returned to the applicant for correction.
- **Remit Payment, if required.**
- **Submit Your Application.**

## A Few More Things to Know.

- **Sufficiency Review.** When the District receives your application, it will undergo a review to make sure it's complete. If there is anything that needs to be corrected, you will be notified and given an opportunity to correct the application.
- **Technical Review.** Your application will be reviewed by a technical team to determine whether a ROW Permit can be issued and what, if any, additional information is needed. This is called the Request for Additional Information (RAI) process. You will receive the RAI by email and respond via ROW E-Permitting.
- **Permit Issuance.** If a ROW Permit can be issued, you will receive the ROW Permit by email. The ROW Permit will contain very specific conditions, and, in some cases, require that documents be provided to the District at the completion of the work or activity. It is VERY IMPORTANT to review the conditions of your ROW Permit because failure to comply with each condition may result in civil penalties, including fines.
- **Pre-Construction Meeting and Inspections.** The ROW Permit will usually require a pre-construction meeting with District staff prior to beginning any work or activity. In addition, the ROW Permit will include conditions about required inspections. You may request a pre-construction meeting or inspection via ROW E-Permitting.
- **ROW Permit Extensions.** If you are unable to begin or complete work by the deadlines imposed by the ROW Permit, you may apply for an extension of the expiration date via ROW E-Permitting. The District reserves the right to determine if an extension request will be granted.
- **Financial Assurance and Insurance Renewals.** ROW E-Permitting will notify you by email (or by mail for older ROW Permits) when the required financial assurance or insurance certificate is set to expire. The email will provide specific instructions for submission of renewals.