

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Application Overview

1. Click **Modify Existing Permit**
2. Enter the Permit Number or Project Name.
3. Click **Search**

My Dashboard

Search Records

Apply for New Permit

Modify Existing Permit

Submit Additional Information

Submit Compliance Information

Make a Payment

Contact Us

Log off

Instructions - Search for the permit to modify

Permit No Project Name **Search**

4. Click **Select**
5. Click **Modify Permit**

Permit No 50-470420-P Project Name **Search**

Permit Search Results

Action	Permit No	Project Name	Permit Family	Permit Type	County
Select Modify Permit	50-470420-P	Regression Testing WU Layer 4/25/24	ERP	Individual	Palm Beach

6. Select **Application Type**
7. Click **Modify**

Permit Modification

Project Name Regression Testing WU Layer 4/25/24

IssueDate 04/25/2024

Permit Type Individual

Application Type

- Extension (Minor Mod)
- Major Modification**
- Minor Modification
- Transfer

Modify

Note:

- Fields with an asterisk are required.
- When applicable, to add a Land Use, click on **+Add Item** and select a land use type from the drop down list. Multiple land use types can be added.
- 'Project Acres' cannot be greater than 'Total Permit Acres'.
- Documents can be attached at any time by clicking on the **'Attached Documents'** tab on each step.

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Application Overview (cont.)

1. Verify the information that has been pre-loaded. Make updates as needed.
2. Click **Next**

Application Overview
Attach Documents

Application Number	240729-1235812	Application Status	Draft
Permit Type	Individual	Application Type	Major Modification
Project Name	Regression Testing WU Layer 4/25/24	Permit Number	50-479420-P
Total Permit Acres	10.00	Project Acres	5.00
Works in Wetland/OSW Area (acres)	1.00	New/Modified Boat Slips	0

Land Uses

[Add Item](#)

Land Use Type	
Residential	<input type="button" value="X"/>

For activities in, on or over wetlands or other surface waters, check type of dredge and fill permit requested:

Individual
 General
 Programmatic General
 Nationwide
 Letter of Permissions
 Not Applicable

Is this project part of a larger plan of development or sale? No Yes

Impervious or semi-impervious area excluding wetlands or other surface waters (acres)

Volume of water the system is capable of impounding (acres-feet)

➔
Next >>

RegPermitting

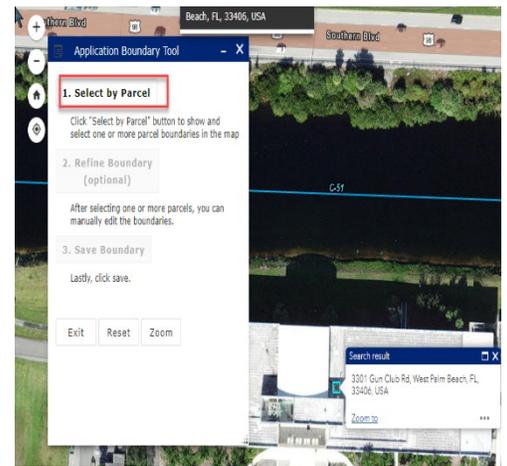
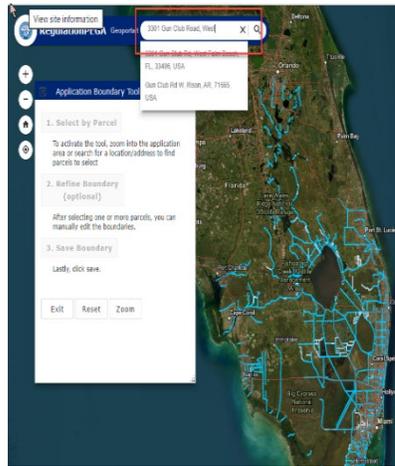
Environmental Resource Permit Application Modify Existing Permit Location Information

3. Click on the 'Create/View Permit Boundary' link; a pop-up window will open.

4. Once in the map, search for your project location using one of the following methods:

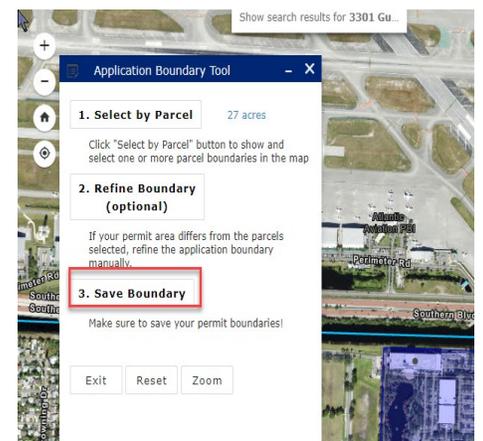
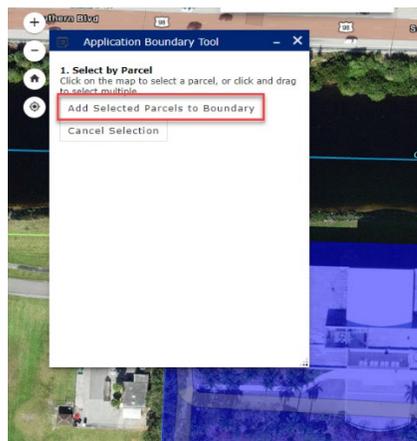
- Search by site address/location.
- Zoom in to the project location.

5. Create a boundary by clicking **Select by Parcel** and clicking on the map (location will highlight).

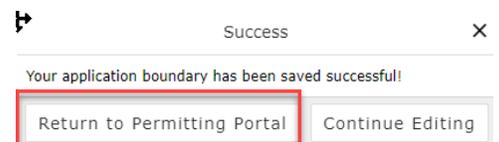
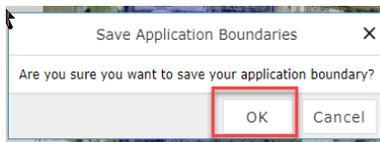


6. Click **Add Selected Parcels to Boundary**.

Note: For properties that do not identify a parcel, such as some roadways, select a parcel adjacent to the project and attach a map of the area.



7. Click 'Save Boundary' and OK and 'Return to RegPermitting'.



RegPermitting

Environmental Resource Permit Application Modify Existing Permit Location Information (cont.)

6. Click **Refresh** to pull in the location information.

The screenshot shows the 'Location Information' form with the following fields:

- County:** (Empty)
- City/Municipality:** No Items
- Project Address (Street, City):** (Empty)
- Site description:** (Empty)
- Water Body Name:** No Items
- Water Body Type:** (Empty)
- Water Body Class:** (Empty)
- Water Body ID:** (Empty)
- Special Drainage District:** No Items

The **Refresh** button is circled in red.

- 7. Enter **Project Address** and **Site Description**.
- 8. Attach any map documents for clarification, if applicable.
- 9. Click **Next**

The screenshot shows the 'Location Information' form with the following fields filled in:

- County:** PALM BEACH
- City/Municipality:** No Items
- Project Address (Street, City):** 3301 Gun Club Road
West Palm Beach, FL 33406
- Site description:** West Palm Beach
- Water Body Name:** C-51 EAST
- Water Body Type:** STREAM
- Water Body Class:** CLASS III
- Water Body ID:** 3245F
- Special Drainage District:** No Items

The **Next >>** button is circled in red.

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Customer Information

1. Click on **Add Customer**
2. Search by email address to determine if a person is an active customer in RegPermitting.
3. A customer list will be displayed on the screen, **select** a customer (the select button will change to **UnSelect**) and click on **Next**.

3. If the customer is not on record, create a **new customer**.

Note:

- Each customer created must be associated with a unique and valid email address.
 - Persons may be associated with multiple businesses.
- If a new Association needs to be made between a person and a business, please notify:
regcustomerupdates@sfwmd.gov

4. Click on **Create a New Customer** button to enter your customer information.

5. Click **Next**

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Customer Information (cont.)

1. Select all relevant Party Types for each Customer.

Note: A Payer must be identified if the payment is to be made at this time. If payment will be made later using the 'Make a Payment' link, wait to identify a Payer until that time.

2. Click **Finish**

Party Type

Select all relevant Party Types for each customer.
A Payer must be identified if the application requires a fee.

<input checked="" type="checkbox"/> Applicant	<input type="checkbox"/> Attorney	<input type="checkbox"/> Authorized Agent
<input type="checkbox"/> Engineering Consultant	<input type="checkbox"/> Environmental Consultant	<input type="checkbox"/> Interested Party
<input type="checkbox"/> Lessee	<input type="checkbox"/> Operating Entity	<input type="checkbox"/> Owner
<input checked="" type="checkbox"/> Payer	<input type="checkbox"/> Property Manager	

<< Back

Finish

3. Enter the specific name(s) of the entity(ies) anticipated to be the perpetual operating entity for the proposed works. If the construction phase permittee will also be the perpetual operating entity, list their name(s).

5. Click **Next**

Operating Entity *

Enter the specific name(s) of the entity(ies) anticipated to be the perpetual operating entity for the proposed works. If the construction phase permittee will also be the perpetual operating entity, list their name(s).

Deep South Community Development District

Examples: XXX Homeowners Association Inc, XXX County, XXX Community Development District

Next >>

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Project Narrative

Note: Fields marked with an asterisk are required

1. Additional steps will become available for each section answered “Yes”.

The screenshot displays the 'Project Narrative' section of the application form. It includes a text input field for describing the project, followed by several yes/no questions regarding project activities in wetlands, navigable waters, stormwater management systems, and submerged lands. A 'Next' button is visible at the bottom right of the form area. Below the form is a progress bar with 14 steps: 1. Application Overview, 2. Location Information, 3. Customer Information, 4. Project Narrative, 5. Section C, 6. Section D, 7. Section E, 8. Section F, 9. Section G, 10. Section I, 11. Pre Application Meeting, 12. Seal Documents, 13. Agreement, and 14. Payment. Step 5, 'Section C', is highlighted with a red box and a red arrow points to the 'Next' button.

Note: Copies of the application form sections can be downloaded by clicking on the link in that corresponding step.

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Basin Details

Note: Copies of the application form sections can be downloaded by clicking on the link in that corresponding step.

Section C

1. Describe the type of activities in, on or over wetlands or surface waters.
2. Complete and attach **Section C** as part of the Submittal.
3. Click **Next**

Section C Attach Documents

Supplemental Information for Works In Wetlands or Other Surface Waters
For activities in, on or over wetlands or other surface water.
Describe, in general terms, the type of activity.*

Please complete and attach **Section C** as part of this Submittal.

For project that require authorization from the US Army Corps of Engineers, please complete and attach the [Federal Supplement](#) as part of this submittal.

 **Next >>**

Section D

1. Describe the activities within navigable or flowing surface waters as a multi-slip dock or marina.
2. Complete and attach **Section D** as part of the submittal.
3. Click **Next**

Section D Attach Documents

Supplemental Information for Works or Activities Within Surface Waters
For activities within navigable or flowing waters such as a multi-slip dock or marina.
Describe, in general terms, the proposed project, system or activity.*

Please complete and attach **Section D** as part of this Submittal.

For project that require authorization from the US Army Corps of Engineers, please complete and attach the [Federal Supplement](#) as part of this submittal.

 **Next >>**

Section E

1. Describe the construction or alteration of an engineered stormwater management system
2. Complete and attach **Section E** as part of the submittal.
3. Click **Next**

Section E Attach Documents

Supplemental Information Required for Works or Other Activities Involving a Stormwater Management System
For construction or alteration of an engineered stormwater management system.
Describe, in general terms, the type of activity.*

Does this project have work in uplands? *

Yes
 No

Is irrigation required for this project? *

Yes
 No

Dewatering may be required. [General Permit by rule under 40E-2.061 F.A.C](#)

Is Dewatering required for this project? *

Yes
 No

 **Next >>**

RegPermitting

Environmental Resource Permit Application Modify Existing Permit

Basin Details

Note: Copies of the application form sections can be downloaded by clicking on the link in that corresponding step.

Basin Details

1. Select **'Add Item'** to enter Basin/Structure Details.

Note:

- More than one Basin can be entered.
- Double click the Basin to make edits to previously entered information.
- Completing this section will expedite the engineering review of the application.
- Fields marked with an asterisk are required
- Use this section to tabulate engineering data tables.
- Acreages need to reconcile.

2. Click on the tabs at the top of the page to enter information for **Land Use**, **Structures** and **Water Quality**.

3. Click **Save**

4. Click the **Refresh Land Type Summary**

5. Click **Next**

The screenshot shows the 'Basin Details' form in a web application. At the top, there are tabs for 'Basin Details' and 'Attach Documents'. Below this is a 'DATUM' section with radio buttons for 'NGVD29' and 'NAVD88'. An 'Add Item' button is visible. A table with columns 'Basin Name', 'Basin Type', 'Basin Area (acres)', and 'Method Of Determination' is shown, currently containing 'No Items'. To the right, there is a summary section for 'Total Acres for All Basins' (On-Site: 0.00, Off-Site: 0.00) and a 'Total On-site Project Land Use Summary' table. A 'Refresh Land Type Summary' button is located below the summary. Below the form, there are four tabs: 'Details', 'Land Use', 'Structures', and 'Water Quality'. A yellow 'Help Instructions' box contains several bullet points. The form fields are organized into sections: 'Basin Name', 'Basin Type', 'Basin Area (acres)', 'Method Of Determination', 'Control Elevation (ft)', 'Dry Control Elevation (ft)', 'Mean High Water Elevation (ft)', 'Finished Floor' (Peak Stage, Minimum Proposed, FEMA Elevation), 'Basin Perimeter' (Allow Discharge, Discharge Method, Peak Stage, Peak Discharge, Minimum Perimeter Berm), 'Parking Lot Design' (Peak Stage, Proposed Min Elevation), and 'Road Design' (Peak Stage, Proposed Min Road Crown). At the bottom, there are 'Cancel', 'Previous', 'Add', and 'Save' buttons. A red arrow points to the 'Save' button. Below the form, there is a 'Next >>' button, also indicated by a red arrow.

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Basin Details

Section F

1. Describe the activities that are (or may be) located within, on or over state owned submerged lands.
2. Complete and attach **Section F** as part of the submittal.
3. Click **Next**

Section F Attach Documents

Application for Authorization to Use State-Owned Submerged Lands
For activities that are (or may be) location within, on or over state-owned submerged lands.
Describe, in general terms, the type of activity. *

Please complete and attach **Section F** as part of this Submittal.

 **Next >>**

Section G

1. Describe the construction or modification of the Mitigation Bank.
2. Complete and attach **Section G** as part of the submittal.
3. Click **Next**

Section G Attach Documents

Supplemental Information Required for Mitigation Banks
For construction or modification of Mitigation Banks.
Describe, in general terms, the type of activity. *

Please complete and attach **Section G** as part of this Submittal.

 **Next >>**

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Pre-Application Meeting

1. **Enter** the narrative, if applicable.

Note: This section is not a requirement. However, first time applicants may benefit from talking with an agency reviewer prior to starting a project.

2. **Attach** files if applicable.

3. Click **Next**

[Pre Application Meeting](#)

[Attach Documents](#)

If there have been any pre-application meetings with regulatory staff, please list the date(s) and names(s) of key staff/project representatives.

Met with Carolyn McCreech, Jessica Huffman and Rich Walker on 1/2/24.

 [Next >>](#)

RegPermitting

Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents

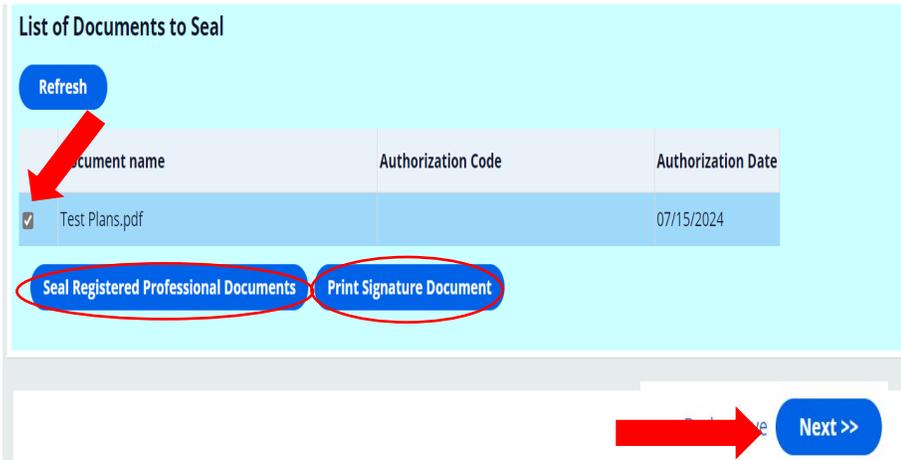
1. **Attach** files to be signed and sealed.
(Documents can be attached at any time by clicking on the 'Attached Documents' tab on each step.)
2. Click **Next** when all files have been attached.



3. Click on Seal Documents
4. Enter the **name** of the **Professional Engineer** that is signing the document.
5. Enter the **license number** of the **Professional Engineer** that is signing the document.
6. Enter the **Registered Professional Company Name**.
7. Click **Refresh** to display the document that needs to be signed and sealed.



8. Click on the **box** next to the applicable file
9. Click **Seal Registered Professional Documents** to produce the Authentication Code.
10. Click on the **box** next to the applicable file
11. Click on **Print Signature Document**.
Print, sign, seal and **scan** the Registered Professional Signature Document.
12. Click **Submit**.



RegPermitting

Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents (continued)

13. **Attach** the Sign and Seal the Registered Professional Signature Document.



**South Florida Water Management District
Registered Professional Signature Document**

This document is signed and sealed to secure the data in the permit application and any attached files that were submitted electronically as described in the Florida Administration Code (Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents) for the applicable registered professional regulatory board.

SFWMD Submittal No: 240610-1172586
Applicant/Owner Name: RS Wilder PE
Project Name: Monday Madness
Permit Family: ERP
County: Palm Beach

Signature Document Created: Monday, June 10, 2024 11:13:04 AM EDT

The following files are attached and Sealed

File Name	Authentication Code (SHA1)	Authentication Date
Lancaster Park East Phase 2 Plat.pdf	11ed5e80ad6e4ae09ce2fba211666339	6/10/24 10:21 AM

The Seal appearing on this document is authorized by:

Registered Professional: John Smith
 License: 123456
 Date: June 10, 2024 11:13:04 AM EDT
 Registered Professional Company: Superior Engineering

Registered Professional Signature:



14. Click **Next**.

Note:

If multiple registered professionals are signing and sealing one file, the file must be signed and sealed electronically. Then each registered professional must identify on the form which sheets they are signing/sealing.

Example:

Name, P.E., is signing and sealing sheets 10-20 of the above-referenced file. Include their name, license number, company name, seal and signature.

Seal Documents Attach Documents

Registered Professional Name:

Registered Professional License #:

Registered Professional Company Name:

List of Documents to Seal

[Refresh](#)

Document name	Authorization Code	Authorization Date
<input type="checkbox"/> TESTSignatureDocumentsSigned.pdf		07/15/2024
<input type="checkbox"/> Test.Plans.pdf	3e90a4b640414764a0047fa72e2fb76c	07/15/2024

[Seal Registered Professional Documents](#) [Print Signature Document](#)

[Next >>](#)

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Statement of Agreement

1. Read the Statement of Agreement, please click on the **Sign and Agree** button.

Note:

- A copy of the Electronic Transaction Agreement can be downloaded by clicking on the link.
 - Remember to attach a separate Section A, Part 4 with authorized signature(s) for each applicant. Copies of the application form can be downloaded by clicking on the link included in **Note 1**.
 - The person submitting this application must be an authorized representative of the applicant(s). A signature authorization form can be downloaded by clicking on the link included in **Note 2**.
2. Click **Next**

Statement of Agreement

I hereby agree to electronically submit this application in accordance with the **Electronic Transaction Agreement**; further understand that by electing to submit a permit application electronically, I agree to receive all application and permit-related correspondence electronically via email and I am responsible for promptly notifying the District of any change to my email address.

By signing this application form, 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, or I agree on behalf of my corporation, to operate and maintain the permitted system unless the permitting agency authorizes transfer of the permit to a 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.

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 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.

Note 1: **Section A, Part 4, Lines A, B and C of Form 62-330.060(1)** signed by a person authorized to bind the corporation must be attached if the application is not submitted by the property owner. For multiple applicants please provide a separate Part 4 for each applicant. A person who has sufficient real property interest (see Section 4.2.3(d) of Applicant's Handbook Volume I) is required in (B) to authorize access to the property, except when the applicant has the power of eminent domain.

Note 2: **Signature Authorization form** or letter may be attached in lieu of Section A, Part 4, Lines A and C (only) of Form 62-330.060(1).

Sign & Agree

 **Next >>**

RegPermitting

Environmental Resource Permit Application Modify Existing Permit Payment

Note: A Payer must first be identified if the payment is to be made at this time. If the payment will be made later using the "Make Payment" link, wait to identify a Payer until then.

1. To pay the full balance prior to submitting the application, click the 'Add Payment' button. Partial payments cannot be made here.
2. Verify the Payer and select a Payment Method. Click 'Pay Now' and a pop-up window will open. Follow the prompts.

Note: To cancel making a payment, click the trash can on the far right of the Payer record.

3. A pop-up window will open. Follow the prompts:

For ACH/eCheck-

- Account Type
- Routing Number
- Account Number
- Check box to Terms and Conditions Agreement
- Click Pay

Credit Card/Debit Card-

- Credit Card Number
- CVV Number
- Expiration Date
- Check box to Terms and Conditions Agreement
- Click Pay

Note: The payment status and Confirmation number will update on the payment screen.

4. Click the **Finish** Button

