

Submit Additional Information

RAI Response

If an RAI (Request for Additional Information) has been sent out for your submitted application, there will be two options for submitting additional information: RAI Response and Other (information).

To submit a response to the RAI:

- 1. Click Submit Additional Information.
- 2. Enter Application No. or Project Name.
- 3. Click Search.

Q. Search Records + Apply for New Permit // Modify Existing Permit Saurch // Modify Existing Permit Saurch // Submit Additional Information Saurch // Submit Compliance Information Saurch // Make a Payment Saurch // Contact Ub Saurch	G My Dashboard	instructions foldering hiddeling information
 Apply for New Permit Modify Existing Permit Submit Compliance Information Submit Compliance Information Make a Payment Contact Us 	Q Search Records	inskrukturis - subinit, Adaladinan information
Modify Existing Permit Submit Additional Information Make a Payment Contact Us Contact Us	+ Apply for New Permit	Application No. 240012-1170121 Direct Name
	Ø Modify Existing Permit.	
Submit Compliance Information Make a Payment Contact Us	Submit Additional Information	>
Make a Payment Contact Us	Submit Compliance Information	
R Contact Us	③ Make a Payment	
	R Contact Us	
T Log off	🖯 Log off	

4. Under the 'Action' drop down menu select **RAI response** (this option will only appear if an RAI has been sent).

5. Enter what is being attached and

submitted under the Response Details.

Application No 240618-1184908 Project Name Search	:h
Application Search Results	
Action Application No T Project Name	
Select 240618-1184908 Cathy GP RAI Response	
Help Instructions	
RAI Response Details Attach Documents	
Date of Response 6/26/24	
Response Details	
Updated plans; sign and seal document.	

Page 1



Submit Additional Information (continued) Attaching Documents

- 1. To attach files click 'Attach Documents' tab.
- 2. Click Add.
- 3. Click File from device.



- 4. Drag and drop or select file to be attached.
- 5. Click '**Category**' drop down menu and selec the type of document.
- 6. Click **Attach**. To attach multiple files repeat steps 2 thru 6.

Note: You can 'Attach Documents' any time you see the tab throughout the process.

7. Click **Next** when all files have been attached.

Attached files are archived and available online for the public to review. Therefore, the following is recommended:

- File Type .pdf
- Maximum file size 50 MB (megabytes)
- File name do not include a period(.), a dash (-), or special characters within the file name
- Combine multiple maps into one file





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.
- Seal Documents Attach Docum Click 'Add', then 'File from device' to attach files to the application Drag and drop files or choose 'Select file(s)'. Select an appropriate category for each file
 Click the 'Attach' button. Note: Please limit the size of each file to 50MB or less. Instruction on File Naming Convention Seal Documents Attach Documents

- 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.



List of Documents to Seal

- Refresh cument name **Authorization Code Authorization Date** Test Plans.pdf 07/15/2024 Seal Registered Professional Documents Print Signature Document Next >>
- 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.



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:
License:
Date:
Registered Professional Company:

John Smith 123456 June 10, 2024 11:13:04 AM EDT 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			
	Regist	tered Professional Name	Mr. Engin	eer	
	Regist	tered Professional License #	123456		
	Regist	tered Professional Company Name	Engineer	TC	
	List	of Documents to Seal			
d	Re	efresh			
		Document name		Authorization Code	Authorization Date
		TESTSignatureDocumentSigned.pdf			07/15/2024
		Test Plans.pdf		3e90a4b640414764a0047fa72e2fb76	c 07/15/2024
	S	eal Registered Professional Documents	Print Si	gnature Document	



Submit Additional Information Other Information

Application Search Results

Action

Select ***** Other

To submit other information for the submitted application:

- 1. Click Submit Additional Information.
- 2. Enter Application No. or Project Name
- 3. Click Search

Ø My Dashboard				
Q Search Records	Instructions - Sub	mit Additional Informati	on	
+ Apply for New Permit	Application No		Project Name	Search
Modify Existing Permit	· · · · · · · · · · · · · · · · · · ·			
Submit Additional Info	ormation			
Submit Compliance Inf	ormation			-
S Make a Payment				
ightarrow Log off				
Application No	240618-1183999	Project Name		Search

Application No

240618-1183999

4. Under the 'Action' drop down menu select **Other.**

- 5. Under '**Reason**' drop down menu select a Reason for the submittal. Those include:
 - Unsolicited Response
 - RAI Extension
 - Waivers
 - Withdrawal Request
 - Third Party Comments
- Enter what is being attached and submitted under 'Comments'.



Project Name

CATHY SSL

т



Submit Additional Information (continued) Attaching Documents

- 1. To attach files click 'Attach Documents' tab.
- 2. Click Add.
- 3. Click File from device.



- 4. Drag and drop or select file to be attached.
- 5. Click '**Category**' drop down menu and selec the type of document.
- 6. Click **Attach**. To attach multiple files repeat steps 2 thru 6.

Note: You can 'Attach Documents' any time you see the tab throughout the process.

7. Click **Next** when all files have been attached.

Attached files are archived and available online for the public to review. Therefore, the following is recommended:

- File Type .pdf
- Maximum file size 50 MB (megabytes)
- File name do not include a period(.), a dash (-), or special characters within the file name
- Combine multiple maps into one file





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

- 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.
- Seal Documents
 Attach Documents

 Attach Documents
 Attach Documents
 Attach Documents

 Attach Documents
 Attach Documents
 Attach Documents

- 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.



- List of Documents to Seal
- Refresh Test Plans.pdf Seal Registered Professional Documents Print Signature Document Print Signature Document Next >>
- 8. Click on the **box** next to the applicable file
- Click Seal Registered Professional Documents to produce the Authentication Code.
- 10. Click on the ${\bf box}$ next to the applicable file
- Click on Print Signature Document.
 Print, sign, seal and scan the Registered Professional Signature Document.
- 12. Click Submit.



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:
License:
Date:
Registered Professional Company:

John Smith 123456 June 10, 2024 11:13:04 AM EDT 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			
	Regist	tered Professional Name	Mr. Engin	eer	
	Regist	tered Professional License #	123456		
	Regist	tered Professional Company Name	Engineer	TC	
	List	of Documents to Seal			
d	Re	efresh			
		Document name		Authorization Code	Authorization Date
		TESTSignatureDocumentSigned.pdf			07/15/2024
		Test Plans.pdf		3e90a4b640414764a0047fa72e2fb76	c 07/15/2024
	S	eal Registered Professional Documents	Print Si	gnature Document	