


 sfwmd.gov/ePermitting

## Application Submittal - Nutrient Source Controls/Works of the District

An Everglades Nutrient Source Controls (NSC) or Works of the District (WOD) permit is required of landowners or entities within or discharging to drainage basins that ultimately drain to the Northern and Southern Everglades. Generally, all lands are required to apply for an NSC/WOD permit. Specific permit requirements can be located by clicking on the Permitting Services link at [www.sfwmd.gov](http://www.sfwmd.gov).

To begin the application process, start *Internet Explorer* and type [www.sfwmd.gov/ePermitting](http://www.sfwmd.gov/ePermitting) in the address bar, which will bring you directly to the **ePermitting Home** page.

If you do not have an ePermitting account, you must first register as a user. In order to establish a new user account, click on the **Create Account** icon (refer to *Getting Started with ePermitting* for detailed instructions). Registered users can simply click on the **Login** icon.

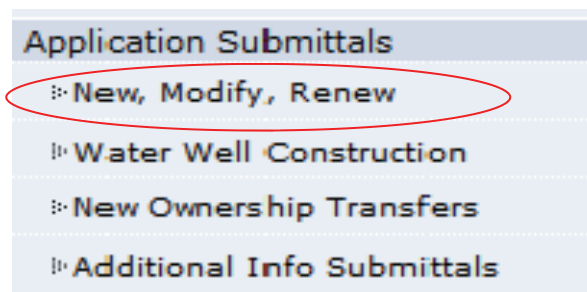
For additional information or if you have any questions, please contact us at [epermits@sfwmd.gov](mailto:epermits@sfwmd.gov).

### Submitting a NSC/WOD Application

1. Click the **New, Modify, Renew** link located under Application Submittals listed in the menu on the left-hand side of the ePermitting Home page.
2. Click the circle next to **Nutrient Source Controls/Works of the District Permit**.
3. Click the **Continue** button.

#### Notes:

- Selecting the *update/delete* option allows access to a list of pending submittals.
- Selecting the *process a routed submittal* option allows you to route a pending submittal.
- Once the application type has been selected, corresponding tabs will appear to indicate what information/sections must be completed. The Next and Previous buttons or links will allow navigation through the application process.
- All fields denoted with an \* asterisk are required.



Please use the provided application navigation. Use of the browser's navigation buttons will result in corrupted data.

Do you want to create new submittal?  
 Select the Permit Type:  
 Environmental Resource Permit [ERP Screen Help](#)  
 Water Use Permit [Water Use Screen Help](#)  
 Nutrient Source Controls or Works of the District Permit [NSC/WOD Screen Help](#)

Do you want to update/delete your pending submittal?

Do you want to process a routed submittal?



## Submitting a NSC/WOD Application (Application Type)

1. Select the **Tributary** associated with the application or registration.
2. Select the type of **Permit** associated with the application or registration.
3. Select the applicable **type of permit application** being requested.
4. Click **Next Page** or link.

Please select the Tributary associated with this application or registration:

Everglades Agricultural Area (EAA) ?

Cancel

- Everglades Agricultural Area (EAA)
- C-139 Basin (C-139)
- Lake Okeechobee Watershed (LOK)
- St. Lucie River Watershed (SLRW)
- Caloosahatchee River Watershed (CRW)
- Feeder Canal Basin (FCB)

EAA >> Individual Permit (IP)

Please select the type of permit application or modification you are applying for:

Renewal of an existing permit ?

Letter Modification ?

Modification ?

Permit Transfer ?

New Permit ?

Cancel

Previous Page      Next Page      Last Page

## Submitting a NSC/WOD Application (Relevant Parties)

1. Select the applicable **type of organization** using the drop down menu.
2. Click on **Add Parties**.
3. Enter **Applicant/Owner information** (fields denoted with an \* asterisk are required).
4. Click the **Save** button.
5. Repeat steps 2 through 4 until all relevant parties are entered.
6. Click on the **Attach Files** button and attach applicable documents. (refer to the *Attaching Files* process for detailed instructions).
7. Click the **Next Page** button or link.

**Relevant Parties Details**

\* Please select from the following list which best describes the applicant's organization:

The table below displays the Relevant Parties.

To add relevant party to the list select the "Add Parties" button below the table.

**Relevant Parties**

Type	Name	Company	Address	Phone	Email	Modify
APPLICANT	Mark Howell	United States Sugar Corporation	111 Ponce De Leon Avenue	863-902-2316	USSCH20@USSUGAR.COM	edit   delete

Add Parties

**Enter Relevant Parties Details:**

**Add Associated Parties:**

\* Applicant information is required - enter Owner information only if different from Applicant. ?

AGENT       APPLICANT       CONTRACT PURCHASER       ENGR CONSULTANT       LESSEE

OTHER INTERESTED PARTY       OWNER

\* First Name: Joe ?      \* Last Name: Smith ?

Company: ?      Salutation: ?

\* Address 1: Someplace Way ?      Address 2: ?

\* State: FL ?      \* City: Anywhere ?

\* Zip: 33406 - ? ? ? ? ?

Phone: 561 - 555 - 1212 ext: ?      Fax: - - - ext: ? ? ?

\* Email: kmadison@sfwmd.gov ?

Fields marked with an asterisk (\*) are required.

Cancel      Save

**Attached Files**

FileName	Size
Attach Files	

Fields marked with an asterisk (\*) are required.

Cancel

Next Page

Last Page



## Submitting a NSC/WOD Application (Project Location)

1. Enter the **Project Name**.
2. Enter the **City, Town or Village** where the project is located.
3. Click the **Add Sections, Township, Range** button.
4. Select the **County** using the drop down menu.
5. Enter the **Section(s)** applicable to the project.
6. Select the **Township** applicable to the project using the drop down menu.
7. Select **Range** applicable to the project using the drop down menu.
8. Enter the **Land Grant** name if applicable.
9. Click the **Save** button.
10. Click on the **Attach Files** button and attach applicable documents. (refer to the *Attaching Files* process for detailed instructions).
11. Click the **Next Page** button or link.

Nutrient Source Controls or Works of the District Permit      Submittal #: 108329      Submittal Status: Pending

Relevant Parties      Project Location      Pre-Application Meeting

Unit Area Information      Existing Proposed Land Uses      Associated Permits

Previous Page | Next Page | Last Page

**Project Location Details**

**Project Site Details**

\* Project Name: Strawberry Fields Forever ?

Project Acreage: ?

City, Town or Village: ?

The table below displays the Project Location.

To add project location details to the list, select the "Add Sections, Township, Range" button below the table.

\* Project Location

County: HENDRY

Sections	Township	Range	Land Grant	
S:-- / T:41-48S / R:34-39E	0	0		edit   delete

County: PALM BEACH

Sections	Township	Range	Land Grant	
S:-- / T:41-48S / R:34-39E				edit   delete

Add Sections, Township, Range

Please attach a **location map** and a **site map**.

**Attached Files**

FileName	Size

Attach Files

Edit Section/Township/Range

**Enter Project Location Details:**

\* County: ?

Sections	* Township	* Range	Land Grant name, if applicable
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fields marked with an asterisk (\*) are required.

**Attached Files**

FileName	Size

Attach Files

Cancel      Save

Previous Page

Next Page

Last Page



## Submitting a NSC/WOD Application (Pre-Application Meeting)

1. Click the **Add Meeting** button.
2. Enter pre-application details if applicable.
3. Click the **Save** button.
4. Attach files if applicable (refer to the *Attaching Files* process for detailed instruction).
5. Click the **Next Page** button or link.

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

**Pre-Application Meeting Details**  
This section is not required.  
The table below displays the Pre-Application Meeting.  
To add pre-application Meeting to the list select the "Add Meeting" button below the table.

Number	Text
<input type="button" value="Add Meeting"/>	

**Pre-Application Meeting Details**

**Enter Pre-Application Meeting Details:**  
If there have been any pre-application meetings, including at the project site, with regulatory staff, please list the date(s), location(s), and names of key staff and project representatives. Use less than 2500 Characters.

**Attached Files**

FileName	Size
<input type="button" value="Attach Files"/>	

Previous Page

Next Page

Last Page

## Submitting a NSC/WOD Application (Unit Area Information)

1. Enter **comments for all edits and/or deletes** to unit area related information
2. Click **Add Unit Area** button.

**Unit Area Information :**  
Enter comments for all edits and/or deletes to unit area related information.

The following information can be modified:

1. Unit Area Name
2. The acreage of the unit area by adding/removing/modifying individual parcels.
3. Landowner
4. Operator
5. Structures(=#, Type, submit new calibrations)

UNIT AREA INFORMATION				
Unit Area ID	Unit Area Name	Structure Id (multiline, separated by commas)	Total Acreage	
<input type="button" value="Add Unit Area"/>				

## Submitting a NSC/WOD Application (Unit Area Information, continued)

1. Enter the **Unit Area Name**.
2. Enter the **Reason for Change** in the information box.
3. Click **Add Structure** button to add a new structure (fields denoted with an \* asterisk are required), if applicable.
4. Enter **Structure Description**.
5. Select the **SFWMD Unit Area** from the drop down menu.
6. Enter the **Discharge Monitoring Plan** information. This information is required.
7. Click on **Add Structure Components** button.
8. Select the **Component Type** from the drop down menu.
9. Enter the **Component Name**.
10. Select the **Calibration Type** from the drop down menu.
11. Enter the **Capacity**.
12. Click the **Save** button.
13. Attach files if applicable (refer to the *Attaching Files* process for detailed instructions).
14. Click the **Save** button.

Unit Area Information Detail

Unit Area ID: NEW ?

\*Unit Area Name :  ?

\* Reason for change:  ?

(If no changes required, please indicate with 'no changes'.)

Total Acreage :

STRUCTURE INFORMATION

Structure ID	Ownership	Discharge Monitoring Plan	Max. Calibrated Capacity	
				<input type="button" value="Add Structure"/>

Unit Area Structure Information

Unit Area Information >> Unit Area Information Detail >> Unit Area Structure Information

Structure ID: NEW ?

\* Structure Description:  ?

Ownership: Download Structure Certification document

\*SFWMD Unit Area:  ?

\* Structure Components

Component Name	Component Type	Calibration	Capacity	
<input type="button" value="Add Structure Components"/>				

Discharge Monitoring Plan

\*Laboratory Name:  ?

If 'Other':

\*Sample Collector:  ?

\*Field Sampling QA Plan Holder:  ?

If 'Other':

\*Sampling Method:  ?

\*Monitoring Type:  ?

Fields marked with an asterisk (\*) are required.

Structure Component Information

Unit Area Information >> Unit Area Information Detail >> Unit Area Structure Information >> Structure Component Information

\*Component Type:  ?

\*Component Name:  ?

\*Calibration Type:  ?

\*Capacity:  ?

Please attach the following items:

- a. A description of the monitoring program.
- b. A description of the monitoring sites.
- c. A description of the proposed sample collection methods and schedules.
- d. A description of the proposed sample handling procedures and laboratory analyses.
- e. A description of the data management techniques and reporting schedule.
- f. A description of the data review procedures.
- g. A description of the backup plan.

#### Attached Files

FileName	Size
<input type="button" value="Attach Files"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

## Submitting a NSC/WOD Application (Parcel Information)

1. Click the **Add Parcel** button.
2. Enter the **Tax ID**.
3. Enter the **Acres**.
4. Select the **County** from the drop down menu.
5. Select the **Township** from the drop down menu.
6. Enter the **Section** information.
7. Select the **Range** from the drop down menu.
8. Enter the **Owner/Operator's Parcel** information.
9. If this is a new owner, download and attach an executed **Parcel Certification** form.
10. Click **Save**.
11. Click the **Add Land Use and BMP Plan** button.

PARCEL INFORMATION			
Owner of Parcel/ Farm	Tax ID	AcreegeParcel/ Farm Acreage	
Hilliard Brothers Of Florida Ltd	R1164534A0000010000	599.2	edit   delete
Hilliard Brothers Of Florida Ltd	R1214534A0000010000	599.2	edit   delete

---

**Unit Area Parcel Information**

Unit Area Information >> Unit Area Information Detail >> Unit Area Parcel Information

Unit Area ID: NEW  
Unit Area Name: Strawberry Fields UAN

\*Tax ID :  ?    \*Acres :  ?    \*County:  ?

\*Township :  ?    \*Section :  ?    \*Range :  ?

<p><b>Owner of Parcel</b> (should be able to query previous data)</p> <p>*Owner : <input type="text"/> ?</p> <p>*Address : <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>*City : <input type="text"/></p> <p>*State : <input type="text"/> ?</p> <p>*Zip : <input type="text"/></p> <p>*Telephone : <input type="text"/></p> <p>Other Phone : <input type="text"/></p> <p>Fax : <input type="text"/></p> <p>E-mail : <input type="text"/></p>	<p><b>Lessee/Operator of Parcel</b> (if applicable)</p> <p>Operator: <input type="text"/> ?</p> <p>Address: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/> ?</p> <p>Zip : <input type="text"/></p> <p>Telephone : <input type="text"/></p> <p>Other Phone : <input type="text"/></p> <p>Fax : <input type="text"/></p> <p>E-mail : <input type="text"/></p>
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Fields marked with an asterisk (\*) are required.

**CERTIFICATION**

I hereby certify that, to the best of my knowledge, the total acreage listed above is owned or controlled by me. I also certify that I will abide by the terms and conditions of the issued permit. In addition, I agree to provide entry at any time to the area which is described above and included in this permit application, to the South Florida Water Management District inspectors or their duly authorized agents, as provided by the issued permit.

If this is a new owner or operator please download and attach an executed Parcel Certification form: [Download Parcel Certification document](#)

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Landuses per BMP plan		
Landuse Description	Total BMP Points	
Sugar Cane	20.0	edit   delete
Sugarcane and Vegetables	20.0	edit   delete
Sugarcane and Vegetables	5.0	edit   delete

# Submitting a NSC/WOD Application (Unit Area BMP Information)

1. Select the **Landuse Description** from the drop down menu.
2. Check the **applicable BMPs** to the selected landuse.
3. Click **Save**.

Unit Area BMP Information

Unit Area Information >> Unit Area Information Detail >> Unit Area BMP Information

Landuse Description:  ?

Please fill the BMP Table Calculator applicable to your tributary and attach it to your submittal OR check your BMPs from the ones listed below.

**BMP Table Calculators**  
 For EAA  
 For C-139, LOK, FCB, SLRW and CRW

Participant BMP	Applicable BMP	BMP Points	Improved	Comments
<b><u>Particulate Matter and Sediment Controls</u></b>				
Particulate Matter and Sediment Controls (4)	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Particulate Matter and Sediment Controls (6)	<input type="checkbox"/>	10.0	<input type="checkbox"/>	
Particulate Matter and Sediment Controls (8)	<input type="checkbox"/>	15.0	<input type="checkbox"/>	
<b><u>Nutrient Control Practices</u></b>				
Managed Successive Vegetable Planting	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
No Nutrients Imported Indirectly Through Cattle Feed	<input type="checkbox"/>	15.0	<input type="checkbox"/>	
No Nutrients Imported via Direct Land Application	<input type="checkbox"/>	15.0	<input type="checkbox"/>	
Nutrient Application Control	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
Nutrient Management Plan	<input type="checkbox"/>		<input type="checkbox"/>	
Nutrient Spill Prevention	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
Plant Tissue Analysis	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
Plant Tissue Analysis (Citrus only)	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Slow Release P Fertilizer	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Soil Testing	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Split Nutrient Application	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
<b><u>Water Management Practices</u></b>				
Approved and Operational Surface Water Reservoir	<input type="checkbox"/>	35.0	<input type="checkbox"/>	
Overland Sheet Flow over Entire Property	<input type="checkbox"/>	15.0	<input type="checkbox"/>	
Water Management (0.5-inch)	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Water Management (1-inch)	<input type="checkbox"/>	10.0	<input type="checkbox"/>	



## Submitting a NSC/WOD Application (Unit Area BMP Information)

1. Click the **Attach files** button and attach applicable documents (refer to the *Attaching Files* process for detailed instructions).
2. Click **Save**.
3. Click the **Next Page** button or link.

Water Management (1.5-inch)	<input type="checkbox"/>	15.0	<input type="checkbox"/>	
Water Management (greater than 1.5-inch)	<input type="checkbox"/>	15.0	<input type="checkbox"/>	
<b><u>Pasture Management Practices</u></b>				
Alternative Cattle Water Sources	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
Low cattle density	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Provide shade structures	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
Restrict Cattle Through Fencing of Canals	<input type="checkbox"/>	10.0	<input type="checkbox"/>	
Restricted placement of Feed, Feeders, Mineral, and Molasses	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
Restricted placement of cowpens	<input type="checkbox"/>	2.5	<input type="checkbox"/>	
<b><u>Other</u></b>				
NPDES Permit with phosphorus controls	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Urban Water Quality Inlet	<input type="checkbox"/>		<input type="checkbox"/>	
Urban Xeriscape	<input type="checkbox"/>	5.0	<input type="checkbox"/>	
Waste Management Plan	<input type="checkbox"/>		<input type="checkbox"/>	
Waste Management System	<input type="checkbox"/>		<input type="checkbox"/>	
Please attach the following items as applicable:				
<ul style="list-style-type: none"> <li>a. Description of selected BMP's that are not included in the list</li> <li>b. Description of nutrient recovery rationale</li> <li>c. Description of Infrastructure</li> <li>d. Description of water management strategies</li> <li>e. Description of differences between existing and proposed practices</li> <li>f. Proposed education and training program</li> <li>g. BMP Plan implementation schedule</li> </ul>				
<b>Attached Files</b>				
FileName	Size			
Attach Files				
Fields marked with an asterisk (*) are required.				
Cancel Save				

UNIT AREA INFORMATION				
Unit Area ID	Unit Area Name	Structure Id (multiline, separated by commas)	Total Acreage	
NEW	test	NEW	4.0	edit   delete
Add Unit Area				
Cancel				

Previous Page

Next Page

Last Page



## Submitting a NSC/WOD Application (Existing Proposed Land Uses)

1. Click **Add Existing Proposed Land Uses** button.
2. Select the **Crop Type/Land Use** from the drop down menu.
3. Enter the estimated **Acreage**.
4. Enter any additional information, if applicable.
5. Click **Save**.
6. Click the **Attach files** button and attach applicable documents (refer to the *Attaching Files* process for detailed instructions).
7. Click **Next Page**.

**Existing/Proposed Information**

The existing and proposed (i.e., potential) land uses and crops currently indicated in your permit are displayed below. Please add, edit or delete as necessary.

EXISTING / PROPOSED LAND USES		
Crop Type/Land Use	Estimated Acreage	Additional Information
Download Phosphorus Calculator (if applicable)		
<input type="button" value="Add Existing/Proposed Land Uses"/>		

**Existing/Proposed Land Uses Detail**

Existing/Proposed Land Uses Information >> Existing/Proposed Land Uses Detail

\* Crop Type/ Land Use:  ?

\* Estimated Acreage:  ?

Additional Information:  ?

Fields marked with an asterisk (\*) are required.

Please Attach Files Below

Attached Files	
FileName	Size
<input type="button" value="Attach Files"/>	

 Previous Page

 Next Page

 Last Page

## Submitting a NSC/WOD Application (Associated Permits Information)

1. Check the **applications** that are being submitted concurrently with activities associated with the proposed BMPs.
2. Click the **Add Associated Permits** button.
3. Select the **Unit Area ID** from the drop down menu.
4. Enter the **Associated Permit** number.
5. Enter **Authorization** information.
6. Click **Save**.
7. Click the **Attach files** button and attach applicable documents (refer to the *Attaching Files* process for detailed instructions).
8. Click **Last Page**.

**Note:** You can edit/delete other associated permits.

Unit Area Information	Existing Proposed Land Uses	Associated Permits
<a href="#">Previous Page</a>   <a href="#">Last Page</a>		
<b>Associated Permits Information</b>		
<p><b>OTHER PERMITS FROM THIS DISTRICT</b>            If the Best Management Practices Plan submitted as part of this application proposes activities which require new or modified consumptive water use, surface water management, environmental resource, right-of-way, and/or well construction permits from the District, applications for the other permits shall be submitted concurrently with the Pollutant Source Control Permit application. Because of the inseparable nature of proposed activities related to a Pollutant Source Control Permit and those related to any other District permit, it is extremely unlikely that either this permit application or any other related District permit application will be considered complete until all necessary information for all the related applications has been provided. The following permit application(s) is/are being submitted concurrently for activities associated with the proposed Best Management Plan(s) (please check any appropriate boxes):</p> <p> <input type="checkbox"/> Surface Water Management / ERP      <input type="checkbox"/> Water Use  <input type="checkbox"/> Right-of-way      <input type="checkbox"/> Well Construction           </p> <p>Indicated below are consumptive water use, surface water management, environmental resource, right of way, and/or well construction permits issued by the District for the basins within this renewal. If you have applied for or obtained new/revised for these unit area please indicate.</p>		
<b>Other Associated Permits</b>		
Unit Area ID	Associated Permit	Authorization
26-006-01	26-00072-S	Authorizes operation of a water management system serving 1198.4 acres of agricultural land discharging into the Blumberg canal and eventually into the Miami Canal, via 1-10,000 gpm pump, Addition of Hilliard N.E. to this permit. [Formerly EWOD permit # 26-00006-E (Basin 26-006-01) Hilliard N.E.]
50-018-25	50-00375-R	Authorizes 3-72" CMPs approximately 3 miles east of L-25 junction with L-21; 1-28" equalizer culvert through L-21 north Right-of-Way 4.5 miles west of L-20; and 3-72" CMPs through L-21 north Right-of-Way 3 miles west of L-19 (50-018-23) / (50-018-24) / (50-018-25), Wetherald 1 / Wetherald 2 / Wetherald 3.
50-018-25	50-00375-W	Authorizes existing use of surface water from L-21 and L-25 for agricultural irrigation serving 9,965 acres with an annual allocation of 5679.93 million gallons (50-018-23) / (50-018-24) / (50-018-25), Wetherald 1 / Wetherald 2 / Wetherald 3.
<input type="button" value="Add Associated Permits"/>		
<b>Associated Permits Detail</b>		
Associated Permits Information >> Associated Permits Detail		
<p>* Unit Area ID: NEW(Strawberry Fields UAN) ▾</p> <p>* Associated Permit: <input type="text"/></p> <p>* Authorization: <input type="text"/></p> <p style="text-align: right;">Fields marked with an asterisk (*) are required.</p> <p style="text-align: center;"> <input type="button" value="Cancel"/>      <input type="button" value="Save"/> </p>		
<b>Attached Files</b>		
FileName	Size	
<input type="button" value="Attach Files"/>		
<input type="button" value="Cancel"/>		

 Previous Page

 Last Page



# Submitting a NSC/WOD Application

## Submittal Management (Attach Documents)

1. Click in the circle next to **Attach Documents**.
2. Click the **Continue** button.
3. Click the applicable **Attach Files** button(s).
4. Click the **Browse** button.
5. Select the applicable file.
6. Click the **Open** button.
7. Select the applicable **document type** from the drop down menu.
8. Enter **description** if applicable.
9. Click the **Done** Button.
10. Repeat process for each file being attached.
11. Click the **Back to Submittal Management** button once all files have been attached.

**Notes:**

- Files attached during the application process should not be duplicated.
- Attached files are archived and available online for the public to review. Therefore, the following is recommended:
  - File type - .pdf
  - Maximum files size - 50 MB (megabytes) .
  - File name - Do not include a period (.) within the file name.
  - Combine multiple maps into one file.

The screenshot shows the 'Submittal Management' interface. At the top, a yellow header reads 'Submittal Management'. Below it, a question asks 'What submittal activity would you like to perform (select one at a time)?'. There are two columns of radio button options. The 'Attach Documents' option in the left column is selected and circled in red. Other options include 'Verify Data Submittal', 'Edit Submittal', 'Route/Recall Submittal for Purpose', 'Return Submittal to Originator', 'Seal Registered Professional Documents', 'Print Submittal Form', and 'Submit Application'. 'Return to Pending Submittals' and 'Continue >>' buttons are at the bottom.

Below this is the 'Attached Files Review' section with a yellow header. It shows a table of 'Relevant Parties Section Attached Files':

FileName	Size	
plans.docx	9 KB	delete

An 'Attach Files' button is located to the right of the table.

The next section is 'Attach Files' with a yellow header. It lists 'Allowed file formats are: jpeg, jpg, jpe, png, gif, bmp, pdf, doc, docx, rtf, xls, xlsx, tif and tiff.' and 'Optimal File Size: 15MB'.

Below that is the 'Attachments' section. It contains a text input field with a 'Browse...' button, a 'Document Types:' dropdown menu, and a 'Description:' text area. 'Cancel' and 'Done' buttons are at the bottom.

At the bottom of the page, there is a 'Choose File to Upload' dialog box. The 'Look in:' path is 'ePermitting\_How to's'. The file list includes folders like 'Word documents - How To's for epermitting (only send p...', 'FW New slide\_files', 'Mailout list', 'New slide\_files', and files like '2011.02 Cover sheet\_green leaf.pptx', 'bizcard\_epermitting.jpg', 'conversiontransfers%20how%20to%20aug%2009[1].pdf', 'epermit\_file\_naming\_conventions[1].pdf', 'epermit\_green\_leaf\_epermitting.pptx', 'epermit\_howto\_transfer[1].pdf', 'ePermitting How to Search Enforcement Information.pdf', and 'ePermitting How to Search Permit Information.pdf'. The 'File name:' field contains 'cwTest 1.pdf' and 'Files of type:' is set to 'All Files (\*.\*)'. 'Open', 'Cancel', and 'Attach Files' buttons are visible.

At the very bottom, there are 'Back To Submittal Management' and 'Attach Files' buttons.

# Submitting a NSC/WOD Application

## Submittal Management (Route Submittal)

1. Click in the circle next to **Route/Recall Submittal for Purpose**.
2. Click the **Continue** button.
3. Click the **Add Routing** button.
4. Click in the box next to the **applicable type** of user.
5. Enter the **first and last name** of an existing user.
6. Click the **Search Names** button.
7. Select the **Purpose** using the drop down menu.
8. Enter a **description** of why you are routing the submittal.
9. Click the **Route** button.  
*or*
10. Enter **email address** if a new user.
11. Click the **Send Email** button
12. Click the **Back to Submittal Management** button.

**Note:** The application cannot be completed until a routed submittal is returned to the Originator.

Submittal Management

What submittal activity would you like to perform (select one at a time)?

Verify Data Submittal
  Return Submittal to Originator  
 Edit Submittal
  Seal Registered Professional Documents  
 Attach Documents
  Print Submittal Form  
 **Route/Recall Submittal for Purpose**
 Submit Application

Route Submittal

Route:

Route Information			
User	Purpose	Description	
			<input type="button" value="Add Routing"/>

Route Submittal Details

Routing:

\* Please select type of the user

Existing User
  New User

Fields marked with an asterisk (\*) are required.

Route Submittal Details

Routing:

\* Please select type of the user

Existing User
  New User

First Name: 
 Last Name:

\* Please select routed to user

\* Purpose:

\* Short Description:

Comments:

Fields marked with an asterisk (\*) are required.

Route Submittal Details

Routing:

\* Please select type of the user

Existing User
  New User

\* Email Id:

Fields marked with an asterisk (\*) are required.



## Submitting a NSC/WOD Application Submittal Management (Route Submittal to Originator)

1. Click the link in the **Routing Notification** email.
  2. Click in the circle next to **Do you want to process a routed submittal**.
  3. Click in the circle next to **Edit Submittal, Payment or Seal Engineering Documents**.
  4. Click on the applicable **submittal number** link.
  5. Click in the circle next to **Edit Submittal**.
  6. Click the **Continue** button.
  7. Edit the submittal if necessary.
  8. Click the **Last Page** button or link.
  9. Click the **OK** button.
- or*
10. Click in the circle next to **Seal Engineering Documents**.
  11. Click the **Continue** button.
  12. Complete seal process (refer to *Seal Engineering Documents* process for detailed instructions).
  13. Click in the circle next to **Return Submittal to Originator**.
  14. Click the **Back to Submittal Management** button.
  15. Click in the circle next to **Return Submittal to Originator**.
  16. Click the **Continue** button.
  17. Select the **Purpose to be routed back** using the drop down menu.
  18. Click the **Continue** button.
  19. Select the **Status** using the drop down menu.
  20. Click the **Return Back to Originator** button.

Cathy has routed you a South Florida Water Management District electronic permit application submittal for the purpose of Edit Submittal. Please login into <http://my.sfwmd.gov/ePermitting> to access application submittal 67987. If you have questions about the application submittal, please contact Cathy at [cwidness@sfwmd.gov](mailto:cwidness@sfwmd.gov).

Applicant's routing comments:  
NONE

If you need assistance with the ePermitting system, please contact the District [epermits@sfwmd.gov](mailto:epermits@sfwmd.gov).

Thank You,  
South Florida Water Management District - ePermitting

Please use the provided application navigation.  
Use of the browser's navigation buttons will result in corrupted data.

Do you want to create new submittal?

Do you want to update/delete your pending submittal?

Do you want to process a routed submittal?

Purpose: Edit Submittal

Purpose: Payment

Purpose: Seal

Pending Water Use Permit Submittal						
Submittal No	Project Name	Last Saved Date	Expiration Date	Assigned From	Short Desc	Print Draft
65919	faewwsgvrewa wr4ea5rta3			mclement	sign application	Print
67981	Blueberry Fields			cawidness	Please review	Print
67987	Smith Farms Test			cawidness	Please review	Print

Pending Environmental Resource Permit Submittal						
Submittal No	Project Name	Last Saved Date	Expiration Date	Assigned From	Short Desc	Print Draft
65919	faewwsgvrewa wr4ea5rta3			mclement	sign application	Print
67981	Blueberry Fields			cawidness	Please review	Print
67987	Smith Farms Test			cawidness	Please review	Print

Pending Pollutant Source Control Permit Submittal						
Submittal No	Project Name	Last Saved Date	Expiration Date	Assigned From	Short Desc	Print Draft

Submittal Management

What submittal activity would you like to perform? (Select one)

Edit Submittal

Attach Documents

Seal Engineering Documents

Route/Recall Submittal for Purpose Return Submittal to Originator

Print Submittal Form

Verify Data Submittal

Pay and Submit

Return to Pending Submittals      Continue >>

\* Please select purpose to be routed back: **Engineering Seal** ?

Fields marked with an asterisk (\*) are required.

Cancel      Continue >>

\* Select status: **Completed** ?

\* Return comments: Application looks good, please submit. Thanks.

Fields marked with an asterisk (\*) are required.

Cancel      **Return Back to Originator**

# Submitting a NSC/WOD Application

## Submittal Management (Seal Registered Professional Documents)

1. Click in the circle next to **Seal Registered Professional Documents**.
2. Click the **Continue** button.
3. Enter the **name** of the **Registered Professional** that is signing the document.
4. Enter the **license number** of the **Registered Professional** that is signing the document.
5. Enter the **Registered Professional Company's** name.
6. Click the **box** next to the applicable file(s).
7. Click the **Authenticate & Produce Signature Document** button.
8. Click the **Print Signature Document** tab.
9. Click the circle next to applicable file.
10. Click the **Print Signature Document** button.
11. **Print, sign, seal, scan and attach signature document** as part of the submittal. This form no longer needs to be mailed in.
12. Repeat process for each document requiring seal verification.

Submittal Management

What submittal activity would you like to perform (select one at a time)?

Verify Data Submittal  
 Edit Submittal  
 Attach Documents  
 Route/Recall Submittal for Purpose  
 Seal Registered Professional Documents  
 Return Submittal to Originator  
 Print Submittal Form  
 Submit Application

Return to Pending Submittals      Continue >>

Electronic Seal Verification      Print Signature Document

\*Registered Professional:   
 \*License Number:   
 \*Registered Professional Company:

Filename	Authentication Code	Date	Registered Professional
<input checked="" type="checkbox"/> exhibit2.pdf Description: test	18AA21240FA1DE275478E8C73A65497AD4158F5A	10/16/2012 01:43:28 PM	john

Back to Submittal      Authenticate & Produce Signature Document

Electronic Seal Verification      Print Signature Document

Selection	Signature Document	Authentication Date	PE
<input checked="" type="radio"/>	SignatureFile_20110516084602.html	05/16/2011 08:46:02 AM	John Smith

Back to Submittal      Print Signature Document(s)

**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.

Attach Files

Back To Submittal Management

**SFWM ePermitting System  
Professional Engineer Signature Document**

This document is signed and sealed to secure the data in this permit application and any attached files that were submitted electronically as described in Florida Department of Business and Professional Regulation, Board of Professional Engineers, Procedures for Signing and Sealing Electronically Transmitted Plans, Specifications, Reports or Other Documents, Rule 61G15-23.003, F.A.C.

SFWM Submittal No: 101944  
 Applicant/ Owner Name: HENDRY TURF L.L.C.  
 Project Name: HENDRY TURF, L.L.C.  
 Permit Type: PSC  
 County: HENDRY

Signature Document Created: Mon May 16 08:46:02 EDT 2011

The following files are attached and sealed:

File Name	Authentication Code (SHA-1)	Authentication Date
cwtest 1.pdf	11774D0B383B64AF7DE75B5F7D68B45D86C32A11	05/16/2011 08:46:02 AM
cwtest 2.pdf	952C3693E931309FFCB21B357ADA331D8890C25D	05/16/2011 08:46:02 AM

The seal appearing on this document is authorized by:

Professional Engineer (PE): John Smith  
 License No.: 11111  
 Date: 05/16/2011 08:46:02 AM  
 PE Signature:

# Submitting a NSC/WOD Application Submittal Management (Print Submittal Form)

1. Click in the circle next to **Print Submittal Form**.
2. Click the **Continue** button.
3. Print application if a paper copy is needed.
4. Click the **Back to Submittal Management** button.

Submittal Management

**What submittal activity would you like to perform (select one at a time)?**

<input type="radio"/> Verify Data Submittal	<input type="radio"/> Return Submittal to Originator
<input type="radio"/> Edit Submittal	<input type="radio"/> Seal Registered Professional Documents
<input type="radio"/> Attach Documents	<input checked="" type="radio"/> <b>Print Submittal Form</b>
<input type="radio"/> Route/Recall Submittal for Purpose	<input type="radio"/> Submit Application

## Pollutant Source Control Report ePermitting Application Report

This report documents your recent submittal through e-permitting. Please review it, and communicate with the District if any information is incorrect and needs to be resubmitted. You may submit revisions via e-permitting or through regular mail. The application is divided into sections that correlate to the sections in a Pollutant Source Control permit. Except for applications for a new permit, this report will provide you with the information in your existing permit in the 'Current' column, and with the information that has been submitted as part of this application in the 'Proposed' column. Where no changes are proposed, the information in the 'Current' and the 'Proposed' columns will read the same. For quick tracking, a summary table tracking the number of current proposed, new and deleted records is included for each permit section.

### General Information

Submittal No:	101944
Tributary:	Everglades Agricultural Area (EAA)
Permit Type:	Individual Permit (IP)
Application Type:	Renewal of an existing permit
Permit Number:	26-00009-E
Active Application Number:	null
Project Name:	HENDRY TURE, L.L.C.

### Selected Type of Change

Other: f



# Submitting a NSC/WOD Application

## Submittal Management (Submit Application)

1. At the Submittal Management Page, click on the circle next to **Submit Application**.
2. Click **Continue**.
3. Click in the circle next to the **selected payment option**.
4. Click in the box next to **I agree to the above** and Click **Pay**.
5. Select the party making the payment for the application. If someone other than the relevant parties is making the payment, choose the **PSC Relevant Parties Page** link and add a new relevant party (payer). You will then need to go to the last page and re-submit the application.
6. Click the **Pay Now** button.
7. Click the circle next to the applicable **payment method**.
8. Click the **Pay Now** button.

**Note:** If payment is being made at another time choose the Yes, Pay Later option, and click the

**Submittal Management**

What submittal activity would you like to perform (select one at a time)?

Verify Data Submittal  
 Edit Submittal  
 Attach Documents  
 Route/Recall Submittal for Purpose  
 Return Submittal to Originator  
 Seal Registered Professional Documents  
 Print Submittal Form  
 **Submit Application**

**Payment Options**

Are you requesting special electronic payment provisions for the submittal?

No  
 Yes, FDOT project  
 Yes, Reduced fee for environmental restoration or enhancement activities  
 Yes, Waiver for Certain Local Governments, Rule 40E-1.607(6)  
 Yes, Pay Later

**Statement of Agreement**

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

**I agree to the above**

**Make Payment**

**Available Relevant Parties**

Relevant Party Type	Company and/or Full Name
<input type="radio"/> APPLICANT	Mickey Mouse

Select Party making payment from above or go to the Relevant Parties page using the link below to add another Party.

You have elected to make your application fee payment online.

Based on the information you supplied during the submittal process, the fee for this application is \$ 1880.00. The fee charged is subject to change if it is determined that a different application type is required, and the application will not be deemed complete until all permit application fees are paid in full.

If you have any questions, please do not hesitate to contact us at [epermits@sfwmd.gov](mailto:epermits@sfwmd.gov).

Thank you,  
SFWMD ePermitting Online Services

**Relevant Party Details**

Enter Relevant Parties Details:  
Add Associated Parties:  
\* Applicant information is required - enter Owner information only if different from Applicant.

AGENT  
 NEW PROPERTY OWNER  
 SPONSOR  
 APPLICANT  
 OTHER INTERESTED PARTY  
 **PAYER**  
 ENGR. CONSULTANT  
 OWNER  
 PREVIOUS OWNER  
 LESSEE  
 PROPERTY MANAGER

\* First Name: Donald  
 \* Company: Disney  
 \* Address 1: 1 Happy Lane  
 \* State: FL  
 \* Zip: 33333  
 \* Email: donald@happy.com  
 \* Last Name: Duck  
 \* City: Orlando  
 \* Zip: 33333

Fields marked with an asterisk (\*) are required. (Enter the Company or both the First Name & Last Name)

**Relevant Party Type**

APPLICANT  
 **PAYER**

**Company and/or Full Name**  
Disney - Donald Duck

**Party Type:** PAYER  
**First Name:** Donald  
**Company:** Disney  
**Address 1:** 1 Happy Lane  
**City:** Orlando  
**Email:** donald@happy.com  
**Last Name:** Duck  
**Address 2:**  
**State:** FL  
**Zip:** 33333  
**Phone:**

(A payment receipt will be sent to the above email.)

The above information will be used for the bank payment. If any information is incorrect, go to the Relevant Parties page using the link below to make edits or to add the party who will be paying.

[PSC Relevant Parties Page](#)

You have elected to make your application fee payment online.

Based on the information you supplied during the submittal process, the fee for this application is \$ 1880.00. The fee charged is subject to change if it is determined that a different application type is required, and the application will not be deemed complete until all permit application fees are paid in full.

If you have any questions, please do not hesitate to contact us at [epermits@sfwmd.gov](mailto:epermits@sfwmd.gov).

Thank you,  
SFWMD ePermitting Online Services

**ePermit Payments**

Please choose the method of payment.

Pay by Credit or Debit Card  
 Pay by Personal Check  
 Pay by Business Check



# Submitting a NSC/WOD Application Submittal Management (Submit Application)

Payment by credit or debit card -

1. Enter payment information (fields denoted with an \* asterisk are required).
2. Click the **Submit Payment** button.
3. Click the **Yes** button once credit/debit card information is verified.
4. Click the **Return to Pending Submittals** button or the **Logout** link once confirmation is received

## ePermit Payments

Required fields are highlighted with an asterisk.

Payment information:  
**Amount:\*** \$2,000.00  
 Submittal Number: 67144

---

Please enter the following information about your payment method:  
**Cardholder's Name:\*** John Smith  
 Cards Accepted:   
**Card Number:\*** 4111111111111111  
**Signature Panel Code:\*** 123  
**Expiration Date:\*** 01 / 2013

---

Billing information:  
**Address:\*** 3301 Gun Club Road  
 City: West Palm Beach  
 State: Florida  
**Zip:\*** 33406

## ePermit Payments

Please verify the following information:  
**Amount:** \$2,000.00  
 Submittal Number: 67144

Card information:  
**Cardholder's Name:** John Smith  
**Card Type:** Visa  
**Card Number:** 4111111111111111  
**Signature Panel Code:** 123  
**Expiration Date:** 1/2013

Billing information:  
**Address:** 3301 Gun Club Road  
**City:** West Palm Beach  
**State:** FL  
**Zip:** 33406

Is this information correct?

**ePermit Payments**

If your browser fails to reload shortly, [click here](#)

Please wait while your payment is being processed.  
DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER.

\*\*\*\*\*Please print the receipt for your records\*\*\*\*\*

Remittance ID: TueJan18113757EST2011  
 Payment Method: Credit Card  
 Submittal Number: 98496  
 Amount: 250.00  
 Received: Tue Jan 18 11:41:27 EST 2011  
 Card Type: Visa  
 Partial Card number: 41\*\*\*\*\*1111  
 Payment processed by: Cathy Widness

# Submitting a NSC/WOD Application

## Submittal Management (Submit Application)

Payment by personal or business check -

1. Enter payment information (fields denoted with an \* asterisk are required).
2. Click in the box next to the **Authorization to Debit Bank Account** statement.
3. Click the **Submit Payment** button.
4. Click the **Yes** button once personal/business check information is verified.
5. Click the **Back to Pending Submittals** button or the **Logout** link once confirmation is received.

**Note:** Third party checks are not acceptable.

### ePermit Payments



Required fields are highlighted with an asterisk.

Submittal Number: 67144

Please enter the following information about your Bank account:

**First Name on Check:** \* John

**Last Name on Check:** \* Smith

**Routing Transit Number:** \* 12346789

**Account Number:** \* 12346789

**Confirm Account Number:** \* 12346789

**Type of Account:** \*  Checking  Savings

**Address:** \* 3301 Gun Club Road

**City:** \* West Palm Beach

**State:** \* Florida

**Zip:** \* 33406

By clicking on the provided checkbox, I authorize South Florida Water Management District to initiate an electronic debit to my bank account in the amount displayed above. This authorization is to remain in full force and effect unless I provide written notification to South Florida Water Management District within an appropriate time frame to allow South Florida Water Management District to act on it.

Submit Payment Reset

Please verify the following information:

**Payment information:**  
**Amount:** \$2,000.00  
**Submittal Number:** 67144

**Account information:**  
**First Name on Check:** John  
**Last Name on Check:** Smith  
**Routing Transit Number:** 055002707  
**Account Number:** 12346789  
**Type of Account:** Checking  
**Address:** 3301 Gun Club Road  
**City:** West Palm Beach  
**State:** FL  
**Zip:** 33406

Is this information correct?

Yes No

**ePermit Payments**

If your browser fails to reload shortly, [click here](#)

Please wait while your payment is being processed.  
**DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER**

██████████