Application Submittal - Consumptive Water Use

This function allows registered users the convenience of electronically applying for a consumptive water use permit. Specific permit requirements can be located by clicking on the Permitting Services link at www.sfwmd.gov.

To begin the application process, type www.sfwmd.gov/ePermitting in the address bar (Google Chrome, Internet Explorer, Safari or Mozilla Firefox), 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.

Submitting a Consumptive Water Use 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 radio button next to Do you want to create a new submittal?
3. Click the radio button next to Water Use Permit.
4. 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.
- All fields denoted with a red * asterisk are required.
- The Pay Later option is not available for NGPs in ePermitting.
Application Submittal - Consumptive Water Use
General Permit by Rule Chapter 40E-2.061, F.A.C. - Confirmation Receipt

1. A permit application is not required for uses that qualify for a General Permit by Rule Chapter 40E-2.061, F.A.C. If you would like a printed confirmation, choose the radio button applicable to your project and click the Click Here link.

2. Enter the Project Name, First Name, Last Name, Address, City, State, Zip Code, Phone Number, Email Address, County, Section, Township and Range.

3. Click the check box to agree to the Statement of Agreement and click the Submit button.

4. Click the Print Confirmation button and you will automatically receive your confirmation letter.

5. The letter can be printed for your records.
Application Submittal - Consumptive Water Use

1. Click the Continue button at the bottom of the page to begin the Consumptive Water Use permit application process for permits that do not qualify for a General Permit by Rule Chapter 40E-2.061, F.A.C.
1. Select the **Type(s) of Land Use/Water Use Classification** you are requesting.
2. Select the **Type of Activity** you are requesting.

**Attach files** (refer to the *Attaching Files* process for detailed instruction).

**Note:**
If you are requesting a renewal/modification to an existing permit, enter permit number in the information field. Data for that permit will automatically display in upcoming screens.

If you are requesting a "Letter Modification w/ Transfer", include whether the property covered by the permit is owned or leased by the applicant, previous and new property owner name and address and new project name.

3. Click **Continue** button.
4. Click **OK** to continue.
Application Submittal - Consumptive Water Use (Location Map)

Note: The project location and withdrawal facility location(s) must be known. If you are not editing the project boundary and/or adding or editing facilities, click the Exit button. If you receive a pop-up message that no project boundary is found, you will need to add the project boundary and facilities. If you are applying for a new permit, you will need to add the project boundary and facilities using these instructions.

1. After the map information has loaded, enter in the “Find a Location” box the address or Area of Interest (i.e. Miami International Airport) or
   Enter one of the following: Project, Parcel, Permit, Lat/Long coordinates in format 24.551153,-81.80502 or STR in format 6/44S/43E in the “Find a Project” information box and click the Find It button.

2. Click on the first Add/Edit Boundary button to draw/edit project boundary. If the parcel for the project is known, click the second Add/Edit Boundary button. Then click the parcel to select it as the project boundary.

3. Click the Save button.

4. To add a withdrawal facility (well, pump or culvert), zoom in to the project boundary and click the appropriate facilities button on the top of the page.

5. Click on the location of the facility on the map to place the facility. A pop-up box will appear with the location details.

6. To edit the facility name, click on the facility and change the name in the pop-up box and then click Save in the pop-up box.

7. Click the Save button.

8. When all facilities have been placed on the map, click the Exit Map button to continue with the application.

Note: There must be at least one project boundary and at least one facility on the map to submit the application.
Application Submittal - Consumptive Water Use (Location Map continued)

To edit a boundary (boundary must be saved):

1. Click on the **Add/Edit Boundary** button and modify the boundary by moving the corners/centers of the boundary.
2. Click **Save**.

To delete a boundary (boundary must be saved):

1. Delete each facility by clicking on the facility and click the **Delete** button.
2. Click **OK** to the pop-up message.
3. Click **Save**.
4. Click the **Boundary**.
5. Click the **Eraser** button.
Application Submittal - Consumptive Water Use

Once the Permit Type has been selected, corresponding tabs will appear to indicate what information/sections must be completed. Clicking on specific tabs or Next and Previous tabs/links will allow navigation through the application process.

The application indicator (NGP or IND) has now been added to the top of the screen.

You have completed the application when the Progress Bar indicates 100% complete and you submit the application.

Application Submittal - Consumptive Water Use - (Project Location)

1. Enter the Project Name.
2. Enter the Total Project Acreage.
3. Enter the City, Town or Village where the project is located.

Note: The County Information Dashboard fields auto populate from the GIS interface (under County Information Summary).

Attach files (refer to the Attaching Files process for detailed instructions).

Click the Next Page button or link.
**Application Submittal - Consumptive Water Use (Agricultural Irrigation)**

1. Select whether this project uses water from multiple surface and/or groundwater sources.
2. Select the **Duration** of the request from the drop-down menu.
3. Enter the **Amount of Frost/Freeze protection** requested if applicable.
4. Select the **Type of Frost/Freeze Protection** from the drop-down menu if applicable.
5. Enter the **Amount of Salt Flush Protection** requested (MGD) if applicable.
6. Click **New** on the Parcel Entry Dashboard.
7. Enter the **Parcel Name**.
8. Select **Type of Irrigation System** from the drop-down menu.
9. Enter the **Total Parcel Acreage**.
10. Select the **Net Depth of Application** from the drop-down menu.
11. Select the **Rainfall Station** from the drop-down menu.
12. Enter the crop information (Type/Name/Earliest Planting Month/Total # Planting Months/Irrigated Crop Acreage). You can continue to add additional crops by clicking on the **Add** button.
13. For multiple parcels, click the **New** button and repeat steps 7-12.
14. Click **Save**. Once saved, the calculated amount of water requested as well as the daily water usage will auto populate.
15. Select whether an **ASR system** is being used.

**Attach files** (refer to the **Attaching Files** process for detailed instructions).

Click **Next Page** link or button.

Continue Application process on Page 19 of this manual.
**Application Submittal - Consumptive Water Use (Aquaculture)**

1. Select the **Amount of Water** requested from the drop-down menu.
2. Enter the **Exact Amount of Water** requested (MGD).
3. Select whether this project uses water from multiple surface and/or groundwater sources.
4. Select the **Duration** of the request from the drop-down menu.
5. Enter **Aquaculture** operation description.
6. Enter a description of the need for water in the second comment box if applicable.

**Attach files** (refer to the **Attaching Files** process for detailed instructions).

Click **Next Page** link or button.

Continue Application process on Page 19 of this manual.
Application Submittal - Consumptive Water Use (Livestock)

1. Select whether this project uses water from multiple surface and/or groundwater sources.
2. Select the Duration of the request from the drop-down menu.
3. Click New on the Livestock entry dashboard.
4. Select the Type of Livestock from the drop-down menu.
5. Enter the Number of Livestock. (You can continue to add additional livestock by clicking on the Add button.)
6. Click Save. Once saved, the calculated amount of water requested as well as the daily water usage will auto populate.

Attach files (refer to the Attaching Files process for detailed instructions).

Click Next Page link or button.

Continue Application process on Page 19 of this manual.
Application Submittal - Consumptive Water Use - (Dewatering)

1. Enter the **Maximum Daily Pumpage in Million Gallons per Day (MGD)**.
2. Enter the **Total project Pumpage (MG)**.
3. Select the **Duration of the Request** from the drop-down menu.
4. Enter the **Exact timeframe** for the request.
5. Enter whether you are applying for a "master" dewatering permit as described in the Applicant’s handbook.
6. Enter the **Dewatering** information as requested.
7. Enter the **Maximum depth of excavation**.
8. Select whether the **Discharge will remain on site**.

**Attach files** (refer to the Attaching Files process for detailed instructions).

Click **Next Page** link or button.

Continue Application process on Page 19 of this manual.
Application Submittal - Consumptive Water Use (Diversion and Impoundment)

1. Select the Amount of Water requested from the drop-down menu.
2. Enter the Exact Amount of Water requested (MGD).
3. Select whether this project uses water from multiple surface and/or groundwater sources.
4. Select the Duration of the request from the drop-down menu.
5. Enter Diversion and Impoundment information.

Attach files (refer to the Attaching Files process for detailed instructions).

Click Next Page link or button.

Continue Application process on Page 19 of this manual.
Application Submittal - Consumptive Water Use
(Diversion and Impoundment Secondary User)

1. Select the **Amount of Water** requested from the drop-down menu.
2. Enter the **Exact Amount of Water** requested (MGD).
3. Select the **Duration** of the request from the drop-down menu.
4. Enter **Diversion and Impoundment Secondary User** information.
5. Click Next Page link or button.

**Attach files** (refer to the Attaching Files process for detailed instructions).

Click Next Page link or button.

**Continue Application process on Page 19 of this manual.**
Application Submittal - Consumptive Water Use (Landscape Recreation)

1. Select whether this project uses water from multiple surface and/or groundwater sources.
2. Select the **Duration** of the request from the drop-down menu.
3. Enter the **Amount of Frost/Freeze protection** (MGD) if applicable.
4. Select the **Type of Frost/Freeze Protection** information from the drop-down menu if applicable.
5. Click **New** on the Parcel Entry dashboard.
6. Enter the **Parcel Name**.
7. Select the **Type of Irrigation System** from the drop-down menu.
8. Enter the **Number of Acres Irrigated**.
9. Select the **Net Depth of Application** from the drop-down menu.
10. Select the **Rainfall Station** from the drop-down menu.
11. Click **Save**. Once saved, the calculated amount of water requested as well as the daily water usage will auto populate.

**Attach files** (refer to the **Attaching Files** process for detailed instructions).

Click **Next Page** link or button.

Continue Application process on Page 19 of this manual.
Application Submittal - Consumptive Water Use  (Golf Course Irrigation)

1. Select whether this project uses water from multiple surface and/or groundwater sources.
2. Select the Duration of the request from the drop-down menu.
3. Enter the Amount of Frost/Freeze protection (MGD) if applicable.
4. Select the Type of Frost/freeze Protection information from the drop-down menu if applicable.
5. Click New on the Parcel Entry dashboard.
6. Enter Parcel Name.
7. Select the Type of Irrigation System from the drop-down menu.
8. Enter the Number of Acres Irrigated.
9. Select the Net Depth of Application from the drop-down menu.
10. Select the Rainfall Station from the drop-down menu.
11. Click Save. Once saved, the calculated amount of water requested as well as the daily water usage will auto populate.

Attach files (refer to the Attaching Files process for detailed instructions).

Click Next Page link or button.

Continue Application process on Page 19 of this manual.
Application Submittal - Consumptive Water Use  (Commercial/Industrial)

1. Select the **Amount of Water** requested from the drop-down menu.
2. Enter the **Exact Amount of Water** requested (MGD).
3. Select whether this project uses water from multiple surface and/or groundwater sources.
4. Select the **Duration** of the request from the drop-down menu.
5. Select the **Type of Operation** from the drop-down menu.

**Attach files** (refer to the *Attaching Files* process for detailed instructions).

Click **Next Page** link or button.

**Continue Application process on Page 19 of this manual.**
Application Submittal - Consumptive Water Use (Nursery)

1. Select whether this project uses water from multiple surface and/or groundwater sources.
2. Select the Duration of the request from the drop-down menu.
3. Enter the Amount of Frost/Freeze protection (MGD) if applicable.
4. Select the Type of Frost/Freeze Protection information from the drop-down menu if applicable.
5. Click New on the Nursery Entry Dashboard.
6. Enter the Parcel Name.
7. Select the Type of Irrigation System from the drop-down menu.
8. Enter the Number of Acres Irrigated.
9. Select the Net Depth of Application from the drop-down menu.
10. Select the Rainfall Station from the drop-down menu.
11. Enter the Number of acres planted in ground.
12. Enter the Number of acres planted in containers.
13. For multiple parcels, click the New button and repeat steps 6-12.
14. Click Save. Once saved, the calculated amount of water requested as well as the daily water usage will auto populate.

Attach files (refer to the Attaching Files process for detailed instructions).

Continue Application process on Page 19 of this manual.
Application Submittal - Consumptive Water Use (Public Water Supply)

1. Select the Amount of Water requested from the drop-down menu.
2. Enter the Exact Amount of Water requested (MGD).
3. Enter the Per Capita Usage (required for an NGP).
4. Enter the Population (required for an NGP).
5. Select the type of conservation plan associated with the project.
6. Select whether this project uses water from multiple surface and/or groundwater sources.
7. Select the Duration of the request from the drop-down menu.
8. Enter Service Area information.
9. Attach the applicable table information (links to tables are provided).

Attach files (refer to the Attaching Files process for detailed instructions).

Click Next Page link or button.
Application Submittal - Consumptive Water Use (Well Information)

**Note:** All new facilities must be entered via the Location Map tab.

1. Click the **Well** information button.
2. Click the **Edit** button under well summary.
3. Enter **Map Designator**.
4. Select **Groundwater Source** from the drop-down menu.
5. Select **Water Use Type** from the drop-down menu.
6. Select the **Well Use Status** from the drop-down menu.
7. Select **Water Use Accounting Method** from the drop-down menu.
8. Under well details, select the **Well Status** from the drop-down menu.
9. If existing, enter **Date Installed** if known.
10. Enter the **Total Depth** information (ft-BLS).
11. Enter **Wellhead Elevation** information if known (ft-NGVD).
12. Enter **Case Depth** information if known (ft-BLS).
13. Enter **Well Diameter** information (inches).
14. Select whether it is **Pumped or Flowing** from the drop-down menu.
15. Enter the **Pump/Flow Rate** (GPM) information if known (ft-BLS).
16. If flowing, select whether there will be a **Working Valve** from the drop-down menu.
17. Select the **Pump Type** from the drop-down menu.
18. Enter the **Pump Intake Depth** information if known (ft-BLS).
19. Enter the **Last Calibration Date** if known.
20. Click **Save**.

**Note:** Well name and Location Details auto populate from the Location Map screen.

**Attach files** (refer to the **Attaching Files** process for detailed instructions).
Application Submittal - Consumptive Water Use  (Well Information) continued

1. Click **Facility Group** button if there is more than one well tied together with a single meter.
2. Click **New**.
3. Enter **Group Name**
4. Add **Available wells** to **Current Wells**.
5. Click **Save**.

Attach files (refer to the **Attaching Files** process for detailed instructions).

Click the **Next Page** button or link.
Application Submittal - Consumptive Water Use  (Pump Information)

Note: All new facilities must be entered via the Location Map tab.

1. Click Pump Information button.
2. Click the edit button under pump summary.
3. Enter Map Designator.
4. Select Surface Water Source from the drop-down menu.
5. Select Water Use Type from the drop-down menu.
6. Select the Pump Use Status from the drop-down menu.
7. Select Water Use Accounting Method from the drop-down menu.
8. Select the Local Drainage District from the drop-down menu if known.
9. Select the Pump Status from the drop-down menu.
10. If existing, enter the Date Installed if known.
11. Select the Pump Type from the drop-down menu.
12. Enter the Pump Diameter (inches).
13. Enter the Horsepower.
14. Enter the Pump Capacity (GPM).
15. Select whether it is a Two Way Pump from the drop-down menu.
16. Enter the Pump Intake Elevation (ft. NVGD) if known.
17. Enter the Last Calibration Date if known.
18. Click Save.

Note: Pump Name and Location Details auto populate from the Location Map.

Attach files (refer to the Attaching Files process for detailed instructions).
1. Click **Facility Group** button if there is more than one surface water pump tied together with a single meter.
2. Click **New**.
3. Enter **Group Name**.
5. Click **Save**.

**Attach files** if applicable (refer to the **Attaching Files** process for detailed instructions).

Click the **Next Page** button or link.
Application Submittal - Consumptive Water Use  (Culvert Information)

Note: All new facilities must be entered via the Location Map tab.

1. Click the edit button under Culvert Summary.
2. Enter Map Designater.
3. Select the Surface Water Source from the drop-down menu.
4. Select the Water Use Type from the drop-down menu.
5. Select the Culvert Use Status from the drop-down menu.
6. Select the Water Use Accounting Method from the drop-down menu.
7. Select the Local Drainage District from the drop-down menu if known.
8. Select the Culvert Status from the drop-down menu.
9. Enter the Date Installed if existing and known.
10. Select the Culvert Type from the drop-down menu.
11. Enter the Culvert Diameter (inches).
12. Select the Culvert Cross-section from the drop-down menu.
13. Enter the Culvert Length (feet).
14. Select the Culvert Control from the drop-down menu.
15. Enter the Culvert Height (inches).
16. Select whether it is a Two Way Culvert from the drop-down menu.
17. Enter the Culvert Width (inches).
18. Enter the date of the Last Calibration if known.
19. Enter the Culvert Invert Elevation (ft-NGVD).
20. Click Save.

Attach files (refer to the Attaching Files process for detailed instructions).

Note: Culvert Name and Location Details auto populate from the Location Map screen.

Click the Next Page button or link.
Application Submittal - Consumptive Water Use - (Relevant Parties)

1. Select the applicable type of organization using the drop-down menu.
2. Click New on the Relevant Parties Dashboard.
3. Enter Applicant/Owner information.
4. Click the Save button.
5. Repeat steps 2 through 4 until all Relevant Parties are entered.

Attach files (refer to the Attaching Files process for detailed instruction).

Note: Owner/Applicant or Lessee/Applicant is required.

When entering Relevant Party information, a unique email address must be entered for each Relevant Party. If adding “Other” as the Relevant Party, you will need to identify the “Other Type” (i.e. Administrative Assistant).

Click Next Page link or button.
Application Submittal - Consumptive Water Use  (Related Permits)

1. Click in the applicable radio buttons to indicate the status of Environmental Resource, Right of Way and Diversion and Impoundment permits.

Attach files (refer to the Attaching Files process for detailed instructions).

Click the Next Page button or link.

Note: This tab only applies to IND applications.

Application Submittal - Consumptive Water Use (Reclaimed Water)

1. Click in the applicable circle to indicate if the project includes Reclaimed Water.
2. Enter Reclaimed Water details.

Attach files (refer to the Attaching Files process for detailed instructions).

Click the Next Page button or link.

Note: This tab only applies to IND applications.
1. Click the applicable radio buttons if there are any wetland areas within the area of influence, contamination sites within the area of influence and the distance to the source of saline water (ft).

Attach files (refer to the Attaching Files process for detailed instructions).

Click the Next Page button or link.

**Note:** This tab only applies to IND applications.
Application Submittal - Consumptive Water Use  (Pre-Application Meeting)

1. Enter **Pre-Application Details** if applicable.

   **Attach files** (refer to the ** Attaching Files** process for detailed instruction).

   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.

   **Note:** This tab only applies to **IND** applications.
Application Submittal - Consumptive Water Use - Applicant Signature/Owner Authorization

1. Select a Relevant Party as the Signature Authority.
2. Check the box to agree to the Statement of Agreement.
3. Once checked, your ePermitting account information will appear.
4. Click Last Page link or button.
5. Click OK to save the current data.

Note: If the person filling out and signing the submittal is not the owner or lessee, an authorization form must be completed and signed by the owner. An authorization form is attached for your convenience. Use the attached files option to upload a pdf file of the authorization.
Application Submittal - Consumptive Water Use
Submittal Management (Verify Data Submittal)

1. Click in the circle next to Verify Data Submittal.
2. Click the Continue button.
3. Verify that there is a check mark in each box.
4. Use the blue page headings to locate information shown as "required" and click on them to return to the required tab for editing.
5. Return to the Last Page to continue with the verify data submittal.
6. Once completed and all fields are checked, click Back to Submittal Management.
Application Submittal - Consumptive Water Use
Submittal Management (Attach Documents)

1. Click the radio button 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 file size - 50 MB (megabytes)
  - File name - Do not include a period (.) or dash (-) within the file name
  - Combine multiple maps into one pdf file
Application Submittal - Consumptive Water Use

Submittal Management (Route Submittal)

1. Click the radio button 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.
Application Submittal - Consumptive Water Use
Submittal Management (Route Submittal to Originator)

1. Click the link in the Routing Notification email.
2. Click the radio button next to Do you want to process a routed submittal.
3. Click in the circle next to Edit Submittal.
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.
10. Click in the circle next to Return Submittal to Originator.
11. Click the Continue button.
12. Select the Status using the drop-down menu.
13. Enter Comments if applicable.
14. Click the Return Back to Originator button.
Application Submittal - Consumptive Water Use
Submittal Management (Seal Registered Professional Documents)

1. Click the radio button next to Seal Registered Professional Documents.
2. Click the Continue button.
3. Enter the name of the Professional Engineer that is signing the document.
4. Enter the license number of the Professional Engineer 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 radio button next to applicable file.
10. Click the Print Signature Document button.
11. Print, sign, seal, scan and attach as part of the submittal. This form no longer needs to be mailed in.
12. Repeat process for each document requiring seal verification.
13. Click the Back to Submittal button.

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.

Printable Form of Example Signatures : XXXXX

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1. Click the radio button next to **Print Submittal Form**.
2. Click the **Continue** button.
3. Print application if a paper copy is needed.
4. Close the screen to return to the Submittal Management Tab.
Application Submittal - Consumptive Water Use Submittal Management (Submit Application)

1. Click the radio button next to Submit Application.
2. Click the Continue button.
3. Click the radio button next to the selected payment option.
4. Click in the box next to I agree to the above.
5. Click the Pay button.
6. Select the party making the payment for the application. If someone other than the relevant parties is making the payment, choose the WU 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.
7. Click the Pay Now button.
8. Click the circle next to the applicable payment method.
9. Click the Pay Now button.

Note: If payment is being made at another time choose the “Yes, Pay Later option” and click the Continue button to complete the submittal.

Note: The pay later option is not available for NGPs.
Payment by credit or debit card -

1. Enter payment information.
2. Click the **Continue** button.
3. Click the **Confirm Payment** button once credit/debit card information is verified.
4. Click the **Back to Pending Submittals** button or the **Logout** link once confirmation is received.
Application Submittal - Consumptive Water Use Submittal Management (Submit Application)

Payment by personal or business check -

1. Enter payment information.
2. Click in the box next to the **Authorization to Debit Bank Account** statement.
3. Click the **Continue** button.
4. Click the **Confirm Payment** 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.