

## **Guidance for Completing a Letter Modification Pursuant to Rules 40E-2.331(4)(a)(6) & 40E-20.331(3)(a)(6)**

The following information is being provided to assist you in applying for a letter modification from mandatory year-round landscape irrigation conservation measures. The mandatory year-round landscape irrigation conservation measures can be found at Chapter 40E-24, F.A.C. The rules on letter modifications can be found at Rules 40E-2.331(4)(a)(6) & 40E-20.331(3)(a)(6), F.A.C.

As provided in the rule, an application for letter modification will not be granted unless the applicant provides reasonable assurances that the modification requested will not be harmful to the water resources of the District and demonstrates that one or more of the following circumstances exists:

1. Does not allow more cumulative days and time to conduct landscape irrigation pursuant to Chapter 40E-24, F.A.C., for those permits issued pursuant to Rule 40E-2.061, F.A.C.; or,
2. For landscape irrigation use permits issued pursuant to Chapter 40E-2 and 40E-20, F.A.C., does not allow more cumulative days and time to conduct landscape irrigation than provided by Chapter 40E-24, F.A.C.

If the applicant meets the above criteria and a letter modification is granted, the letter modification shall be subject to the following conditions, unless waived or modified:

1. The letter modification shall be the minimum necessary to alleviate the circumstances for which it was requested.
2. The letter modification may prescribe a timetable for compliance with Rule 40E-24.201, F.A.C.

The following is a list of information needed by the District to process and grant a request for a letter modification. These instructions are for informational purposes. The applicant is directed to refer to the rules when preparing the request for letter modification. Be sure to provide as much of requested information as possible. Should the District require additional information to process the request, you will be notified via letter.

### Completing the Application for Letter Modification

- Part A. General Information
  - Name
  - Address
  - Email address
  - 24 hour contact telephone number
  - Property location
  - SFWMD Permit Number (if applicable)
  - Project Name
- Part B. Specific Rule
  - List the specific rule or restriction necessitating the application for letter modification.

- Part C. Supporting Facts
  - Explain the circumstances that make compliance with the landscape irrigation conservation measure a problem.
  - Use sufficient detail.
  - You may include reports by a qualified technical expert.
- Part D. Relief Requested
  - Describe the alternative practice or schedule that you are requesting.
- Part E. Time Period
  - Describe the length of time needed for the letter modification.
- Part F. Damage or Harm
  - Explain the nature of harm (e.g., economic, health, safety) that will occur without the letter modification.
- Part G. Cost or Extent
  - List the measures that you would need to take to comply with the landscape irrigation conservation measures.
  - List the effort, time, and estimated cost of compliance with the landscape irrigation conservation measures.
- Part H. Description of Irrigation System
  - Provide a summary of the irrigation system and the proposed irrigation plan.
  - Detailed information about the irrigation system, including:
    - A site map should the property in question. Include each irrigation zone.
    - A list of withdrawal pumps and the attendant irrigation zones for each pump.
    - The proposal for irrigation times/day for each zone based upon a maximum of twenty (20) minutes per zone. In the case of analog clocks, a ten (10) minute reset period is included between each zone.
    - If extra time is being requested, provide the pump output in gallons per minute and the area of the property to be irrigated in square feet or acres.
  - Information to document the irrigation system, such as blueprints or a mobile irrigation lab (MIL) evaluation. This documentation should include output capacity of the pump, area to be irrigated, list of pump clocks, and a map (hand-drawn sketches are acceptable) showing lot dimensions and zones, and type of sprinkler heads and/or head precipitation rates.
- Part I. Site Specific Information (if applicable)
  - Soil Characteristics
  - Depth to background water level
  - Net depth of application
- Part J. Advanced Irrigation Control System or Technology (if applicable)
  - Describe the type of advanced irrigation control system present and operated on the property.
  - Provide any information describing and/or calculating the water savings.
- Part K. Other Material Information
  - Include any additional information you believe is necessary for consideration of the application for letter modification.
- Part L. Applicant Signature
  - Please sign, print your name, and date the application.

- If the application for letter modification relates to a water use permit, the permit holder must request the letter modification and sign the application.
- If the applicant name is different from the name provided in Part A, please include the title.

**Your request must be submitted by mail to:**  
South Florida Water Management District  
3301 Gun Club Road, MSC 3210  
West Palm Beach, Florida 33406