

**Permit Application**



**Northern Palm Beach County Improvement District**

359 Hiatt Dr., Palm Beach Gardens, FL 33418  
Phone: 561-624-7830 Fax: 561-624-7839

**Office Use Only:**  
Date Received: \_\_\_\_\_  
Unit No: \_\_\_\_\_  
Permit No: \_\_\_\_\_  
Plat No: \_\_\_\_\_

**I: PROJECT INFORMATION**

(PLEASE TYPE OR PRINT ALL APPLICABLE INFORMATION)

**Project Name:** \_\_\_\_\_  
**Project Description** (ex. Connect 36" RCP outfall to NPBCID Drainage Canal) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Acreeage or Lot No.:** \_\_\_\_\_  
**Proposed Start Date:** \_\_\_\_\_ **Est. Completion Date:** \_\_\_\_\_

**Plat Required:** Y  N  **Plat Submitted:** Y  N   
**Improvement(s) To Be Dedicated To Northern:** Y  N

**OWNER/PERMITTEE**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
COMPANY \_\_\_\_\_ E-Mail \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ PROJECT ADDRESS (IF NOT MAILING ADDRESS) \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

**APPLICANT** (if different from Owner)

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
COMPANY \_\_\_\_\_ FAX \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_ SECONDARY CONTACT NUMBER \_\_\_\_\_

**ENGINEER**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
COMPANY \_\_\_\_\_ FAX \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_ SECONDARY CONTACT NUMBER \_\_\_\_\_

(If there is another consultant closely involved with this project please enter their name and contact information in one of the above sections with notation.)

All correspondence and submittals should be sent care of Northern's Permit Clerk for processing and consideration.  
The mailing address is above.

**II. APPLICATION DETAILS:** Before submitting to Northern please check to make sure you have all required items in your submittal since incomplete submittals will be held until all parts are received in order to provide a comprehensive review. Full submittal includes 1 completed application, 3 complete sets of plans (signed & sealed), check for application fee, 1 copy of SFWMD permit (if applicable), 2 sets of drainage calcs., 2 copies of pollution prevention plan and 1 engineering cost estimate (signed & sealed), 1 copy of proposed plat (if applicable), 1 copy of proposed road section per NPBCID standards (if applicable), District right-of-way lines and cross sections (canal crossing), dimensions within the NPBCID easement or right-of-way (encroachments, i.e. fence). All design plans and calculations shall be signed and sealed by an Engineer registered in the State of Florida. ..

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**DRAINAGE**

- NEW PROJECT  Direct Connection to NPBCID Lake/Canal  
 Indirect Connection to NPBCID Lake/Canal
  - MODIFICATION  To Existing NPBCID Permit No. \_\_\_\_\_  
 To Existing Drainage System
  - OTHER: \_\_\_\_\_
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**CONSTRUCTION** New Construction for which NPBCID shall own and/or maintain improvements

- DEDICATION OF WATER MANAGEMENT TRACT(S)
  - DEDICATION OF PRESERVE(S)
  - OTHER: \_\_\_\_\_
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**CANAL CROSSING**

- BRIDGE  UTILITY  CULVERT  OTHER: \_\_\_\_\_
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**R/W ENCROACHMENT**

- STRUCTURE OVERHANG  LANDSCAPE W/EASEMENT
  - FENCES/GATE  UTILITIES
  - DOCK/SEAWALL  OTHER: \_\_\_\_\_
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**UTILITY TYPE**

- IRRIGATION WITHDRAWAL
  - POLE TO POLE
  - AERIAL/SUBAQUEOUS
  - INFRASTRUCTURE CONSTRUCTION WITHIN NPBCID EASEMENT
  - INFRASTRUCTURE CONSTRUCTION WITHIN NPBCID RIGHT-OF-WAY
  - OTHER: \_\_\_\_\_
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### **III: PERMITTING PROCESS**

Upon submittal, the Application Package will undergo a first review. Comments on, or denial of, your application will be forwarded to the Engineer of Record or Permittee as deemed appropriate. A second review will take place following receipt of the written response to the comments. Be sure to submit 3 copies of the revised plans, signed and sealed, and other pertinent information as part of the response. The process of comment/resubmittal will continue until Northern notifies you that the Permit has been approved, pending payment of remaining fees, or denied for a given reason.

If approved, an invoice for Permitting/Inspection Fees will be faxed, e-mailed or mailed to the Engineer of Record and/or the Permittee. Upon receipt of payment Northern Officials will execute the Permit and a copy will be faxed or mailed to the Engineer of Record and/or Permittee.

At this point the permit moves into the inspection/usage stage. The Permittee is required to notify the District Engineer or Northern at least 48 hours prior to the start of construction so that permitted activities can be monitored. Upon completion of the Permitted Activity and after its final inspection and acceptance by Northern, the Permittee shall deliver to Northern's office an Engineer's Certification of Completion, (Signed and Sealed) and final "Record Drawings". The "Record Drawings" shall be in the form of 2 Paper Sets (Signed and Sealed) and 1 electronic copy with both PDF and AutoCAD 2000 or newer formats. Failure to provide the final documentation may result in the revocation, cancellation and termination of this Permit. Upon approval and acceptance of the Record Drawings by the District Engineer or Northern the permit file will be closed.

**ALL ASPECTS OF THE PERMITTING PROCESS ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**IV: CERTIFICATION**

The undersigned, as or on behalf of the Applicant, does hereby and, where applicable, agree as follows: (i) that the information contained herein is true and correct to the best of their knowledge and belief, (ii) to provide entry to the project site for Northern’s representatives or consultants (with proper identification as such) for the purpose of making an inspection or analysis of the project site, (iv) to pay any and all Permit submittal and issuance fees and costs in accordance with the attached Fee Schedule, and (v) if signing as an agent for the Applicant, that the undersigned is authorized, pursuant to the attached written document, to execute this Permit Application for and on behalf of said Applicant.

\_\_\_\_\_  
**APPLICANTS SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**OWNER/PERMITTEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
***PRINT NAME***

**To whom should we forward the invoice:  
Applicant ( ) Owner/Permittee ( ) Engineer ( )**

## **V. FEE SCHEDULE**

### **Submittal Fee:**

Single Family Residential Lot: \$250.00

All others: \$500

(This includes POA's, Governmental Agencies, Utility Companies, Developers, etc.)

### **Review Fees:**

Permit review fees are based on actual engineering costs associated with the permit review process. If during the review process, the review fees exceed \$2,000.00 prior to permit approval, an interim invoice will be issued to the permittee. For review fees less than \$2,000.00 an invoice for the actual cost of review will be sent prior to permit issuance.

There will be a \$250.00 administrative fee due for any permit modification requests submitted subsequent to the issuance of the permit plus any applicable review fees.

### **Legal Fees:**

All legal fees incurred by Northern in connection with the project being permitted will be invoiced in conjunction with review fees.

### **Inspection/Usage Fees:**

The invoice referenced above will also include a minimum inspection fee of \$250.00 or 2% of Engineer's Cost Estimate for construction, whichever is greater.. The cost estimate is to be based on Northern permitted activities and affected facilities. This fee will cover Northern's cost to inspect permitted activities, attend project meetings and deal with any other miscellaneous items that come up before the permit is closed. Please note that the Permittee is required to submit a signed and sealed cost estimate from their Engineer of Record with the initial submittal. When the permit is complete and has been closed by Northern all remaining inspection fees will be returned to the Permittee. Please allow 4 to 6 weeks from the time of closure for delivery of the check.

If additional inspection fees or other related fees to the permit above the \$250.00 or 2% of the cost of construction are incurred, the permittee will be invoiced for the remaining balance and that balance must be paid prior to permit close out.

## **WAIVER OF FEES**

The following types of permit submittals are granted an automatic waiver:

- a. All permit submittals to address prospective or remedial erosion control within a Northern property interest shall be exempt from payment of Northern's standard permit fees and changes.

**THE PERMIT WILL NOT BE ISSUED UNTIL FULL PAYMENT IS RECEIVED.  
ALL FEES SUBJECT TO CHANGE WITHOUT NOTICE**