

A. Requirements for a Northern Permit

A Northern permit is required prior to commencement of construction activities that involve connection or utilization of Northern works or construction upon or occupation of Northern property or right-of-way (section 3(A) (II) of Chapter 2000-467, Laws of Florida {Northern’s Charter} and Florida Statute 298.28.)

B. General Information

1. Application Requirements: See Page 3 of Permit Application
2. Permit Review Process: See Page 4 of Permit Application
3. Permit Fee Schedule: See Page 6 of the Permit Application
4. Permit Denial – Permittee Recourse

All applicants denied a permit have the right to appeal to the Northern Board of Supervisors. The request for appeal must be submitted in writing to Northern’s District Engineer at least 14 days prior to any given Board Meeting for inclusion in that Board Meeting. The request for appeal should explain the reasons for the appeal and why the permit should be granted. Meeting agendas are available on Northern’s website.

5. Permit Duration

Upon written notification that the permit review has been completed and all comments have been adequately addressed, the applicant will have 30 days to pay all applicable review and inspection fees, which payment date will be the permit’s issuance date. If the permit is not issued within the 30 day payment period, its issuance shall thereupon be cancelled. A signed notice of construction commencement (NOC) for the permitted activity must be filed with Northern within 365 days of the permit’s issuance date or the permit shall thereupon automatically terminate and a new permit application, as well as payment of new application and review fees, will be required. The notice of construction commencement (NOC), provided with the issued permit, should be sent to Northern no sooner than one week prior to commencement.

6. Permit Inspection/Closure

It is the responsibility of the Permittee, or their designated representative, to schedule the necessary inspections with Northern. Failure to do so may result in the revocation, cancellation and termination of the Permit.

Upon completion of the Permitted Activity and after its final inspection and acceptance by Northern, the Permittee shall electronically submit to Northern’s office notice of construction completion (NOCC), provided with the issued permit, digitally signed and sealed Engineer’s Certification and final “Record Drawings” in PDF along with a copy of the “Record Drawings” in AutoCAD 2020 or newer format is also required. Failure to provide the final documentation may result in the revocation, cancellation and termination of this Permit.

C. 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) _____

Acreage 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.)

II. APPLICATION REQUIREMENTS Before submitting to Northern please check to make sure you have all required items in your submittal package since incomplete submittals will be held until all parts are received in order to provide a comprehensive review. Full submittal includes 1 completed application, the complete set of plans in PDF including related Utility and Pollution Prevention plans (all digitally signed & sealed), check for application fee, PDF of SFWMD or DEP 10-2 and NPDES permits (if applicable), a PDF set of drainage and/or water management calculations (digitally signed & sealed), a PDF copy of engineering cost estimate (digitally signed & sealed), a PDF of proposed plat and boundary survey (if applicable). Plans should include at a minimum: proposed roadway section(s), driveway connection(s), canal or lake sections with drainage connections and related details meeting NPBCID standards (where applicable), District right-of-way and easement lines, dimensions to proposed facilities within the NPBCID easement or right-of-way (encroachments, i.e. fence). Prior to issuance of a permit electronically submitted digitally signed and sealed PDF Documents of the final approved engineering plans and calculations and an AutoCAD file of the plans (v2020 or newer) shall be submitted for District Records. The Engineer's signature and seal shall meet the Florida Board of Professional Engineer's latest requirements for digital signature, 61G15-23.004 FAC. PDF Documents shall conform to the following naming convention: PERMIT/PLAT REFERENCE No.-DOCUMENT TYPE-S&S DATE YYYY-MM-DD. *Example: PER-16-111-CIVIL PLANS-2020-01-24*

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: _____

CONSTRUCTION New Construction for which NPBCID shall own and/or maintain improvements

- DEDICATION OF WATER MANAGEMENT TRACT(S)
- DEDICATION OF PRESERVE(S)
- OTHER: _____

CANAL CROSSING

- BRIDGE UTILITY CULVERT OTHER: _____

R/W ENCROACHMENT

- STRUCTURE OVERHANG LANDSCAPE W/EASEMENT
- FENCES/GATE UTILITIES
- IRRIGATION CONNECTION OTHER: _____
- DOCK/SEAWALL

UTILITY TYPE

- POLE TO POLE
- AERIAL/SUBAQUEOUS
- INFRASTRUCTURE CONSTRUCTION WITHIN NPBCID EASEMENT
- INFRASTRUCTURE CONSTRUCTION WITHIN NPBCID RIGHT-OF-WAY
- OTHER: _____

III: PERMITTING REVIEW 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. Second submittals of revised plans, calculations and other pertinent documents may be made electronically, however plans, calculations, reports, drainage statements, etc. must be signed and sealed by the engineer of record. 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, emailed 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 Northern or the District Engineer at least 48 hours prior to the start of construction so that permitted activities can be monitored. Notification is made using the District's Notice of Construction Commencement Form provided with the issued permit. Upon completion of the Permitted Activity and after its final inspection and acceptance by Northern, the Permittee shall provide to Northern's office PDF Documents of each of the Engineer's Certification of Completion, (signed and sealed) and final "Record Drawings" (signed and sealed) and one electronic copy of the "Record Drawings" in AutoCAD 2020 or newer formats. The Engineer's signature and seal shall meet the Florida Board of Professional Engineer's latest requirements for electronic signature. PDF Documents shall conform to the following naming convention: PERMIT REFERENCE No.-DOCUMENT TYPE-S&S DATE YYYY-MM-DD. Example: *PER-16-111-Record Drawings-2020-0124*. 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: \$500.00 including 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 3% 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 3% 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.

Dishonored Payment Instrument Policy:

A check returned by the bank due to non-sufficient funds is generally defined as a dishonored payment instrument, the payment of which is refused by the drawee because of lack of funds, lack of credit, or lack of an account, or where the maker or drawer stops payment on the instrument with intent to defraud. Chapter 68.065, F. S. addresses such dishonored payment instruments, which include returned checks/worthless checks/dishonored electronic payments. Specifically, Chapter 68.065(2), F.S. addresses the amounts that may be collected from the payee as a service charge for such dishonored payment instruments.

Northern Palm Beach County Improvement District’s Dishonored Payment Instrument Fee Schedule shall be:

Amount	Fee
Face Value up to \$50.00	\$25.00
Face Value Between \$51.00 and \$300.00	\$30.00
Face Value Greater Than \$300.00	Greater of \$40 or 5%
Face Value Greater Than \$800.00	5% of Face Value

WAIVER OF FEES

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

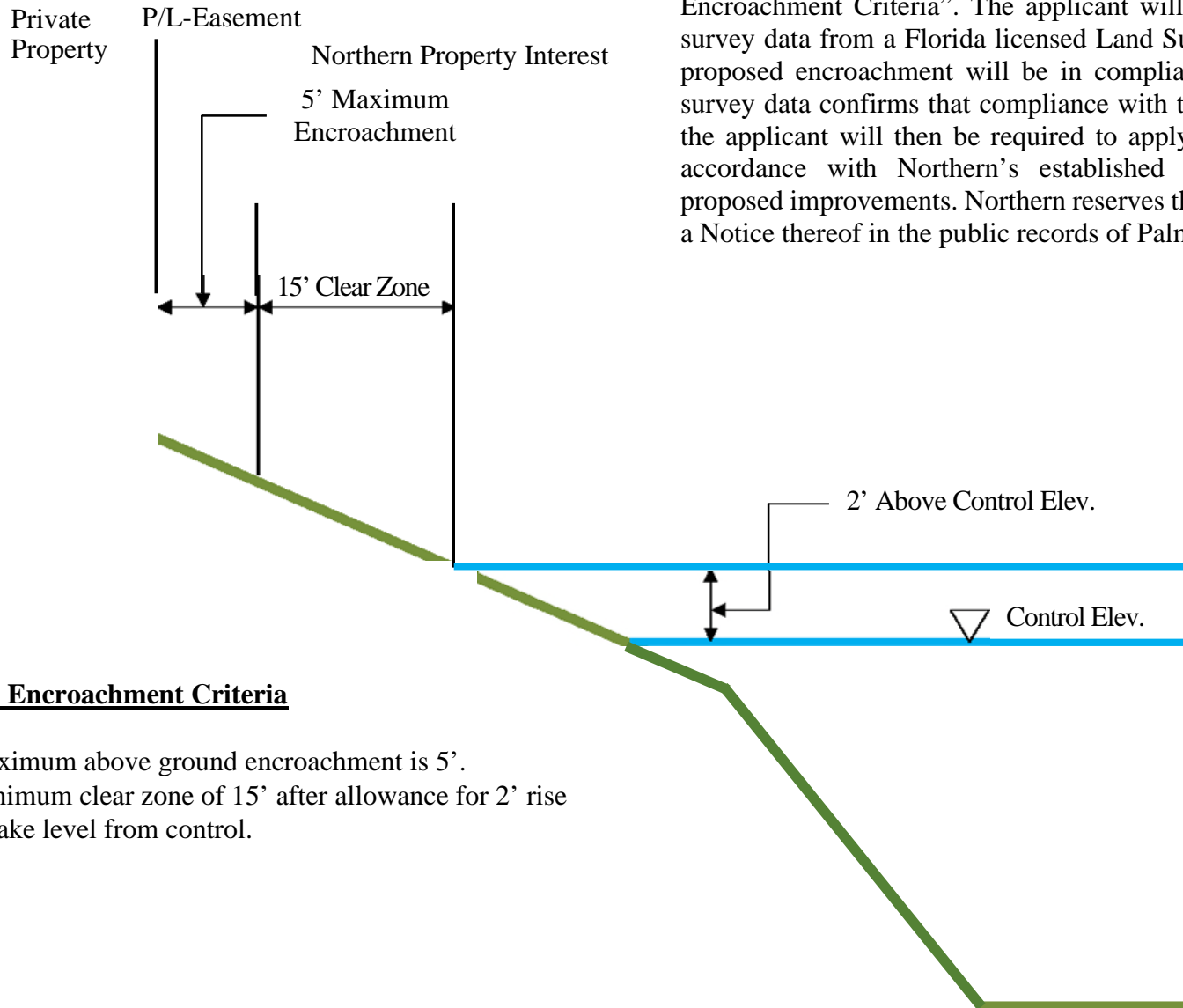
- a. All permit submittals to address prospective or remedial erosion control within a Northern property interest shall be exempt from payment of Northern’s standard permit fees and charges.

THE PERMIT WILL NOT BE ISSUED UNTIL FULL PAYMENT IS RECEIVED.

ALL FEES SUBJECT TO CHANGE WITHOUT NOTICE

D. ENCROACHMENT POLICY

Effective March 28, 2012, requests for above ground encroachments within a Northern water management tract, easement, or other real property interest by applicants other than another utility provider will be subject to the criteria indicated on the attached cross section identified as “Maximum Encroachment Criteria”. The applicant will be responsible for providing survey data from a Florida licensed Land Surveyor substantiating that the proposed encroachment will be in compliance with said Criteria. If the survey data confirms that compliance with the stated Criteria will be met, the applicant will then be required to apply for a construction permit in accordance with Northern’s established permitting program for the proposed improvements. Northern reserves the right to record its permits or a Notice thereof in the public records of Palm Beach County.”



Maximum Encroachment Criteria

- Maximum above ground encroachment is 5’.
- Minimum clear zone of 15’ after allowance for 2’ rise in lake level from control.