



## **REGIONAL UTILITIES – PLAN REVIEW PROCEDURE**

This document shall serve to detail Regional Utilities' Procedure for Plan Review, FDEP Permit Application endorsement and Project Certification.

- **Approval of Proposed Construction Plans – (As per Construction Specifications)**
  - One (1) CD containing an electronic (pdf file) copy of the plans shall be submitted for review.
  - Once the review process has been completed Regional Utilities will require one (1) hard copy set of the signed and sealed plans and one (1) CD containing a copy of the signed and sealed approved set of plans and all documentation.
  - 1 set of FDEP water and wastewater permit applications signed by the engineer and the permittee.
  - 1 set of lift station calculations and pump curve data (if applicable).
  - 1 set of FDEP wetland permits (if applicable).
  - A review fee for the set amount (see attached review schedule).
  - The Master Information Sheet must be filled out entirely and must be turned in with the first submittal of the project.

Regional Utilities will review the plans and have review comments mailed out within 2 weeks of submittal date. If plans are not approved, revised plans will be requested for second review.

Following receipt of a letter confirming plan approval, a pre-construction meeting shall be held between the contractor, developer, engineer of record, and Regional Utilities. Upon the successful completion of this meeting, a Developer Agreement must be executed and/or associated impact fees paid.

- **Release of FDEP Water and Wastewater Permit Applications**

Regional Utilities will sign and release all FDEP permit applications immediately upon the execution of a Developer Agreement and/or payment of impact fees. Impact fees shall either be paid in full or a Developer Agreement executed, which requires 10 percent down payment by the developer.

## **REGIONAL UTILITIES – PLAN REVIEW FEE SCHEDULE**

- **Engineering Plan Review**
  - \$ 150.00 - 10 or Less ERC's - (Equivalent Residential Connection)
  - \$ 300.00 - 11 – 100 ERC's
  - \$ 400.00 - 101 - 200 ERC's
  - \$ 500.00 - 201 or more based on Additional \$ 100.00 for each additional 100 units.

# REGIONAL UTILITIES

## NEW DEVELOPMENT (RESIDENTIAL or COMMERCIAL) MASTER INFORMATION SHEET

### Applicant: Owner/Developer

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Engineer

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Property Description

Walton County Parcel No. \_\_\_\_\_

Development Name: \_\_\_\_\_

Street Address or Detailed Location: \_\_\_\_\_

\_\_\_\_\_

Approximate Construction Start Date: \_\_\_\_\_

Type of Development and Number of Units Below: (check all that apply)

#### RESIDENTIAL:

Single Family \_\_\_\_\_ Total Units       Multifamily \_\_\_\_\_ Total Units

#### COMMERCIAL:

Commercial (retail, office) \_\_\_\_\_ Sq. Ft.

Restaurant \_\_\_\_\_ # of seats

Industrial (warehouse, etc..) \_\_\_\_\_ Sq. Ft.

Other \_\_\_\_\_ Type \_\_\_\_\_ Sq. Ft.

Water Meter Size Requested (commercial only): \_\_\_\_\_