



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

This document shall serve to detail Regional Utilities' Procedure for Plan Review and FDEP Permit Application endorsement. All plans and documentation shall be submitted to **engplanreview@regionalutilities.net**.

- **Approval of Proposed Construction Plans – (As per Construction Specifications)**
  - An electronic (pdf file) copy of the plans and CAD file shall be submitted for review.
  - 1 electronic (word doc) legal description of the project property.
  - 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).
  - Water and Sewer Cost Estimate including all materials and a separate line item for labor.
  - Once the project has been approved, Regional Utilities will require one (1) hard copy set of the signed and sealed plans, CAD file and one (1) electronic (pdf file) copy of the signed and sealed approved set of plans and all documentation.

Regional Utilities will review the plans and have review comments emailed 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 Developer Agreement must be executed and/or associated capacity fees paid. A pre-construction meeting shall be held between the contractor, developer, engineer of record, Regional Utilities, and Walton County before construction commences.

- **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 capacity fees. Capacity fees shall either be paid in full or a Developer Agreement executed, which requires 10 percent down payment by the developer. FDEP permits must be issued prior to scheduling the pre-construction meeting.

## **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)**  
**PROJECT 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 State Date:** \_\_\_\_\_

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

**RESIDENTIAL:**

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

Multifamily \_\_\_\_\_ Total Units

**COMMERCIAL: SINGLE SERVICE ONLY**

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

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

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

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

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