



Indian Trail Improvement District

13476 61st Street North, West Palm Beach, FL 33412
Phone: 561-793-0874 Fax: 561-793-3716
Email: info@indiantrail.com

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 ITID Drainage Canal) _____

Property Control Number: _____ **Acreage or Lot No.:** _____
Proposed Start Date: _____ **Est. Completion Date:** _____
Plat Required: Y N **Plat Submitted:** Y N
Improvement(s) To Be Dedicated To ITID: 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 ITID's Permit Dept. for processing and consideration. The mailing address is above.

II. APPLICATION DETAILS:

Review and processing of an Application will not begin until the Application is complete, as provided herein. Unless otherwise agreed in writing by the District, incomplete submittals will be held for a maximum of thirty (30) days or until all required items are received, whichever first occurs.

Complete Submittal includes:

1. One complete ITID Application in proper form;
2. A check or cash for the full amount of application fee (see Fee Schedule);
3. Three (3) complete sets of plans/specifications (signed & sealed by a Professional Engineer registered in the State of Florida);
4. One (1) copy of SFWMD permit (if applicable);
5. Three (3) sets of drainage calculations, if applicable, (signed and sealed by a Professional Engineer registered in the State of Florida);
6. Three (3) Sets of pollution prevention plans, (signed and sealed by a Professional Engineer registered in the State of Florida)
7. Three (3) Sets of Engineering cost estimates, (signed and sealed by a Professional Engineer registered in the State of Florida)
8. Three (3) copies of proposed plat (if applicable),
9. Three (3) copies of proposed road section per ITID standards (if applicable);
10. District right-of-way lines and cross sections (canal crossing), dimensions within the ITID easement or right-of-way (encroachments, i.e. fence).

DRAINAGE

- NEW PROJECT Direct Connection to ITID Lake/Canal
 Indirect Connection to ITID Lake/Canal
 MODIFICATION To Existing ITID Permit No. _____
 To Existing Drainage System
 OTHER: _____

CONSTRUCTION New Construction for which ITID 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
 DOCK/SEAWALL OTHER: _____

UTILITY TYPE

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

III: PERMITTING PROCESS

Permit Application, plans and required backup information shall be submitted directly to ITID's Administrative Offices, 13476 61st Street North, West Palm Beach, FL 33412.

Upon submittal, the Application Package will undergo a preliminary review for completeness. If the Application is complete, it will be processed for technical review. Technical comments on the Application will be forwarded in writing to the Engineer of Record or Permittee, as appropriate. Upon receipt of written responses to the initial technical comments, the Application will be subject to a second review that will determine if the response is sufficient. All responses shall be accompanied by three (3) copies of any revised plans, signed and sealed by a Professional Engineer registered in the State of Florida, and other pertinent information. This iterative process of comment/re-submittal will continue until the District Engineer is satisfied that all technical issues have been adequately addressed. At this point, a recommended Permit will be prepared and the Applicant asked to confirm its consent to any conditions of approval by executing this instrument. Upon receipt of the recommended Special Permit executed by the Applicant, it will be scheduled for review by the Board of Supervisors at its next available meeting. The Board of Supervisors may approve the Permit as recommended by Staff, approve the permit with revised conditions, or deny the permit. The applicant is strongly advised to attend the Board of Supervisors' meeting to address any questions that may arise. If the recommended permit is denied, ITID will notify the Applicant in writing of the reasons therefore. At any time after the second Technical Review, the Applicant may appeal a decision of the District Engineer to the Board of Supervisors if it feels that the review process or any recommended condition of approval is unfair or inappropriate.

If approved by the Board, 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, an ITID Board Officer 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 ITID at least 48 hours prior to the start of construction so that permitted activities can be monitored. Such notice of commencement shall also be provided if the Work has ceased or is suspended for any substantial period of time exceeding forty-five (45) calendar days.

Upon construction completion the project Engineer must submit Final Certification (signed and sealed), Record Drawings, 2 paper sets (signed and sealed) and 1 digital copy In AutoCAD 2000 or greater format. Upon approval and acceptance of the Record Drawings by the District Engineer or ITID 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 ITID’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. If not properly authorized, Permit and Application will be invalid.

APPLICANTS SIGNATURE

DATE

PRINT NAME

OWNER/PERMITTEE SIGNATURE

DATE

PRINT NAME

**Invoices should be forwarded to:
Applicant () Owner/Permittee () Engineer ()**

V. FEE SCHEDULE

Submittal Fee:

Single Family Residential Lot: \$250.00

All others: \$500

(This includes Commercial, Governmental Agencies, Utility Companies, Multi-Family, Developers, Property Owners Associations, Home Owners Associations, etc.)

Review Fees:

All Permit Applicants, other than Single Family Residential Permit Applicants, shall submit a \$2,000 or 2% of Engineer's Cost Estimate for construction Permit Review Fee upon submittal of an application and review of an Engineer's Cost Estimate, whichever is greater. Permit review fees are based on actual engineering costs associated with the permit review process. If during the review process, the review fees exceed the initial aforementioned review fee prior to permit approval, an interim invoice will be issued to the permittee. For review fees less than the initial aforementioned review fee, all remaining review fees will be returned to the Permittee. 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 Engineering, Legal, and Field Inspection review fees.

Legal Fees:

All legal fees incurred by ITID 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 ITID permitted activities and affected facilities. This fee will cover ITID'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 ITID, 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.

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