

VILLAGE OF WELLINGOTN UTILITY DEPARTMENT

PERMITTING PROCESS AND FEES

JULY 1, 2016

Starting July 1, 2016, the following shall be in effect:

ACTIVITIES REQUIRING UTILITY PERMITS

- 1) Private development and re-development projects modifying and/or expanding Wellington's water, sewer and/or reuse system.
- 2) Public development and re-development projects modifying and/or expanding Wellington's water, sewer and/or reuse system.
- 3) Private and public development and/or redevelopment projects requiring a permit for water, sewer and/or reuse water improvements (other than septic tanks and private wells) from the Palm Beach County Health Department and/or Florida Department of Environmental Protection.

TYPES OF UTILITY PERMITS AND FEES

<u>PERMIT TYPE</u>	<u>APPLICATION FEE (1)</u>	<u>INSPECTION/SERVICE FEE (2)</u>
1) Construction Permit - Major (3)	\$1,000	4% Up To \$1,000,000 then 2% (2)
a. Resubmittal Before Approval	\$ 200	
b. Resubmittal after Approval Per Sheet	\$ 50	
2) Construction Permit - Minor (4)	\$ 50	4% Up To \$1,000,000 then 2%

NOTES:

- (1) – Application fees are due at time of application submittal. Applications will not be accepted without fee.
- (2) – Inspection fees are due prior to issuance of permit. Applicant shall submit a Certified Cost Estimate from a Professional Engineer for approval for Major and Minor Construction permits only. Cost estimates are required for well field sampling, groundwater discharge or utility locates. Certified cost estimates shall be used as the basis for determining inspection fees. Inspection fees shall be equal to 4% of the amount listed on the approved Certified Cost Estimate up to \$1,000,000 plus 2% for any amount above \$1,000,000.
- (3) Major Construction Permits shall be required for activities requiring the expansion of the public water, sewer and or reuse water system and shall not be required for activities requiring a Minor Construction Permit. Expansion of the public system is defined as activities where new components (pipe, valves, hydrants, manholes, lift stations) are constructed within rights-of-way and/or easements dedicated to the Village of Wellington and/or Acme Improvement District (AID) and shall become the operation and maintenance responsibility of Wellington and/or AID. A Major Construction Permit is not required for a single water or sewer service to an existing legal lot where water and or sewer service is readily available. In this case a Minor Construction Permit is required.
- (4) Minor Construction Permits shall be required for any activities not requiring a major Construction Permit. Minor construction permits are required for any single water and/or sewer service where water and/or sewer is readily available. Minor construction permits are required for minor modifications to the existing public water, sewer and/or reuse systems when the total construction cost is equal or less than or equal to \$15,000 and a permit from the Palm Beach Health Department is not required.

PERMIT PROCESS

All activities requiring a permit shall follow the following process:

Application

All permit applications shall include the items listed below. Applications without these items will be returned, except for payment. Applications with missing information will not be processed until all missing information is provided. Only complete applications will be processed. All application packages shall be submitted to the Engineering Department located at the Village Hall located at 12300 Forest Hill Blvd., Wellington, FL.

Major Construction Permit Application:

Initial Application

- 1) Application Form – Submit one (1) original application form with all required information, signatures and notaries. All owners of the property must execute the application. If property is owned by someone other than an individual, documentation verifying signatory authority for entity is required.
- 2) Application Fee – Submit cash or check in the amount of \$1,000 to the Engineering Department.
- 3) Certified Site/Subdivision Plan – Submit one (1) hardcopy set (24" x 36" sheets) of the certified Site/Subdivision Plan for the development, as applicable.
- 4) Plans – Submit one (1) hardcopy set (24" x 36" sheets) of construction plans. Plans must be prepared and sealed by a Florida Registered Professional Engineer.
- 5) Calculations – Submit lift station calculations (as applicable) and/or demand/use calculations for water, sewer and/or reuse water. Calculations must be prepared and sealed by a Florida Registered Professional Engineer.
- 6) Certified Cost Estimate – Submit one (1) hard copy of the Certified Cost Estimate for all water, sewer and/or reuse water work, including survey and engineering.
- 7) Survey – Submit one (1) hardcopy (24" x 36" sheets) of the boundary survey or plat for the property. If the application is for a new, unplatted development or a development requiring replat, submit one (1) hardcopy of the preliminary plat (24" x 26" sheets). All surveys and plats must be prepared and sealed by a Florida Registered Land Surveyor. All proposed water, sewer and/or reuse water infrastructure must be located within an exclusive easement and/or a right-of-way.
- 8) Landscape Plans - Submit one (1) hardcopy set (24" x 36" sheets) of landscape plans. Plans must be prepared and sealed by a Florida Registered Landscape Architect.
- 9) Electronic Information – All application documents shall be submitted in electronic format and shall be submitted on a CD with the application package. The format shall be pdf.

The initial review can take up to ten (10) calendar days to review once the application is deemed complete. Notification will be provided to the applicant when the application is deemed complete. Determining if the application is complete typically takes two (2) business days upon receipt of application package.

Resubmittals

- 1) Wellington will return hardcopies of submittals (with comments, if any) to the applicant once they have been reviewed. All resubmittals shall be picked at Village Hall.
- 2) Applicants will be notified via email when the reviewed submittals are available for the applicant to pick up.
- 3) Applicants shall be responsible for retrieving the reviewed submittals.
- 4) Applicants shall be responsible for the safekeeping of the returned submittals.
- 5) Applicants shall revise the submittals as required and resubmit. The resubmittal package shall include:
 - a. \$200 resubmittal fee
 - b. One (1) hardcopy of all revised documents clearly highlighting any and all revisions. If revisions are not highlighted, the plans will be returned.
 - c. All hardcopies of all initial reviewed (or subsequent resubmittal reviewed) documents, including those approved. Failure to provide these documents will result in a new application and fees.
 - d. CD containing all documents in pdf format.

The resubmittal review can take up to ten (10) calendar days to review once the resubmittal package is deemed complete. Notification will be provided to the applicant when the application is deemed complete. Determining if the application is complete typically takes two (2) business days upon receipt of the resubmittal package.

Final Resubmittal

- 1) Once all documents have been approved, the applicant shall submit 5 copies of the approved construction plans along with the applications to the Palm Beach County Health Department (PBCHD). Five (5) approved copies shall be returned to the applicant at Village Hall. It shall be the responsibility of the applicant to ensure the Utility Department receives two (2) PBCHD approved plans.
- 2) Applicant shall submit a CD with all approved documents in pdf format.

The final resubmittal review is ministerial and typically is completed in two (2) business days. The Wellington Utility Department will issue a Letter of Technical Compliance to the applicant upon review and approval.

Minor Construction Permit Application:

Initial Application

- 1) Application Form – Submit one (1) original application form with all required information, signatures and notaries. All owners of the property must execute the application. If property is owned by someone other than an individual, documentation verifying signatory authority for entity is required.
- 2) Application Fee – Submit cash or check in the amount of \$50.

- 3) Plans – Submit one (1) hardcopy set (24" x 36" sheets) of construction plans. Plans must be prepared and sealed by a Florida Registered Professional Engineer.
- 4) Certified Cost Estimate – Submit one (1) hard copy of the Certified Cost Estimate for all water, sewer and/or reuse water work, including survey and engineering.
- 5) Survey – Submit one (1) hardcopy (24" x 36" sheets) of the boundary survey or plat for the property. If the application is for a new, unplatted development or a development requiring replat, submit one (1) hardcopy of the preliminary plat (24" x 26" sheets). All surveys and plats must be prepared and sealed by a Florida Registered Land Surveyor. All proposed water, sewer and/or reuse water infrastructure must be located within an exclusive easement and/or a right-of-way.
- 6) Electronic Information – All application documents shall be submitted in electronic format and shall be submitted on a CD with the application package. The format shall be pdf.

The initial review can take up to ten (10) calendar days to review once the application is deemed complete. Notification will be provided to the applicant when the application is deemed complete. Determining if the application is complete typically takes two (2) business days upon receipt of application package.

Resubmittals

- 1) Wellington will return hardcopies of submittals (with comments, if any) to the applicant once they have been reviewed. All resubmittals shall be picked at Village Hall.
- 2) Applicants will be notified via email when the reviewed submittals are available for the applicant to pick up.
- 3) Applicants shall be responsible for retrieving the reviewed submittals.
- 4) Applicants shall be responsible for the safekeeping of the returned submittals.
- 5) Applicants shall revise the submittals as required and resubmit. The resubmittal package shall include:
 - a. One (1) hardcopy of all revised documents clearly highlighting any and all revisions. If revisions are not highlighted, the plans will be returned.
 - b. All hardcopies of all initial reviewed (or subsequent resubmittal reviewed) documents, including those approved. Failure to provide these documents will result in a new application and fees.
 - c. CD containing all documents in pdf format.

The resubmittal review can take up to ten (10) calendar days to review once the resubmittal package is deemed complete. Notification will be provided to the applicant when the application is deemed complete. Determining if the application is complete typically takes two (2) business days upon receipt of the resubmittal package.

Final Resubmittal

- 6) Applicant shall submit a CD with all approved documents in pdf format.

The final resubmittal review is ministerial and typically is completed in two (2) business days. The Wellington Utility Department will issue a Letter of Technical Compliance to the applicant upon review and approval.

Permit Issuance - Construction

Major Construction Permit

Permits for major construction activities shall be issued once the list of items below is complete. The permits will be issued by the Utility Department and can be picked up at Village Hall, Engineering Department.

- 1) All required documents as part of the application process have been approved.
- 2) Submit hardcopy of approved plat and/or original easement document, as applicable.
- 3) Submit two (2) hard copies (24" x 36") of approved PBCHD construction plans.
- 4) Submit Inspection fees equal to 4% of the Certified Cost Estimate for the first \$1,000,000 in value plus 2% of any amount exceeding \$1,000,000.
- 5) Submit Surety in an amount equal to 110% of the approved Certified Cost Estimate for approval for all improvements located on property other than the applicant's. Improvements located on applicant's property do not require surety if the improvements are completed and approved prior to issuance of a water meter. No water meter will be issued until all water/sewer work is complete and approved by Wellington Utility Department.
- 6) Submit CD with all approved documents from application process in pdf format, including TC Letter and include PBCHD approved plans, plat/easement, etc.

Minor Construction Permit

Permits for major construction activities shall be issued once the list of items below is complete. The permits will be issued by the Utility Department and can be picked up at Village Hall, Engineering Department.

- 1) All required documents as part of the application process have been approved.
- 2) Submit hardcopy of approved plat and/or original easement document, as applicable.
- 3) Submit Inspection fees equal to 4% of the Certified Cost Estimate.
- 4) Submit Surety in an amount equal to 110% of the approved Certified Cost Estimate for approval for all improvements located on property other than the applicant's. Improvements located on applicant's property do not require surety if the improvements are completed and approved prior to issuance of a water meter. No water meter will be issued until all water/sewer work is complete and approved by Wellington Utility Department.
- 5) Submit CD with all approved documents from application process in pdf format, including TC Letter and include PBCHD approved plans, plat/easement, etc.

CONSTRUCTION PROCESS

Once a construction permit has been issued, the applicant (permittee) shall be required to complete the list of items below prior to initiating construction. If the applicant proceeds with construction prior to completing all requirements of this section, the permit shall be suspended. In order to reinstate the permit, the applicant must pay an amount equal to four (4) times the amount of the inspection fees less any inspection fees collected to date.

- 1) Submit a CD with copies of the PBCHD approved permit and the approved plans from the Palm Beach County Fire Marshall, as applicable.
- 2) Submit shop drawings (3 copies) for review and approval.
- 3) Submit insurance certificate listing Wellington as an additional insured for all work located on Wellington and/or AID property or rights-of-way. Also, need to provide indemnification for Wellington/AID for the same.
- 4) Attend a preconstruction meeting w/ Wellington Utility staff.
- 5) Submit a MOT plan for review and approval, as applicable.

The contractor shall coordinate work activities directly with the Utility Department (791-4000), including inspections, outages, tie-ins, taps, testing, and other activities required to complete the work, as applicable. Contractor shall complete all work in accordance with approved permits and Wellington Utility Department Standards and Regulations. The Certificate of Completion/Release for Operation will be released by the Utility Department.

OPERATION RELEASE PROCESS

Once water, sewer and/or reuse improvements are and complete and approved and the list of items below are fully satisfied and approved by Wellington, the Wellington Utility Department will issue a Certificate of Completion/Release for Operation. No improvements will be released for operation until this document is issued by the Utility Department.

- 1) Submit Record plans (1, 24" x 36") for review and approval.
- 2) Once the record drawings have been submitted, applicant shall schedule a Final Inspection of the work with the Utility Department. A final inspection and correction of any deficiencies is required prior to placing any facilities into operation and issuance of Certificate of Completion/Release for Operation.
- 3) Submit one (1) hard copy of bacteriological and pressure test for review and approval.
- 4) Submit PBCHD Operation application(s) for review, approval and execution. Once items 1-3 are reviewed and approved, applicant shall be responsible for submitting these items to the PBCHD and obtaining PBCHD's approval for operation. Applicant shall submit the PBCHD approval to the Wellington Utility Department. Acquiring the PBCHD approval to operate must be received by Wellington before it can issue its release for operation.
- 5) Submit the following documents. Standard forms for Items c through m can be found in the Wellington Utility Department Construction Specifications and Standard Details Manual. These documents shall be submitted to the Engineering Department as an entire package.

- a. One (1) copy of recorded plat and/or easements, as applicable.
- b. Two (2) hardcopies of O&M Manuals for lift stations for review and approval, as applicable.
- c. PBCHD approved release for operation.
- d. Original hardcopy of Warranty
- e. Original Affidavit of Payment
- f. Bill of Sale
- g. Final Cost Estimate (signed and sealed)
- h. Grant of Easement, as applicable
- i. Legal Description
- j. Maintenance Bond (Surety) equal to 20% of Final Cost Estimate
- k. Hold Harmless Agreements, as applicable
- l. Engineer's-of-Record Certification
- m. Opinion of Title
- n. Consent and Joinder, as applicable
- o. Record Plans - After review and approval of Record Plans, applicant shall submit the Record Plans in the following formats:
 - i. Mylars (24" x 36"), 1 set signed and sealed
 - ii. Paper (24" x 36"), 1 set signed and sealed
 - iii. Laminated paper prints (11" x 17"), 2 sets signed and sealed
 - iv. CD with approved Record Plans in pdf format; CAD format (AutoCad 2009 or newer) and GIS format (ESRI Arc Map Geodatabase or shape files).