

**TOWN OF DAVIE
DEVELOPMENT SERVICES DEPARTMENT ENGINEERING DIVISION
ENGINEERING PERMIT PROCEDURES**

Engineering Permit Plan Review

Prior to the issuance of engineering permits all developers shall secure an approval from the Town Engineer for all proposed engineering work such as paving, grading, underground utilities, roads, sidewalks, site lighting, seawalls, docks and bridges, prior to application for construction permits. Plan review may be done concurrent with a site development permit. The engineer shall submit 3 (three) sets of 24" x 36" engineering plans to the office of the Town Engineer, together with the applicable engineering review fee.

General Engineering Permit Requirements

1. A complete application executed by the contractor (signature of qualifying agent must be notarized)
2. Proof of Qualification (Certificate of Competency) and Occupational License.
3. Certificate of Insurance.
4. Three (3) sets of 24" x 36" engineering plans (bearing the signature and impress seal of the design engineer)
5. Three (3) sets of 11" x 17" engineering plans (bearing the signature and impress seal of the design engineer)
6. Approved Site Plan and Recorded Plat, as applicable.
7. Supplemental approvals, as follows:

Site Development Permit

Applications for permits to perform work such as earth movement, fill work, excavation of lakes, canals, ponds, etc., must be submitted to the Town Engineer. Insurance of a Site Development Permit may be required prior to Engineering approval of building permits. Requirements for submittal are as follows:

1. A complete application executed by the contractor (signature of qualifying agent must be notarized)
2. Proof of Qualification (Certificate of Competency) and Occupational License.
3. Certificate of Insurance.
4. One (1) survey reflecting the existing on-site and adjacent off-site elevations.

Engineering Review & Permitting Procedures

5. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans depicting proposed use of the land, proposed elevations, and provisions for on-site water retention.
6. Approved stamp from the appropriate drainage district (see bottom of page 2)
7. Approved Site Plan and Recorded Plat, as applicable.
8. NPDES permit application, if required.
9. Sediment and Erosion Control plan, if required.

Clearing & Grubbing Permit

1. A complete application executed by the contractor (signature of qualifying agent must be notarized)
2. Proof of Qualification (Certificate of Competency) and Occupational License.
3. Certificate of Insurance.
4. One (1) survey reflecting the existing on-site and adjacent off-site elevations.
5. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed)
6. Tree Preservation
7. Wildlife Protection Plan
8. Wetlands Identification Plan and/or Letters from appropriate governmental entities.
9. Approved Site Plan, if required.
10. NPDES permit application, if required.
11. Sediment and Erosion Control Plan, if required.
12. Contact Planning & Zoning for additional requirements for Clear and Grubbing permit. See Clearing and Grubbing permit procedures below.

Fill Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Letter from BCDEP (Broward County Department of Environmental Protection) stating no wetlands are present. Letters must be within one year of application date.
3. Tree Preservation Plan
4. Wildlife Protection Plan.
5. NPDES permit application and Copy of Notice of Intent (NOI), if required.
6. Sediment and Erosion control plan, if required.

Paving & Grading Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval stamp from the appropriate drainage district (see bottom of sheet). Must be placed on all sets of plans.
3. Broward County Water Resources Management District, as applicable.
4. Letter of approval from Broward County Engineering Division, as applicable.

Drainage Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval stamp from the appropriate drainage district (see bottom of sheet). Must be placed on all sets of plans.
3. Broward County Water Resources Management District, as applicable.
4. Letter of approval from South Florida Water Management District, as applicable.
5. NPDES permit application, if required.
6. Sediment and Erosion Control Plan, if required.

Water Distribution Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval letter from Broward County Health Department .
3. Approved letter from the appropriate Utilities Department.
4. Copy of fully executed contract between contractor and developer, showing cost of proposed work .
5. Surety bonds or cash bonds, as required (based on approved Engineer's Cost Estimate).
6. Developer's Agreement for Town of Davie Utility System, as applicable.
7. Applicable permit fee (payable when permit is approved and ready to be issued).

WasteWater Collection Permit

1. Three (3) sets of 24" x 36" and three (3) sets of 11" x 17" engineering plans (all signed and sealed).
2. Approval letter from Broward County Department of Environmental Protection (BCDEP)
3. Approval letter from appropriate Utilities Department
4. Copy of fully executed contract between contractor and developer, showing cost of proposed work.
5. Surety bonds or cash bonds, as required (based on approved Engineer's Cost Estimate).
6. Developer's Agreement for Town of Davie Utility System, as applicable.
7. Applicable permit fee (payable when permit is approved and ready to be issued).

Seal Coat Permit

1. Three (3) sets of 24" x 36" or three (3) sets of 11" x 17' engineering plans.
2. Requirements from Engineering Review Checklist must be shown on the plan.

Street Closure or MOT

1. Engineering permit application
2. Two sets of 8 1/2" x 11" or 11" x 17" plans affixed with an ATSSA certification.

Drainage Districts:

____ Central Broward Water Control District, 8020 Sterling Road, Davie, Phone #: 432-5110

____ Tindall Hammock Drainage District, 800 East Broward Blvd. Suite 601, Ft. Lauderdale, Phone #: 524-8526 Call First.

____ South Broward Drainage District, 6591 S.W. 160 Avenue (Dykes Road), Davie, Phone #: 680-3337

____ South Florida Water Management District, 3301 Gun Club Road, West Palm Beach, Phone #: 561-686-8800