



AIRPORT ADVISORY BOARD MEETING MINUTES

Monday, May 05, 2025 at 1:30 PM

Historic City Hall, Commission Chambers – 225 East Main Street, Suite 105

www.cityofwauchula.gov

INVOCATION

PLEDGE OF ALLEGIANCE

CALL TO ORDER

ROLL CALL

PRESENT

Ward Grimes

Steve Johnson

Michael Landskroner

Chairman Michael Gillispie

ABSENT

Vice Chairman Michael Burch

STAFF

Deputy City Manager John Eason

City Clerk Stephanie Camacho

APPROVAL OF AGENDA

Motion made by Johnson, Seconded by Landskroner.

Voting Yea: Grimes, Chairman Gillispie

MINUTES FOR APPROVAL

1. Minutes for 01/13/2025 Wauchula Municipal Airport Advisory Board Meeting

Motion made by Johnson, Seconded by Landskroner.

Voting Yea: Grimes, Chairman Gillispie

PUBLIC COMMENT / NON-AGENDA ITEMS

No public comments presented.

ITEMS TO DISCUSS

Russ Holiday - AVCON

Holiday provided updates on items 2-5. Further details are attached to these minutes.

2. DB T-Hangars and Hangar Repairs
3. RW 36 Extension Update
4. New Two-Tank Fuel Farm Project and Generator Set Update
5. Rotating Beacon Update

6. Additional Items from Advisory Board Members

Landskroner inquired about doing inspections on leased hangars to ensure compliance requirements are being met regarding the use of the hangars.

Eason stated the City attorney will be reviewing the current lease agreement and the City plans to notify hangar tenants that an inspection will be coming in the future.

Landskroner also inquired about cleaning up the existing pilot's lounge (pressure washing, etc) and adding signage to identify that building for incoming pilots.

Landskroner also expressed the need to establish a set of rules for paramotor pilots.

ADJOURNMENT

With no further business to discuss, Gillispie adjourned the meeting at 2:04 p.m.

Michael Gillispie, Chairman

Stephanie Camacho, City Clerk

CITY OF WAUCHULA MUNICIPAL STAFF PROJECT REPORT

April 21, 2025

CITY COMMISSION CHAMBERS, SUITE 105
225 EAST MAIN STREET, WAUCHULA, FLORIDA

Advisory Board Members
Michael Gillispie, Chair
Mike Wilkinson, Vice-Chair
Ward Grimes
Stephen Johnson
Mike Burch

City Administration
City Manager Olivia Minshew
Deputy City Manager John Eason
Assistant City Manager\Finance Director – Sandee Braxton
City Clerk Stephanie Camacho

AGENDA

Invocation

Pledge of Allegiance

Call to Order – Please silence cell phones

Roll Call – Secretary/Clerk

Declaration of Quorum

Approval of Agenda

Approval of Minutes: June 1, 2024

Updates in red

I. **DB T-Hangars and Hangar Repairs**

- A. **T-Hangars:** AVCON has received the sealed land survey. The geotechnical team has completed their field work, and the team expects a geotechnical engineering report to be submitted soon. The survey has been uploaded to JACIP. The geotechnical report has been delivered and uploaded to JACIP and delivered to the City. The next step is to begin the preliminary construction plans design process. The intent is to try to synchronize the project with the other two building projects so that they might be bid together to save costs based on economies of scale. This project is in 50 – 75% design stage. The Team is trying to synchronize the design with the ongoing Hangar

rehabilitation project, so that the projects can be bid together to save costs. Once the repair project plans are approved by the adjustor, this project will be designed. The project has started preliminary design in order to synchronize with the Hurricane Ian repairs. Update: The project will need to be decoupled from the Hangar Repair project based on input from the Insurance Carriers. Work in progress 30% startup design. Update: Delivered 30% design, 50% design, 60% design, work in progress 75% design.

- B. **Hangar Repairs:** AVCON has developed a base scope and fee for design/build of repair of existing hangars damaged by Hurricane Ian. The Airport has reached out to FAA for BIL funding to supplement the insurance claim to make the necessary repairs. At this time several communications have been received from FAA and they are weighing the eligibility of this funding request using BIL funds. A pre-application was submitted for BIL funds on October 18 to FAA requesting funds. Based on input from the insurance company the scope/fee for the design work is being reviewed, and will be provided to staff for review as soon as possible. After several rounds of review by the insurance company's adjustors, they have approved the scope and fee for AVCON and structural repair experts to perform the design plans\permitting. The City and AVCON have signed the agreement, and the subconsultants are being signed up currently. The next step is for the subconsultants' to schedule their field laser scan survey. The Structural Engineer is on site tomorrow with AVCON's structural engineer performing their field review of the hangar buildings. Update: The structural engineer has completed the draft drawings to approximately 95% level. Staff have forwarded to the insurance company representatives for review and comment, to implement for the 100% drawings stage. Project is ahead of schedule. Update: The structural engineers are reviewing a request from FEMA regarding justification of costs, and update of estimated costs of repairs, based on the final plans. Our PEMB consultant is also reviewing. This effort is in support of the Airport staff request for additional construction funds. The plans have been provided to the insurance company representatives for review. Laser scans delivered to the Insurance Reps. Support files are needed to view the scan files with RECAP and those have been requested from the subconsultant. Insurance company has authorized bidding of the project once the T-Hangar plans and specs are completed, and after Hurricane Milton assessments are completed. Update: The support files were transmitted to the Insurance company representatives as requested. This project will need to be decoupled from the T-Hangar project as the Insurance reps have asked the Team to start bidding procedures. The Team is working on the front end documents to bid the project based on the plans. Update: A meeting was held with the insurance carriers, AVCON, and the Airport/City staff to determine a solution to the complexity of the damages sustained to the hangar buildings by two separate storms. The result of the meeting was for McLarens to provide a Hurricane Milton damage assessment with photographs to add to the plans and specifications. Once those are received, AVCON will incorporate in the bid documents and forward to all parties for review. It is anticipated that the project will be broken down by

each hangar, and possibly separated by storm, into separate bid schedules/line items for bidding and construction tracking purposes. The project will then be publicly bid in order to increase competition and get the best prices. After bids are received, analyzed, and a bidder recommended, the two companies will work together behind the scenes to establish which repairs will be funded by which agency. Update: Team has incorporated the Hurricane Milton photos and report into the drawings and sent to the Insurance companies for review. Structural engineer has recommended a limited scope to add Hurricane Milton repair drawings to the scope. Awaiting feedback from Insurance companies on this proposal. Update: Insurance companies and City approved the additional structural engineering fees necessary to address the Hurricane Milton damages. The structural engineers should be complete with the new drawings necessary by this week: WE 04/25/25

C.

Schedule:

1. ~~4/2 on-site survey~~
2. ~~3 to 4 weeks to develop point cloud scan and convert to REVIT model~~
3. ~~4-30 Provide completed REVIT model to ADS~~
4. ~~5-1 to 5-3 ADS to study model in order to focus on areas needing direct observation~~
5. ~~5-7 to 5-8 ADS to make site investigation~~
6. ~~Estimate first part of June for completion of docs.~~
7. ~~Permitting 30 days July Plans currently under review by Insurance Company and FEMA – COMPLETED.~~
8. T-Hangar Design/Build Plans – 75% Complete
9. Incorporate Hurricane Milton Requirements into Project– 100% - expected delivery this week: WE 04/25/25
10. Bidding 30 days – Apr – May 2025 (both projects)

II. RW 36 Extension Update

- A. **Justification and Environmental Study:** Peter Green of FAA has agreed to a second meeting to review the proposed outline. AVCON has completed the draft pre-planning document and delivered it to the City and FDOT for review. The next step is for FAA to review after the coordination meeting is held, which will be used to make any adjustments. The second meeting was held with Peter Green of FAA, with the outline received well. The issue of the RPZ was brought up and responded to. AVCON submitted the draft EA report based on the outline. AVCON submitted the environmental engineer's report from the design phase, as well as the proposed scope for the planning phase to fill any gaps in the scopes, to FAA. All reports are under review by FAA. Peter Green has left the ADO at the time of this writing to go to the Southern Region in Atlanta. So this study may be passed on to a new reviewer. Update: The project team has met with the new FAA review Amy Reed, and FDOT to orient her to the project. In addition the team met internally afterwards to discuss the additional work needed to complete the historical artifacts,

and other sections of the study. In addition, the issue of the avigation easements and how to process that with the land owner was discussed this week. The project team explored the possibility of dual extensions to relieve the aviation easement requirement due to the overhanging RPZ. The FDOT PTGA is for only two years, and will expire in March of 2025. Therefore we anticipate an extension request for at least 6 months to one year will be needed. Anticipated completion of the EA is December 2025. Update: The project team continues to meet weekly on the project. The latest submittal was last week July 30, 2024, of the Final Draft form of the Purpose and Needs Chapter to all parties. FDOT has indicated that comments from Management at Central Office are forthcoming for several months, but not yet received. Team will carry on, based on recent discussions with Dawn Gallon of FDOT. The team is getting pricing from the extension surveyor for the Avigation easement metes and bounds survey required for the extended Runway Protection Zone (RPZ). The purpose and Need have been delivered to the Airport and the FAA (Amy Reed) for review. Update: The purpose and need chapter comments have been received and implemented and sent back to FAA. FAA has authorized the Team to proceed with the Alternatives and Special Studies phases of the Environmental Assessment. FDOT Central Office has reviewed and approved the Justification and kicked it down to the Management in District #1 for review and approval. A meeting has been scheduled for the 5th of November with FAA to review the next steps. The Additional Avigation Easement Survey field work has been completed. The survey deliverable is expected in a couple of weeks. Update : FDOT advised via email on November 18, 2024 that the document titled "Wauchula Municipal Airport (CHN) Runway 36 Extension Justification Study followed the methodology recommended in the FAA AC 150/5325-4B, Runway Length Requirements for Airport Design. Once the airport has reached the 500 operations of the Aircraft Design Group II, the project will meet the justification for FDOT funding. Subject to the availability of appropriated funds, the Department may participate in all the capital cost of the project at that time. The airport sponsor may begin the project with pre-construction studies, design, and construction using the funding allocated by the legislature and with other sponsor resources. At the time the project meets the justification criteria, FDOT will make a final determination regarding the project and funding percentages pursuant to Chapter 332, FS: Airports and Other Air Navigation Facilities." Following the meeting with the FAA on November 5, 2024 a subsequent meeting was held with FAA on December 9, 2024 to approaches for the special purpose studies, specifically the Biological Assessment (BA) and the Cultural Resource Assessment Survey (CRAS). During that time, FAA informed AVCON that the Caracara study as part of the BA would need to commence with US Fish and Wildlife approval no later than January 10, 2025 or the project would be delayed until the next season (one year). At that time, AVCON's subconsultant, Young Bear Environmental, began coordination with FAA to prepare a scope amendment for the required species surveys. Final scope and fee was received by Young Bear on December 30, 2024. Additional fees for the subs and AVCON are \$100,000 and the survey period for the BA is approximately months. AVCON will request approval to proceed with the survey and request an extension.

B. Young Bear Fee for Amendment 1	\$89,500.00
Archeological Consultants Inc. Fee	\$3,000.00
Subtotal Subconsultants:	\$92,500.00
AVCON Fee	\$7,500.00
TOTAL	\$100,000.00

Specific Purpose Species Surveys	
Amendment 1:	\$ 89,500.00
CRCA:	\$ 45,000.00
E BLRA:	\$ 20,000.00
SE AMKE:	\$ 5,000.00
FL SACR:	\$ 5,000.00
Gopher Tortoise:	\$ 2,000.00
BA Report:	\$ 12,500.00

Update: FDOT awarded the additional funds expeditiously and both subconsultants have been engaged and are working. ACI will be on-site this Friday. Update: The FAA representative has been switched from Amy Reed to Heather Chasez due to the recent federal staffing cuts. The Area Equivalent Method (AEM) noise analysis was submitted to the FAA for review. The latest correspondence from FAA is that the AEM method of noise analysis is not acceptable, and the Planning team will be forced into a full integrated noise model methodology. The reason is that the RNAV GPS approach will need to be re-written by FAA TERPS Approach procedures

1. We received a reply on FAA comments from ACI regarding the CRAS report. Will send that along to them with the revised alternatives.
2. We have the alternatives revisions 95% complete.
3. Wetlands: Field work and survey complete.
4. Revised EA Report: 80% complete (will be ready by the time your team is ready to submit for the ERP).

5. Crested Caracara: 7/8 surveys complete. On most recent survey (4.11.2025) we found a nest east of airport, outside the primary protection zone, inside the secondary zone. This will likely not have any impact on the project, based on discussions with the recovery biologist at USFWS.
6. Black Rail: 1/6 surveys complete. No rails detected.
7. SE American Kestrel: 1/3 surveys complete. Several nests detected east of airport, outside of protection zone. One possible nest near the airport lobby. Does not seem likely to impact the project.
8. Sandhill Crane: 1/3 surveys complete. No nests detected. Not likely to affect the project.
9. Gopher Tortoise: Survey to completed within 90 days of construction.
10. Biological Assessment Report: We have a draft of the caracara section and would like to review it with FAA once we're assigned a new reviewer.

C. **Civil Design Plans:** *The preliminary schematic plans are currently being worked on (pre-30% design). The geotechnical and environmental studies are being generated by the subconsultant experts, and their draft reports have been requested, but not received to date. We have requested the reports again and will update the City and FDOT with those reports when received. The team has received the environmental Threatened and Endangered species report from the biologist. The only impacts will be the small impact to the existing wetland by Taxiway Alpha extension. The next step is for the design team to continue to work on the schematic design plans as the environmental study is developed in parallel. Update: The design team will carry on with the 30% design plans based on recent developments with the EA study and present staff with a new schedule for design which will be on a parallel track with the EA. It is anticipated that the design will be completed well ahead of the EA approval, so the team is trying to pace this effort accordingly. Update: FDOT confirmed that the team should carry on with the design of the runway extension but pace the effort along with the EA as much as possible, but slightly ahead so that the project can be bid out with fresh pricing and start construction as soon as possible in conjunction with the EA approval. According to Airport Staff and FDOT representatives the second installment has been authorized and should be issued to the Airport this cycle. The 30% design stage plans are being working on and several progress plots have been delivered to the Airport staff. The rough grading plans are completed, and the PAPI unit location calculations have been completed and incorporated into the plans. The Construct Safety and Phasing Plans are nearly completed and will be filed along with the 7460-1 filing at the 60% design stage. Update: The second installment of \$4.55 M has been received from FDOT, and accepted by the City, for the design and construction of the Runway Extension project. The 60% and 75% design stage plans have been completed and delivered to the Airport for review. The project is about a month ahead of schedule. See updated schedule below based on current progress. The majority of the current design effort is on the storm-water modeling calculations, and permit application and report in anticipation of submittal to the SFWMD.*

Proposed Schedule:

1. 30% 60% QC Submittal – Internal - NOV 8TH
2. 30% 60% Submittal – Civil \ Electrical – NOV 15TH To Owner
3. 60% 75%QC Submittal – Internal – JAN 17TH – Submitted December 24, 2024 - Completed
4. 60% 75% Submittal - Civil \ Electrical – JAN 24TH – Submitted December 24, 2024 - Completed
5. 90% QC Submittal – Internal – FEB 28TH
6. 90% Submittal - Civil \ Electrical – MAR 7TH
7. 100% QC Submittal – Internal – MAY 5TH
8. 100% Submittal - Civil \ Electrical – MAY 11TH

Additional fees have been incurred to comply with permit requirements including the Avigation Easement Surveys, additional topographic and wetland surveys in the amounts detailed below.

<i>Additional Wetland Flagging - Young Bear Environmental (YBE)</i>	<i>\$ 2,000.00</i>
<i>Additional Topographic Survey - GF Young Surveying, Inc. (GFY)</i>	<i>\$ 21,500.00</i>
<i>Avigation Easement Surveys - GF Young Surveying, Inc. (GFY)</i>	<i>\$ 8,600.00</i>
<i>Total Additional Sub-Consultant Services</i>	<i>\$ 32,100.00</i>

Update: Project is nearing the 90% design stage, about one month ahead of schedule. Pre-application meeting was proposed by SWFWMD for April 1, 2025 which will kink the schedule. Design team will request an informal MS Teams meeting be held in the interim, so that the project can be introduced, guidance determined, and the calculations, application and report \ plans can be submitted promptly. Design team reached out to FDOT for participation on the additional survey services. No response has been received. Update: The pre-application meeting was held with the SWFWMD representatives and the design team including the environmental specialist. The District reps have requested the team fully model the flood stage of the adjacent wetlands for impacts. Since this element was not on the team's radar, additional time is needed to model the scenarios requested. We have adjusted the schedule accordingly for deliverable dates. Additionally, the SWFWMD biologist will need to meet with the design team's biologist in the field to set the wetland limits, review the surveyed flagging.

- III. **New Two-Tank Fuel Farm Project + Generator Set** – A federal pre-application was formulated and submitted to FAA for the design of two new fuel tanks, truck turn-around, waste oil tank, and truck containment. FDOT was copied for programming in FY 2025. Update: Federal pre-applications were updated to include an Emergency Standby Engine Generator Set in order to capture expiring 2022 BIL AIG funds at the request of the Airport and FAA. The project qualified for a Categorical Exclusion, and therefore will not require a separate environmental assessment by the FAA. Update: The next step is for AVCON to formulate a design scope/fee proposal, schedule, and grant application and submit it to the Airport. The deadline is April 28. The team is working on the grant application this week and will forward to the Airport by Friday.

- IV. *AMPU – The Airport Master Plan Update will be deferred to another near-term outer year. Update: JACIP was updated to push the AMPU out to at least 2026 due to ongoing project commitments. No Update, status is the same.*
- V. *New Rotating Beacon – Design/Construction – FDOT will participate on a new Rotating Beacon Project at the Airport. Estimates have been forwarded and the Project created in JACIP. Update: A PTGA has been offered by FDOT, accepted, and executed for the project by the City/Airport. The next step is to formulate an engineering scope, fee, and schedule for review and approval by FDOT and the Airport/City (work in progress).*

ATTACHMENTS:

Notes from SWFWMD Meeting

- A. Link to latest Runway 36 plans:
Wauchula
Copy + paste the link into your Windows Explorer or Internet browser URL
<https://av-sma.avconinc.com>
- Domain:
av.cfe
Login:
Wauchula
Password:
2OpenFTP@Wauchula

THIS FORM IS INTENDED TO FACILITATE AND GUIDE THE DIALOGUE DURING A PRE-APPLICATION MEETING BY PROVIDING A PARTIAL "PROMPT LIST" OF DISCUSSION SUBJECTS. IT IS NOT A LIST OF REQUIREMENTS FOR SUBMITTAL BY THE APPLICANT.



**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT
RESOURCE REGULATION DIVISION
PRE-APPLICATION MEETING NOTES**

**FILE
NUMBER:

PA 412289**

Date:	04/01/2025		
Time:	10:00		
Project Name:	Extend Runway 36 1200' - CHN - Wauchula		
District Engineer:	Rob McDaniel, Robin McGill		
District ES:	Al Gagne		
Attendees:	Russ Holliday, Vincent Alison, Danny Young, Consulting Biologist		
County:	Hardee	Sec/Twp/Rge:	23/34/24
Total Land Acreage:	220 acres	Project Acreage:	13.9 Acres

Prior On-Site/Off-Site Permit Activity:

- Permit Base No. 2635. Most recently, revision 013 was issued 2022 and transferred to operation 2024. The existing pond appears to be authorized under revision 001.

Project Overview:

- Extension of existing Runway 36 south 1200 lf, including parallel Taxiway Alpha. Existing stormwater pond will be extended southward.

Environmental Discussion: (Wetlands On-Site, Wetlands on Adjacent Properties, Delineation, T&E species, Easements, Drawdown Issues, Setbacks, Justification, Elimination/Reduction, Permanent/Temporary Impacts, Secondary and Cumulative Impacts, Mitigation Options, SHWL, Upland Habitats, Site Visit, etc.)

- There are wetlands/surface waters located within the project area. Impacts are proposed.
- Provide the limits of jurisdictional wetlands and surface waters. Roadside ditches or other water conveyances, including permitted and constructed water conveyance features, can be claimed as surface waters per Chapter 62-340 F.A.C. if they do not meet the definition of a swale as stated under Rule 403.803 (14) F.S.
- Demonstrate elimination and reduction of wetland and surface water impacts. The elimination and reduction criteria can be found in subsection 10.2.1 of Applicant's Handbook Volume 1.
- Maintain minimum 15 foot, average 25 foot wetland and surface water area conservation area setback or address secondary impacts.
- Provide appropriate mitigation using UMAM for impacts.
- The site is located in the Peace River ERP Basin. Mitigation Banks that serve this area include the Boran Ranch, Horse Creek, Peace River, Tippen Bay and Long Island mitigation banks. For an interactive map of permitted mitigation banks and their service areas, use this [LINK](#). Be advised that use of a bank with a modified service area (i.e. a service area that is larger than the basin the bank is located in), may require the submittal of a cumulative impact analysis pursuant to subsection 10.2.8 of Applicant's Handbook volume 1.
- If the wetland mitigation is appropriate and the applicant is proposing to utilize mitigation bank credit as wetland mitigation, provide a letter of reservation of credits from the wetland mitigation bank. The wetland mitigation bank current credit ledgers can be found out the following link: <https://www.swfwmd.state.fl.us/business/epermitting/environmental-resource-permit>, Go to "ERP Mitigation Bank Wetland Credit Ledgers"
- Determine SHWL's at pond locations, wetlands, and OSWs.
- Determine normal pool elevations of wetlands.
- Determine 'pop-off' locations and elevations of wetlands.
- A site visit by District staff will be required to verify the presence and extent, or absence of wetlands and/or surface waters. Prior to the site visit, District staff will contact the applicant or authorized agent to provide an approximate date of the site visit and to ensure that the project area is accessible. If wetlands or surface waters are discovered during the site visit, additional information may be required. A site visit will not be scheduled until the appropriate signatures on the application and the fee is submitted.
- On February 15, 2024, the U.S. District Court for the District of Columbia issued a decision vacating the U.S. Environmental Protection Agency's approval of Florida's application to assume Clean Water Act Section 404

permitting responsibilities in certain waters in Florida. In light of this decision, the U.S. Army Corps of Engineers (USACE) is currently the only entity in the State of Florida with authority to issue permits under Section 404 of the Clean Water Act. The USACE recognizes that either the District Court or an Appellate Court may issue a full or partial stay of the February 15th order at some point. In the interim, applicants may submit applications to the USACE for activities involving the discharge of dredged or fill material into formerly state-assumed waters. The USACE will begin processing any applications it receives, however applicants and stakeholders should recognize the uncertainty surrounding the current litigation. Further information can be found at these two links:

<https://floridadep.gov/water/submerged-lands-environmental-resources-coordination/content/state-404-program>

<https://www.saj.usace.army.mil/Missions/Regulatory/>

Site Information Discussion: (SHW Levels, Floodplain, Tailwater Conditions, Adjacent Off-Site Contributing Sources, Receiving Waterbody, etc.)

- WBIDs need to be independently verified by the consultant - To the east WBID 1839 – Troublesome Creek. On the study list for nutrients.
- Determine normal pool elevations of wetlands.
- Determine 'pop-off' locations and elevations of wetlands.
- Provide documentation to support tailwater conditions for quality and quantity design
- Proposed control structures in wetlands should be consistent with existing 'pop-off' elevations of wetlands; demonstrate no adverse impacts to wetland hydroperiod for up to 2.33yr mean annual storm.
- Contamination issues need to be resolved with the FDEP. Check FDEP MapDirect layer for possible contamination points within/adjacent to the project area. No markers onsite according to FDEP MapDirect Link
- Any wells on site should be identified and their future use/abandonment must be designated.

Water Quantity Discussions: (Basin Description, Storm Event, Pre/Post Volume, Pre/Post Discharge, etc.)

- Demonstrate that post development peak discharges from proposed project area will not cause an adverse impact for a 25-year, 24-hour storm event.
- Demonstrate that site will not impede the conveyance of contributing off-site flows.
- Demonstrate that the project will not increase flood stages up- or down-stream of the project area(s).
- No Watershed Model information is available. FEMA mapping shows Zone A over the wetland to be impacted. Site-specific calculations will need to be performed providing an estimate of the peak 100-year, 24-hour elevation for the wetland.
- Delineate the area and quantify the volume of any fill placement within the floodplain.
- Provide equivalent compensating storage for all 100-year, 24-hour riverine floodplain impacts if applicable. Providing cup-for-cup storage in dedicated areas of excavation is the preferred method of compensation if no impacts to flood conveyance are proposed and storage impacts and compensation occur within the same basin. In this case, tabulations should be provided at 0.5-foot increments to demonstrate encroachment and compensation occur at the same levels. Otherwise, storage modeling will be required to demonstrate no increase in flood stages will occur on off-site properties, using the mean annual, 10-year, 25-year, and 100-year storm events for the pre- and post-development conditions. It may increase stages in the wetland, but will need to show those peak stages are completely contained within the owned/controlled property.
- Please be aware that if there is credible historical evidence of past flooding or the physical capacity of the downstream conveyance or receiving waters indicates that the conditions for issuance will not be met without consideration of storm events of different frequency or duration, applicants shall be required to provide additional analyses using storm events of different duration or frequency than the 25-year 24-hour storm event, or to adjust the volume, rate or timing of discharges. [Section 3.0 Applicant's Handbook Volume II]

Water Quality Discussions: (Type of Treatment, Technical Characteristics, Non-presumptive Alternatives, etc.)

- Provide water quality treatment for entire project area and all contributing off-site flows.
- Presumptive criteria govern, unless the application is not complete by December 28, 2025. If the application is not complete, then higher treatment standards associated with the June 2024 Stormwater Quality rule will need to be satisfied. See below for more information.

Sovereign Lands Discussion: (Determining Location, Correct Form of Authorization, Content of Application, Assessment of Fees, Coordination with FDEP)

- N/A

Operation and Maintenance/Legal Information: (Ownership or Perpetual Control, O&M Entity, O&M Instructions, Homeowner Association Documents, Coastal Zone requirements, etc.)

- The permit must be issued to the entity that owns or controls the property.
- Provide evidence of ownership or control by deed, easement, contract for purchase, etc. Evidence of ownership or control must include a legal description. A Property Appraiser summary of the legal description is NOT acceptable.

Application Type and Fee Required:

- SWERP Major Modification of revision 001– Sections A, C, and E of the ERP Application.
- Consult the fee schedule for different thresholds.

Other: (Future Pre-Application Meetings, Fast Track, Submittal Date, Construction Start Date, Required District Permits – WUP, WOD, Well Construction, etc.)

- An application for an individual permit to construct or alter a dam, impoundment, reservoir, or appurtenant work, requires that a notice of receipt of the application must be published in a newspaper within the affected area. Provide documentation that such noticing has been accomplished. Note that the published notices of receipt for an ERP can be in accordance with the language provided in Rule 40D-1.603(10), F.A.C.
- Provide a copy of the legal description (of all applicable parcels within the project area) in one of the following forms:
 - a. Deed with complete Legal Description attachment.
 - b. Plat.
 - c. Boundary survey of the property(ies) with a sketch.
- The plans and drainage report submitted electronically must include the appropriate information required under Rules 61G15-23.005 and 61G15-23.004 (Digital), F.A.C. The following text is required by the Florida Board of Professional Engineers (FBPE) to meet this requirement when a digitally created seal is not used and must appear where the signature would normally appear:

ELECTRONIC (Manifest): *[NAME] State of Florida, Professional Engineer, License No. [NUMBER]
This item has been electronically signed and sealed by [NAME] on the date indicated here using a SHA authentication code. Printed copies of this document are not considered signed and sealed and the SHA authentication code must be verified on any electronic copies*

DIGITAL: *[NAME] State of Florida, Professional Engineer, License No. [NUMBER]; This item has been digitally signed and sealed by [NAME] on the date indicated here; Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.*

- Provide soil erosion and sediment control measures for use during construction. Refer to ERP Applicant's Handbook Vol. 1 Part IV Erosion and Sediment Control.
- Demonstrate that excavation of any stormwater ponds does not breach an aquitard (see Subsection 2.1.1, A.H.V.II) such that it would allow for lesser quality water to pass, either way, between the two systems. In those geographical areas of the District where there is not an aquitard present, the depth of the pond(s) shall not be excavated to within two (2) feet of the underlying limestone which is part of a drinking water aquifer. [Refer to Subsection 5.4.1(b), A.H.V.II]
- On June 28, 2024, Senate Bill 7040, which updates Florida's stormwater rules and design criteria, was signed into law. The updates affect the water quality treatment performance standards, Operation & Maintenance (O&M) requirements, and Dam Safety requirements. Further information regarding the updated rules and design criteria, implementation timeline and grandfathering provisions can be found at the following link: <https://floridadep.gov/water/engineering-hydrology-geology/content/erp-stormwater-resource-center>
- Please be aware that applications not deemed complete by December 28, 2025 are subject to the water quality treatment performance criteria established in Senate Bill 7040, on June 28, 2024. Further information regarding the updated rules and design criteria, implementation timeline and grandfathering provisions can be found at the following link: <https://floridadep.gov/water/engineering-hydrology-geology/content/erp-stormwater-resource-center>

Disclaimer: The District ERP pre-application meeting process is a service made available to the public to assist interested parties in preparing for submittal of a permit application. Information shared at pre-application meetings is superseded by the actual permit application submittal. District permit decisions are based upon information submitted during the application process and Rules in effect at the time the application is complete.

