



Public Works and Environmental Services Department
Environmental Permitting Division
Surface Water Management Licensing Program
1 North University Drive, Mailbox 201 • Plantation, Florida 33324
954-519-1483 • FAX 954-519-1412 • broward.org/environment

Checklist for Surface Water Management License Application

Section I - Administrative Information		
A	Completed application form with appropriate fee are submitted. Apply online through epermits, AccessBROWARD - Sign In	
Section II – Site Information (where applicable)		
A	Signed and sealed topographic survey (referenced to the NAVD88 datum) of the entire property including ground elevations, finished floor elevations of existing buildings, and elevations of existing drainage inlets and pipes, among other relevant details is submitted.	
B	Identification of seasonal water table elevations with supporting documentation is submitted.	
C	Floodplain information is submitted.	
D	Description of vegetative cover (landscape plans) is submitted.	
E	Signed and sealed Paving, Grading, and Drainage Plans, with special attention to perimeter site grading are submitted.	
F	Signed and sealed Geotechnical Report including, water table, percolation data is submitted.	
G	Signed and sealed Storm Water Pollution Prevention Plan or Erosion and Sedimentation Control Plan is submitted.	
H	Water Use and/or Dewatering Permits are submitted. (If applicable)	
I	Wellfield zone location is submitted. (If applicable)	
Section III-Master Plan Information (where applicable)		
A	Signed and sealed Master Paving, Grading, and Drainage Plans are submitted.	
B	Drainage Plan Details are submitted.	
C	Receiving body list is submitted.	
D	Drainage Basin Boundaries showing direction of flow, taking into account off-site runoff being routed through or around the project are submitted.	
E	Right-Of-Way and Easement Locations for the drainage system, including all areas to be reserved for water management purposes, with the legal method to be utilized are submitted.	
Section IV - Surface Water Management Analysis/Information (where applicable)		
A	Design storms used, including depth, duration and distribution are submitted.	
B	Stage-storage, stage-discharge computations for the outfall structure(s), and a land coverage table for each basin are submitted.	
C	Runoff routing calculations showing discharges and elevations including off-site inflows are submitted.	
D	Retention/Detention volume calculations are submitted.	
E	Calculations which demonstrate compensation for negative impacts to the existing conditions are submitted.	
Section V - Legal and Institutional Information (where applicable)		
A	Proof of ownership (Warranty Deed) supporting information is submitted.	
B	Identify entity responsible for operation and maintenance of the water management system is submitted.	
C	Documentation of legal and physical availability of receiving water system to receive project discharge is submitted. (If applicable)	
E	HOA/POA documents including affidavit are submitted. (if applicable)	

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