



ENGINEERING PERMIT APPLICATION CHECKLIST

- Engineering Application Form
- Contractor's State Certification OR State Registration AND Certificate of Competency
- Permit Application Acknowledgment (separate form)
- Proof of Liability Insurance
- Proof of Workers' Compensation Insurance
- Recorded Notice of Commencement for projects valued at \$2,500 or higher
- Fees due at submittal
 1. Check payable to City of Weston
 2. Fees are based upon the City of Weston Schedule of Fees

Additional Permit Requirements

Yes / No

- Letter of authorization from the utility company if utility work is being done on the behalf of the utility company
- HOA / Utility - Installation & Services agreement with Grant of Easement
- Signed and Sealed Drainage Calculations
- South Florida Water Management District Permit (stormwater system)
- Broward County Department of Health Permit (water system)
- Broward County Environmental Protection and Growth Management Department (sewer system)
- City of Sunrise Engineering Department Fill and Flush Approval – (For properties located in the Bonaventure Development District, BDD)
- Maintenance of Traffic Plan (work in all public and private roadway systems)
- Florida Department of Transportation Permit (connections to state roads)
- Broward County Traffic Engineering Division Permit (connections to Broward County Trafficways and Work in public rights-of-way)
- Broward County Engineering Division (plat openings or roadway cross-sections of Broward County Trafficways roadways)
- Application for water meters must be submitted to Public Works (fees will be determined)
 - Meters above 2" to be installed by Contractor
 - Meters 2" and below will be installed by Public Works Department personnel
- Erosion Protection Plan (NPDES) for all applicable submissions of site development

Submittal Requirements for Single Family Residential Driveway Engineering Permits

1. Pavers and asphalt driveways require only an Engineering Permit
2. Concrete driveways require only a Building Permit
3. If the driveway is part of a new single family residence permit, the driveway will be processed with that Building Permit

- Owner Builder Affidavit (if applicable) (separate form)
- Five (5) copies of survey indicating the proposed work
- Five (5) sets of relevant City of Weston Standard Engineering Details
- Lot Coverage Calculation Sheet (separate form)

Submittal Requirements for Residential Sidewalk Repair Engineering Permits

- Five (5) sets of scaled drawings or sketches of work area
- Five (5) sets of relevant City of Weston Standard Engineering Details
- Owner's affidavit of Survey validity

(NOT required if the survey is signed and sealed by a licensed surveyor audit indicates that the field work has been completed within 6 months immediately prior to submittal of the application.)

Submittal Requirements for Sidewalk Repairs within Subdivisions Engineering Permits

- Five (5) set of scaled drawings or aerial photographs containing:
 - Proposed Work
 - Right of Way/Property Lines
- Affidavit from Home Owner's Association President certifying that the submitted documentation reflects the current conditions of the property

Submittal Requirements for Milling and Resurfacing of Private Rights-of Way within Subdivisions Engineering Permits

- Five (5) sets of 24" x 36" scaled drawings or aerial photographs containing:
 - Proposed Work
 - Right of Way/Property Lines
 - All existing and proposed pavement marking and signage (must meet Broward County Standards and MUCTD)
- Affidavit from Home Owner's Association President certifying the submitted documentation reflects the current conditions of the property
- Certified Engineer's Cost Estimate with unit prices and quantities for construction of all proposed work or a Contractor Construction Contract

Submittal Requirements for all other Engineering Permits

- Five (5) folded plan sets, Size 24" x 36"
- Prepared, signed and sealed by a licensed Professional Engineer
- Topographic Survey
 - Five (5) Size 24" x 36" folded originals, prepared, signed and sealed by a licensed Professional Surveyor, current (field work completed within previous 6 months)
 - The following items shown:
 - All above ground improvements
 - Easements
 - Underground Utilities
 - Existing grade elevations
- Certified Engineer's Cost Estimate with unit prices and quantities for construction of all proposed work or a Contractor Construction Contract

Additional Submittal Requirements for all Engineering Permits which involve the transfer of water and sanitary sewer (wastewater) infrastructure to the City.

- Cost Recovery Fee of \$10,000.00
- Grant of Easement, which shall include:
 - Exhibit A – Legal Description
 - Exhibit B - Sketch of Easement
 - Joinder & Consent*, if required
- Opinion of Title
- Itemized construction quantities and cost of said water and sanitary sewer infrastructure, submitted by the Engineer of Record.

* The mortgagee of the property needs to join in the Grant of Easement and Bill of Sale.