



## ENGINEERING PERMIT APPLICATION CHECKLIST

### **REQUIREMENTS FOR ALL ENGINEERING PERMIT APPLICATIONS:**

The following information is to assist when submitting applications and/or documents in Accela (<https://permits.westonfl.org>).

1. Engineering Application Form
2. Recorded Notice of Commencement for projects valued higher than \$2,500.
3. Fees due at submittal
  - Credit Card or have check payable to City of Weston
  - Fees are based upon the City of Weston Schedule of Fees

Contractor's State Certification OR State Registration AND Certificate of Competency, proof of Liability Insurance, proof of Workers' Compensation Insurance required for initial contractor registration. All documentation must be updated annually.

### **Additional Submittal Requirements for a Single-Family Residential Driveway\***

1. Owner Builder Affidavit (if applicable) (separate form)
2. Survey indicating the proposed work (Survey that is a year old or less)
3. Lot Coverage Calculation Sheet (separate form)
4. Right of way Owner Approval letter – if applicable\*\*

*\*Paver and asphalt driveways require an Engineering Permit, except for new residential construction, where the driveway is part of the master construction permit.*

*\*\*Applicable to driveway aprons not owned by the homeowner.*

### **Additional Submittal Requirements for Sidewalk/Curb/Gutter Repairs within Residential Subdivisions**

1. Scaled drawings or aerial photographs containing:
  - Proposed Work
  - Right of Way/Property Lines
2. Affidavit from Homeowner's Association President certifying that the submitted documentation reflects the current conditions of the property
3. Construction contract signed by both parties

### **Additional Submittal Requirements for Milling and Resurfacing of Private Rights-of Way within Residential Subdivisions**

1. Scaled drawings or aerial photographs (reproducible in 24" x 36" pdf format) containing:
  - Proposed Work
  - Right of Way/Property Lines
  - All existing and proposed pavement marking and signage (must meet Broward County Standards and MUCTD)
2. Affidavit from Homeowner's Association President certifying the submitted documentation reflects the current conditions of the property
3. 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 other Engineering Permits**

1. Plan sets (reproducible in 24" x 36" pdf format)
2. Prepared, signed and sealed by a licensed Professional Engineer
3. Topographic Survey:  
Reproducible in 24" x 36" format, 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
4. 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.**

1. Cost Recovery Fee of \$10,000.00
2. Grant of Easement, which shall include:
  - Exhibit A – Legal Description
  - Exhibit B - Sketch of Easement
  - Joinder & Consent\*, if required
3. Opinion of Title
4. 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.*

### **Potential Additional Permit Requirements\***

\**The following may be required depending on the project type.*

- 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
- Maintenance of Traffic Plan (work in all public and private roadway systems)
- Florida Department of Transportation Permit (connections to state roads)
- Broward County Highway Construction and Engineering Division Permit (connection to Broward County roads)
- Broward County Traffic Engineering Division Approval 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