



DEPARTMENT OF SUSTAINABLE DEVELOPMENT

Underground Utility Waiver Application

PROJECT NAME: _____
PROJECT LOCATION: _____
PLAT NAME: _____
CURRENT ZONING: _____ ACREAGE: _____ FOLIO NO.: _____
EXISTING USE: _____ FUTURE LAND USE DESIGNATION: _____
PLAT RESTRICTION: _____

DESCRIBE IN DETAIL APPLICATION REQUEST

AGENT/CONTACT: _____ PHONE NO. _____ FAX NO. _____
ADDRESS: _____
E-MAIL ADDRESS: _____

NOTE: ATTACH COPY OF AGENT LETTER.

OWNER'S NAME _____ PHONE NO. _____
ADDRESS: _____

ADDITIONAL INVOLVED PARTIES: SEE ATTACHED SHEET

DEVELOPMENT ACTION:

WAIVER REQUEST OTHER _____

FEES:

\$75.00

PLEASE ENSURE APPLICATION IS COMPLETED IN ITS ENTIRETY PRIOR TO SUBMISSION



ADDITIONAL INVOLVED PARTIES:
(include name, address, phone number, fax number, & email)

OWNER:

APPLICANT/AGENT:

DEVELOPER:

ATTORNEY:

ENGINEER/CONSULTANT:

OTHER:

DRC MEMBERS

PLANNING & ZONING:

W. Scott Stoudenmire, Deputy Director of Sustainable Development 954-973-6756
Lizet Aguiar, Development Review Supervisor 954-973-6756

BUILDING:

Sean Flanagan, Chief Structural Inspector 954-973-6750

LANDSCAPE ARCHITECTURE:

Pamela Stanton, Landscape Architect 954-973-6756

UTILITIES & ENGINEERING:

Raj Verma, Director of Engineering & Utilities 954-973-6786
Osama Elshami, Senior Engineer 954-973-6786

FIRE:

Steve Pollio, Fire Rescue Administrator 954-956-1534
Rodney Zancanata, Deputy Fire Marshal 954-956-1563

POLICE:

Anthony Avello, Public Information Officer 954-973-6721

FAX No. 954-956-1424

DRC SCHEDULE*

1. Application Submittal Deadline: 4th Tuesday of each month
2. DRC Meeting: 2nd Thursday of each month
3. Resubmit: As indicated on DRC comments
4. Planning & Zoning Board Meeting: 2nd Wednesday of each month
5. City Commission Meetings (if applicable): 2nd & 4th Thursday of each month

* Please contact Marianne Bowers at 954-973-6756 to confirm dates and times.

NOTE: ALL SUBMITTALS AND RE-SUBMITTALS MUST BE RECEIVED NO LATER THAN 5:00 PM ON THE SUBMITTAL DAY. ANY SUBMITTAL RECEIVED AFTER 5:00 PM WILL BE CONSIDERED A SUBMITTAL FOR THE NEXT MONTH'S DEADLINE DATE.



OWNERSHIP CERTIFICATION /AGENT LETTERS

All applicants must provide proof of ownership of the subject property for development or modification at the time of submittal. If an applicant is other than the owner, the applicant must also provide an agent letter authorizing the agent to represent the property owner at the time of submittal. The following is a list of requirements that must be included with proof of ownership/agent letters:

1. Legal description of property.
2. Property tax folio number.
3. Effective date of ownership of property.
4. Copy of Warranty Deed.
5. Description of developer interest, if different than owner.
6. Copy of executed contract of sale and purchase.
7. Owner's name, address, telephone number, fax number, and email.
8. Agent's name, address, telephone number, fax number, and email.
9. Agent's authorization from owner to submit specific action (site plan, plat, etc.)
10. Names, addresses, telephone numbers and fax numbers of all firms involved in the application process including attorneys, engineers, architects, etc.

NOTE: Owner must attest to ownership and his/her notarized signature must be included on ownership certification/agent letters.

The application may not proceed to the Planning and Zoning Board meeting if the above information is not provided to the Department of Sustainable Development one week prior to the scheduled meeting date.



GUIDELINES FOR UNDERGROUND UTILITY WAIVER APPROVAL:

1. The applicant is required to schedule a pre-application conference with staff no later than one week prior to the DRC submittal date. The purpose of the meeting shall be to advise the applicant of filing requirements, filing fees, the City's development review process and other issues which may affect the application. Please call 954-973-6756 to schedule an appointment.
2. Underground Utility Waiver submissions shall be prepared in accordance with the standards established in the City's Land Development Code, Section 13-142 "Underground Utilities Required."
3. The applicant must provide a written justification report (including the proposed site plan name and project location) that demonstrates the reasons for seeking a waiver to the underground placement of utilities. If technical reasons are the basis for the waiver application, the application must contain a detailed statement by a Florida licensed Professional Engineer, qualified with respect to utility issues, explaining why it is technically infeasible to locate such utilities underground.
4. DRC re-submittals are due one week after the DRC meeting or as directed by staff. DRC comments will be emailed to applicant. Applicant is required to address each comment in the format emailed to them. Every comment must be addressed and resubmitted with revised plans.
5. Once all DRC comments are addressed, 20 copies of underground utility waiver package must be provided for Planning and Zoning Board Review. The Planning and Zoning Board will recommend granting or denying a waiver in the overall recommendation to the City Commission.
6. The City may grant a waiver if the application is supported by information detailing justifiable reasons for not pursuing the subject undergrounding, including, by way of example and not limitation, technical infeasibility or impracticability, practical infeasibility or impracticability, or costs outweigh perceived benefits, as determined by the City.
7. If the requested waiver is granted, a dollar amount equal to the cost of placing the utilities underground as determined by an estimate established by the relevant utilities and as agreed upon by the City, may be required to be paid into the City's Underground Utility Fund prior to the development permits being issued



SUBMITTAL REQUIREMENTS

The Underground Utility Waiver Application must include **6 sets** of the submittal. Each set of the submittal must be saved onto a compact disc.

Each disc must be identical and include required application materials in pdf format. Pdf files should be organized in two folders with the titles as described below:

Folder #1: Project Name and Application Type (e.g. '*Creek Homes Underground Utility Waiver*')

Pdf files located in Folder #1:

- Completed Application
- Involved Parties List
- Ownership Certification Documents
- Agent Letters
- Survey and Legal Description of property in question

Folder #2: Project Name, Document and Exhibits (e.g. '*Creek Homes Underground Utility Waiver*')

Pdf files located in Folder #2:

- Justification Report prepared in Accordance with Section 13-142 of the City's Land Development Code (see page 5 of application instructions)

Re-submittals: City staff will advise applicant on re-submittal procedures and deadlines as needed.