



# SOUTH BROWARD DRAINAGE DISTRICT

## POOL REVIEW RESIDENTIAL PERMIT APPLICATION – INSTRUCTIONS

- 1) Identify and Select the **TYPE** of your Residential Permit Application –  
POOL REVIEW – SBDD sign-off for pool being built on a water-front lot.
- 2) **OWNER OF PROPERTY** – Provide property owner information such as Name, Address, Phone and e-mail.
- 3) **LOCATION OF WORK** – Provide the Address and City where the work will be completed along with the Subdivision or Community Name. In addition, using the property survey or warranty deed identify the Lot, Block, and Parcel if applicable. Provide the Property ID or Folio # for the property and the Gate Code for the community if the property falls within a gated community. The Property ID or Folio # can be obtained from the Broward County Property Appraiser’s website at [www.bcpa.net/RECMENU.asp](http://www.bcpa.net/RECMENU.asp) by completing a Property Search.
- 4) **PROPOSED IMPROVEMENT(S) – CHECK ALL THAT APPLY** – Select “OTHER” and type in “POOL”. In the event that the proposed pool deck or a proposed fence is to encroach into an easement area, a separate permit needs to be filed with our office.
- 5) **DESCRIPTION OF IMPROVEMENT(S)** – Provide a description of the proposed improvements.
- 6) **PROPOSED IMPROVEMENT/INSTALLATION ENCROACHES IN THE FOLLOWING DISTRICT EASEMENT(S)** – Select “OTHER” and type in “NOT APPLICABLE.” Pools are not permitted to encroach into the easement area.
- 7) **AUTHORIZED REPRESENTATIVE/APPLICANT OTHER THAN OWNER (IF APPLICABLE)** – Provide the name and contact information for an authorized representative allowed to discuss and process the permit application other than the owner. Provide a notarized letter indicating that said person or contractor is your Authorized Representative. Provide information for the Contractor that will be completing the work if it is not to be completed by the property owner. Please include the Contractor’s License #, Phone and e-mail address.
- 8) **PROVIDE THE FOLLOWING DOCUMENTATION –**
  - a) Provide a copy of the **Homeowner’s Association Approval Letter** (if applicable).
  - b) Provide a clear, legible and updated copy of the **Property Survey**. The survey shall be signed and sealed by the Professional Land Surveyor that completed the survey. Also, make sure you include all pages of the survey.
  - c) Provide a **Site Plan** that indicates the location and details of the proposed improvement. The Site Plan shall include dimensions for the improvement, description of the proposed improvement (details) and distances from the property line to the proposed improvement. The Site Plan shall be provided on 11” x 17” paper size or smaller. If approved by SBDD, the location and details of the proposed improvement may be drawn or sketched on a copy of the property survey. **Elevation grades shall be provided for the top of the proposed pool deck adjacent to the easement area as well as the existing ground elevation at the edge of the easement.**
  - d) Provide a complete copy of the **Warranty Deed** for the property. Warranty Deed shall include the legal description of the property.



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- e) Provide **Application Fee** of \$ 50.00. Fees shall be provided in the form of a check or money order made payable to: SOUTH BROWARD DRAINAGE DISTRICT. Please note that CASH or CREDIT CARDS are not a viable form of payment.
  
- 9) Please note that a physical inspection of the property will be completed by SBDD before an application can be processed. It approximately takes one (1) to two (2) weeks from the date of the submittal to complete the process.



# SOUTH BROWARD DRAINAGE DISTRICT

## RESIDENTIAL PERMIT APPLICATION

FOR DISTRICT USE ONLY
APPLICATION #:
PLACARD #:
PERMIT FEE: \$
PAID BY:

TYPE:  NEW PERMIT  REVISION/MODIFICATION  PERMIT EXTENSION  POOL REVIEW

### OWNER OF PROPERTY

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### LOCATION OF WORK

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ PARCEL: \_\_\_\_\_

PROPERTY ID OR FOLIO #: \_\_\_\_\_ GATE CODE: \_\_\_\_\_

### PROPOSED IMPROVEMENT(S) – CHECK ALL THAT APPLY

- FENCE  IRRIGATION INTAKE LINE  DOCK  DECK  EROSION PROTECTION/SEAWALL  
 ELECTRIC  BOAT STORAGE AREA  FOUNTAIN  BRICK PAVERS  
 OTHER: \_\_\_\_\_

### DESCRIPTION OF IMPROVEMENT(S)

\_\_\_\_\_  
\_\_\_\_\_

### PROPOSED IMPROVEMENT/INSTALLATION ENCROACHES IN THE FOLLOWING DISTRICT EASEMENT(S)

- DRAINAGE EASEMENT  LAKE MAINTENANCE EASEMENT  CANAL EASEMENT  OTHER: \_\_\_\_\_

### AUTHORIZED REPRESENTATIVE/APPLICANT OTHER THAN OWNER (IF APPLICABLE)

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ LICENSE #: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_



# SOUTH BROWARD DRAINAGE DISTRICT

## RESIDENTIAL PERMIT APPLICATION

THIS APPLICATION, INCLUDING SKETCHES, DRAWINGS OR PLANS AND SPECIFICATIONS ATTACHED, CONTAINS A FULL AND COMPLETE DESCRIPTION OF THE WORK PROPOSED OR USE DESIRED OF THE ABOVE-DESCRIBED FACILITIES OF THE DISTRICT AND FOR WHICH A PERMIT IS HEREWITH APPLIED. THIS INFORMATION SHALL BECOME PART OF ANY PERMIT THAT MAY BE ISSUED. IT IS AGREED THAT ALL WORK OR THE USE OF THE DISTRICT'S FACILITIES INVOLVED WILL BE IN ACCORDANCE WITH THE PERMIT TO BE GRANTED AND WITH THE PERMIT PROCEDURES AND CONSTRUCTION STANDARDS HERETOFORE ADOPTED BY THE DISTRICT WHICH HAVE BEEN EXAMINED AND ARE UNDERSTOOD BY THE APPLICANT AND AS THE SAME MAY BE HEREAFTER FROM TIME TO TIME AMENDED, CHANGED OR REVISED AND WHICH, IT IS FURTHER UNDERSTOOD, SHALL BE INCORPORATED BY REFERENCE AS A PART OF ANY PERMIT WHICH MAY BE GRANTED. BY SIGNATURE BELOW, APPLICANT AGREES TO THE SPECIAL CONDITIONS AS OUTLINED ON PAGES 3 AND 4 OF THIS APPLICATION.

AUTHORIZED REPRESENTATIVE/APPLICANT (AUTHORIZATION LETTER REQUIRED) AND/OR PROPERTY OWNER:

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SIGNATURE

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PRINT NAME

TITLE

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DATE

### INSPECTION DEPARTMENT

PRE-PERMIT INSPECTION BY: \_\_\_\_\_

PRE-PERMIT INSPECTION DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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### PERMIT DEPARTMENT

APPROVED:  NOT APPROVED:

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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## SOUTH BROWARD DRAINAGE DISTRICT

### RESIDENTIAL PERMIT APPLICATION

#### SPECIAL CONDITIONS:

- A) IN THE EVENT THE SOUTH BROWARD DRAINAGE DISTRICT WISHES TO OBTAIN INGRESS AND EGRESS TO ITS EASEMENTS OR RIGHTS-OF-WAY OR CANAL RESERVATIONS FOR THE PURPOSES OF MAINTENANCE, OR CONSTRUCTION OF A BODY OF WATER, OR DRAINAGE IMPROVEMENTS, THE REMOVAL AND REINSTALLATION OF ANY CONSTRUCTION PERMITTED HEREUNDER SHALL BE AT OWNER'S EXPENSE.
- B) PERMITTEE, BY ACCEPTANCE OF THE PERMIT, COVENANTS AND AGREES THAT THE SOUTH BROWARD DRAINAGE DISTRICT SHALL BE INDEMNIFIED, DEFENDED, PROTECTED, EXONERATED AND SAVED HARMLESS BY THE PERMITTEE FROM AND AGAINST ALL EXPENSES, LIABILITIES, CLAIMS, DEMANDS, AND PROCEEDINGS INCURRED BY OR IMPOSED UPON SAID DISTRICT IN CONNECTION WITH ANY CLAIM, PROCEEDING, DEMAND, ADMINISTRATIVE HEARING, SUIT, ATTORNEY'S FEES, APPELLATE PROCEEDING OR OTHER ACTIVITY, INCLUDING UNFOUNDED OR "NUISANCE" CLAIMS, IN WHICH THE DISTRICT MAY BECOME INVOLVED, OR ANY SETTLEMENT THEREOF, ARISING OUT OF ANY OPERATIONS UNDER THIS PERMIT, INCLUDING USE OF BODIES OF WATER FOR IRRIGATION PURPOSES, DAMAGE TO LANDSCAPING, PAINT DAMAGE TO AUTOMOBILES, BUILDINGS OR OTHER STRUCTURES AND ANY PROPERTY DAMAGE OR PERSONAL INJURIES, FATAL OR NON-FATAL, OF ANY KIND OR CHARACTER.
- C) PERMITTEE, WILL TAKE FULL RESPONSIBILITY FOR ANY DAMAGE WHICH MAY BE CAUSED TO EXISTING FACILITIES OWNED OR OPERATED BY THE SOUTH BROWARD DRAINAGE DISTRICT AND WHICH ARE ADJACENT TO OR IN THE PROXIMITY OF ANY CONSTRUCTION UNDERTAKEN PURSUANT TO THE PERMIT. IN ADDITION, THE PERMITTEE AGREES TO BE RESPONSIBLE FOR THE REIMBURSEMENT TO SOUTH BROWARD DRAINAGE DISTRICT FOR ALL EXPENSES ARISING OUT OF DAMAGE TO THESE FACILITIES.
- D) PERMITTEE AGREES TO BE FULLY, COMPLETELY AND TOTALLY RESPONSIBLE FOR ANY AND ALL ACTIONS OR CAUSES OF ACTION, CLAIMS, DEMANDS, LIABILITIES, LOSS, DAMAGE, OR EXPENSES, INCLUDING ATTORNEY FEES WHICH MAY ARISE OUT OF NEW CONSTRUCTION WORK TO BE UNDERTAKEN UNDER THIS PERMIT. IT IS FURTHER ACKNOWLEDGED THAT THE SOUTH BROWARD DRAINAGE DISTRICT HAS NO OBLIGATIONS OR RESPONSIBILITIES REGARDING THE IMPROVEMENTS TO BE CONSTRUCTED PURSUANT TO THIS PERMIT AND THAT ANY DAMAGE WHICH MAY BE CAUSED TO THE CONSTRUCTION WORK TO BE UNDERTAKEN UNDER THIS PERMIT SHALL BE REPAIRED BY THE PERMITTEE AND THAT THE SOUTH BROWARD DRAINAGE DISTRICT SHALL HAVE NO OBLIGATION TO REPAIR OR BE RESPONSIBLE FOR ANY DAMAGE WHICH MAY BE CAUSED TO THE CONSTRUCTION WORK TO BE UNDERTAKEN UNDER THIS PERMIT AS A RESULT OF THE ACTIVITIES OF THE SOUTH BROWARD DRAINAGE DISTRICT.
- E) BEGINNING WITH THE COMMENCEMENT OF THE CONSTRUCTION OF THE IMPROVEMENTS DEPICTED ON THE PLANS FOR WHICH THIS PERMIT IS ISSUED, THE PERMITTEE AGREES TO INDEMNIFY THE SOUTH BROWARD DRAINAGE DISTRICT AND HOLD IT HARMLESS FROM ANY CLAIMS ARISING OUT OF CONSTRUCTION WORK PERFORMED BY THE PERMITTEE OR ITS CONTRACTORS. THE PERMITTEE FURTHER AGREES TO INDEMNIFY AND SAVE HARMLESS THE SOUTH BROWARD DRAINAGE DISTRICT, BOTH DURING AND FOLLOWING CONSTRUCTION OF THE PROPOSED IMPROVEMENTS, FROM AND AGAINST ANY AND ALL ACTIONS OR CAUSES OF ACTION, CLAIMS, DEMANDS, LIABILITIES, LOSS, DAMAGE OR EXPENSE, INCLUDING ATTORNEY FEES, WHETHER INCURRED UNDER RETAINER, SALARY OR OTHERWISE WHICH THE SOUTH BROWARD DRAINAGE DISTRICT MAY SUSTAIN OR INCUR BY REASON OR IN CONSEQUENCE OF THE ISSUANCE OF THE PERMIT FOR THE APPLICATION TO WHICH THESE SPECIAL CONDITIONS ARE ATTACHED AND THE CONSTRUCTION WHICH IS COMPLETED UNDER THIS PERMIT. FURTHERMORE, UPON DEMAND, THE PERMITTEE FURTHER AGREES TO TAKE OVER AND DEFEND ANY SUCH CLAIMS BROUGHT OR ACTIONS FILED AGAINST THE SOUTH BROWARD DRAINAGE DISTRICT IN RESPECT TO THE SUBJECT OF THE INDEMNITY CONTAINED IN THIS AGREEMENT.
- F) IT IS THE DISTRICT'S POLICY NOT TO ALLOW ANY LANDSCAPING TO BE PLANTED OR MAINTAINED WITHIN ANY OF THE DISTRICT'S RIGHTS-OF-WAY, EASEMENTS, OR CANAL RESERVATIONS, OR WITHIN 20 FEET FROM THE EDGE OF ANY WATER BODY AT THE CONTROL WATER ELEVATION.



## **SOUTH BROWARD DRAINAGE DISTRICT**

### **RESIDENTIAL PERMIT APPLICATION**

- G) THE PERMITTEE SHALL REALIZE THAT SOUTH BROWARD DRAINAGE DISTRICT'S GRANTING OF SAID PERMIT DOES NOT RELIEVE THE PERMITTEE FROM OBTAINING ANY OTHER NECESSARY PERMITS, LICENSES OR APPROVALS AS MAY BE REQUIRED FROM ANY HOA, CITY, COUNTY, OR STATE AGENCIES.
  
- H) THE DISTRICT WILL REVIEW EACH APPLICATION ON ITS OWN MERITS AND DETERMINE ITS IMPACT ON THE WATER MANAGEMENT WORKS OF THE DISTRICT. THEREFORE, THE PERMITTEE SHALL REALIZE THAT ADDITIONAL SPECIAL CONDITIONS AND NOTES MAY APPLY.
  
- I) THE PERMITTEE IS REQUIRED TO PLACE THE PERMIT ID PLACARD AT THE LOCATION IDENTIFIED ON THE PERMIT. PLACARD SHALL REMAIN ON IMPROVEMENT PERMANENTLY. PERMITTEE SHALL CONTACT SBDD FOR REPLACEMENT SHOULD PLACARD BE DAMAGED.
  
- J) FENCES MAY BE PERMITTED TO EXTEND PERPENDICULAR AND/OR PARALLEL INTO A LAKE MAINTENANCE EASEMENT. IT IS THE DISTRICT'S RECOMMENDATION THAT PERPENDICULAR FENCES ENCROACH A MINIMUM OF 12 FEET FROM THE UPLAND EASEMENT LINE TOWARDS THE WATER. INSTALLATION OF 12 FOOT ACCESS GATES/PANELS ON PERPENDICULAR FENCES FROM THE UPLAND EASEMENT LINE TOWARDS THE WATER ARE RECCOMENDED/OPTIONAL. A 4 FOOT ACCESS GATE IS REQUIRED ON ALL FENCES RUNNING PARALLEL TO WATER'S EDGE. NO WOODEN FENCE MATERIAL IS ALLOWED IN EASEMENT. NO VISUAL BARRIERS OR OBSTRUCTED PANELS SHALL BE BUILT INTO FENCES IN EASEMENT AREA. ONLY CHAIN-LINK TYPE MATERIAL, PVC PICKET/RAIL OR ALUMINUM PICKET/RAIL FENCES ARE ALLOWED IN EASEMENT.