

APPLICATION GUIDELINES FOR PROJECT REVIEW

Landowners and/ or their Representatives, hereafter Applicant, are strongly encouraged to contact the St. Johns Improvement District (SJID) Administrator at **772-564-2797** to schedule a Pre-Application Meeting in regards to the proposed project. At the Pre-Application Meeting the overall project concept, the SJID application requirements, as well as the potential for any other regulatory agency matters such as, but not limited to, the Regional Water Management District; County; FDEP; USACE; and local municipality as applicable will be discussed in general terms. As needed, the Applicant will be provided applicable SJID Application form(s).

The Applicant will submit a signed Application with the required non-refundable Application Fee or, if applicable, the required retainer fee. If the Landowner is not the signer of the application, then the Landowner Authorization for Agent and Notice of Financial Responsibility will be required with the application submission. No project review, legal and/or engineering, will commence without the submission of the signed application/documents and the payment of all associated fees as determined by SJID.

A formal application is submitted with a minimum of two (2) sets of all applicable engineering and project plans as well as any and all applicable correspondence between the applicant and St. Johns River Water Management District, Indian River County, and any other agencies as the SJID may determine to be relevant to this project and the permitting process governing this project

Subsequent to this formal application submission, more detailed project discussions and/or site visits are encouraged between the Applicant and the SJID Administrator. As applicable and per the direction of the SJID Administrator, other pertinent parties (SJID Legal Counsel; SJID Engineer; etc.>) may join in this or other project related discussions.

To be considered for SJID Board of Supervisors action, submission of any and all applicable and relevant current project documentation must be received in the offices of the SJID Administrator, thirty (30) calendar days prior to the next regularly scheduled Board of Supervisors meeting. It is the Applicant's responsibility to initiate and follow through with timely communications through the SJID Administrator relative to Board meeting dates and the agenda status of their projects relative to those scheduled Board meetings

PLEASE REMEMBER throughout the application and review process, the Applicant is responsible to submit, in a timely manner, the most up to date documentation including, but not limited to, signed and sealed detailed plans, as well as to maintain open/timely communications in regard to the status of the application/review process, Stormwater Calculations, site plans, surveys (with specific notation to drainage routing and site access/ ownership), etc. It is important for the Applicant to understand the quality and quantity of submissions is their responsibility. Written responses and submitted documents to County and Water Management District requests for information are key to the SJID review process.

Please be aware that suggestions or other directions provided by the Improvement District or its representatives are offered to assist the Applicant in the application process. The Applicant bears the burden of demonstrating that their application meets all applicable requirements including, but not limited to, the obtaining of all applicable permits and associated approvals. The final decision regarding issuance or denial specific to this application is up to the Board of Supervisors of the St. Johns Improvement District or their designee as determined by this Board of Supervisors.