

APPLICATION GUIDELINES FOR PROJECT REVIEW

1. Applicants (Landowner/Representative) are strongly encouraged to contact the St. Johns Improvement District (SJID) Administrator at **(772) 562-9176** to schedule a **Pre-Application Meeting** in regards to the proposed project. At the Pre-Application meeting will be discussed in general terms, 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. As needed, the applicant will be provided applicable SJID Application form(s).
2. The Applicant will submit a signed Application with the required **Application Fee** (non-refundable) and as applicable, the **REQUIRED RETAINER FEE**. If the landowner is not the signer of the application, then a notarized letter granting representation rights for application signature/representation will be required with the application submission.

Note: No project review, legal, engineering, and/or other will commence without the submission of the signed application/documents and the payment of all associated fees as determined by the SJID.

3. 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 other agencies, most notably, the St. Johns River Water Management District and Indian River County.
4. 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.

PLEASE NOTE: Throughout the application/review process, it is the applicant and /or their representatives' responsibility to submit, **in a timely manner**, the most up to date documentation, to include but not be limited to signed and sealed detailed plans, and 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. Submitted documentation should include at a minimum two (2) copies of any and all correspondence to and from the 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. Written responses and submitted documents to County and Water Management District requests for information are key to the SJID review process.

5. 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.**

NOTE: It is the applicant/representative's responsibilities to initiate and follow through with timely communications through the District Administrator relative to Board meeting dates and the agenda status of their projects relative to those scheduled Board meetings

Note: Please be aware that suggestions or other directions provided by SJID or its representatives are offered to assist the applicant in the application process. The applicant and/or their representative bear 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 SJID or their designee as determined by the Board of Supervisors.