

St. Johns Improvement District

Permit Application Checklist

Project Name: _____ Date: _____

Property Owner: _____ Applicant (if different): _____

Contact Phone: _____ Contact Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Permit Application Requirements:

- Application Form
- Retainer Fee, *if applicable*
- Application Fee
- Letter of Agent's Authorization, *if applicable*
- General description of project
- Pre-application meeting minutes
- Project location and area, in acres, to be served by the proposed improvement. Include section, township, and range; canal number; and location within the canal right-of-way related to some known and identifiable feature.
- Whether the proposed use is a new installation, a modification of an existing improvement, or a replacement of existing works.
- A description of the proposed use of, or encroachment on, Works of the District.
- A description of the portion of the works of the District to be used.
- Two copies of full-size construction plans and specifications reflecting the proposed use in plan and elevation views, and as related to the applicable works of the District. The plans provided shall be **signed and sealed** by the Engineer of Record and shall clearly indicate the project design datum (NGVD-29 or NAVD-88).
- Two copies of boundary and topographic survey information signed and sealed, for the project area and adjacent canal right-of-way.
- If available, drawings in electronic format such as AutoCAD or Portable Document Format (pdf).
- As appropriate, supporting calculations **signed and sealed** by the Engineer of Record, demonstrating that the proposed improvements meet all applicable District criteria.
- Any proposed improvement which may alter the natural groundwater gradient to a District canal, including but not limited to excavations or water impoundments, shall submit a seepage analysis demonstrating that the proposed improvement will not adversely impact the stability of the adjoining canal bank.

Insufficient or unclear drawings shall result in the return of an application without action by the District. Inadequate resubmittals which do not fully address the District's request for information may also be returned without action by the District.