



**Environmental Protection and Growth Management Department**  
**Environmental Engineering and Permitting Division**  
**Surface Water Management Program**  
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## Checklist for Surface Water Management License Application

<b>Section I - Administrative Information</b>	
A	(Two Copies) Completed application form with appropriate fee are submitted as items 1-A.
<b>Section II – Site Information (where applicable)</b>	
A	Detailed location sketch is submitted as item II – A.
B	Topographic map (with contours) of the site and adjacent hydrologically related areas including overall map of the area showing where runoff presently goes and size, location, topography, and land use of off-site areas which drain through, onto, and from the project is submitted as item II-B.
C	Identification of seasonal water table elevations with supporting documentation is submitted as item II-C.
D	Floodplain information is submitted as item II-D.
E	Description of vegetative cover including wetland is submitted as item II-E.
F	(Three sets) Paving, Grading, and Drainage Plans, with special attention to perimeter site grading are submitted as items II-F.
G	Percolation data is submitted as item II-G.
H	Construction techniques to prevent adverse quality impacts off-site are submitted as item II-H.
I	Water withdrawal is submitted as item II-I.
J	Wellfield zone location is submitted as item II-J.
<b>Section III-Master Plan Information (where applicable)</b>	
A	(Three Sets) Master Paving, Grading, and Drainage Plan is submitted as item III-A.
B	Drainage Plan Details are submitted as item III-B.
C	Receiving body list is submitted as item III-C.
D	Drainage Basin Boundaries showing direction of flow, taking into account off-site runoff being routed through or around the project are submitted as item III-D.
E	Right-Of-Way and Easement Locations for the drainage system, including all areas to be reserved for water management purposes, with the legal method to be utilized are submitted as item III-E.
F	List of nearby existing off-site water management facilities which might be affected by the proposed construction or development is submitted as item III-F.
<b>Section IV - Surface Water Management Analysis/Information (where applicable)</b>	
A	Design storms used, including depth, duration and distribution is submitted as item IV-A.
B	Stage-storage, stage-discharge computations for the outfall structure(s), and a land coverage table for each basin is submitted as item IV-B.
C	Runoff routing calculations showing discharges and elevations including off-site inflows are submitted as item IV-C.
D	Retention/Detention volume calculations are submitted as item IV-D.
E	Calculations which demonstrate compensation for floodplain encroachment are submitted as item IV-E.
<b>Section V - Legal and Institutional Information (where applicable)</b>	
A	Proof of ownership supporting information is submitted as item V-A.
B	Identify entity responsible for operation and maintenance of the water management system is submitted as item V-B.
C	Potable water and wastewater utilities supporting information is submitted as item V-C.
D	Documentation of legal and physical availability of receiving water system to receive project discharge is submitted as item V-D.
E	Development of regional impact status is submitted as item V-E.
F	Revised! Hard Copy and an Electronic Copy of boundary survey with North American Vertical Datum (NAVD 88) coordinates submitted as item V-F.
G	Utilities - identify potable water/wastewater facilities supporting information submitted as item V-G.