

FDEP GENERAL PERMIT APPLICATION AND CLEARANCE FORM PREPARATION

In order to help facilitate the preparation and review of FDEP permit applications and clearances the following guidelines and associated permit forms have been prepared for your use. The forms contain information for OUC that is required on the forms by FDEP. Following these guidelines and using the prepared forms will expedite the review of your permit application.

It is recommended that the Owner/Developer review the *ORLANDO UTILITIES COMMISSION WATER ENGINEERING SUBMITTAL REVIEW PROCEDURES* located at www.ouc.com\business.

1. Three different applications and clearance forms have been partially completed for your use. Review the description of each and then select and download the appropriate form.
2. Fill in the remaining information on the form for the project. The developer is responsible for the completion of the form, the information contain on the form and all permitting fees required by FDEP. The developer is also responsible for submitting the application in a timely manner so that it can be reviewed by OUC and any required changes can be made prior to submittal to FDEP. Submittals should be made to OUC a minimum of five business days before any deadlines required by FDEP to allow review and revision if required.
3. Submit a draft copy of the form without signatures and initials (for general permits) for review. Your review engineer will provide you with the name of the water treatment plant and the maximum daily flow for the 12 month period if different than on the form you downloaded.
4. Upon receipt of the comments complete the form and submit a minimum of 2 copies to OUC with the plans, appropriate specifications and in the case of clearance forms provide bacteriological test results, pressure test results (if applicable) and record drawings. Sign, seal and initial the forms where appropriate. In the event that this project is a continuation of a private project the form will not be signed or returned to the developer until the System Development Charges associated with the project have been paid.
5. If bacteriological samples were taken by OUC staff, once the results are received by the review engineer, they will be sent to you via e-mail or the U. S. Post office (if requested) or you can come in to pick up the results. OUC will not deliver the results.
6. OUC will then sign the form and retain one copy of all items submitted for its records. You will be contacted to pick up the remaining forms and documents. OUC will not deliver the forms to you or to FDEP. If requested OUC will return the information by U.S. Post Office delivery.

FDEP General Permit (OUC)

This permit application form is to be used for project where OUC is the *Permittee* and the *Public Water System (PWS) Supplying the Water to Project* and the *Public Water System (PWS) that Will Own Project After It Is Placed into Permanent Operation*. The *Professional Engineer(s) or Other Person(s) in Responsible Charge of Designing Project* will be an OUC employee or a consultant if the consultant prepared the plans for OUC.

FDEP General Permit (Developer Deeded – OUC Owned)

This permit application form is to be used in the case of a project where a developer is doing the project (*Permittee*) and OUC is the *Public Water System (PWS) Supplying the Water to Project* and the Owner is deeding the project to OUC upon completion and OUC becomes *Public Water System (PWS) that Will Own Project After It Is Placed into Permanent Operation*. The *Professional Engineer(s) or Other Person(s) in Responsible Charge of Designing Project* is the developer's engineer.

FDEP General Permit (Developer Owned)

This permit application form is to be used in the case of a project where a developer is doing the project (*Permittee*) and OUC is the *Public Water System (PWS) Supplying the Water to Project* In this case the Owner will maintain ownership of the project (i.e. private system), thereby, becoming the *Public Water System (PWS) that Will Own Project After It Is Placed into Permanent Operation*. The *Professional Engineer(s) or Other Person(s) in Responsible Charge of Designing Project* is the developer's engineer.

The clearance forms are named to correspond to the above permit application form file names.

- 1. FDEP Clearance (OUC)**
- 2. FDEP Clearance (Developer Deeded – OUC Owned)**
- 3. FDEP Clearance (Developer Owned)**

When preparing the clearance form be sure you have checked the correct box for the *Portion of Project for Which Construction Is Substantially Complete and for Which Clearance Is Requested*. Improperly completing this area can delay the clearance of the project with FDEP. OUC will not be responsible for applications that are not submitted within the time frames required by FDEP. Submittals should be made to OUC a minimum of five days before any deadlines required by FDEP to allow review and revision if required. Also, be sure the description of the sample points matches the description on the FDEP Permit.