

SWR Level 1 Fill Permit Process

Step
1

Do I need a permit?

Review Fill Permit Packet on Town website. If yes, go to Step 2.

Obtain Wetland Delineation From Broward County.

Step
2

Step
3

Once Wetland Delineation is received:
Complete SWR Fill, Excavation, and Site Grading Permit.

Submit completed application and all required documentation to SWR.

Step
4

Step
5

Upon approval from SWR fill material may be brought on site at designated location.

Obtaining a Wetland Delineation from Broward County:

- **Visit E-Permits Link on Town Website or**
- **www.broward.org/epermits**
- **Follow [E-Permits Tutorial Found](#) on Town Website**

Step 1: Do you need a fill permit?

See list of exemptions highlighted below:

FILL, EXCAVATION AND SITE GRADING PERMIT GUIDE

AN ACTIVITY OR PROJECT INVOLVING FILL, EXCAVATION, DREDGING OR GRADING REQUIRES A PERMIT IN ACCORDANCE WITH CHAPTER 4, CODE OF ORDINANCE, TOWN OF SOUTHWEST RANCHES.

THE FOLLOWING ARE EXAMPLES OF ACTIVITIES THAT REQUIRE A PERMIT:

- An activity involving wetland impact.
- An activity involving installation of a drainage structure, pipe, a drainage system or a surface water management area.
- An activity that requires a Broward County Environmental License or a permit by the South Broward Drainage District (SBDD) or Central Broward Water Control District (CBWCD).
- An activity located in public road right-of-way or easement (other than mowing).
- Construction of a retaining wall or earthen berm.
- Construction of a surface water management area.
- Excavation for a fish pond.

THE FOLLOWING ACTIVITIES DO NOT REQUIRE A FILL, EXCAVATION (DREDGING) OR GRADING PERMIT:

- Field Nursery: to replenish lost soil that was part of the root ball of trees sold and excavated in standard course of field nursery business.
- Water well repair.
- Septic tank and drain field repair.
- Tree planting in private property.
- Drilling for a drinking water well with an active Health Dept. or SFWMD permit.

- An activity or project with an active development permit, such as:
 - Building construction or reconstruction of a bona fide project by the Town or the Drainage District.
 - Swimming pool or deck construction.
 - Septic tank and drain field construction.
 - Paving.
 - Driving of Piles.
 - Land Clearing.
 - Landscaping.
 - Tree removal or relocation.
- Routine maintenance activities such as:
 - Maintenance fill for an existing horse arena.
 - Maintenance fill for an existing stall for a farm animal.
- Mowing in public road right-of-way or an easement.
- Installation of lawn sprinklers and repairs.
- Carport repair.
- Interior remodeling of a residential structure.
- Installation of screen porch on existing slab.

Step 1: Do you need a fill permit?

Level 1 CY Limitations:

Southwest Ranches Drainage Committee
Permitting Process as of January 2004
Last Process Update: December 1, 2011

Overview:

The following is a list of steps that are required to obtain a Fill, Excavation, and/or Site Grading Permit for properties within the Town of Southwest Ranches. The fees, required documentation, and local entities that are referred to in this process are also defined. This process is presented as a policy. It is not the ordinance. The Town ordinance will present the general law associated with filling a property. The purpose of this document is to present the policy that will be adhered to in the execution of the Town ordinance. At no time should this policy in anyway contradict the Town ordinance.

Fill Levels:

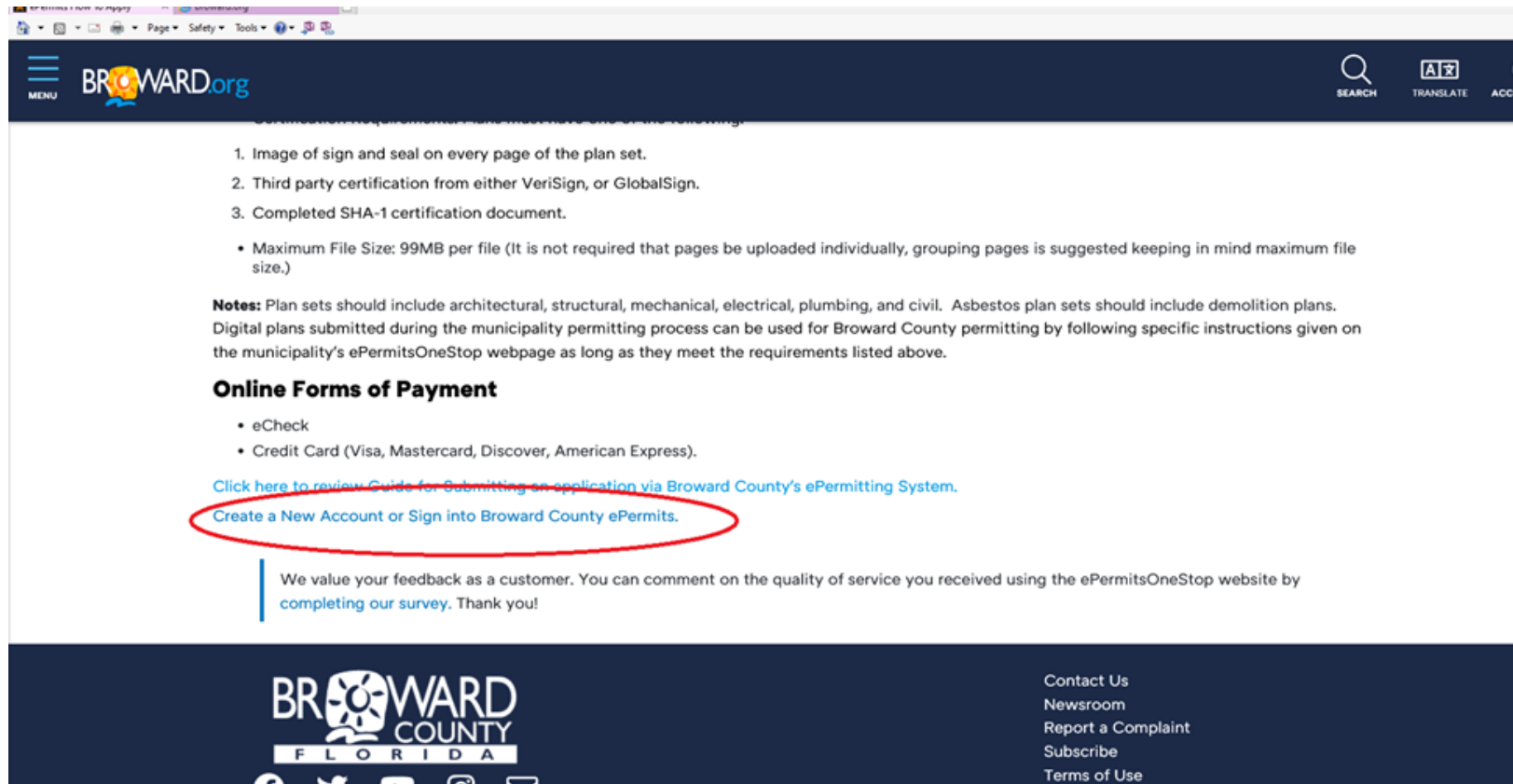
The requirements for obtaining a fill permit are based on three factors: the property size, location of fill on property, and the quantity of fill (measured in cubic yards, CY). To determine your level, please refer to the table below. By providing the property size and quantity of fill the permit level can be determined. **Please note the following:**

- One large truck of fill is approximately 18 cubic yards.
- Level 1 is for maintenance purposes only.
- The amount of fill that is brought in is not based on a particular project but is based on the total fill that is brought in during any continuous 12-month period of time (e.g. May 2004 through April 2005).

Cubic Yards / Property Size	Up to 2 Acres	Over 2 but no more than 5 Acres	Over 5 but not more than 10 Acres	Over 10 Acres
Up to 36 CY (2 trucks)	Level 1	Level 1	Level 1	Level 1
>36 CY up to 72 CY	Level 2	Level 1	Level 1	Level 1
>72 CY up to 144 CY	Level 3	Level 2	Level 1	Level 1
>144 CY up to 288 CY	Level 3	Level 3	Level 2	Level 1
>288 CY up to 360 CY	Level 3	Level 3	Level 3	Level 2
Over 360 CY	Level 3	Level 3	Level 3	Level 3

Step 2: Obtaining a Wetland Delineation from Broward County

Create a New Account:



The screenshot shows the Broward.org website interface. The top navigation bar includes the Broward.org logo, a menu icon, and utility icons for search, translation, and accessibility. The main content area lists requirements for plan sets, including image of sign and seal, third-party certification, and SHA-1 certification. A note specifies that plan sets should include architectural, structural, mechanical, electrical, plumbing, and civil details. Below this, the 'Online Forms of Payment' section lists eCheck and credit cards. A red circle highlights the link 'Create a New Account or Sign into Broward County ePermits.' The footer contains the Broward County Florida logo and a list of links: Contact Us, Newsroom, Report a Complaint, Subscribe, and Terms of Use.

1. Image of sign and seal on every page of the plan set.

2. Third party certification from either VeriSign, or GlobalSign.

3. Completed SHA-1 certification document.

- Maximum File Size: 99MB per file (It is not required that pages be uploaded individually, grouping pages is suggested keeping in mind maximum file size.)

Notes: Plan sets should include architectural, structural, mechanical, electrical, plumbing, and civil. Asbestos plan sets should include demolition plans. Digital plans submitted during the municipality permitting process can be used for Broward County permitting by following specific instructions given on the municipality's ePermitsOneStop webpage as long as they meet the requirements listed above.

Online Forms of Payment

- eCheck
- Credit Card (Visa, Mastercard, Discover, American Express).

[Click here to review Guide for Submitting an application via Broward County's ePermitting System.](#)

[Create a New Account or Sign into Broward County ePermits.](#)

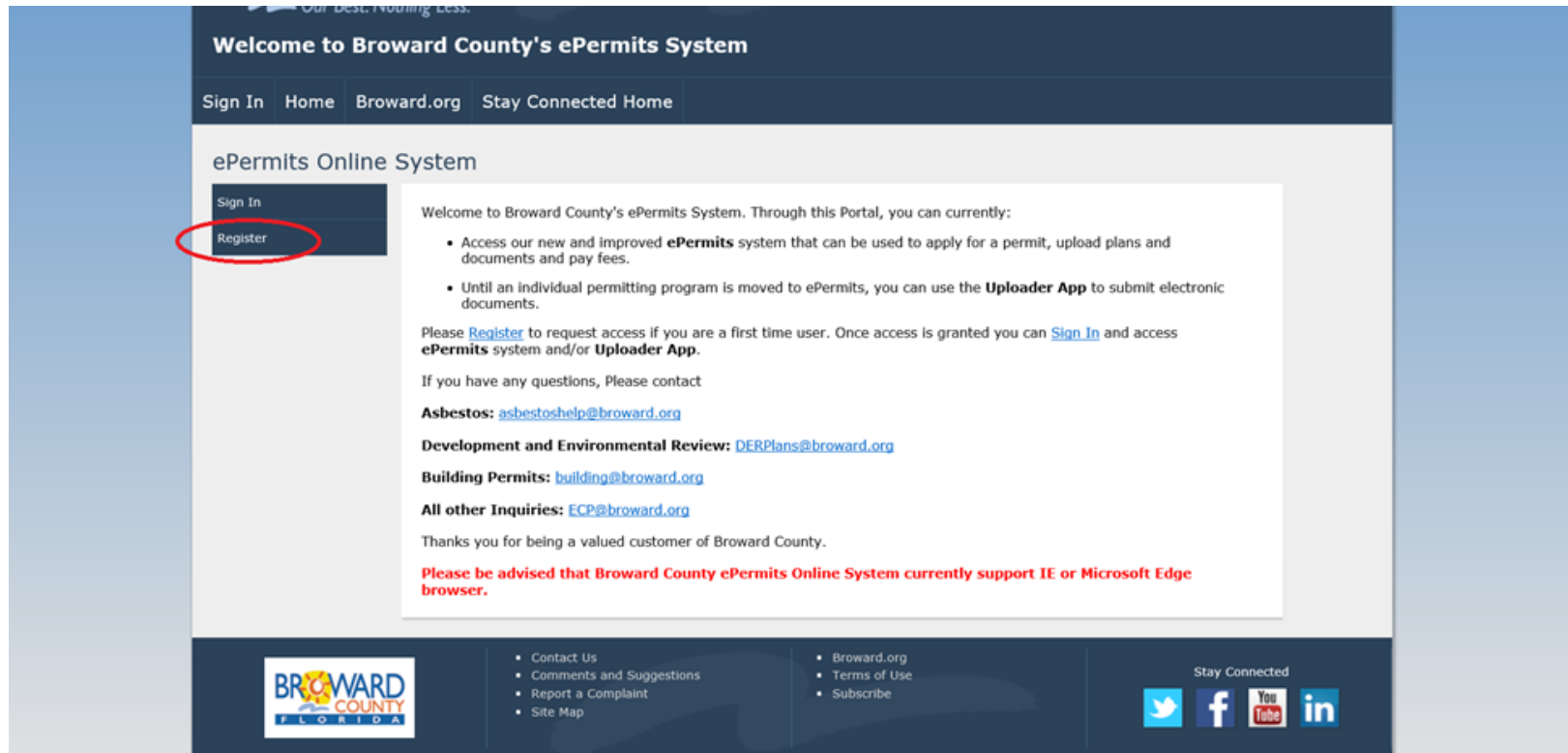
We value your feedback as a customer. You can comment on the quality of service you received using the ePermitsOneStop website by [completing our survey](#). Thank you!

BROWARD COUNTY FLORIDA

Contact Us
Newsroom
Report a Complaint
Subscribe
Terms of Use

Step 2: Obtaining a Wetland Delineation from Broward County

Register:



Our Best. Nothing Less.

Welcome to Broward County's ePermits System

Sign In Home Broward.org Stay Connected Home

ePermits Online System

Sign In
Register

Welcome to Broward County's ePermits System. Through this Portal, you can currently:

- Access our new and improved **ePermits** system that can be used to apply for a permit, upload plans and documents and pay fees.
- Until an individual permitting program is moved to ePermits, you can use the **Uploader App** to submit electronic documents.

Please [Register](#) to request access if you are a first time user. Once access is granted you can [Sign In](#) and access ePermits system and/or **Uploader App**.

If you have any questions, Please contact

Asbestos: asbestoshelp@broward.org


Development and Environmental Review: DERPlans@broward.org





Building Permits: building@broward.org

All other Inquiries: ECP@broward.org

Thanks you for being a valued customer of Broward County.

Please be advised that Broward County ePermits Online System currently support IE or Microsoft Edge browser.

 [Contact Us](#) [Comments and Suggestions](#) [Report a Complaint](#) [Site Map](#) [Broward.org](#) [Terms of Use](#) [Subscribe](#)

Stay Connected    

Step 2: Obtaining a Wetland Delineation from Broward County

Complete Information to Create Account:

Create a New Account

Complete the information below to create your account.

When you click *Create My Account*, you will receive an email with a link to confirm your registration. To ensure this email is not treated as spam and you receive the email, please add *no-reply@broward.org* to your email account contact list before you register.

Please note that passwords must be a minimum of 8 characters in length, contain at least one number, one uppercase letter, and one lowercase letter.

User Name

Email

Password


Reenter Password

First Name

Last Name

Postal Code (optional)

Type the characters displayed in the images below. The characters should appear in English. If they are difficult to read or appear in another language, refresh.



[Privacy & Terms](#)

Step 2: Obtaining a Wetland Delineation from Broward County

Confirmation Email Link:

Once an account is created, a confirmation email will be sent.
Click on the confirmation email link.

Thank you for creating an AccessBROWARD account!

You recently created an AccessBROWARD account using this email address. Confirming your account with this email address ensures that you can securely retrieve your account information if you forget your password. Simply click on the following link to confirm your account.

<https://access.broward.org/validate.aspx?id=e5dd1dc6-e9b7-4eec-9f9c-1384640f273d&ReturnUrl=https://webapps.broward.org/ePermits/Account/ToGo.aspx?Application=>

Please keep your email address information up-to-date. If this information changes, you can always update it by signing into your AccessBROWARD account: [Sign In](#).

Not your account request?

If you did not request this Access BROWARD account, please [click this](#) to delete this account.

Regards, Access BROWARD Account Services

Do not reply to this message. This email message has been sent from an unmonitored email address and we are unable to respond to any replies sent to this email address. If you have questions or experience problems, please review the [frequently asked questions](#).

Step 2: Obtaining a Wetland Delineation from Broward County

Requesting Access to ePermits System:

Once the link has been clicked, click on “epermits” and then “Request Access”

ePermits Online System

If you want to access the the following applications please Check/Select the application name and click on Request Access.

Uploader App

ePermits

Request Access

Step 2: Obtaining a Wetland Delineation from Broward County

Requesting Access to ePermits System:

Afterward click on "Sign In"

If you want to access the the following applications please Check/Select the application name and click on Request Access.

Uploader App

Request Access

Your request has been approved. [Sign In](#) again to continue.

Step 2: Obtaining a Wetland Delineation from Broward County

Accessing ePermits System:

Once signed in click on “Proceed to ePermits”

Licensing/Permitting Program	
Air Quality License	
Asbestos Statement of Responsibilities	
BCS Master Permit	
Contaminated Site	
Development and Environmental Review	
Dewatering Plan	
Domestic Waste Water Construction License	
Domestic Waste Water Facility Operating License	
Domestic WW Treatment Facility Modification	
Environmental Resource License	
Environmental Resource General License	
Floating Vessel Platform	
Hazardous Material Facility License	
Hazardous Material Transfer Facility License	
Marine Facility Operating License	
Non-Domestic Discharge License	
Solid Waste License	
Storage Tank Facility License	
Surface Water License	
Tree Removal License	
Waste Transporter License	
Wetland Delineation	
Only select for Non Permitting/License Program one time document upload	
Air Quality Parking Facility	
Highway Construction and Engineering Plan	

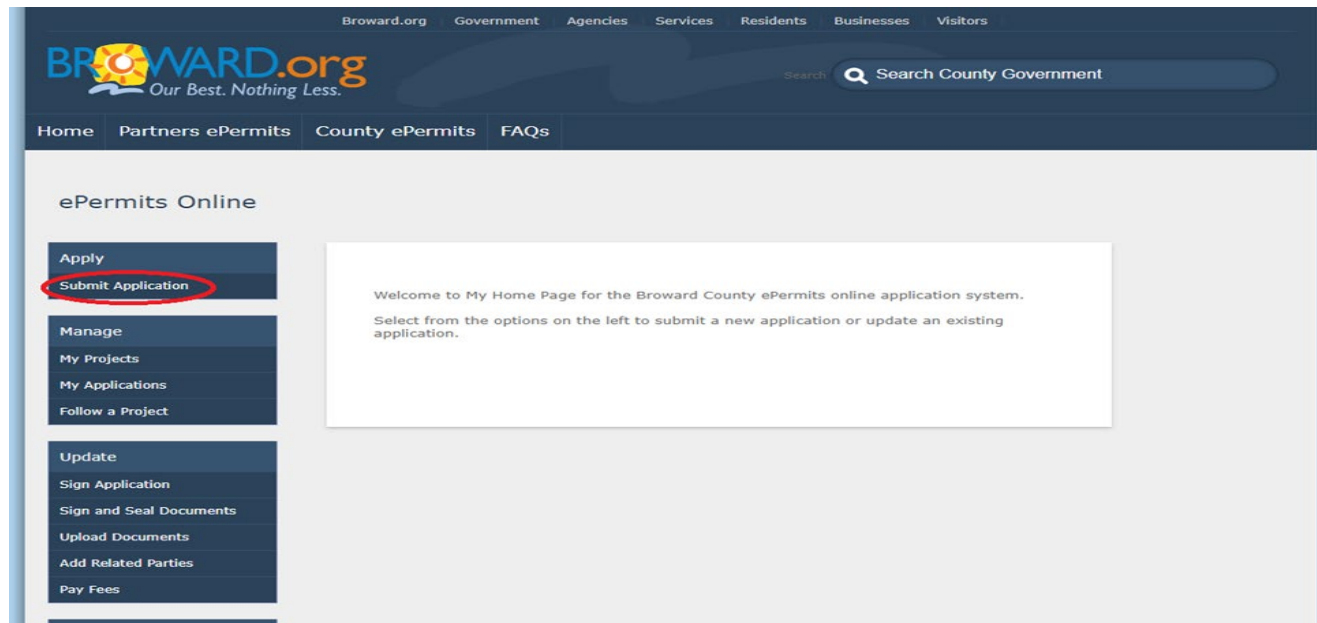
Proceed to ePermits

Proceed to Upload

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application:

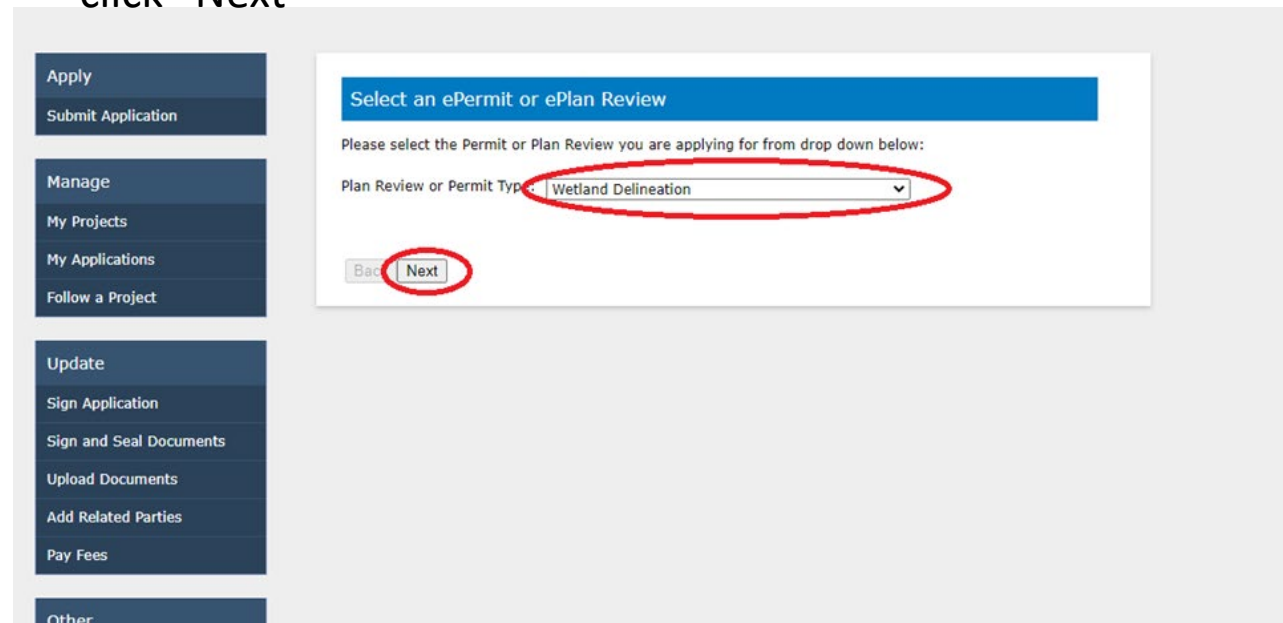
Click on “Submit an Application”



Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application:

On the drop down menu select “Wetland Delineation”. Then click “Next”

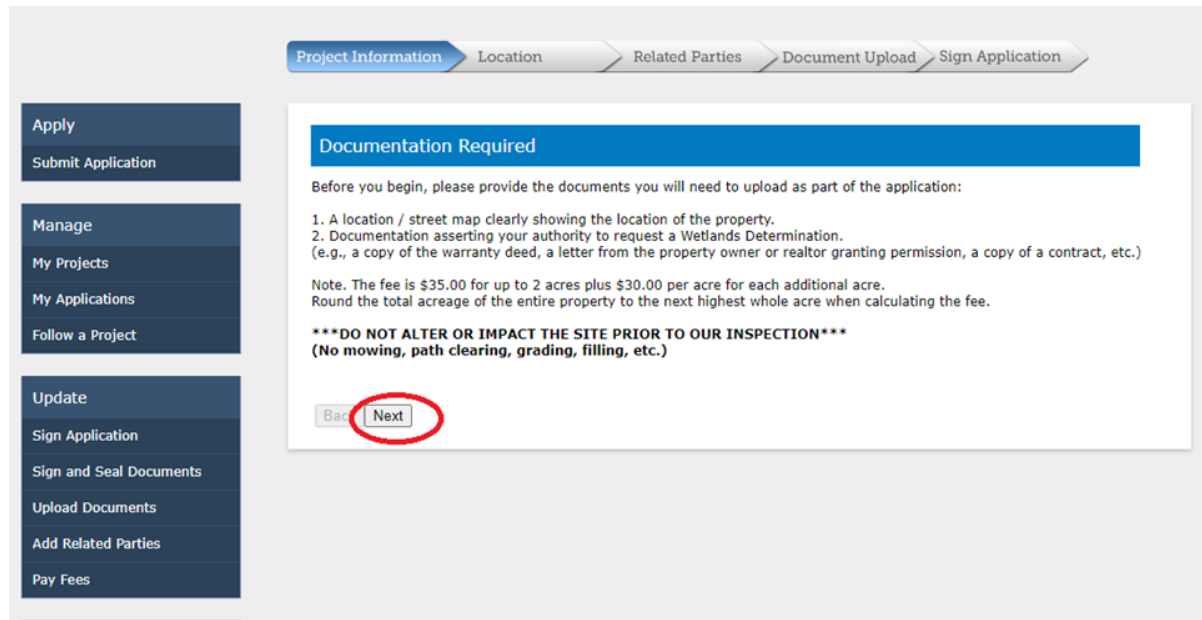


The screenshot displays a web application interface. On the left is a vertical navigation menu with the following items: 'Apply' (containing 'Submit Application'), 'Manage' (containing 'My Projects', 'My Applications', 'Follow a Project'), 'Update' (containing 'Sign Application', 'Sign and Seal Documents', 'Upload Documents', 'Add Related Parties', 'Pay Fees'), and 'Other'. The main content area features a blue header 'Select an ePermit or ePlan Review'. Below it, the text reads 'Please select the Permit or Plan Review you are applying for from drop down below:'. A dropdown menu is shown with 'Wetland Delineation' selected. At the bottom of the form, there are two buttons: 'Back' and 'Next', both of which are circled in red.

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Confirm that the required documents are ready. Then click “Next” to proceed to the next page.



The screenshot displays a web application interface for submitting a wetland delineation application. At the top, a progress bar shows five steps: Project Information, Location, Related Parties, Document Upload, and Sign Application. The 'Document Upload' step is currently active. On the left side, there is a vertical menu with options: Apply (Submit Application), Manage (My Projects, My Applications, Follow a Project), Update (Sign Application, Sign and Seal Documents, Upload Documents, Add Related Parties, Pay Fees). The main content area is titled 'Documentation Required' and contains the following text:

Before you begin, please provide the documents you will need to upload as part of the application:

1. A location / street map clearly showing the location of the property.
2. Documentation asserting your authority to request a Wetlands Determination. (e.g., a copy of the warranty deed, a letter from the property owner or realtor granting permission, a copy of a contract, etc.)

Note. The fee is \$35.00 for up to 2 acres plus \$30.00 per acre for each additional acre. Round the total acreage of the entire property to the next highest whole acre when calculating the fee.

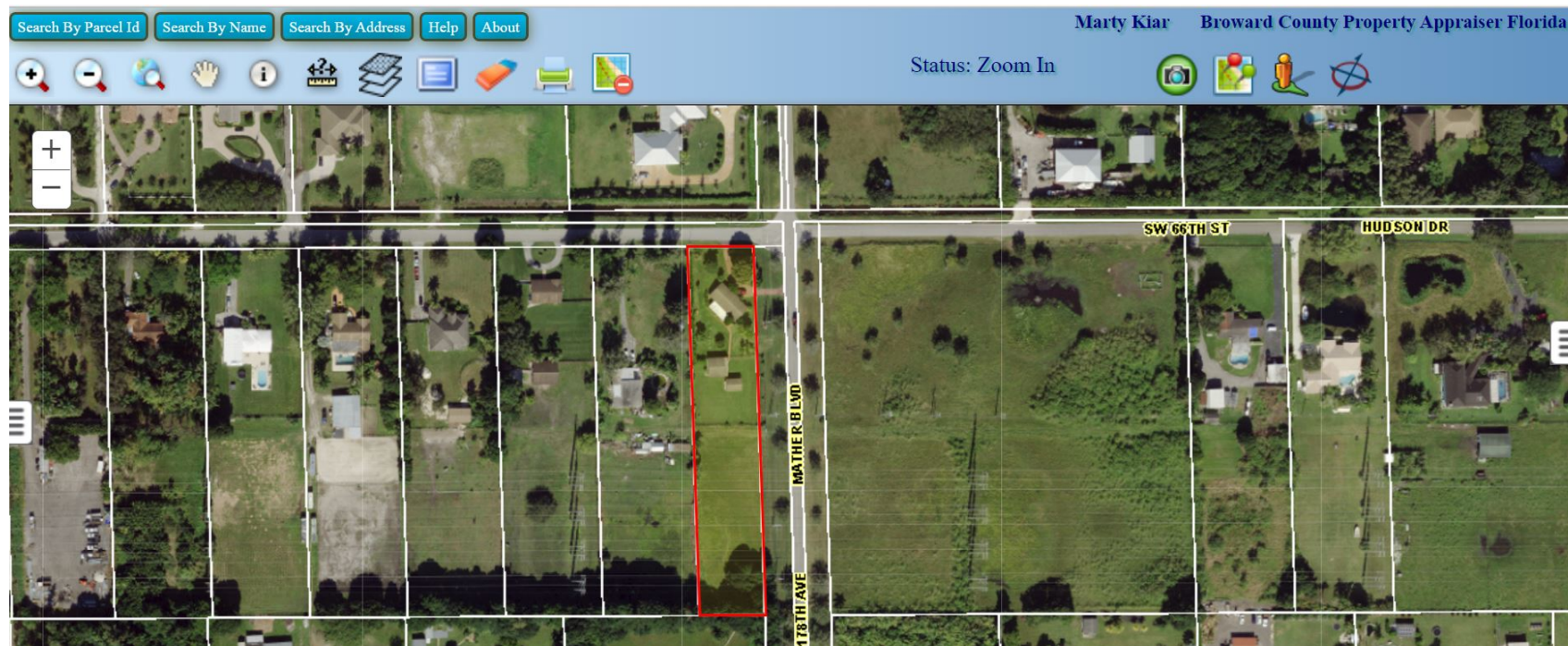
*****DO NOT ALTER OR IMPACT THE SITE PRIOR TO OUR INSPECTION*****
(No mowing, path clearing, grading, filling, etc.)

At the bottom of the main content area, there are two buttons: 'Back' and 'Next'. The 'Next' button is circled in red, indicating it is the action to be taken.

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

For Item 1 a copy of your survey, or aerial obtained from the Broward County Property Appraisers website, should be uploaded.



Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

For Item 2 a copy of your Warranty Deed or this sample release (once completed) should be uploaded.

I, (Insert Name Here), the property owner for the property located at (Insert Property Address Here), Southwest Ranches, FL (Zip Code) wish to apply for a Wetland Delineation on this ____ day of _____, (Year).

(Property Owner Signature)

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Fill out all relevant information and then click “Next”

Project Information > Location > Related Parties > Document Upload > Sign Application

Apply
Submit Application

Manage
My Projects
My Applications
Follow a Project

Update
Sign Application
Sign and Seal Documents
Upload Documents
Add Related Parties
Pay Fees

Property Information

Site Name:

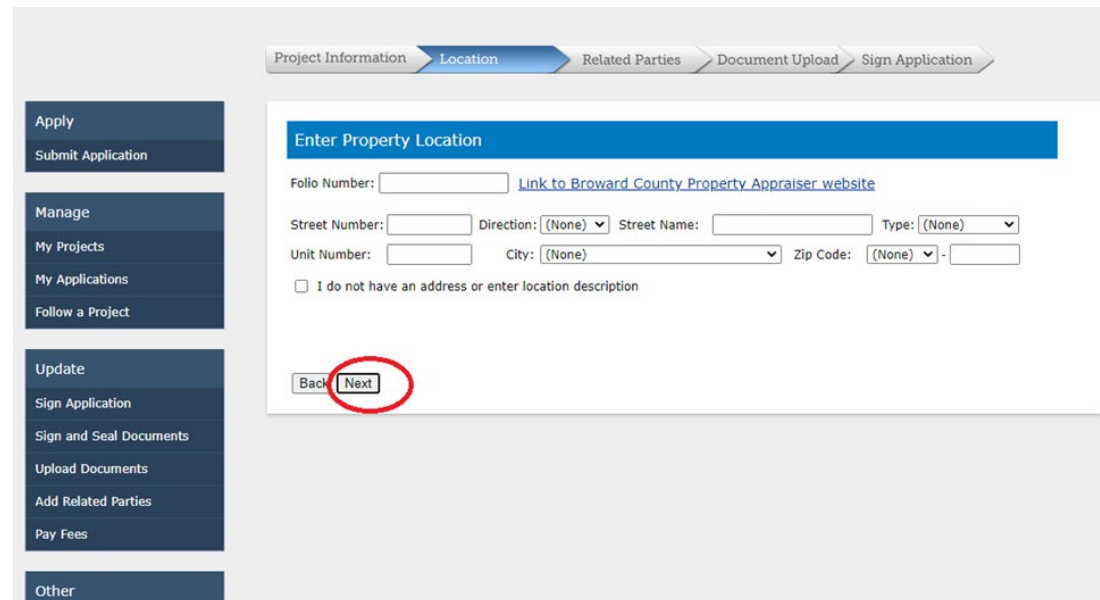
Number of Acres:

Back Next

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Fill out the location information. Then proceed to click “Next”

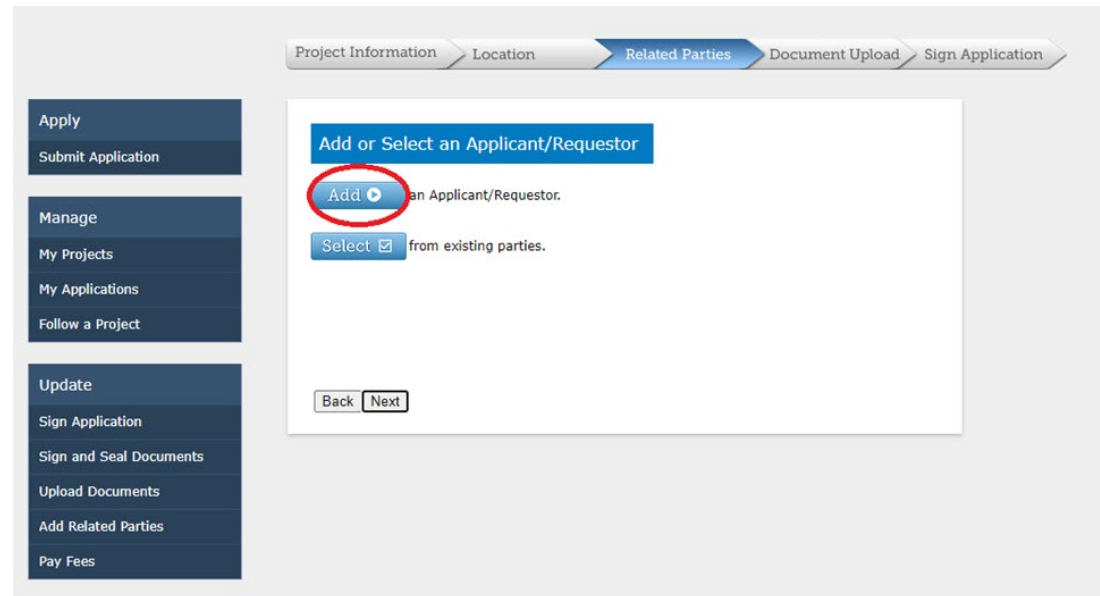


The screenshot shows a web application interface for submitting an application. At the top, there is a progress bar with five steps: Project Information, Location (highlighted in blue), Related Parties, Document Upload, and Sign Application. On the left side, there is a vertical menu with the following items: Apply (with a sub-item Submit Application), Manage (with sub-items My Projects, My Applications, and Follow a Project), Update (with sub-items Sign Application, Sign and Seal Documents, Upload Documents, Add Related Parties, and Pay Fees), and Other. The main content area is titled 'Enter Property Location' and contains the following fields: Folio Number (text input) with a link to the Broward County Property Appraiser website; Street Number (text input), Direction (dropdown menu with '(None)' selected), Street Name (text input), and Type (dropdown menu with '(None)' selected); Unit Number (text input), City (dropdown menu with '(None)' selected), and Zip Code (text input with a dropdown menu for the last two digits, also with '(None)' selected). Below these fields is a checkbox labeled 'I do not have an address or enter location description'. At the bottom of the form, there are two buttons: 'Back' and 'Next', with the 'Next' button circled in red.

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Click “Add” to add an Applicant/Requestor

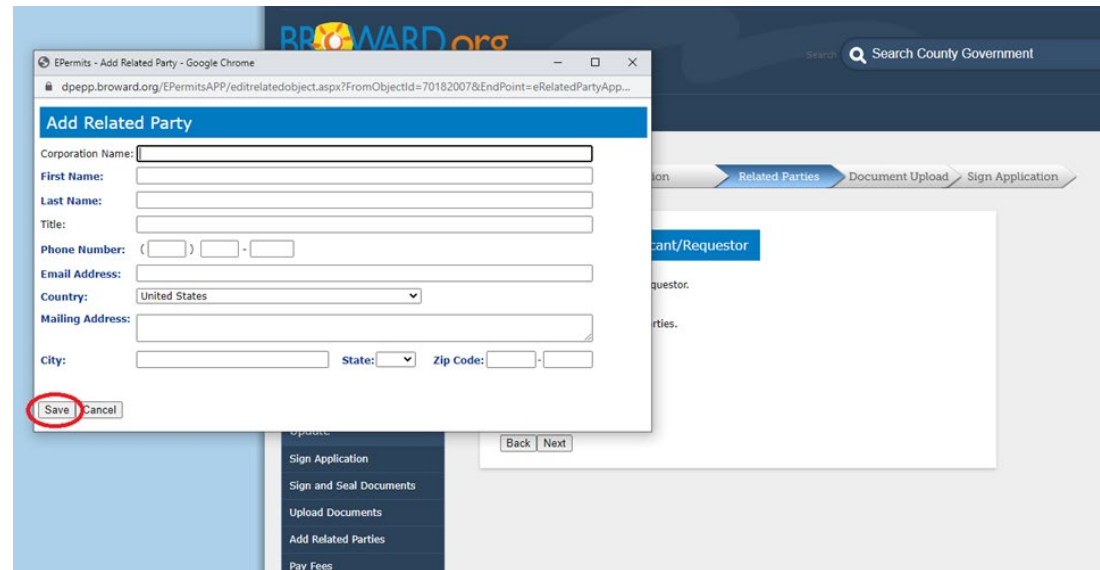


The screenshot displays a web application interface for submitting an application. At the top, a progress bar shows five steps: Project Information, Location, Related Parties, Document Upload, and Sign Application. The 'Related Parties' step is currently active. On the left side, there is a vertical navigation menu with three main sections: 'Apply' (containing 'Submit Application'), 'Manage' (containing 'My Projects', 'My Applications', and 'Follow a Project'), and 'Update' (containing 'Sign Application', 'Sign and Seal Documents', 'Upload Documents', 'Add Related Parties', and 'Pay Fees'). The main content area features a white box with the heading 'Add or Select an Applicant/Requestor'. Inside this box, there are two buttons: 'Add' (with a plus icon) and 'Select' (with a checkmark icon). The 'Add' button is circled in red. Below the buttons, there are 'Back' and 'Next' navigation buttons.

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Fill out all relevant information. Then click “Save” and “Next”



The screenshot displays the 'Add Related Party' form within the Broward.org EPermits application system. The form is titled 'Add Related Party' and is overlaid on a larger application page. The form fields include:

- Corporation Name:
- First Name:
- Last Name:
- Title:
- Phone Number: () -
- Email Address:
- Country:
- Mailing Address:
- City: State: Zip Code:

At the bottom left of the form, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. In the background, the application page shows a navigation bar with 'Related Parties', 'Document Upload', and 'Sign Application' buttons. A sidebar on the left contains a menu with options: 'Update', 'Sign Application', 'Sign and Seal Documents', 'Upload Documents', 'Add Related Parties', and 'Pay Fees'. The main content area of the background page shows a 'Requestor/Requestor' section with a 'Back | Next' button at the bottom.

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

If the Requestor (Applicant) is the contact person click the box.
If not leave the box empty. Proceed and click “Next”

The screenshot displays a web application interface for submitting an application. At the top, a progress bar shows five steps: Project Information, Location, Related Parties, Document Upload, and Sign Application. The 'Related Parties' step is currently active. On the left side, there is a vertical menu with sections: 'Apply' (containing 'Submit Application'), 'Manage' (containing 'My Projects', 'My Applications', and 'Follow a Project'), and 'Update' (containing 'Sign Application', 'Sign and Seal Documents', 'Upload Documents', 'Add Related Parties', and 'Pay Fees'). The main content area features a blue header with the instruction: 'Select checkbox below if the Applicant/Requestor is also the Site's Contact person.' Below this is a table with the following columns: 'Corporation Name', 'First Name', 'Last Name', and 'Is Requestor also the Contact Person?'. The first row of data shows 'Town of Southwest Ranches' in the 'Corporation Name' column and an empty checkbox in the 'Is Requestor also the Contact Person?' column. At the bottom of the form, there are two buttons: 'Back' and 'Next', with the 'Next' button circled in red. The checkbox in the table is also circled in red.

Corporation Name	First Name	Last Name	Is Requestor also the Contact Person?
Town of Southwest Ranches			<input type="checkbox"/>

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

If the contact person is different click “Add.” If not, proceed and click “Next”

Add or Select a Site's Contact (if different than Requestor)

a Contact

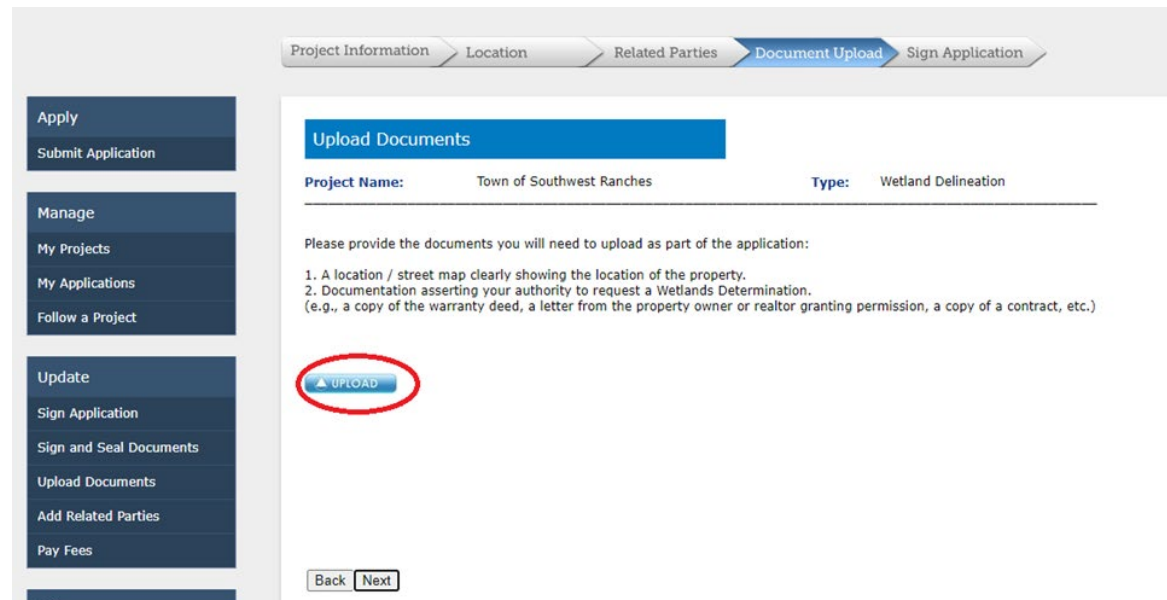
from existing parties.

Corporation Name	First Name	Last Name	Title	Email Address	Phone Number	Type
Town of Southwest Ranches				customerservice@southwestranches.org	(954) 434-0008	Contact <input type="button" value="x"/>

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Click on “Upload” and follow instructions to upload all relevant documents.



The screenshot shows a web application interface for submitting an application. At the top, a progress bar indicates the current step: **Document Upload**, with other steps being Project Information, Location, Related Parties, and Sign Application. On the left, a sidebar menu lists various actions: Apply, Submit Application, Manage, My Projects, My Applications, Follow a Project, Update, Sign Application, Sign and Seal Documents, Upload Documents, Add Related Parties, and Pay Fees. The main content area is titled "Upload Documents" and displays the following information:

Project Name: Town of Southwest Ranches **Type:** Wetland Delineation

Please provide the documents you will need to upload as part of the application:

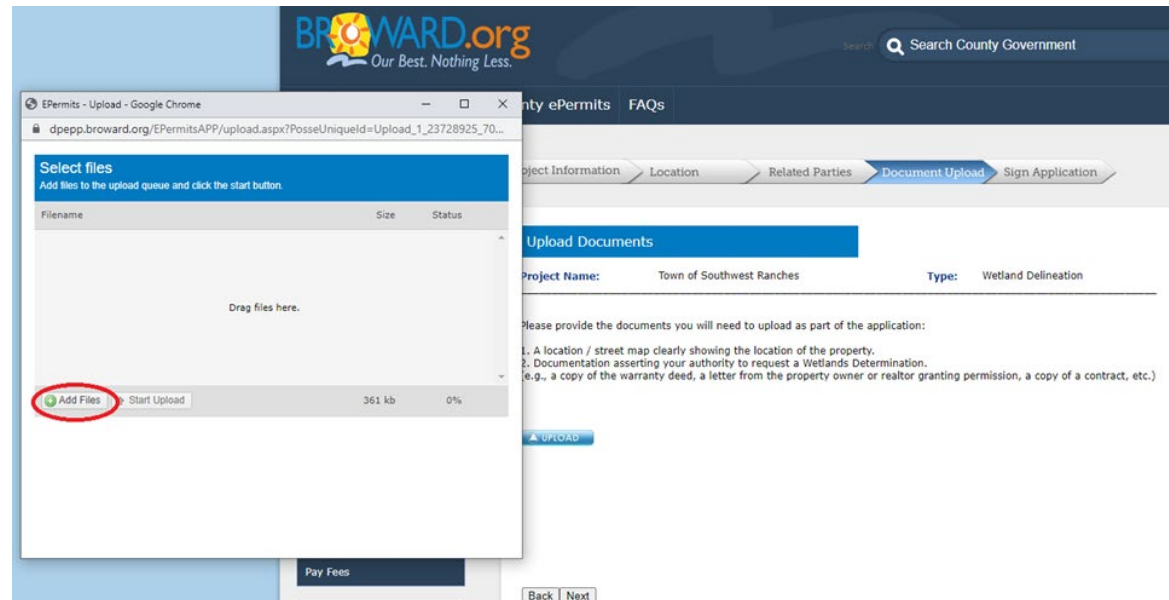
1. A location / street map clearly showing the location of the property.
2. Documentation asserting your authority to request a Wetlands Determination. (e.g., a copy of the warranty deed, a letter from the property owner or realtor granting permission, a copy of a contract, etc.)

A blue button with a white upward-pointing arrow and the text "UPLOAD" is circled in red. At the bottom of the form, there are "Back" and "Next" buttons.

Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

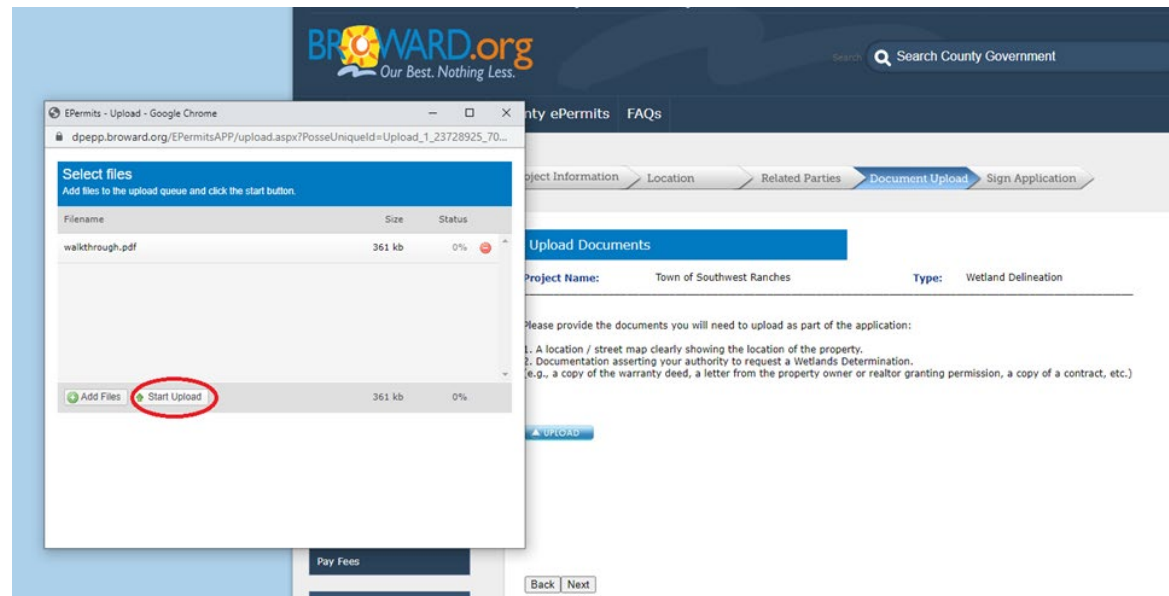
Click on “Add Files” to select relevant files.



Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Then click on “Start Upload” to upload file.



Step 2: Obtaining a Wetland Delineation from Broward County

Submitting your application :

Provide a description for the uploaded file. Then click “Next.”

Project Information > Location > Related Parties > Document Upload > Sign Application

Apply
Submit Application

Manage
My Projects
My Applications
Follow a Project

Update
Sign Application
Sign and Seal Documents
Upload Documents
Add Related Parties
Pay Fees

Other
Main
Sign Out

Upload Documents

Project Name: Town of Southwest Ranches **Type:** Wetland Delineation

Please provide the documents you will need to upload as part of the application:

1. A location / street map clearly showing the location of the property.
2. Documentation asserting your authority to request a Wetlands Determination. (e.g., a copy of the warranty deed, a letter from the property owner or realtor granting permission, a copy of a contract, etc.)

Upload

Upload Description	File Name
<input type="text"/>	Wetland Delineation.pdf

For each document uploaded, write a short description for Upload Description.
(for example: Warranty Deed, letter from owner, pending contract, etc.)

Back **Next**

Step 2: Obtaining a Wetland Delineation from Broward County

eSign your application :

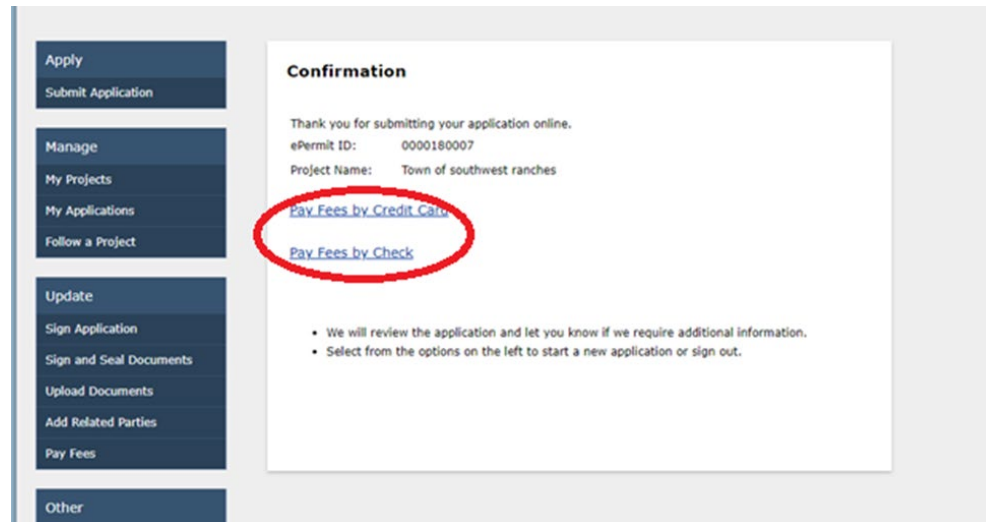
Select if you are the requestor. Then provide your signature and click submit.

The screenshot shows a web application interface for signing an application. At the top, a navigation bar includes 'Project Information', 'Location', 'Related Parties', 'Document Upload', and 'Sign Application'. A left sidebar contains menu items: 'Apply' (Submit Application), 'Manage' (My Projects, My Applications, Follow a Project), 'Update' (Sign Application, Sign and Seal Documents, Upload Documents, Add Related Parties, Pay Fees), and 'Main' (Sign Out). The main content area is titled 'eSign Application' and contains the question 'Are you the Requestor for this application?' with radio buttons for 'Yes' and 'No'. Below this is a text input field for the 'Requestor's Signature'. At the bottom of the form are 'Back', 'Next', and 'Submit' buttons. Red circles highlight the 'Yes' radio button and the 'Next' button in the footer.

Step 2: Obtaining a Wetland Delineation from Broward County

Payment may be made by check or Credit Card:

Once submitted the payment screen will appear. Proceed to submit payment in order for the submittal to be complete.



Step 2: Obtaining a Wetland Delineation from Broward County

Additional Notes:

- Once the application is submitted to Broward County, it typically takes three weeks for it to be processed and for the Wetland Delineation to be emailed to the requestor. See sample correspondence:



Via E-mail (customeremail@domain.com)

October 1, 2021

John Smith
12345 Main Street
Southwest Ranches, FL 33331

Re: **Wetland Jurisdictional Determination**
LEGAL DESCRIPTION
12345 Main Street, Southwest Ranches
Folio No. 5140XXXXXXX
File No. WDXXXX-XXX

Dear Applicant:

The referenced site, outlined in black on the attached aerial photograph, was visited by the Broward County Environmental Protection and Growth Management Department (EPGMD) on (date of inspection). During that visit it was determined that the site **does contain County jurisdictional wetlands**. The approximate limits of these wetlands are indicated in green on the enclosed aerial photograph. If an exact line is desired, you may elect to arrange a joint site inspection with your surveyor present.

Based on the above determination, any construction which involves dredging or filling in the wetlands will require an **Environmental Resource License**. Additional construction activities such as excavation of a new lake or canal, regulated under Article XI of the Natural Resource Protection Code, may also require a license. Additionally, this letter does not constitute a waiver of review by the Development Management Division of the Urban Planning and Redevelopment Department prior to clearing and grubbing. The applicant is encouraged to contact EPGMD at the earliest convenient time to discuss licensing requirements.

This determination was made according to the Natural Resource Protection Code definition of **Regulated Aquatic and Wetland Resources** and Section 27-334(e) which utilizes the State approved wetland delineation methodology outlined in chapter 62-340 F.A.C. and ratified by the State Legislature pursuant to Section 373.421 Florida Statutes. In the event of a conflict with a formal delineation conducted by the Florida Department of Environmental Protection or the South Florida Water Management District pursuant to 62-340 F.A.C. the determination of said Agency will be the controlling delineation. This determination is valid for a period of no more than two (2) years from the date of this letter. The issuance of this letter is a **final agency determination**. A person with a substantial interest may file a petition to request review of, or to intervene in a review of, a final

Step 3: Application to SWR

Additional Notes:

- Upon receipt of the Wetland Delineation proceed to Step 3 and submit application to SWR. The SWR Fill Permit Application can be obtained from the Town's website.

APPLICATION FOR A FILL, EXCAVATION AND SITE GRADING PERMIT



1. The first step to obtain a Fill, Excavation and Site Grading permit is to obtain a "[Wetland Delineation](#)." Through the environmental review approval process the County ensures that any environmental concerns with a proposed project are addressed. You may also obtain the "[Wetland Delineation](#)" online at: <http://www.broward.org/epermits>. For additional assistance in obtaining the "[Wetland Delineation](#)" please reference the contact information below.

Broward County Environment Protection and Growth Management Department
Planning and Environmental Regulations Division
Linda Sunderland
Email: AWRLicense@broward.org
Tel.: 954-519-1454

2. Then contact either the Central Broward Water Control District (CBWCD) for a project located east of Volunteer Road (SW 148th Avenue) or the South Broward Drainage District (SBDD) for a project located west of Volunteer Road for their approval or exemption. Note: A Level One Fill Permit does not require CBWCD or SBDD review or approval.

Central Broward Water Control District
8020 Stirling Road
Davie, FL 33024
Tel. 954-432-5110

OR

South Broward Drainage District
6591 Dykes Road (SW 160th Avenue)
Southwest Ranches, FL 33331
Tel. 954-680-3337

Once you obtained above approvals, please complete the attached permit application and return it to Town Hall, 13400 Griffin Road, Southwest Ranches, FL 33330, along with a copy of above approvals. Permit processing fee will be assessed based on permit level.

For additional information please refer to the Town's Code of Ordinances, Flood Damage Reduction-Floodplain Management. If you have any questions please contact the Town's Engineering Department at tel. (954) 434-0008.

Step 3: Application to SWR

Additional Notes:

- Complete Page 1 of the Town's Application and sign Page 2 which requires a Notary Signature which the Town will provide at no charge.



Permit Processing Number: _____ Date Application Received: _____
 Application Fee Paid: \$ _____ Fill Level Category: _____
 Supporting information only (Fill Permit Fee not required if the application is in conjunction with a Building Permit or Planning/Zoning permit application (SWR # _____))

TOWN OF SOUTHWEST RANCHES
APPLICATION FOR A FILL, EXCAVATION AND SITE GRADING PERMIT
 (Chapter 4, Floodplain Management, Code of Ordinances)

GENERAL INFORMATION:

Applicant's Name: _____
 Applicant's Address: _____
 Phone: _____ Alternate Phone: _____
 Email: _____ Fax: _____
 Site activity address: _____, Southwest Ranches, FL _____
 Site activity Folio No: _____ Site activity property size (Acres): _____
 Owner's Name(s): _____
 Fill Volume (Cubic Yards): _____ Excavation (Cubic Yards): _____ Grading Area (Acre): _____
 Type of fill material to be used (Not allowed, e.g., food garbage, trash, hazardous materials): _____
 Purpose of the activity: _____
 Indicate duration to complete the activity: _____ calendar days.
 Is this application a result of a code case? Yes / No Code Case No. _____

Will there be any clearing of vegetation, or removal/relocation of any tree? (Please circle one): Yes / No.
(Note: The Tree Preservation and Landscaping Regulations of the Town's Codes of Ordinances do not allow equipment under the drip line of any tree; and require a separate permit for tree removal/relocation and land clearing).

REQUIRED - ATTACH COPIES OF THE FOLLOWING:

- Broward County "Environmental Review Approval", attached (Please circle one): Yes / No
- Drainage District (SBDD or CBWCD) approval, attached (Please circle one): Yes / No
- Sketch of property showing the locations and limits of the filling, excavation or grading activities, attached (Please circle one): Yes / No

The property owner or authorized applicant hereby grants to the Town, its officials, employees, or representatives to ingress and egress the property for purposes of permit related inspections and compliance investigation. The undersigned is the owner or authorized by the owner, and certifies that he has read and understands the provisions of the Permitting Process Guideline.

Applicant Signature: _____ Date: _____

SUBMIT TO: Town Hall, 13400 Griffin Road, Southwest Ranches, FL 33330-2628, Tel: 954-434-0008, Fax: 954-434-1490

ENGINEERING REVIEW:

APPROVED: _____ DENIED: _____

Signature: _____ Date: _____
 Town Engineer

Comments: **See Conditions of Approval.**

F: _____ - _____

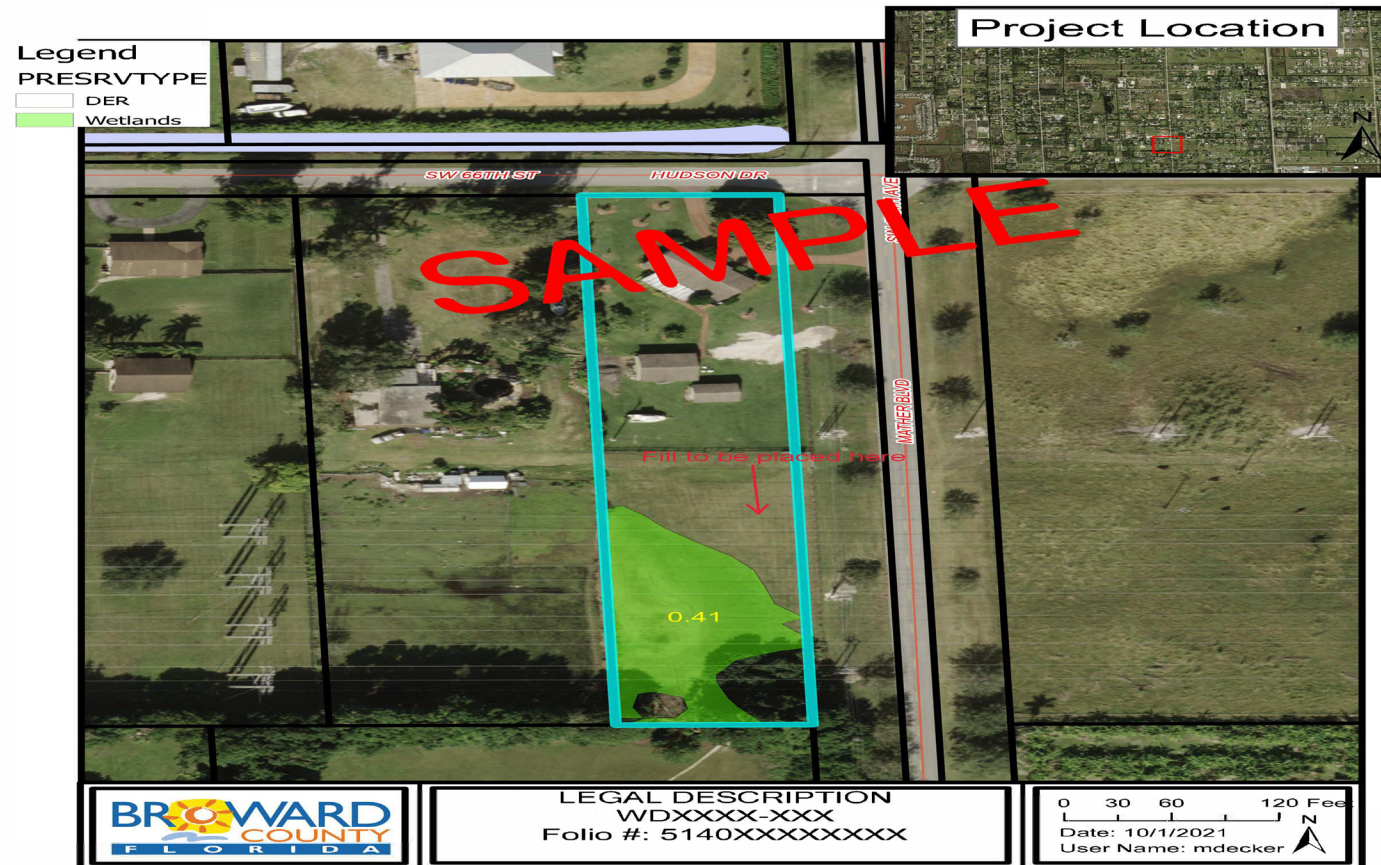
Notarized Signature of Property Owner		Notarized Signature of Applicant	
		DRIVER'S LICENSE COPY REQUIRED	
Signature of Property Owner		Signature of Applicant	
Date		Date	
Subscribed and Sworn before me this _____ day of _____ (year)		Subscribed and Sworn before me this _____ day of _____ (year)	
by _____		By _____	
<input type="checkbox"/> Personally Known <input checked="" type="checkbox"/> Produced Identification		<input type="checkbox"/> Personally Known <input checked="" type="checkbox"/> Produced Identification	
Type of Identification (if any)		Type of Identification (if any)	
Notary Public	Notary Stamp	Notary Public	Notary Stamp
My Commission Expires		My Commission Expires	

IF THE APPLICANT IS THE PROPERTY OWNER ONLY THE "PROPERTY OWNER" SECTION NEEDS TO BE NOTARIZED.

Step 3: Application to SWR

Additional Notes:

- Additionally, please provide a sketch using the Wetland Delineation aerial provided by Broward County showing the location of where the fill will be applied.



Step 5: Fill Permit Issuance

Additional Notes:

- Upon permit approval an email notification will be sent to the requestor. A Fill Permit Sign will be issued, and the requestor will need to retrieve the permit sign from Town Hall.
- The Fill Permit Sign should be placed in a visible location on the owner's property near the location where the fill will be placed.
- The fill permit approval is valid for 60 calendar days. Should additional time be needed please request an extension before the expiration date.
- Please notify the Town when the work is complete so the Fill Permit Sign can be retrieved by a Town representative.

SWR Fill Permit

Final Notes:

- Please note the process outlined herein is for a Level One Fill Permit.
- For a Level Two or Level Three Fill Permit, approvals from either the Central Broward Water Control District (CBWCD) or South Broward Drainage District (SBDD) will be required. Refer to the Fill Permit Packet for further details for applying for a Level Two or Level Three Fill Permit.
- For any additional questions about the process please contact the Town's Public Works Department at 954-434-0008.