

# SEBASTIAN RIVER IMPROVEMENT DISTRICT



P.O. Box 690336  
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Vero Beach, FL 32969



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## APPLICATION GUIDELINES FOR PROJECT REVIEW

1. Applicants (Landowner/Representative) are strongly encouraged to contact the Sebastian River Improvement District (SRID) Administrator at (772) 562-9176 to schedule a **Pre-Application Meeting** in regards to the proposed project. Pre-Application meeting will discuss, in general terms, the overall project concept, as well as the SRID application requirements as well as the potential for other regulatory agency matters such as but not limited to the Water Management Districts; County; FDEP; USACE; and local municipality as applicable. As needed, applicant will be provided SRID Application form(s).
2. Applicant submits signed Application with required **Application Fee** (non-refundable-amount to be determined by the SRID) and as applicable, **REQUIRED RETAINER FEE**. If the landowner is not the signer of the application, then a notarized letter granting representation rights for application signature and representation will be required with the application submission.  
**Note: No project review, i.e Legal and/or Engineering, will commence without the submission of the signed application/documents and all associated Application/Retainer fees as determined by the SRID.**
3. **Formal Application** is submitted with minimally 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, Indian River County and where applicable the City of Sebastian.
4. Subsequent to this formal application submission, more **Detailed Project Discussions and/or Site Visits** are encouraged between the Applicant and the SRID Administrator. AS applicable, and per the discretion of the SRID Administrator, other pertinent parties ( SRID Legal Counsel; SRID Engineer; Etc;) may join in this or other project related discussions.

**NOTE:** Throughout the 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, Stormwater Calculations; site plans; surveys (with specific notation to drainage routing and site access/ownership), Developer Agreements, etc. It is important for the applicant to understand the quality and quantity of submission is their responsibility as is timely communications relative to review status. Submitted documentation should include minimally 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 may be relevant to this project and the permitting process governing this project. Written responses and submitted documents to County, City and Water Management District requests for information (RAI's) are key to the SRID review process.

5. To be considered for SRID Board action, submission of any and all applicable and relevant, current project documentation must be received in the offices of the SRID Administrator, **thirty (30) calendar days prior to the next regularly scheduled quarterly 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 overall status of their projects relative to the overall review process and those scheduled Board meetings.**

6. Certain projects, as determined by the SRID, may require a mandatory **PRE-CONSTRUCTION MEETING** as part of the permit process. **IN THESE CASES, NO PROJECT ACTIVITIES ARE TO COMMENCE WITHOUT THIS PRE-CONSTRUCTION MEETING FIRST OCCURRING.**

**Note:** Please be aware that suggestions or other directions provided by the Improvement District or its representatives are offered to assist in the application process. The applicant and/or their representative bear the burden of expense as well as 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 the Sebastian River Improvement District or their designee as determined by this Board of Supervisors.