**ORANGE COUNTY PUBLIC WORKS DEPARTMENT**
**DEVELOPMENT ENGINEERING DIVISION**
**PLAN REVIEW SECTION**

FOR OFFICE USE ONLY:
Permit Reference #: _____

# E - PERMIT APPLICATION

Project Name: _____ Date: _____

Project Location: _____

Parcel ID: _____ - _____ - _____ - _____ - _____ - _____
S (01-36) T (20-24) R (27-34) Sub (0000-9999) Blk (00-99) Lot (000-999)

Project Description: _____

_____

**OWNER:**

Name: _____
Company: _____
Address: _____
City: _____ State: ___ Zip: _____
Phone: _____
E-mail: _____

**ENGINEER:**

Name: _____
Company: _____
Address: _____
City: _____ State: ___ Zip: _____
Phone: _____
E-mail: _____

**REQUIREMENTS:**

- ☐ Completed E-permit application form (this form)
- ☐ Plan review fee payment check of $374 payable to "Orange County BCC"
- ☐ Five (5) sets of construction plans, signed, dated, and sealed by a FL registered P.E.
- ☐ Supporting documents (drainage calcs, soils report, etc.) signed, dated, & sealed by a P.E.
- ☐ PDF copy of the plans on electronic storage device (cd, ftp, etc.) for review purposes
- ☐ ICPR input data (if any) on electronic storage device (cd, ftp, etc.) for review purposes
- ☐ Supporting documents are consistent with the Land Development checklist below

The plans will be reviewed by Public Works Development Engineering, Utilities Development Engineering, Environmental Protection, and the Office of the Fire Marshal.

**SUBMIT TO:**

Orange County Public Works Department
Development Engineering Division
Plan Review Section
4200 S. John Young Parkway
Orlando, FL 32839-9205

Track application online at: https://fasttrack.ocfl.net/PublicPortal/OC/ConstructionPlansSearch.jsp

GENERAL:

E-Permits are generally for work in the right of way that adds or modifies public infrastructure and which will be maintained by the county, thus a driveway is normally not an E project permit but a Right-of-Way Permit. Only if there is additional work adding or modifying a public facility maintained by the public would it be an E Permit. Normally driveways are not maintained by the County.

E-Permits are reviewed by Plan Review and Right-of-Way Permits are reviewed by the Permitting Section. As before off-site improvements need to be reviewed by The Chief Engineer of Permitting regardless of what kind of permit it is called.

Commercial driveways on existing developed lots, which do not have a commercial plan accompanying the permit should be reviewed solely by the Right-of-Way permit section as a Right-of-Way Permit. All other driveway permits should be reviewed with the commercial site plans by Plan Review.

Requests for driveway permits on undeveloped lots may be reviewed and conditioned as temporary driveways for access only subject to change upon approval of the development plan or commercial site plan.

# Land Development Application Requirements

## DIRECTORY STRUCTURE

- 01_ConstructionPlans
  - 3D_Surface_Files
  - CADD
  - GIS
  - PDFs
- 02_RecordDrawings
  - 3D_Surface_Files
  - CADD
  - GIS
  - PDFs
- 03_SurveyData
  - CADD
  - GIS
  - Other
  - PDFs
  - Post_Construction_LiDAR
- 04_ModelNetwork
  - CADD
  - GIS
  - PDFs
- 05_ModelData
  - Existing_Condition
    - Model_Files
    - PDFs
  - Proposed_Condition
    - Model_Files
    - PDFs
- 06_ReportDocumentation
- 07_Misc

## REQUIREMENT FOR DEVELOPMENT* THAT IS LESS THAN 10 ACRES

**01_ConstructionPlans**

- Full set of construction plans as a single PDF
  - Vertical datum must be based on North American Vertical Datum of 1988 (NAVD88) and clearly identified on plans.
  - **OPTIONAL/PREFERRED -** Table of contents hyperlinked to the individual sheets
- **OPTIONAL/PREFERRED -** Full set of construction plans as CADD files (e.g., AutoCAD or Microstation)
- **OPTIONAL/PREFERRED –** 3D surface files for design condition

**02_RecordDrawings**

- Full set of record drawings as a single PDF
  - Vertical datum must be based on North American Vertical Datum of 1988 and clearly identified on plans.
  - **OPTIONAL/PREFERRED -** Table of contents hyperlinked to the individual sheets.
- **OPTIONAL/PREFERRED -** Full set of record drawings as CADD files

**03_SurveyData**

- **OPTIONAL/PREFERRED -** Survey data as PDF files
- **OPTIONAL/PREFERRED -** Survey data as CADD files
- **OPTIONAL/PREFERRED -** Other survey data (sketches, GIS, etc.)
- **OPTIONAL/PREFERRED –** Post construction LiDAR bare earth point cloud (Vertical datum must be based on NAVD88. Should be consistent with the most current USGS LiDAR Base Specification for Quality Level QL-1. The acquisition and processing approach as well as the resulting data standards and accuracies should be certified by a licensed PSM)

**04_ModelNetwork**

- Model network (both existing and proposed condition)
  - Nodes, links, and basins labeled with IDs consistent with the model input
  - Model elements must be properly geospatially represented in a GIS (i.e., shapefiles or a geodatabase), CADD, or PDF (to scale) format (OC GWIS GIS data structure is preferred). Note: Feature names/IDs must match those used in the model.
  - The data must be provided in the following horizontal coordinate system designated by Orange County:
    - NAD_1983_StatePlane_Florida_East_FIPS_0901_Feet

**05_ModelData\Existing_Condition**

The County either has developed or is in the process of developing watershed models for the major basins in the county using ICPR. While ICPR is the preferred model tool for the County, other surface water modeling software tools may be used.

- Model input files
  - The following example naming convention is suggested…e.g. ProjName_PRE.zzz
  - The Simulation dialog comments should indicate the project name, existing condition, the storm simulated, the date of the final simulation, and any other pertinent information.
- Model output files
  - The following example naming convention is suggested…e.g. ProjName_PRE_100yr24hr, etc.
- A listing of all model filenames along with a description of the models must be provided as a PDF (e.g., ProjectName_ModelFileSummary.pdf).
- Model input and output data as PDFs

**05_ModelData\Proposed_Condition**

- Model input files
  - The following example naming convention is suggested…e.g. ProjName_POST.zzz
  - The Simulation dialog comments should indicate the project name, proposed condition, the storm simulated, the date of the final simulation, and any other pertinent information.
- Model output files
  - The following example naming convention is suggested…e.g. ProjName_POST_100yr24hr, etc.
- A listing of all model filenames along with a description of the models must be provided as a PDF (e.g., ProjectName_ModelFileSummary.pdf).
- Model input and output data as PDFs.

**06_ReportDocumentation**

- Provide copies of any reports submitted as PDFs (drainage report / calculations, geotechnical report, WMD permit application, etc.)
- Supporting documentation for calculations (e.g., time of concentration, CN, stage-area, etc.)
- **OPTIONAL/PREFERRED**: raw calculation files for model parameters (e.g., time of concentration, CN, stage-area, etc.)

**07_Misc**

- GIS feature class or CADD file with a polygon feature that defines the areal extent of the project and provides the following information: Project Name, Developer Name, EOR Name, Date Submitted to County, Basin Name, S-T-R, Commissioner District, OC Maintenance District, Water Management District. The County will provide a blank shapefile with the required fields upon request.

## REQUIREMENT FOR DEVELOPMENT* THAT IS 10 ACRES OR MORE

**01_ConstructionPlans**

- Full set of construction plans as a single PDF
  - Vertical datum based on North American Vertical Datum of 1988 and clearly identified on plans.
  - **OPTIONAL/PREFERRED -** Table of contents hyperlinked to the individual sheets
- Full set of construction plans as CADD files
- **OPTIONAL/PREFERRED –** 3D surface files for design condition

**02_RecordDrawings**

- Full set of record drawings as a single PDF
  - Vertical datum based on North American Vertical Datum of 1988 and clearly identified on plans.
  - **OPTIONAL/PREFERRED -** Table of contents hyperlinked to the individual sheets.
- Full set of record drawings as CADD files (in AutoCAD or Microstation format)

**03_SurveyData**

- Survey data as PDF files
- Survey data as CADD files
- Other survey data (sketches, GIS, etc.)
- **OPTIONAL/PREFERRED –** Post construction LiDAR bare earth point cloud (Vertical datum must be based on NAVD88. Should be consistent with the most current USGS LiDAR Base Specification for Quality Level QL-1. The acquisition and processing approach as well as the resulting data standards and accuracies should be certified by a licensed PSM)

**04_ModelNetwork**

- Model network (both existing and proposed condition)
  - Nodes, links, and basins labeled with IDs consistent with the model input
  - Geospatially represented in a GIS format (i.e., shapefiles or a geodatabase; OC GWIS GIS data structure is preferred). Note: feature names/IDs must match those used in the model.
  - The data must be provided in the following horizontal coordinate system designated by Orange County:

- NAD_1983_StatePlane_Florida_East_FIPS_0901_Feet

**05_ModelData\Existing_Condition**

The County either has developed or is in the process of developing watershed models for the major basins in the county using ICPR. ICPR is the preferred model tool for the County and is required to be used by the developer.

- Model input files
  - The following example naming convention is suggested…e.g. ProjName_PRE.zzz
  - The Simulation dialog comments must indicate the project name, existing condition, the storm simulated, the date of the final simulation, and any other pertinent information.
- Model output files
  - The following example naming convention is suggested…e.g. ProjName_PRE_100yr24hr, etc.
- A listing of all model filenames along with a description of the models must be provided as a PDF (*ProjectName_ModelFileSummary.pdf*).
- Model input and output data as PDFs.

**05_ModelData\Proposed_Condition**

- Model input files
  - The following example naming convention is suggested…e.g. ProjName_POST.zzz
  - The Simulation dialog comments must indicate the project name, proposed condition, the storm simulated, the date of the final simulation, and any other pertinent information.
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- **OPTIONAL/PREFERRED**: raw calculation files for model parameters (e.g., time of concentration, CN, stage-area, etc.)

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* All development except for applicants with individual SFR unit.