

PWR

PUBLIC WORKS REVIEW SUBMITTAL CHECKLIST

The following checklist is designed to assist in preparing materials for the Public Works Review online application. Each item included in the submission should be checked-off below. Failure to provide the required items below will render the application incomplete and delay consideration of the application.

Submitted? (Please check box)	ELECTRONIC SUBMITTAL ITEMS/INFORMATION
	Civil engineering construction plans for the appropriate infrastructure items: Prepared, signed and sealed by the Florida Licensed Professional Engineer responsible for the project. Plans should clearly identify the following items on individual sheets (if applicable):
	○ Demolition plan.
	○ Construction staging, sequencing and phasing plan.
	○ Paving, Grading and Drainage plan.
	○ Water and Sewer plan.
	○ Utilities plan.
	○ Pavement Markings and Signage plan.
	○ Parking Structure plan: First floor garage plan with typical upper levels
	Resolution/IDA Plan sheet that includes the full resolution/IDA and its conditions (if applicable).
	Approved Site Plan (if applicable).
	Palm Beach County Department of Health Permits (if applicable).
	Site drainage calculations, signed and sealed by a Florida Registered Professional Engineer (P.E.).
	Fire Flow Calculations, signed and sealed by a Florida Registered Professional Engineer (P.E.).
	Recorded warranty deed or other proof of ownership.
	Department of Environmental Regulation permit application for water.
	Letter from the property owner designating the Engineer-of-Record.
	Permits/Approvals from <ul style="list-style-type: none">○ SFWMD○ LWDD○ FDOT○ PBHD County Engineer○ Property Owner Association○ NPDES○ SWPPP
	Signed and sealed copy of the hydraulic, flood routing and drainage calculations (if applicable).
	A check made payable to the City of Boca Raton in the amount deemed appropriate by the user fee schedule for Public Works Review.

*Documents for Recording: Contact Lynn Bodor, Property Specialist/Appraiser (561) 393-7776 for applications or info regarding recordation of any Easements, License Agreements, etc. as stipulated in approved Development Order.

I hereby state that I have reviewed the plans and other information and exhibits submitted with the application and have determined, as evidenced by the checked boxes above, that all required Information set forth herein has been provided, if applicable, for the proposed project. I further state to the best of my knowledge that the information provided is accurate, complete and correct.

Signature: _____

Date: _____

Instructions for applying for PWR online

Things to know:

Public Works Review must be completed prior to the issuance of any main use building permits. (Resolution may state also prior to issuance of "any" Building Permits.)

An Engineering Pre-Construction meeting and Engineering Fees, Bonds, etc. are also required to be completed prior to permitting.

Link for online application: <https://forms.ci.boca-raton.fl.us/Forms/PlanningZoningApplication1>

All forms are required to be submitted with application:

- Signed Pre-Application Checklist (if applicable, not required)
- Disclosure of Ownership Interest
- Sun-Biz Corporate Filings
- Survey or Site Plan
- Sign and Notarized Owner Authorization
- Project Narrative
- PAPA

- PWR Checklist

View PWR Checklist link: <https://www.myboca.us/DocumentCenter/View/2741/PWR--Public-Works-Review-Application-Checklist>

FEES:

Select your applicable fees:

Fees

Please include application and applicable Utility Service fee

Application Fee - \$633

PWR Staff (Inside City Limits) - \$70

PWR Staff (Outside City Limits with City Water) - \$105

Payment due at the time of Application Submittal. Please submit to:

Tori Golden, Land Development Coordinator
City of Boca Raton Building Department
200 NW 2nd Avenue Boca Raton FL, 33432

Acceptable payments are, Checks or Credit Card (in person) unfortunately online payments are not yet available.

You will receive correspondence through email of application and project updates.
Contact Tgolden@myboca.us for any questions.