



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

ENGINEERING PLAN REVIEW CHECKLIST

Engineering Department Contact Information

Phone Number: 561-747-5700 extension 3

Email: engineering@lrecd.org

Applicant must provide a completed Application for Service and the following items for plan review. Plan review will not commence until submittal of a completed Application for Service. Once connection fees are calculated and paid, plans will be reviewed for compliance with District Standards. Typical review period is 5 business days to provide any comments on submittal or approval.

A. RESIDENTIAL – New Construction/Addition/Interior Renovation

1. Survey
2. Site plan showing proposed structure
3. Floor Plan
4. Plumbing Riser
5. Demo Plan (if applicable)

In addition to the above, properties served by Low Pressure must include the following on plan submittal:

6. Show the low pressure pumping unit and control panel on the Site Plan. Indicate Simplex or Duplex Unit. Coordinate with Lenny Giacobelli, District Chief Inspector (561-262-3447) for service location.
7. Include the low pressure pumping unit on the Plumbing Riser.
8. Show the low pressure pumping unit on electrical service and in the riser diagram. Include the low pressure pumping unit in the load calculations.
9. Provide executed License For Maintenance of Low Pressure Sewer System Pump Station

CONNECTION FEES MAY APPLY.

In addition to the above, properties required to extend sewer service and make connection to a sewer main available within 100-feet of the property will need to submit the following for review.

10. Electronic (.pdf format), signed and sealed, civil plans (paving, grading, drainage and water/sewer) and landscaping plans (if applicable)
11. Electronic (.pdf format), fully executed FDEP Form 62-604.300(8)(a) (if applicable), plus any additional copies you request returned
12. AutoCAD files of plans

Gordon M. Boggie

CHAIRMAN

Kevin L. Baker

BOARD MEMBER

Stephen B. Rockoff

BOARD MEMBER

Dr. Matt H. Rostock

BOARD MEMBER

B. COMMERCIAL – New Construction/Tenant Buildout/Interior Renovation

1. Survey
2. Site plan showing proposed structure
3. Floor Plan
4. Plumbing Riser
5. Demo Plan (if applicable)
6. Medical/Healthcare, Industrial, and Research and Development Facilities Only: Completed “Individual Industrial User Survey & Permit Application”
7. Dental Offices Only: Completed “One Time Compliance Report for Dental Dischargers”

In addition to the above, properties served by Low Pressure must include the following on plan submittal:

8. Show the low pressure pumping unit and control panel on the Site Plan. Indicate Simplex or Duplex Unit.
Coordinate with Lenny Giacobelli, Chief Inspector (561-262-3447) for service location.
9. Include the low pressure pumping unit on the Plumbing Riser.
10. Show the low pressure pumping unit on electrical service and in the riser diagram. Include the low pressure pumping unit in the load calculations.
11. Provide executed License for Maintenance of Low Pressure Sewer System Pump Station

CONNECTION FEES MAY APPLY.

In addition to the above, properties needing to extend sewer service and make connection to a sewer main available within 100-feet of the property will need to submit the following for review.

13. Electronic (.pdf format), signed and sealed, civil plans (paving, grading, drainage and water/sewer) and landscaping plans (if applicable)
14. Electronic (.pdf format), fully executed FDEP Form 62-604.300(8)(a) (if applicable), plus any additional copies you request returned
15. AutoCAD files of plans

C. RESTAURANT/FOOD SERVICE – New Construction/Tenant Buildout/Interior Renovation

1. **No Grease Interceptor On Site**

Electronic (.pdf format) of:

- a. Completed Application for Service – Commercial
- b. Grease Interceptor Application Questionnaire
- c. Plans

- 1) Survey
- 2) Site Plan showing proposed structure
- 3) Floor Plan/Seating Plan
- 4) Equipment Plan
- 5) Plumbing Riser
- 6) Grease Interceptor Calculations
- 7) Grease Interceptor Location
- 8) Grease Interceptor Size
- 9) District Standard Grease Interceptor Detail SD-5
- 10) Demo Plan (if applicable)

CONNECTION FEES MAY APPLY.

District will review grease interceptor calculations submitted and confirm minimum grease interceptor sizing as per the District's Manual of Minimum Construction Standards and Technical Specifications.

District Standard Grease Interceptor required as per District Standard Detail SD-5.

2. **Grease Interceptor On-Site** – Change of Ownership, Seating, or Hours of Operation

Please Note: Any change in ownership or operation of establishment may require repair and/or upgrade to any grease interceptor serving the property.

Electronic (.pdf format) of:

- a. Application for Service – Commercial
- b. Grease Interceptor Application Questionnaire
- c. Plans
 - 1) Survey
 - 2) Site Plan showing proposed structure
 - 3) Floor Plan/Seating Plan
 - 4) Equipment Plan
 - 5) Plumbing Riser
 - 6) Grease Interceptor Calculations
 - 7) Grease Interceptor Location
 - 8) Grease Interceptor Size
 - 9) Demo Plan (if applicable)
- d. Pump out existing grease interceptor(s) for inspection. A complete pump down and cleaning, for a wall, floor, and piping inspection may be required.

CONNECTION FEES MAY APPLY.

District will review grease interceptor calculations submitted and confirm minimum grease interceptor sizing as per the District's Manual of Minimum Construction Standards and Technical Specifications.

District Standard Grease Interceptor required as per District Standard Detail SD-5.

3. **Request For Grease Interceptor Exemption**

Electronic (.pdf format) of:

- a. Application for Service – Commercial
- b. Grease Interceptor Application Questionnaire/Grease Interceptor Exemption Criteria
- c. Plans
 - 1) Survey
 - 1) Site Plan showing proposed structure
 - 2) Floor Plan/Seating Plan
 - 3) Equipment Plan
 - 4) Plumbing Riser
 - 5) Demo Plan (if applicable)

CONNECTION FEES MAY APPLY.

District will determine if restaurant/food service qualifies for a grease interceptor exemption based on submittal.

Exemptions are based on the criteria as defined in the District's Manual of Minimum Construction Standards and Technical Specifications.

D. **EASEMENT ENCROACHMENT REQUESTS**

Refer to District Manual of Minimum Construction Standards and Technical Specifications Section 10.06 for submittal requirements.

- 1. Installation Plans - Plans which clearly and legibly identifies the location of the easement in relation to the nearest public right-of-way and shows requested Installation in relation to the District's easement. Plans should include applicable details related to the Installation.
- 2. Evidence of title - the application shall state the source of applicant's ownership of interest in and to the easement, and a reference to the recording information for that document.
- 3. Evidence of charges paid - the application shall state that all District charges have been paid. The applicant shall provide an estoppel certificate from the District confirming same.
- 4. Indemnity Agreement – Indemnity Agreement signed by the applicant, joined by the Property Owner if a lessee is the applicant.

District review process commences upon receipt of all items #1-4.

District review process:

1. Field review
2. Engineering review
3. Indemnity Agreement recording (if easement encroachment request is approved)
4. Return of executed Utility/Easement Agreement form

Guidance for providing a complete submittal package for a timely review process:

1. Indemnity Agreement must be completed in its entirety upon submittal. Information to complete Section 1 of the Agreement can be found on the survey / plans that clearly define the location of the easement.
2. Photos and faded copies of documents will not be accepted.
3. Submittal documents to be recorded (Indemnity Agreement and Installation Plans) must be in compliance with County recording requirements.
 - a. Proper preparation of documents lies with the customer. pursuant to Florida Statute 695.26. The Clerk's office must reject documents that do not include information required by section 695.26 of the Florida Statutes.
 - b. **To Avoid Rejections & Delays :**
 - i. Every document presented for recording must have a three-inch by three-inch (3" x 3") blank square at the top right corner, for use by recording office.
 - ii. Use legible writing, black print or typing for best reproduction. Be sure to date the body of the document.
 - iii. The document must contain the correct name and address of the property owner.
 - iv. Be sure that the site plan/boundary survey of property is accurate and legible.
 - v. The spelling of names should be carefully verified and be identical with the names and signatures in the document. The name must be typed or printed below every signature.
 - vi. The person signing the document to be recorded must sign before a notary public. The notary must state what form of identification was used, affix his/her seal and state the date that his/her appointment expires, as well as printing his/her name.

E. SUSPENSION OF SERVICE / CUT AND CAP REQUESTS

Please contact the District's Engineering Department to schedule a cut and cap inspection to suspend service during re-development of a property.