

FLORIDA KEYS AQUEDUCT AUTHORITY

PROCEDURES FOR FKAA UTILITY PERMIT

Pre-application Process

1. Owner shall schedule a mandatory pre-application meeting with FKAA.
2. Owner shall be prepared to bring preliminary drawing with utility infrastructure layout and development plan.

Application Process

1. When it is determined that a FKAA Utility Permit is required for a new development, the owner shall complete the FKAA Application for FKAA Utility Permit form and return it to the FKAA Engineering Department together with a check in the amount of \$360.00, plus \$10.00 per 100 feet after the first 100 feet, made payable to the FKAA. **Note: Governmental Agencies are exempt from paying the \$360.00 FKAA fee.** A copy of this form is enclosed with this procedure package.
2. Utility infrastructure may be designed by a consulting engineer employed by the owner and reviewed and approved by the FKAA Engineering Department.
3. The Owner shall employ a State of Florida Registered Professional Engineer to prepare construction plans for the utility infrastructure.
4. Owner's engineer shall obtain the latest edition of the FKAA Engineering Requirements (i.e. Minimum Design and Construction Standards and Specifications) from FKAA Engineering Department, 1100 Kennedy Drive, Key West, Florida or download via the website www.fkaa.com.
5. Owner's engineer shall contact the local fire department to determine specific fire requirements before designing utility infrastructure.
6. Owner's engineer shall prepare construction plans for the utility infrastructure and submit plans to FKAA Engineering Department for preliminary review electronically.

Review Process

1. FKAA Engineering Department shall; review plans for conformance with the requirements of all agencies involved, field check the proposed utility infrastructure, and verify meter sizing and fees required. Plans will be marked and returned to Owner's engineer for correction.

2. Owner's engineer shall correct the utility infrastructure plans and submit the following to the FKAA Engineering Department:
 - a. Two (2) sets of the utility infrastructure plans with a completed Florida Department of Environmental Protection General Permit Application Form. This FDEP permit application form is used for utility infrastructure to an existing utility system or upgrade of an existing utility main. Once permit and plans have been signed by FKAA representative(s), they will be returned to the owner's engineer for electronic submission to FDEP. FDEP's form and electronic submission procedures can be found on their website; www.dep.state.fl.us/water/drinkingwater/forms.htm. A copy of this form is enclosed with this procedure package. It can take up to 30 calendar days for issuance of this permit.
 - b. If work in Florida Department of Transportation (FDOT) right-of-way is required, Owner's engineer shall submit an additional five (5) sets of utility infrastructure plans for inclusion with the FDOT utility permit. The FKAA Engineering Department will complete the application form and apply for the FDOT permit. A minimum of 90 calendar days for issuance of this permit.
3. The Owner shall hire an underground utility contractor to install the utility infrastructure. The contractor must be State of Florida certified and be an underground utility contractor or general contractor.
4. Payment and Performance Bond must be provided and remain active until the completion/acceptance of the project.
5. The contractor must provide all submittal of materials for construction.
6. When plans are in order and accepted, all permits and payment/performance bonds have been received, and all system development and meter fees have been paid, the FKAA Engineering Department shall schedule a pre-construction meeting with the Owner and contractor.

Pre-Construction Process

1. The contractor must obtain temporary water service from the FKAA and pay for all water used for construction.
2. The contractor must provide a schedule of construction activities (i.e. start date, mobilization, substantial completion, etc.)
3. The contractor shall obtain a Monroe County or Municipal permit for work within Monroe County right-of-way. The FKAA shall obtain the FDOT Utility Permit when work is in FDOT right-of-way.

4. The contractor is responsible to obtain a dewatering permit from SFWMD.
5. It is the responsibility of the underground utility contractor to perform taps to existing utility mains. The FKAA will not perform taps.
6. The time limits on the various permits required for the construction are as follows:

a. FKAA Utility Permit	Permit Specific
b. Monroe County Right-of-Way Permit	One Year
c. FDOT Permit	90 Days
d. FDEP General Permit	Five Years
7. The FKAA Utility Permit requires that work be started within 45 days of issue. Failure to start construction will result in a new review process, application, and fee.
8. FKAA Engineering Department will issue permit for signatures.

Construction Process

1. The contractor is responsible for proper MOT, safety, clean-up, etc. until acceptance of the utility infrastructure.
2. Owner/Engineer is required to verify that FKAA Minimum Design and Construction Standards are met.
3. For FDEP clearance, the engineer must provide the following for FDEP clearance package:
 - a. pressure test form,
 - b. record drawings with sample points,
 - c. FDEP clearance application
4. Once FDEP clearance has been received, contractor will schedule tie-in.
5. Once Final tie-in is complete, contractor will receive a 30-day substantial completion notice. All required documentation must be received for acceptance of utility infrastructure per the acceptance process section below. If documentation is not received within the 30 days, this may result in the following:
 - a. No utility service will be provided
 - b. Payment/Performance Bond will be processed for nonconformance
 - c. No future permits for utility infrastructures will be issued
 - d. A fee of \$100/day for missing documentation will be accessed

Acceptance Process

1. The FKAA will not accept a utility infrastructure for ownership, operation and maintenance until the following criteria have been met:
 - a. The inspector/contractor has submitted a copy of the FKAA Utility Permit to the FKAA

Engineering Department with all required signatures and necessary documents as indicated on the permit.

- b. Sampling must be performed by a Certified FKAA representative and actual tests must be performed by a state certified laboratory.
 - c. The contractor has submitted a breakdown of actual construction costs (PAID INVOICE) and a notarized document to the FKAA Engineering Department releasing the property served by the utility infrastructure from all liens and encumbrances. An FKAA approved release of lien form is enclosed with this procedures package.
 - d. The contractor has submitted a notarized warranty to the FKAA Engineering Department which guarantees the work for a period of one (1) year from the date the FKAA accepts the utility infrastructure for ownership, operations and maintenance. An FKAA approved warranted form is enclosed with this procedures package.
 - e. Final submittal of Record Drawings from the Contractor/Engineer with GPS coordinates of the pipe and valves in reference to property lines and/or right-of-ways, the exact length of pipe installed, and the elevation of the pipe and any roads. Record drawings shall be signed, sealed, and dated by the Engineer. If there are no changes to the construction drawing, then the drawing shall be signed, sealed, dated, and labeled Record Drawings
 - f. All required easements have been filed and recorded with the County, and original certified copy furnished to the FKAA.
 - g. After all documentation above has been received, the Owner shall provide a letter requesting FKAA to accept ownership, operation, and maintenance of the utility infrastructure.
2. When all of the requirements have been fulfilled, the FKAA will issue to the Owner a letter of acceptance of the utility infrastructure for ownership, operation and maintenance.

Enclosures:

FKAA Application for Utility Permit
FKAA Performance and Payment Bond
FKAA Approved Release of Lien Form
FKAA Approved Warranty Form
FKAA Approved Request for Letter of Ownership
FKAA Approved Easement Form
Example of Paid Invoice