



401 South Park Avenue • Winter Park, Florida 32789

407-599-3237 • 407-599-3499 fax  
cityofwinterpark.org

**Public works**

### **Commercial and Multi-Family - ENGINEERING APPLICATION CHECKLIST**

Your application requires a site plan with drainage and driveway information and a recent site survey. Failure to submit the required information may result in the rejection of your permit application. Please ensure that you have submitted all required documents.

Waste containers cannot be placed in the City’s right-of-way without a separate Right of Way Permit from the Public Works Dept. Online application available on [Self-Service Portal](#) or call 407-599-3233.

Schedule an ENG Erosion Control Inspection immediately after permit issuance, before any work commences. This inspection is mandatory and a CO will not be issued if this inspection is not scheduled and passed prior to any construction activity.

Permit Address: \_\_\_\_\_ Owner Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Please ✓ all documents that are attached and applicable

ENGINEERING: (for assistance 407-599-3233.)

Location of existing and proposed curb cuts and driveways

Location of existing and proposed sidewalks

UTILITIES: (Phone 407-599-3566 for locate assistance)

Existing and proposed water meter locations

Proposed water meter size

Sewer lateral location or installation

Proposed sewer clean-out shown

Survey of drainage, sewer, water, or other utility easements

Lake or canal irrigation and/or well location (irrigation or potable)



The structure is on: (mark all that apply)

Well  City water  City sewer  Septic Tank

**STORMWATER:**

Existing and proposed impervious area and total area tabulated. (See Building Dept. Setback/coverage form).

Provide stormwater retention per City Land Development Code, Article V, Environmental Protection Regulations - show dry retention areas on the plan with dimensions, depths, and total volume provided.

Existing and proposed spot elevations including lot corner elevations and drainage patterns (note flow arrows).

Provide existing and proposed finished floor and crown of roadway elevations.

Basements - provide basement floor and estimated high ground water elevations (if applicable).

Provide dewatering and demucking procedures using best management practices (if applicable).

Provide erosion control devices (i.e. silt fences) on all disturbed areas before and during construction.

Schedule an ENG Erosion Control Inspection immediately after permit issuance, before any work commences.

Notice of Intent filed with Florida Department of Environmental Protection (sites 1 acre or greater).

I understand the Engineering Erosion Control Inspection is mandatory, and a Stop Work Order will be issued if this inspection is not scheduled and passed before any construction activity. This procedure is required to obtain a CO.

I attest that the required documents are attached and required inspections are understood as denoted:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_