



P. O. BOX 367807 BONITA SPRINGS, FL 34136 (239) 495-4699

San Carlos Estates Water Control District
Guidance Letter for
Access and Right of Way Use Permit Application Packet

To be submitted to:
District Engineer – RMEC, LLC
2223 McGregor Blvd
Fort Myers, Florida 33901
(239) 789-1951
SCEWCD@RMEC-LLC.Com

Instructions on applying for a San Carlos Estates Water Control District (sometimes hereinafter referred to as “SCEWCD” or “District”) “Access and Right of Way Use Permit Application”.

1. Complete the SCEWCD Access and Right of Way Use Permit Application (Application) and provide supporting documentation, including the SCEWCD Right of Way Improvement Agreement that is executed by the Owner and their Contractor. See checklist below for required information.
2. The SCEWCD (District) requires Contractors to be evaluated and authorized by the District to perform construction of improvements within the District maintained right of way. The District has provided a list of approved Contractors who are authorized to construct improvements within the District’s right-of-way. It is the Owner/Applicant’s responsibility to solicit these Contractors and select one prior to applying for a permit.

In the alternative, if the Owner/Applicant has a preferred Contractor that is not currently authorized to construct improvements within the District’s right-of-way and they would like to utilize their preferred Contractor, the Contractor must complete the San Carlos Estates Water Control District Contractor Approval Application and submit the required information to the District Engineer for evaluation and approval/denial. The District Engineer will review the submitted information and issue a determination as to whether or not the Contractor is approved, or denied, or if additional information is required to make a determination.

3. Pay Application fee. Part V, Improvement Details, of the **Access and Right of Way Use Permit Application**, indicates the permitting fees based on the specific type of proposed work within the District’s right-of-way. A check for the appropriate fee amount made payable to ‘San Carlos Estates Water Control District’ must be provided to RMEC, LLC, 2223 McGregor Blvd, Fort Myers, FL 33901. If there are any questions or uncertainties regarding the Application fees, please contact RMEC, LLC’s office at (239) 789-1951 or by email to: SCEWCD@RMEC-LLC.Com

4. Submit the **complete** Application to include all of the applicable items as listed in Table 1, below. Once the complete Application, supporting documentation, and fees have been submitted to the District Engineer’s office, the District Engineer will formally review the submitted information for completeness. If the Application is determined to be complete and the supporting documentation is sufficient, a permit can be issued. If the Application is determined to be incomplete, a Request for Additional Information will be provided to the Applicant.

Table #1: Submittal Requirements Checklist

San Carlos Estates Water Control District Access and Right of Way Use Permit Application Submittal Requirements Checklist	
Submittal Items	
<input type="checkbox"/>	Completed San Carlos Estates Water Control District Access and Right of Way Use Permit Application
<input type="checkbox"/>	Fee Check (NON-REFUNDABLE)
<input type="checkbox"/>	Executed San Carlos Estates Water Control District Right of Way Improvement Agreement
<input type="checkbox"/>	Letter of Authorization signed by Owner (if applicant is not property owner)
<input type="checkbox"/>	San Carlos Estates Water Control District Contractor Approval Application (if contractor has not been previously approved by SCEWCD)
Survey and Plan Items	
<input type="checkbox"/>	Survey of Subject Property
<input type="checkbox"/>	Site Plan depicting proposed improvements which must include:
<input type="checkbox"/>	A: Dimensions from nearest property line to end of culvert;
<input type="checkbox"/>	B: Dimensions of driveway within the SCEWCD right of way;
<input type="checkbox"/>	C: Culvert information to include, length, diameter, pipe type and end treatment;
<input type="checkbox"/>	D: Depth of cover over proposed driveway culvert;
<input type="checkbox"/>	E: Finished driveway surface material (i.e. gravel, paver, concrete, asphalt, etc.);
<input type="checkbox"/>	F: Location and type of required pollution prevention treatment; and
<input type="checkbox"/>	G: Any and all other proposed alterations or improvements to the District’s right of way.