



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

San Carlos Estates Water Control District

Cover Letter to:

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

ATTN: District Engineer – R.M.E.C., LLC

2223 McGregor Blvd

Fort Myers, Florida 33901

(239) 789-1951

ron@rmec-llc.com

Instructions on applying for a San Carlos Estates Water Control District Access and Right of Way Use Permit Application.

1. Complete the San Carlos Estates Water Control District Access and Right of Way Use Permit Application (Application) and supporting documentation, including the San Carlos Estates Water Control District Right of Way Improvement Agreement that is executed by the Owner and their Contractor. See checklist below for required information.
2. The San Carlos Estates Water Control District (District) requires Contractors to be evaluated and authorized by the District to perform the construction of improvements within the District maintained right-of-way. The District has approved a list of Contractors ([Click Here to See 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 Application indicates the permitting fees based on the specific type of proposed work within the District’s right-of-way. A fee check for the appropriate amount made payable to **‘San Carlos Estates Water Control District’** must be provided to R.M.E.C., LLC at 2223 McGregor Blvd, Fort Myers, FL 33901. If there are any questions or uncertainties regarding the Application fees, please contact R.M.E.C., LLC’s office at 789-1951 or email ron@rmec-llc.com.

4. Submit the complete Application. 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.

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 (Permit application fee is 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 applicable)
<input type="checkbox"/>	San Carlos Estates Water Control District Contractor Approval Application (if applicable)
Survey and Plan Items	
<input type="checkbox"/>	Survey of Subject Property
<input type="checkbox"/>	Site Plan depicting proposed improvements (must include location of improvements with applicable dimensions to property lines)