

Babcock Ranch Community Design and Specification Manual

Vol. 1 Babcock Ranch General Standards

Owner:

**Babcock Ranch Community Independent Special District
42850 Crescent Loop
Babcock Ranch, FL 33982**

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VOL. 1 BABCOCK RANCH GENERAL STANDARDS
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1.1 GENERAL

The following Sections shall constitute and be designated as the “Design and Specification Manual” (DSM).

The District is intended to accommodate compact development patterns, interconnected open space, native habitat and recreation. The intended activities within the District include a mix of residential, retail and office commercial, light industrial, civic and educational facilities, open space, parks and recreation, and institutional uses.

- A. Terms in this DSM, unless otherwise specifically provided, have the meanings prescribed by the statutes of the State of Florida or any other District documents for the same terms.
- B. In the event of any difference in meaning of implication between the text of this DSM and any caption, illustration, or table, the text will control.
- C. Words used in the present tense include the future; and words in the singular number include the plural, and vice versa, unless the context clearly indicates otherwise; and words of one gender will be construed to include the other gender.
- D. Unless the context clearly indicates the contrary, where a requirement involves two or more items, conditions, provisions or events connected by the conjunction "and," "or" or "either . . . or," the conjunction will be interpreted as follows:
- E. "And" suggests that all the connected terms, conditions, provisions or events apply.
- F. "Or" suggests that the connected terms, conditions, provisions or events may apply singly but not in any combination.
- G. "Either . . . or" suggests that the connected terms, items, conditions, provisions or events apply singly but not in combination.
- H. The provisions of this DSM will be liberally interpreted so as to effectively carry out its purpose in the interest of the public health, safety and welfare.
- I. Where requirements of this DSM conflict such that one requirement causes greater restrictions to be imposed than another requirement, the requirement imposing the greater restriction or regulation will control.

1.1.1 CHARLOTTE COUNTY

The maximum development within the District is controlled by the development of regional impact master development order, incremental development orders, and the Charlotte County comprehensive plan. All new development and future redevelopment within the District, in Charlotte County, shall be subject to these regulations. Except where expressly provided herein, the terms of the Babcock Zoning Code (Ordinance Number 2014-077 and all subsequent Pattern Books)¹ shall supersede and control in the event and to the extent of a conflict between the Babcock Zoning Code, another provision of the County Code, or the Design and Specification Manual.

Development Approval within the District. Any application for County Development Permit within the District must be accompanied by documentation of approval by the Master Developer, or its successor or assign, in order for the application to be accepted by the County.

1.1.2 LEE COUNTY

The maximum development within the District is controlled by the Babcock Mixed Use Planned Development (MPD) the and the Lee County comprehensive plan as amended via DEO 17-4DRI. All new development and future redevelopment within the District, in Lee County, shall be subject to these regulations. Except where expressly provided herein, the terms of the County, State, or Federal governments shall supersede and control in the event and to the extent of a conflict between the governing regulation and the Babcock Ranch Community Design Specification Manual.

1.1.3 SOUTH FLORIDA WATER MANAGEMENT DISTRICT (SFWMD)

Upon review and approval of the Site Development Plan the District Engineer may issue a letter to the South Florida Water Management District (SFWMD) finding consistency with the Babcock Ranch Community conceptual Environmental Resource Permit and stating that upon completion of construction of the project, SFWMD final acceptance and completion of all certifications to the District, the District will be responsible for the operation and maintenance of the stormwater management system.

1.2 STANDARDS AND AGREEMENTS

1.2.1 SUB DIVISION/CONSTRUCTION PLANS

Sub-Division/construction plans and plats shall follow the applicable procedures and authorization provisions of applicable Lee and Charlotte County Code and the DSM.

1.2.2 SITE PLAN APPROVAL

The site plan approval process shall follow the procedures and authorization provisions of these specifications. Site plan approval process shall follow the procedures and authorizations of these specifications.

1.2.3 DEVELOPMENT REGULATIONS

All Development within the district must comply with Volumes 1 through 3 of the DSM as well as the following.

A. Stormwater Management and Flood Plan

1. All development activities shall comply with the South Florida Water Management District permit (ERP Permit No. 08-00004-S-05).
2. All development shall comply with the Sierra Club agreement₁

3. All development activities shall comply with the Lee County Settlement₁
4. All development activities shall comply with Condition 4 of the Master Development Order.₁
5. The following are the specific requirements of the ISD and are not intended to be all inclusive of the above listed regulations and agreements:
 - a) Silt fences or silt screens will be installed prior to land clearing to protect water quality and to identify areas to be protected from clearing activities and maintained for the duration of the project until all soil is stabilized.
 - b) Floating turbidity barriers or other devices will be in place on flowing systems or in open water lake edges prior to initiation of earthwork and maintained for the duration of the project until all soil is stabilized.
 - c) The installation of temporary erosion control barriers will be coordinated with the construction of the permanent erosion control features to the extent necessary to assure effective and continuous control of erosion and water pollution throughout the life of the construction phase.
 - d) Turbidity resulting from construction dewatering will be managed using structural best management practices (BMPs) prior to discharge to receiving waters. Structural BMPs may include, but are not limited to, vegetated systems, detention systems (e.g., sedimentation basins), geotextiles, and other methods. Turbidity and other pollutants from construction dewatering on the Property will be reduced to meet the levels required by applicable State Water Quality Standards and as required by the National Pollutant Discharge Elimination System (“NPDES”) general permit for construction. Copies of any reports required by the NPDES permit will be maintained at the appropriate construction site with a copy being sent to the County Administrator or his or her designee.
 - e) Implementation of storm drain inlet protection (such as hay bales or gravel) to limit sedimentation within the stormwater system
 - f) The allowable discharge in a 25 year 3-day event will be limited to the South Florida Water Management District (“SFWMD”) permit for the site. (ERP Permit No. 08-00004-S-05)
 - g) The development within the FEMA floodplain will have finished floor elevations in each development pod which exceeds the 100 year 3-day design event for the adjacent water course as calculated by the backwater profile for the respective conveyance. Compensating storage will be provided to replace lost storage as part of the SFWMD permit requirements. The SFWMD standard of head loss in a 25-year 3-day design event will be met at each water crossing.
 - h) The proposed development will be designed such that the potential for offsite flooding of other private property will be mitigated. This will primarily be accomplished by maintaining the existing conveyances without additional control structures except for restoration efforts. Water management control will be accomplished primarily by structures off-line from these conveyances. Off-site discharges onto the property will be property routed around and through the property to maintain or lesson off-site flooding.

- i) The stormwater treatment will include a backbone system consisting of wet detention areas and dry detention areas. Dry detention areas will not be used as the primary detention/retention component but may be utilized in combination with wet detention/retention facilities. The stormwater treatment system will be designed in accordance with the current SFWMD conceptual and will provide fifty percent (50%) more retention/detention water quality treatment above that required by Section 5.2.1(a) of the SFWMD Basis of Review as published May 22, 2016. Best Management Practices will include reduced turf coverage, native landscaping, created wetlands, filter marshes, Phyto-zones, extended hydraulic residence times and increased flow paths.
- j) The low edge of pavement for local roads to be at or above the peak stage for the 5-year, 1-day event. The arterials and collectors will have one lane above the 25-year, 3-day event peak stage. Parking lots will be at or above the 5-year, 1-day event. Minimum swale grades in urban and suburban areas will have a minimum longitudinal slope of 0.2%. Ditches may have flatter longitudinal slopes. The minimum longitudinal slope on roads with curb and gutter will be a minimum 0.3%.
- k) The perimeter berm elevation will be .3 feet above the peak stage for the 25-year, 3-day event and the 100-year, 1-day event.
- l) The treatment system will provide equal or greater post development storage volume for the 100-year, 3-day event than provided by predevelopment conditions.
- m) There will be no increase in stream stage elevation offsite, except as permitted by the SFWMD.
- n) Finish floor elevations will be at least the 100-year, 3-day zero discharge event peak stage plus 0.5 feet.

B. Transportation

- 1. All development activities shall comply with Condition 5 of the Master Development Order₁
- 2. All development shall comply with the Sierra Club agreement₁
- 3. All development activities shall comply with the Lee Settlement.₁
- 4. The following are the specific requirements of the ISD and are not intended to be all inclusive of the above listed regulations and agreements:
 - a) The Master Traffic Study is the analysis of the buildout of the Development Program and the horizon year traffic conditions in year 2030.
 - b) The internal capture rate (ICR) for the BRC shall be maximized, with a targeted capture rate of between 50%-70%.
 - c) Due to its size and mix of uses, the BRC will be divided into a number of traffic analysis zones (TAZs) and tracts, which are combinations of TAZs.

C. Vegetation, Wildlife, and Wetlands

1. All development activities shall comply with condition 6 of the Master Development Order¹. The sections below are not all inclusive of the Master Development Order.
2. Preserve boundaries shall not be encroached upon under any circumstance.
3. An average 25' wide, minimum 15', buffer of undisturbed upland vegetation shall be maintained between the proposed development and existing wetlands. Buffers shall be staked and roped and SFWMD environmental staff notified for inspection prior to clearing. Areas where structural buffers will be installed shall be planted in accordance with the attached mitigation plan and engineering plans.
4. Each application for construction of future phases of the SFWMD permit shall be accompanied by an updated summary and map which shows the location and acreage of the wetland(s) impacted to date, and the existing mitigation areas for the entire project. The mitigation credit ledgers and the UMAM analysis shall also be updated and submitted for each construction modification.
5. All development shall comply with the Sierra Club agreement.
6. All development activities shall comply with the Lee Settlement.
7. All development activities shall comply with the ACOE permit SAJ 2006-6656 (IP-MJD).
8. All development activities shall comply with the SFWMD permit 08-00004-S-05.
9. The following are the specific guidelines of the ISD and are not intended to be all inclusive of the above listed regulations and agreements:
 - a) There will be an average 100-ft setback from the State Preserve and an Average 50-foot setback adjacent to wetlands; as per 08-0004-S-05.
 - b) Internal roadways will be used to interconnect separate development pods and will be constructed with wildlife crossings in areas where they cross wildlife corridors. The designs, sizes, and locations of these crossings will be coordinated with County and coordinated and approved by staff from the Florida Fish and Wildlife Conservation Commission (FWC) and the US Fish and Wildlife Service. Internal roadways may be constructed across and through primary flowways, if the hydrological and wildlife corridor functions are maintained through the crossings. The number of such roadways, not including pedestrian boardwalks and bike, electric cart, hiking, and equestrian trails (paved or otherwise, shall be the minimum necessary for safe and efficient public accessibility between development pods.
 - c) Littoral shelves will be constructed within lake systems and will provide additional foraging areas for wildlife. Littoral shelves will be provided along a minimum of ten percent (10%) of the length of the shoreline of each such lake.
 - d) Site lighting standards will be modeled after the International Dark-Sky Association or similar guidelines. Street lighting will use mechanisms to reduce

light pollution such as full shield cut-offs to prohibit light from shining upward, low intensity lighting and other acceptable techniques. Greenways, conservation areas, and undeveloped areas bordering these areas where there are unpaved trails will be unlit, or lit to the extent necessary for safety reasons, only during periods of designated use.

- e) To the maximum extent reasonably practicable, aboveground and underground utility lines (e.g., water, sewer, electric, gas, telephone, cable, electronic, etc.) will be located within or adjacent to roadway corridors on the Property. Where this is not practicable, Developer shall consult with County and the pertinent utility to establish a location which minimizes to the maximum degree reasonably practicable impacts on upland enhancement and preservation areas.
- f) Per the Sierra Club Agreement₁, for the protection of nocturnal animals during the night time hours (sunset to sunrise) speeds on all internal collector roads within the District shall be decreased by 10 miles per hour below the posted speed limit; but in no event will the night time speed limit be less than 25 miles per hour, with the exception of limiting the speed from the northern most hamlet to the northern boundary of the District to 20 mph at night. This reduced speed limit shall be subject to Florida Department of Transportation rules and regulations. Such reduction will be posted on all speed limit signs. In the event a north-south roadway leading to and from Old Babcock Village is constructed, the roadway shall be limited to a two-lane road.

D. Wastewater Management and Water Supply

- 1. All development activities shall comply with Condition 7 of the Master Development Order. This section of the Master Development Order concerns the incremental review and operation of wastewater and water treatment facilities.
- 2. All development shall comply with the Sierra Club agreement₁
- 3. All development activities shall comply with the Lee Settlement.
- 4. Per the adopted DRI, all homes and businesses shall include low flow showers, faucets and toilets to minimize use of water.

E. Historical and Archeological Sites

A Cultural Resources Survey was prepared and approved by the Florida Department of State, Division of Historical Resources (“DHR”). No cultural resources eligible for listing on the National Register of Historic Places were identified within the BRC. The development is unlikely to affect historic properties. If any archaeological/historical resources are discovered during the development activities, all work that might cause damage to such resources shall cease immediately, and the Developer shall contact the DHR, Southwest Florida Regional Planning Council (SWFRPC), and the applicable County so that a state-certified archaeologist can determine the significance of the findings and recommend appropriate preservation and mitigation actions, as necessary.

F. Solid/Hazardous/Medical Waste

1. All development activities shall comply with Condition 11 of the Master Development Order₁
2. All grease traps will be required to comply with local and state codes. Grease traps shall be sized, constructed and approved in accordance with the Florida Administrative Code (F.A.C.), Rule 64E-6. The wastewater from these grease traps shall be sent to the centrally located wastewater treatment facility, designed to comply with the applicable effluent quality requirements. The captured grease shall be hauled off by a licensed hauler.
3. Where a grease interceptor is required or used, only kitchen wastewater shall pass through the interceptor.
4. Sizing of grease interceptors shall be based on the equations found in F.A.C. Rule 64E-6.013(7)(d). The minimum volume of any grease interceptor shall be 750 gallons and the maximum volume of an individual single grease interceptor chamber shall be 1250 gallons. When the required effective capacity is greater than 1250 gallons, installation of multi-chambered grease interceptors or grease interceptors in series is required.

G. Other District Lands

1. All development activities shall comply with Condition 14 of the Master Development Order₁
2. All development shall comply with the Sierra Club agreement₁
3. All development activities shall comply with the Lee Settlement.
4. The parks and library buildings and sites shall be subject to the land development regulations and architectural guidelines established for the property.

H. Landscaping

1. Ninety percent (90%) of the trees and ninety percent (90%) of the shrubs installed in public areas will be native plants.
2. Seventy-five percent (75%) of the total number of required trees and seventy -five percent (75%) of the shrubs installed in privately owned areas will be native plants.
3. One hundred percent (100%) of the trees and shrubs installed in primary greenways will be native plants.
4. All plants listed on the Florida Exotic Pest Plant Council's 2007 List of Invasive Plant Species Category I and II, as set forth in Exhibit "E" attached to the Babcock Ranch Community Master DRI Development Order are prohibited for use as landscaping material.

5. Use of native plants or other approved plant materials, with emphasis on drought tolerant species, shall be used to minimize the amount of turf grass within lawns and common areas, there shall be no planting of invasive exotic plant materials in the District.

I. Energy

1. All community recreational facilities and businesses will be encouraged to have bicycle parking facilities located closer to the building entrances than non-handicapped parking spaces.
2. The material choices for streets, parking lots, sidewalks, and the trail system shall be selected to encourage the reduction of the heat island effect. Alternatives to impervious pavement, and the use of open areas, landscaping and shade trees will be an integral component of design.
3. Site development shall comply with the Florida Green Building Coalition Certification Standards or equivalent green building standards.

J. Fertilizer

1. Fertilization will not be permitted during the summer rainy season except in response to special fertilization needs, including but not limited to grow-in or establishment of sod and new plant material establishment.
2. Controlled release fertilizers, or non-chemical water-soluble foliar applied fertilizers, shall be required for all established lawns, landscaped areas, and golf course fairways and rough. Quick-release fertilizers shall be permitted during grow-in or establishment of new sod, new sprigs, or plant materials, except that no quick-release urea nitrogen products shall be applied at any time.
3. For established golf course greens and tees, the majority of fertilization shall be controlled release or non-chemical, foliar applied water-soluble fertilizer products. Quick release fertilizers may be applied as needed to tees and greens during grow-in and establishment or turf grass transition periods, except that no quick-release urea nitrogen products shall be applied at any time. At all times best management practices shall be utilized.

K. Shopping and Entertainment

As per the Sierra Club agreement¹, at the Town Center entries, the shopping and entertainment areas will be set back a minimum of 100 feet from the ultimate road right of way of SR 31. For the remainder of the Town Center, the shopping and entertainment areas will be set back a minimum of 250 feet from the ultimate road right of way of SR 31. The shopping and entertainment areas in the Villages and Hamlets shall be located in the interior portions of those areas. There shall be no commercial development on the perimeter of the District within the applicable buffers.

1.3 DISTRICT SUBMITTAL REQUIREMENTS

- A. District approvals are required for all work performed in the District. For uses that utilize public rights of way, utilities that serve more uses than the intended use of the application, public use roads or sidewalks or other transportation corridors for the public, or stormwater conveyance features, an easement shall be provided for public use in the District.
- B. To begin the District's on-site and off-site engineering plan review process, the EOR shall submit Development Project site plan(s), preliminary plat(s), PUD master plan(s), project phasing plan, preliminary on-site and off-site facilities drawings, plans and specifications, FDEP, county and HRS permit applications, etc., to the District for review in accordance with the Design Manual. In addition, the EOR shall submit final project development approval documents (e.g., final plats) to the District for review and approval. The EOR shall make such corrections/additions to all proposed document submittals and submit revised documents for further review and approval until the District's requirements have been satisfied. The District shall not execute or issue final development review approval documents until all then-outstanding Plan Review Fees have been paid in full. All materials and equipment used in the work shall be of good quality and new, except as otherwise provided in the submittal documents.

1.3.1 COORDINATE SYSTEM

Horizontal control will utilize the North American Datum of 1983, Florida State Planes, West Zone in US feet. Vertical control will reference the North American Vertical Datum of 1988 and shall be measured in US. Feet. Information shall be captured through traditional survey means. GPS locations captured with recreational GPS receiver that does not allow for post-processed or real time conversion are not acceptable.

1.3.2 SITE PLAN SUBMITTAL REQUIREMENTS

1.3.2.1 Single Family Lot Submittal Requirements:

- A. Single Family Lot Submittals shall be made via the District website.
- B. The required fee shall be paid at time of submittal.
- C. Application shall include a proposed plot plan showing:
 - 1. Applicable building setback lines
 - 2. Building placement
 - 3. Proposed new grades by qualified licensed professional engineer in the State of Florida
 - 4. All easements
 - 5. Pool setback line

6. Final grading and drainage plan
7. Finished floor elevations
8. All service yards, mechanical equipment, trash areas, pool fences
9. All utility service locations
10. Walls, fences, gates, patios, walks, drives, decks, pools or fountains with material designated, as well as dimension
11. Existing trees four inches (4") in caliper and larger to remain and existing trees to be removed
12. Dimensions to corner of structure(s) perpendicular to the property lines
13. Applicable building setback lines
14. Building placement
15. All elevations shown shall be shown in North America Vertical Datum (NAVD) 88.
16. All sheets shall be signed and sealed by a licensed professional certified in the State of Florida, have a scale, north arrow where appropriate and date of submission and revision.
17. The final submittal documents, as approved, represent the lot Owner's commitment to construction intent. If the Owner, or his design team, wishes to change approved plans, proposed revisions must be submitted to the ISD for further review and approval. No revisions will be implemented prior to the written approval.
18. Final written approval by the District must be obtained before plans are submitted to the local jurisdiction for issuance of building permits.
19. The District is not responsible for determining the compliance of any plans with Federal, State, and Local laws, rules, regulations, and codes.
20. Babcock Ranch Model Home Parking Areas shall also be submitted under this section for review for stormwater and right-of-way impacts to the District
 - a) Parking for model centers is to be provided in off-street temporary areas adjacent to the model center.
 - b) Parking area will be subjected to the site plan review for individual lots and a right-of-way inspection fee as outlined in the fee schedule.
 - c) Any temporary parking shall be stabilized appropriately prior to right-of-way approval.

1.3.2.2 Residential/Commercial/Mixed Use Site Development Plan Review Submittal Requirements

A. Narrative

1. Two (2) copies of a project narrative describing the intent of the proposed project, and any information on how the proposed project will alter, or impact the district facilities including connection to utilities, rights-of-way, and to the stormwater system.
2. Narrative should clearly explain any requests for exemptions from any of the submittal requirements and provide justification for exemption.
3. Narrative should clearly describe any additional permit applications that will be submitted to the District including, but not limited to Right-Of-Way permits and variances.

B. Site Construction Plans – all construction plans should be signed and sealed by a registered engineer licensed in the State of Florida and elevations shown on the signed and sealed plans shall be shown utilizing the North American Vertical Datum (NAVD) 88.

1. Existing Conditions Drawings
2. Area Location Map
3. Drainage Basin Map
4. Site Plan
 - a) Easements
 - b) Rights-Of-Way
 - c) Auto-Turn path for dumpsters
 - d) Land Use Area Breakdown
5. Paving, Grading, and Drainage Plans
 - a) Roadway Grading
 - b) Inlet Elevations
 - c) Drainage Structure Information
 - d) Lot Elevations
 - e) Typical Lot Grading Plan
 - f) Parking Lot Grading Plan
 - g) Swales and other drainage structures
 - h) Necessary drainage easements

6. Utility Plan

- a) Location and size of all existing utilities
- b) Location and size of all proposed utilities
- c) Profile of proposed utilities

7. Landscape Plans

- a) Location of vegetation placement as it relates to site drainage
- b) Location of vegetation as it relates to easements and access to District owned and maintained lands
- c) Location of vegetation as it relates to solid waste and utility infrastructure

8. Construction Access and Staging Plan

- a) Location of all construction ingress/egress locations
- b) Phasing plan
- c) Location of all Staging areas

C. Utility Report

- 1. Utility Report must be signed and sealed by a Registered Engineer licensed in the State of Florida
- 2. Engineering report shall detail the proposed utility design
- 3. All Engineering Design Assumptions must be clearly identified
- 4. All supporting engineered design calculations must be provided
- 5. All model results must be provided

D. Drainage Report

- 1. Drainage Report must be signed and sealed by a Registered Engineer licensed in the State of Florida
- 2. Drainage Report shall contain all pertinent information required by the South Florida Water Management District
- 3. Engineering report shall detail the proposed stormwater management design
- 4. All Engineering Design Assumptions must be clearly identified

5. All supporting engineered design calculations must be provided
 6. All model results must be provided
- E. Environmental Report
1. Protected Species Survey Report
 2. Wetland Impacts and Mitigation Report
 3. Mitigation Plan
 4. Updated summary and map showing the location and acreage of the wetland(s) impacted to date, and the existing mitigation areas for the entire project.
 5. Updated mitigation credit ledgers.
 6. UMAM analysis updated demonstrating the compliance for the master permit.
- F. Proposed Plat
1. The Preliminary Plat will be reviewed for consistency with the submitted Site Development Plan. Any inconsistencies will result in a rejection. Resubmittal will be subject to the resubmittal fee as adopted.
 2. The Final Plat will be reviewed for consistency with the submitted Site Development Plan. Any inconsistencies will result in a rejection. Resubmittal will be subject to the resubmittal fee as adopted.
- G. Any additional necessary or appropriate items which the District may require. Additional data may include copies of deeds, sealed surveys, calculations, and completed applications for any state, federal or local permits, including the South Florida Water Management District.
- H. Electronic Submittal
1. One USB flash drive of the submittal package shall be provided
 2. Any live model files used in the design process shall be submitted on the USB flash drive
- I. Review Fee – The permittee will be notified of the required review fee after sufficiency review of the initial submittal. No approval will be issued without the receipt of the review fee.
- J. Master Utility Plan Update
- K. Owner shall update the master plan as necessary in accordance with Volume 2 of the DSM.

- L. The final submittal documents, as approved, represent the Owner's commitment to construction intent. If the Owner, or his design team, wishes to change approved plans, proposed revisions must be submitted to the District for further review and approval. No revisions will be implemented prior to the written approval.
- M. The District is not responsible for determining the compliance of any plans with federal, State, and local laws, rules, regulations and codes.

1.3.2.3 Limited Site Development Plan Review

The District recognizes that activities may occur that create minimal impact to District infrastructure. Those items will be considered by the District, at its sole discretion for a limited plan review if all of the following requirements are met:

- A. The development must comply with the general and specific requirements of the DSM.
- B. The development must have no significant effect upon surrounding land uses
- C. The development must have no significant effect upon public facilities in the area
- D. The development must not adversely affect the environmental quality of the area
- E. The development must have less than 2,500 square feet of total impervious cover or shall demonstrate that the proposed impervious cover has already been specifically designed and mitigated for in the stormwater management system and will not increase the rate of runoff further for the proposed site.
- F. The development must not add vehicular trips to the District rights-of-way.
- G. The submittal shall provide all information necessary to determine the above items have been met.
- H. A narrative shall be provided demonstrating that the proposed development complies with subsections A through F of this section.
- I. A site plan of the proposed project signed and sealed by an engineer licensed in the State of Florida must contain:
 - 1. Existing Conditions Drawings
 - 2. Area Location Map
 - 3. Drainage Basin Map
 - 4. Site Plan
 - 5. Paving, Grading, and Drainage Plans
 - 6. Utility Plan

7. Landscape Plans
8. Construction Access and Staging Plan
 - a) Location of all construction ingress/egress locations
 - b) Phasing plan
 - c) Location of all Staging areas

1.3.2.4 Variances

- A. No field changes or deviations from the DSM shall be made without prior District written approval.
- B. Any request for a variance from an established Specification in this manual must be in accordance with Rule 2.0(12), Babcock Ranch Community ISD Rules of Procedure.

If requesting a variance from the Charlotte County BOZD code, a deviation request must be made through Charlotte County and District must be copied (cc).

- C. Requests shall be delivered to the District.
- D. Provide supporting information supporting the variance with the required Site Development Plan Number (obtained from the Engineer of the Property Owner). Include all pertinent documentation, and a cover letter stating the requested variance.
- E. For only those materials or standards that the Contractor or Engineer of Record is requesting deviations from these Specifications, the Contractor or Engineer of Record shall submit, in writing, documentation to justify approval of the proposed deviation.

1.3.2.5 Right of Way Application Submittal Requirements

- A. District approval must be obtained from the District before the commencement of any construction within a public right-of-way or easement, except as noted in these Specifications. All correspondence regarding construction procedures will be handled directly with the applicant or his authorized agent, and not through a Contractor or Sub-Contractor.
- B. District right of way approvals are required for all work performed in any public right-of-way or easement provided for public use in the District and in those public right-of-way or easements maintained by the District or those in future public right-of-way or other areas anticipated to be future district lands.
- C. A narrative submitted with the application must demonstrate which permitted facilities are to be placed within a public right-of-way or easement, the installation is for permissive use only and placing of facilities shall not operate to create or vest any property right in the associated right-of-way or easement in the applicant.

- D. Site Construction Plans – all construction plans should be signed and sealed by a registered engineer licensed in the State of Florida and should include any pertinent information including driveway connections, utility connections, and stormwater connections occurring in, or through District Rights-Of-Way. Plans should include:
1. Existing Conditions Drawings
 2. Area Location Map
 3. Drainage Basin Map
 4. Site Plan
 5. Paving, Grading, and Drainage Plans
 - a) Roadway/Driveway Connection Grading
 - b) Inlet Elevations
 - c) Drainage Structure Information
 - d) Swales and other drainage structures
 - e) Necessary drainage easements
 6. Maintenance of Traffic Plan
 7. ROW Landscape Plan
 8. Construction Access and Staging Plan for areas within the District ROW
- E. Applications shall be submitted for Right-of-Way Approvals and shall include the **time** of commencement of the work to be performed, the number of days the work is expected to take, and the approximate date of completion. The approval will expire thirty days after the designated completion date unless authorized in the specific instance for a longer or shorter period.

1.3.2.6 Reviews and Approvals

All reviews and approvals including but not limited to the below, must be completed and permits obtained/issued before construction commencement.

- A. SFWMD ERP Modification of Conceptual Permit No. 08-00004-S-05, as amended from time to time.
1. Property owner shall submit all required documentation per South Florida Water Management District
- B. Applicable Charlotte County Preliminary and Final Site Plan Approval

1. Property Owner shall submit all required documentation per Charlotte County Code.

C. Applicable FDEP Construction Permits

Property Owner shall submit all required documentation per the Florida Department of Environmental Protection.

D. Applicable FDOT Construction Permits

For any work within the FDOT ROW, the property owner shall submit all required documentation per the Florida Department of Transportation(FDOT) to the FDOT for a construction permit.

E. District Single Family Lot Approval

Upon receipt of all required application materials to the District, the District will process the application receipt date on the day received, so long as the application is received by 5:00 pm. All applications received after 5:00 pm will be processed the following day. Submittal review shall not take longer than 5 calendar days subsequent to the date logged for the submittal. Action taken at or before 5 days will either result in an “No Exception Taken”, “Comments Noted”, “Verify and Make Corrections”, or “Resubmit”. Submittals resulting in a “Resubmit” will require a resubmittal of items requested and an additional fee for each resubmittal. No submittals will be processed without receipt of the fee.

F. District Residential/Commercial/Mixed Use Site Development Plan Approval

Upon receipt of all required application materials to the District, the District will process the application receipt date on the first Thursday at 5:00 pm after the submittal is made. Submittal review shall not take longer than 28 calendar days subsequent to the date logged for the submittal. Action taken at 28 days will either result in a final written approval or a formal Request for Additional Information (RAI). Submittals resulting in a RAI will require the resubmittal of items as described above along with a response letter that includes the District’s comments and responses from the permitted. One additional review following the initial review is covered under the initial review fee. Any additional reviews will require additional review fees.

G. Limited Site Development Plan Approval

Upon receipt of all required application materials to the District, the District will process the application receipt date on the first Thursday at 5:00pm after the submittal is made. Submittal review shall not take longer than 28 calendar days subsequent to the date logged for the submittal. Action taken at 28 days will either result in a final written approval or a formal Request for Additional Information (RAI). Submittals resulting in a RAI will require the resubmittal of items as described above along with a response letter that includes the District’s comments and responses from the permitted. One additional review following the initial review is covered under the initial review fee. Any additional reviews will require additional review fees.

Reasonable conditions may be attached to the approval so that any development on the lots will comply with all DSM regulations.

H. Variance

Requests for variances shall be processed in accordance with Rule 2.0(12), Babcock Ranch Community Independent Special District Rules of Procedure.

I. Right-of-Way Approvals

1. Upon receipt of all required application materials to the District, the District will process the application receipt date on the first Thursday at 5:00pm after the submittal is made. Submittal review shall not take longer than 28 calendar days subsequent to the date logged for the submittal. Action taken at 28 days will either result in a final written approval or a formal Request for Additional Information (RAI). Submittals resulting in a RAI will require the resubmittal of items as described above along with a response letter that includes the District's comments and responses from the permitted. One additional review following the initial review is covered under the initial review fee. Any additional reviews will require additional review fees.
2. Whenever necessary for the construction, repair, maintenance, improvement, alteration or relocation of said right-of-way or easement as determined by the District at its sole discretion, any or all poles, wires, culvert pipes, cables, sod, landscaping, driveways, sprinklers, or other facilities and appurtenances authorized shall be removed from said right-of-way or easement, or reset or relocated thereon as required by the District, and at the expense of the Applicant.
3. Further, for the proposed work, when requested, indemnification requirements (public liability insurance, property damage insurance) shall be supplied to protect the District. A copy of the Certificate of Insurance shall be submitted to the District prior to the start of construction within any District public right-of-way.
4. Where the applicant is notified of a need for construction, repair, maintenance, improvement, alteration of, or relocation within the right-of-way or easement and no action is taken by the responsible party within the time frame specified by District, the District shall cause the permitted work to be altered, relocated, or removed, with the total expense being borne by the owner or the responsible party.
5. District projects within public District ROW or District Future ROW are not subject to the application and review procedures set herein. All District ROW improvements must still comply with the DSM design specifications.

1.3.2.7 Violations of Approvals

For violations of the District approval requirements, stipulations, and/or "Conditions of Approval," the District may:

- A. Void the Right-of-Way approval.
- B. Impose available administrative restraints until the violation has been corrected.

- C. Require the applicant to fulfill the District approval requirements, additional stipulations, and/or “Conditions of Approval” at the expense, if any, of the applicant, his successors, and assigns.
- D. Bill the offending person, firm, corporation, or association for costs incurred.
- E. Inform the District attorney that a violation of this Section has taken place and seek legal action against persons responsible for such violations.
- F. Take any other actions permitted by general law.

1.4 OWNER CONSTRUCTION GUIDELINES/REQUIREMENTS

Owners are responsible for the acts of all contractors, laborers, materialmen, consultants, and other business invitees involved in the construction. Any infractions of these guidelines by any of the foregoing personnel will be deemed to have been made by the owner.

1.4.1 BONDS AND INSURANCE

1.4.1.1 Insurance Requirements

1.4.1.1.1 Performance, Payment, and Other Bonds

- A. Unless a surety acceptable to the County is provided to the County, Owner shall furnish a performance bond and a payment bond or other surety acceptable to the District in its sole discretion, each in an amount at least equal to one hundred and ten percent (110%) of the estimated cost of construction, as security for the faithful performance and payment of all of Owner’s construction obligations. These bonds shall remain in effect until one year after the date when of final inspection and receipt of certificate of compliance, except as provided otherwise by laws or regulations or other specific provisions of the DSM or other District rules and policies. Contractor shall also furnish such other bonds as are required by the DSM or other specific provisions of any District rules.
- B. All bonds shall be in the form acceptable to the District except as provided otherwise by laws or regulations, or other District rules or policies and shall be executed by such sureties as are named in “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies” as published in Circular 570 (as amended and supplemented) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury.
- C. Owner shall obtain the required bonds from surety companies that are duly licensed or authorized in the jurisdiction in which the development is located to issue bonds in the required amounts.
- D. If the surety on a bond furnished by owner is declared bankrupt or becomes insolvent, or its right to do business is terminated in Florida, or the surety ceases to meet the requirements above, then owner shall promptly notify the District and

shall, within twenty (20) days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the bond and surety requirements above.

- E. If owner has failed to obtain a required bond, District may withhold inspections, approvals or certifications.
- F. Upon request, owner shall provide a copy of the payment bond to any subcontractor, supplier, or other person or entity claiming to have furnished labor or materials used in the performance of the work.

1.4.2 SAFETY REGULATIONS

1.4.2.1 Equipment Operators

Owner shall ensure that all equipment operators are responsible for the safe operation of heavy equipment. Owner shall ensure operators are responsible for inspecting their equipment on a daily basis to ensure safe performance. All brakes, hydraulic lines, backup alarms, and fire extinguishers must be inspected routinely throughout the project. Owner shall take, or cause contractor to take, equipment out of service if an unsafe condition occurs.

1.4.2.1.1 Heavy Equipment

Owner shall ensure the following practices shall be adhered to by personnel operating heavy equipment (such as backhoes) and personnel working in the vicinity of heavy equipment:

- A. Heavy equipment must be inspected when equipment is initially mobilized, delivered to a job site, or after it is repaired and returned to service, to ensure that it meets all manufacturer and OSHA specifications (e.g., fire extinguishers, backup alarms, etc.).
- B. Heavy equipment must be inspected on a daily basis.
- C. Heavy equipment shall only be operated by authorized, competent and licensed, if applicable, operators.
- D. Before leaving the equipment controls, operator shall ensure that the equipment is in its safe resting position. For a backhoe, apply the parking brake, put the front loader bucket down on the ground level, and ensure that the rear excavator bucket is locked in the travel position. Bulldozers and scraper blades, loader buckets, dump bodies, and similar equipment must be fully lowered or blocked when not in use.
- E. Before raising any booms, buckets, etc., operator shall check for overhead obstructions.

1.4.2.2 Utility Clearances

Owner shall clearly mark and identify all underground utilities, if present, prior to commencement of work. Owner shall follow all local/state/provincial regulations and District requirements with regard to utility locating requirements (e.g., One Call).

1.4.2.3 Vehicular Traffic and Control

All personnel working in the District right of ways exposed to vehicle traffic must take the following safety measures:

- A. Cones and other visible markers must be used to demarcate a safe work zone around the active work zone(s)
- B. Appropriate signage must be posted as identified in the Babcock Ranch Builders Manual to inform roadway/parking lot users of any additional control measures necessary to protect the public and employees.

Additionally, when working on an active roadway or along the shoulder or side of the road is necessary, project personnel must follow the requirements presented in the Manual on Uniform Traffic Control Devices (MUTCD), which is found at: https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm. This will include the implementation of a Temporary Traffic Control Plan (TTCP) as required for the District approval. The TTCP has four components: The Advanced Warning Area, the Transition Area, the Activity Area, and the Termination Area.

1.4.2.4 Material Handling and Storage

Owner shall ensure material handling and storage practices to be conducted at the Project Site include manual lifting of materials and if necessary the use of hoisting and rigging equipment. As a rule, owner shall use mechanical means for lifting heavy loads whenever possible.

1.4.2.4.1 General Storage Practices

Owner shall ensure that the storage of materials and supplies does not create a hazard. Owner shall abide by the additional general storage area practices which include but are not limited to the following:

- A. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage.
- B. Stored materials shall not block or obstruct access to District lands or be placed within District rights of way without prior written approval.
- C. Cylindrical materials such as pipes and poles shall be stored in racks or stacked on the ground and blocked when located within 20 feet of District right of way exposed to vehicle traffic.

1.4.2.5 Site Control

The purpose of site control is to minimize potential contamination of workers and protect the public from hazards found on site. Site control is especially important in emergency situations.

- A. Owner shall achieve site control and work area demarcation through posting of signage and placement of barricades. All construction areas must have the appropriate signage posted as identified in the Babcock Ranch Builders Manuel. Barricades and warning signs must be placed to warn the public of potential hazards. Where appropriate, a standby person (spotter) may be utilized in place of barricades. The following materials may be used to barricade construction areas, crane swing radius, and control traffic:
 - 1. Temporary fence
 - 2. High visibility tape, rope, or chains
 - 3. Traffic cones
 - 4. Sawhorses
 - 5. Wood or metal guardrails
- B. One pathway should be established for heavy equipment

1.4.2.6 Site Security

- A. Owner shall secure site to prevent the exposure of unauthorized, unprotected people to site hazards.
- B. Owner shall protect members of the general public from site hazards.

1.4.3 SERVICES, MATERIALS, AND EQUIPMENT

- A. All materials and equipment incorporated into the work shall be of good quality and new, except as otherwise provided in the DSM. All warranties and guarantees required by the DSM shall expressly run to the benefit of District. Owner shall ensure contractor performs the work in such a manner as to preserve all manufacturer's warranties. Upon final completion of the work, owner shall ensure contractor assigns to owner all manufacturer's warranties relating to materials and labor used in the work. If required by District, owner shall furnish satisfactory evidence (including reports of required tests) as to the source, kind, and quality of materials and equipment. If required by the District, Owner shall assign any warranties to the District for work that is to be conveyed to the District.
- B. Owner warrants and guarantees to District that all work will be in accordance with District approvals and will not be defective. District shall be entitled to rely on owner's warranty and guarantee.

1.4.4 SAFETY AND PROTECTION

- A. Owner shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. Such responsibility does not relieve Contractors of their responsibility for the safety of persons or property in the performance of

their work, nor for compliance with applicable safety laws and regulations. Owner shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:

1. All persons on the site or who may be affected by the work;
 2. All the work and materials and equipment to be incorporated therein, whether in storage on or off the site; and
 3. All property at the work location or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, other work in progress, utilities, and underground facilities not designated for removal, relocation, or replacement in the course of construction.
- B. Owner shall comply with all applicable laws and regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss; and shall construct and maintain all necessary safeguards for such safety and protection. Owner shall notify the owners of adjacent property, underground facilities, and other utilities; and other contractors and utility owners performing work at or adjacent to the site, when prosecution of the work may affect them, and shall cooperate with them in the protection, removal, relocation, and replacement of their property or work in progress.
- C. All damage, injury, or loss to any property referred to in this DSM caused, directly or indirectly, in whole or in part, by Owner any contractor, supplier, or any other individual or entity directly or indirectly employed by any of them to perform any of the work, or anyone for whose acts any of them may be liable, shall be remedied by Owner at its expense.
- D. Owner's duties and responsibilities for safety and protection shall continue until such time as all the work is completed and District has issued a notice to Owner that the work is acceptable.
- E. Owner's duties and responsibilities for safety and protection shall resume whenever contractor or supplier returns to the site to fulfill warranty or correction obligations.

1.4.5 MANDATORY PRECONSTRUCTION MEETING

- A. Prior to scheduling a preconstruction meeting for the Development Project, the property owner's contractor ("Contractor") shall submit to District, through the EOR for approval, those documents specified on the District's Preconstruction Meeting Checklist and all plans and drawings consistent with the District's Construction Standards, Details and Specifications including necessary fees.
- B. Property owner or EOR shall then set up a preconstruction meeting with the EOR, Contractor, appropriate District inspectors, District Engineer, and all other utilities involved in the Development Project at District's offices. No construction is allowed prior to the preconstruction meeting.
- C. Owner shall provide all applicable permits to the District prior to commencement of construction activities.

- D. Owner must submit a Notice of Intent (NOI) to use a general permit to all regulatory authorities thirty (30) days prior to commencement of construction.

1.4.6 CONSTRUCTION

- A. Prior to the issuance by the District of an approval to commence construction, the Contractor and EOR must have attended a preconstruction meeting in accordance with the District's requirements. After the preconstruction meeting, an approval to commence construction may be issued by the District for the construction as documented on the approved site development plan on file with the District.
- B. As a condition of issuance of an approval to commence construction, the Contractor shall obtain a Sunshine State One Call Ticket Number and provide to the District upon request.
- C. After the property owner receives District approval to commence construction, the Contractor shall notify District and District inspectors² a minimum of forty-eight (48) hours prior to commencement of construction. All construction activities shall comply with the Design Manual. The property owner shall promptly make such corrections to construction not in compliance as indicated by the District.

1.4.6.1 Owner's Compliance

- A. The owner shall comply with this DSM.
- B. Non-compliance will result in written notification from the District, or its designee, of any observed violation(s) to the owner.
- C. The owner will have forty-eight (48) hours after such notice to correct the violations item/items.
- D. If non-compliance item(s) are not corrected within forty-eight (48) hours, District may remove or cure the violation and use all available legal remedies to recover the cost from the Owner.
- E. Periodic inspections by the District or their designee may take place in order to identify non-complying construction activities.
- F. Failure to promptly address violation notices may affect approval of future submittals.

1.4.6.2 Construction Fencing

- A. Owners are required to install a silt fence around each side and the back of the building site.
- B. Safety fencing (orange) shall be placed around any open holes that will not be filled after that day's work, and around any existing trees or vegetation to be preserved (or on adjoining sites).

- C. Safety fencing is required to protect residents from construction areas and prevent construction trash from flowing outside of the construction site.
- D. Fencing for the protection of trees must extend beyond the full spread of the tree's branches to reasonably ensure successful protection. Excavation in and around the protected trees must be done by hand to avoid damage to the roots.
- E. The purpose for temporary fencing is to clearly identify any dangerous areas and to protect the trees/shrubs that are to be retained. The Owner is responsible for protection of vegetation selected for preservation as well as vegetation on adjoining sites. Do not damage trees by parking or operating equipment within the drip line.
- F. If any section of the construction fencing (silt or safety) is removed or is damaged, it is to be replaced by the end of each day. The fencing may be removed when beginning the final exterior landscaping.

1.4.6.3 EPA - SWPPP

Each Owner shall comply with the Environmental Protection Agency's Storm Water Pollution Prevention Plan (SWPPP) or other governmental authorities on similar issues.

1.4.6.4 Concrete Washout

- A. "Washout" locations shall be approved in writing by the District.
- B. One designated concrete "washout" area for concrete trucks will be allowed.
- C. Must be maintained by Owner at all times.

1.4.6.5 Excavation Materials

- A. Excavation materials may not be deposited on any common area or lots not belonging to that Owner.
- B. Excess excavation materials shall be hauled away from the District and properly disposed of. Failure to do so shall result in the District removing the material and charging the expense to the Owner.

1.4.6.6 Governing Authority

All Owners shall comply with building codes, any laws, rules, or regulations of any governing authority, as well as all applicable Occupational Safety and Health Act Regulations and Guidelines (OSHA) and any local, State and federal requirements.

1.4.6.7 Illegal Dumping

Dumping of any type onto an empty lot or construction site or within the District is prohibited. Building materials that belong to another Owner's lot must be picked up by that Owner.

1.4.6.8 Preservation of Natural Environment

All areas designated environmentally sensitive, such as conservation areas and areas within lake maintenance easements, shall be off limits to all construction traffic, personnel, and equipment. If a lot is adjacent to a wetland, lake, or drainage way, a double silt screen must be installed to prevent damage and erosion to those areas. The Owner is responsible for the removal of any silt fence material once the lot has been stabilized.

1.4.6.9 Restoration or Repair of Other Property Damages

Damage or scarring of any property outside the construction lot, including but not limited to roads, curbs, sidewalks, driveways, utilities, vegetation and/or other improvements that results from construction operations is not permitted.

- A. Owners will be responsible for repair and/or replacement of any vegetation and property damaged during construction.
- B. If any such damage occurs, it must be repaired and/or replaced promptly and at the expense of the Owner.
- C. If the Owner fails to restore/repair the damaged area, the District may repair the area and use all available legal remedies to recover the cost from the Owner.

1.4.6.10 Sanitary Facilities/Portable Toilets

Such facilities shall be located outside of District rights-of-way, easements, or other District property only within an area approved by the District.

1.4.6.11 Sediment Control

- A. As soon as earthwork commences, sediment control methods shall be installed to filter all stormwater runoff from the tract into the street. Sediment control must be placed at all inlets.
- B. The sediment control system must remain in place and in good repair until construction is complete and may be removed only when landscaping is installed, and lawns are established.
- C. Owners shall conform to all regulatory agencies' rules, regulating standards and criteria governing sediment control to include, but not limited to, EPA-NPDES and Pollution Prevention Plan.
- D. Owners shall be responsible for filing and securing all necessary permits.

1.4.6.12 Street and Parking Lot Cleaning

- A. All streets and parking lots in front of a construction site are to be free from dirt, debris and spilled concrete.
- B. Each Owner shall be responsible for subject cleaning. Mud and dirt from the construction site on the streets whether caused by the Owner or any of its subcontractors or suppliers shall be promptly removed and streets shall be cleaned by the Owner.
- C. All streets must be cleaned weekly or as needed.

1.4.6.13 Utility Damages

Should Owner damage any utilities during construction, the Owner is responsible to coordinate the repair promptly and for all repair costs.

1.4.6.14 Vehicles and Parking Areas

- A. For the construction happening on individual homesites, all construction vehicles must park on or directly in front of the lot or parcel under construction per the Babcock Ranch Builders Manual. Parking may not occur on opposite sides of the street. Owners shall require that all private and construction vehicles park in the designated construction parking areas unless otherwise approved by District. This will reduce the damage to streets, sidewalks, and driveways. Construction crews shall not park on, or otherwise use, other lots or any open space.
- B. For construction happening on large scale land development, or on sites of over one (1) acre in size, all construction staging, and parking areas should be clearly identified on the construction access and staging plan as submitted with the Site Development Plan Application. Any deviations from the permitted construction and staging plan will require additional approvals from the District.

1.4.6.15 Miscellaneous and General Practices

All Owners are fully responsible for the conduct and behavior of their agents, representatives, and contractors within the District. As stated in the Participating Builders Purchase and Sales Agreement, the following practices are prohibited:

- A. Changing oil of any vehicle or equipment on a lot or at any other location within the District other than designated location(s) approved by the District.
- B. Allowing concrete suppliers, plasterers, painters or any other subcontractors to clean their equipment anywhere other than designated location(s) approved by the District. Such cleaning outside the designated area is strictly prohibited.
- C. Use of other owner's utilities without their written consent.
- D. Using disposal methods or equipment other than those approved by the District.

- E. Careless disposition of cigarettes or other flammable material. At least three (3) ten-pound (10 lb.) ABC-rated dry chemical fire extinguishers shall be present and available in a conspicuous place on the construction site at all times.
- F. Destruction or removal of protected plant materials.

1.4.6.16 Final Cleaning

The Owner shall implement appropriate best management practices (BMPs) to prevent off-site tracking of material, and if tracking occurs, shall use all means necessary to remove the material, prevent material from entering the roadway stormwater system, and will adjust the associated BMPs to prevent future tracking. The owner shall remove and promptly dispose of all water, dirt, rubbish, or any other foreign substances.

1.4.7 COPIES OF DOCUMENTS

Owner shall maintain and safeguard at least one original printed record version of the approved plans, including drawings and specifications signed and sealed by EOR and other design professionals, on site at all times. Owner may delegate the responsibilities under this provision. Upon completion of the construction, owner shall deliver these record documents to District.

1.5 REQUIRED INSPECTIONS

1.5.1 SINGLE FAMILY RIGHT OF WAY (ROW) INSPECTION

- A. ROW inspections for single family developments that have already been subject to final acceptance and approval of public facilities must be performed prior to closing. Requests for ROW inspections shall be made utilizing the online application. Initial inspections are subject to the inspection fee as adopted. First time re-inspections are subject to a re-inspection fee as adopted. All subsequent re-inspections are subject to an increase in fees as adopted.
- B. Single family ROW inspections will consist of inspecting the conditions of improvements within the ROW including but not limited to curb/gutter, asphalt, landscape within rights-of-way, easements, and relating to site stabilization, driveway apron, and sidewalk. The ROW inspections will also consist of inspecting the overall drainage of the property including but not limited to review of final as built survey with elevations of the building(s), elevations adjacent to the building(s), and elevations of lot mid points and lot corners. A visual inspection of the lot will be performed to verify the property is properly stabilized to avoid erosion and has been graded to ensure positive drainage away from the structure(s) to a stormwater conveyance system or point of collection and is consistent with the permitted plans.
- C. All inspections resulting in TCO's will have 30 days to address and remedy deficiencies listed in the original inspection letter. For a full reinspection fee, the TCO can be extended for an additional 30 days. As each 30 day lapse, the full inspection fee will be due to be paid by the builder to the ISD and a new application must be submitted. Upon builder failure to comply with these requirements, the ISD shall take all action required to remedy all identified deficiencies and the builder shall be responsible for all costs incurred by the ISD to remedy

such deficiencies. Costs incurred will include but not be limited to, mobilization, repair, materials, accounting time, administration time, and demobilization time incurred to repair deficiencies.

1.5.2 MULTI-FAMILY/COMMERCIAL/INDUSTRIAL RIGHT OF WAY (ROW) INSPECTION

- A. ROW inspections for developments that have already been subject to final acceptance and approval of public facilities must be performed prior to closing. Requests for ROW inspections shall be made utilizing the online application. Initial inspections are subject to the inspection fee as shown on the ISD fee matrix attached. First time re-inspections are subject to a re-inspection fee as shown on the ISD fee matrix attached. All subsequent re-inspections are subject to an increase in fees as shown on the ISD fee matrix attached.
- B. ROW inspections will consist of inspecting the conditions of improvements within the ROW including but not limited to curb/gutter, asphalt, landscape within rights-of-way, easements, and relating to site stabilization, driveway apron, and sidewalk. The ROW inspections will also consist of inspecting the overall drainage of the property including but not limited to review of final as built survey with elevations of the building(s), elevations adjacent to the building(s), and elevations of the property boundary. A visual inspection of the property will be performed to verify the property is properly stabilized to avoid erosion and has been graded to ensure positive drainage away from the structure(s) to a stormwater conveyance system or point of collection and is consistent with the permitted plans.
- C. All inspections resulting in TCO's will have 30 days to address and remedy deficiencies listed in the original inspection letter. For a full reinspection fee, the TCO can be extended for an additional 30 days. As each 30 day lapse, the full inspection fee will be due to be paid by the builder to the ISD and a new application must be submitted. Upon builder failure to comply with these requirements, the ISD shall take all action required to remedy all identified deficiencies and the builder shall be responsible for all costs incurred by the ISD to remedy such deficiencies. Costs incurred will include but not be limited to, mobilization, repair, materials, accounting time, administration time, and demobilization time incurred to repair deficiencies.

1.5.3 DEVELOPMENT PROJECT TESTS AND INSPECTIONS

- A. Owner shall give District timely notice of readiness of the work (or specific parts thereof) for all required inspections and tests and shall cooperate with inspection and testing personnel to facilitate required inspections and tests.
- B. Owner shall retain and pay for the services of an independent inspector, testing laboratory, or other qualified individual or entity to perform all inspections and tests expressly required by the District approvals to be furnished and paid for by Owner, except that costs incurred in connection with tests or inspections of covered work shall be governed by the provisions of Section 1.5.4.3.
- C. If laws or regulations of any public body having jurisdiction require any work (or part thereof) specifically to be inspected, tested, or approved by an employee or other representative of such public body, owner shall assume full responsibility for arranging and

obtaining such inspections, tests, or approvals, pay all costs in connection therewith, and furnish District the required certificates of inspection or approval.

- D. All required inspections and tests shall be performed by independent inspectors, testing laboratories, or other qualified individuals or entities acceptable to District.
- E. If the District approvals require the work (or part thereof) to be approved by District or another designated individual or entity, then owner shall assume full responsibility for arranging and obtaining such approvals.
- F. If any work (or the work of others) that is to be inspected, tested, or approved is covered by owner or its contractor without written concurrence of District, owner shall, if requested by District, uncover such work for observation. Such uncovering shall be at owner's expense unless owner had given District timely notice of owner's intention to cover the same and District had not acted with reasonable promptness in response to such notice.
- G. All water, wastewater and irrigation quality water facilities that will become a part of the Utility System shall be inspected by the District's inspector and pressure tested by the property owner or Contractor and witnessed by the District's inspector for compliance with the Design Manual. This requirement does not release or substitute for the Owner providing adequate full-time inspection and supervision of the construction. The District inspectors will not supervise Contractor's operations or provide any certifications.
- H. Owner shall execute a temporary inspection easement authorizing the District inspectors to access property to inspect all construction and materials and preparation, fabrication or manufacture of components, materials and supplies. The District inspector is not authorized to revoke, alter or waive any requirements of the approved plans or specifications unless approved by the District. The District Inspector is authorized but not obligated to call to the attention of the EOR or Contractor any failure of work or materials to conform to the plans or specifications. The District inspector shall have the authority to reject materials or suspend the work until questions of issue can be referred to and decided upon by the District. The District inspector shall in no case act as foreman or perform other duties for the EOR and/or Contractor, nor interfere with the management or means and methods of the work. Input which the District's inspector may give shall in no way be construed as releasing the property owner, the EOR or Contractor from performing according to the intent of the plans, specifications, the Design Manual, and applicable permits and legal requirements.
- I. The District inspectors shall be permitted to enter upon any portion of the Development Project without prior notification for the purposes of inspection, observation, measurement, sampling, testing, review and/or photocopying of records, or investigation as may be necessary for enforcement of the DSM or regulatory permits.
- J. Inspections will be scheduled during normal hours only, except for nights when service interruptions are involved. Work will not be scheduled for weekends or holidays unless approved in advance by the District. Overtime pay will apply for each inspection outside of normal hours at the rate in the Rate Schedule. The District should be provided with at least two (2) full working days-notice for scheduled inspections, and a minimum seven (7) day notice is required for construction with service interruptions.

- K. District inspectors may make routine passes on call to inspect such items as thrust blocks, material on site and clearances between conflicting lines. Scheduled inspections are required for jack and bores and pipe slippage through same, filling and flushing of potable and irrigation water mains, pressure testing of mains, flow testing of hydrants if performed by Contractor, application of coatings to manholes and wet wells, setting of wet wells, installation of lift station grounding rods, installation of base elbow anchors, prior to pouring any concrete, field welding/fusion of HDPE pipe and fittings, gravity mains, lift station start-ups and tie-ins to District facilities. Density test results shall be submitted to the District inspector prior to pressure testing.
- L. The Contractor shall keep a copy of the current approved plans onsite within the Development Project at all times. District approved work schedules are required prior to the beginning of construction for main shutdowns or for modifications to operating pipe systems or for interruptions in traffic or other public facilities.
- M. It shall be the EOR's responsibility to schedule inspections, and its qualified representative shall be present when required by the District and for all final inspections. A scheduled inspection will be canceled if said representative is not present and a reinspection fee will be assessed. The EOR shall be present during the entire length of the inspection.
- N. Specific Inspections:

Inspections of the following phases of work are required and require 48-hour notice to the District:

- 1. Drainage pipe after pipe joints are cemented or sealed

The District reserves the right to inspect, with proper notice, the seal of all drainage pipe prior to backfilling.

- 2. Headwall footings

The owner shall have the footings for all headwalls tested for compaction by a certified testing laboratory. Each headwall footing should be tested prior to placement. Prior to acceptance by the District a copy of the test results shall be furnished to the District.

- 3. Hot Tap

The owner shall properly notify the District of all Hot Taps. A district representative will be present for all hot taps.

- 4. Utility Main Tie-in

The owner shall properly notify the District of all upcoming Main Tie-ins for Potable, Reuse, and Sanitary Utilities.

- 5. Utility Flushing of Lines/ Filling Lines

- a) All water and reuse mains shall be flushed to remove all sand and other foreign matter.

- b) The owner shall properly notify the District in preparation of flushing of potable water and reuse lines. Flushing shall be terminated at the direction of the District.
 - c) The owner shall dispose of the flushing water without causing any nuisance or property damage and meet all regulatory requirements for the protection of the environment.
6. Utility Pressure Tests
- a) The owner shall properly notify the District of all upcoming Pressure Tests.
 - b) The owner shall furnish the necessary labor, water, pumps, and required number of gauges at specified locations and any other items necessary to conduct the required testing and perform necessary repairs.
 - c) The owners engineer shall attend and record all pressure tests using the appropriate forms found on the District website.
 - d) Piping and appurtenances to be tested shall be within the sections between valves unless otherwise approved by the District.
 - e) All piping shall be thoroughly cleaned and flushed prior to testing to clear the lines of foreign matter.
 - f) The owners engineer shall distribute the results of the tests to the contractor and the District subsequent to the completion of the test.
7. Hydrant Assembly Inspection
- a) The District shall inspect all hydrant assemblies on both potable and reuse water systems.
 - b) Utility Bacteriological/Disinfection Tests
 - c) The owner shall properly notify the District of Bacteriological testing dates for potable water lines.
 - d) The disinfection procedure shall be accomplished in accordance with the applicable provisions of AWWA Standard C601, "Disinfecting Water Main" and all appropriate agencies
 - e) The disinfection procedure shall be repeated until two series of satisfactory samples are obtained. The period between such series of samples shall be a minimum of 24 hours.
 - f) Prior to acceptance by the District a copy of the test results shall be furnished to the District.
8. Gravity Sewer Main Flow Test
- a) The District shall be present for all Television Testing.
 - b) The owner shall properly notify the District of televisioning dates and schedules.
9. Lift Station Start Up

The owner shall properly notify the District of all lift station start up dates and schedules.

10. Roadway subgrade

- a) The owner shall have the roadway subgrade and base, and shoulders tested for lime rock bearing ratio and compaction by a certified testing laboratory.
- b) The location and quantity of tests shall be determined by the District. There shall be a minimum of one test per 1,000 feet or two per project.
- c) Prior to acceptance by the District a copy of the test results shall be furnished to the District.

11. Roadway base

- a) The thickness of roadway base shall be measured under the direction of the District inspector at intervals not more than 200 lineal feet in holes through the bases of not less than three inches in diameter.
- b) Where compacted base is deficient by more than one-half inch, the owner shall correct such areas by scarifying and adding material for a distance of 100 feet in each direction from the edge of the deficient area, and the affected area shall then be brought to the required state of compaction and to the required thickness and cross section. Asphalt Prime coat and all surface courses

12. Final Inspection – Seeding and mulching or sodding over ALL unpaved areas within or adjacent to rights-of-way or roadways will be required at time of final inspection.

- O. A reinspection fee will be assessed for failure of inspections resulting in a reinspection or retest.
- P. Owner shall correct all construction and materials which are rejected by District’s inspector or which do not conform to the intent of the District-approved plans and specifications, the DSM and applicable regulatory permit and other legal requirements.

1.5.4 TESTS AND INSPECTIONS; CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK

1.5.4.1 Defective Work

1.5.4.1.1 Owner’s Obligation

Owner shall ensure that the work is not defective.

1.5.4.1.2 District’s Authority

District or its designee has the authority to determine whether work is defective, and to reject defective work at any time during project construction, intermediate inspections or final inspections.

1.5.4.2 Acceptance of Defective Work

If, rather than requiring correction or removal and replacement of defective work, District prefers to accept it, District in its sole discretion may do so (subject to EOR's confirmation that such acceptance is in general accord with the design intent and all applicable engineering principles and will not endanger public safety). Owner shall pay all reasonable claims, costs, losses, and damages attributable to District's evaluation of and determination to accept such defective work, as determined by the District, and for the diminished value of the work to the extent not otherwise paid by owner.

1.5.4.3 Uncovering Work

- A. District may require special inspection or testing of the work, at any point in construction, whether or not the work is fabricated, installed, or completed.
- B. If any work is covered owner shall, at the District's request, uncover such work for the District's observation, and then replace the covering, all at owner's expense.
- C. If District considers it necessary or advisable that covered work be observed by District or inspected or tested by others, then owner, at District's request, shall uncover, expose, or otherwise make available for observation, inspection, or testing as District Engineer may require, that portion of the work in question, and provide all necessary labor, material, and equipment.
- D. If the District determines that the uncovered work is defective, owner shall be responsible for all claims, costs, losses, and damages arising out of or relating to such uncovering, exposure, observation, inspection, and testing, and of satisfactory replacement or reconstruction (including but not limited to all costs of repair or replacement of work of others).

1.5.5 FINAL INSPECTION, CERTIFICATE OF COMPLIANCE, AND TURN-OVER

Upon completion of all development required under the approved site development plan, or phase thereof, an inspection must be performed by the developer's engineer or his designated representative. Upon finding the development to be completed and in substantial compliance with the approved site development plan documents, the engineer must submit a signed and sealed letter of substantial compliance as well as accurate record drawings to the District along with a final inspection request. The record drawings should accurately represent to the District that the improvements have been constructed substantially according to the approved plans and specifications. Record drawings should clearly show the location of all potable water, wastewater, irrigation quality water, stormwater, and roadway facilities.

1.5.5.1 Record Drawing Requirements

At a minimum, all record drawings shall contain the following information:

- A. 'Record Drawing' marked in bold on each sheet.
- B. All sheets must be signed and sealed by a Florida Licensed Engineer and must comply with applicable Florida statutes.

- C. North Arrow with North at the top of the drawing.
- D. Easement lines, edge of pavement (EOP), face of curb lines, back of curb lines, observed edge of lake, and right-of-way lines.
- E. All objects located shall be referenced to other objects with a minimum of two (2) perpendicular measurements. All such measurements shall be from permanent existing structures, such as catch basins, manholes, buildings, etc. (utility poles are not acceptable).
- F. Pipe diameter and material.
- G. Date the water and/or sewer lines were put “in service”.
- H. Include valve, hydrant, and tap-service identifying numbers for each. Hydrant information shall include manufacturer, size of main, and model number. Numbering system data to be provided by the Utility Operator.
- I. Reference the point of connection where the new main pipeline connects to existing facilities and provide dimensions to nearest existing appurtenance.
- J. If project continues from an existing stub, a dimension from the center line of the nearest street intersection and existing line valve shall be included. Provide coordinates for the referenced existing valve.
- K. All valves, tees, manholes, vaults, hydrants, lift stations, horizontal/vertical bends, restraint locations, and the start and end of the new water main and sewer lines shall be located with coordinates in the specified format and identified and labeled on the drawings.
- L. All rim and invert elevations for manholes shall be labeled on the as-built drawings.
- M. The invert in, invert out, and slope of all gravity sewers shall be labeled on the record drawings.
- N. The invert in and invert out of all stormwater sewers shall be labeled on the record drawings.
- O. The invert of all stormwater inlets and manholes shall be labeled on the record drawings.
- P. Indicate abandoned pipe with type of material and length.
- Q. Indicate and locate buried valves (if applicable) with coordinates in the specified format.
- R. Contractor shall provide a GPS or traditional survey line location every 100 ft.
- S. At abrupt changes in pipe elevation, provide a referenced drawing showing the profile of the work and list the material used.

- T. Projects involving the construction of lift stations shall have as-builts that denote the quantity and location of valves, piping, and all other appurtenances. In addition, the wet well operating levels shall be included on the as-built plan.
- U. No final inspection will be performed by the District until the record drawings have been reviewed and accepted. The letter of substantial compliance may include a submittal for a limited review site plan for changes which do not substantially affect the technical aspects of the approved design.
- V. The substantial compliance letter issued by the Engineer of Record shall clearly state and identify that, as determined by site inspection, that the project has been completed to all of the specifications of the approved site development plan and that the actual as-built construction is so inconsequential that on the basis of accepted engineering practices, it is not significant to be shown on the development site plans.
- W. Upon the acceptance of the final submittal package from the engineer of record, the District or its representative may perform the final inspection. If the final inspection reveals that the development or phase thereof is in substantial compliance with the approved site development plan, a certificate of compliance will be issued.
- X. A certificate of compliance will be required prior to turn over of any district facilities, and certificate of occupancy
- Y. If the final inspection reveals that the project or phase thereof is not in substantial compliance with the approved site development plan, a punch list of deviations will be forwarded to the engineer of record. All deviations must be corrected or submitted as a limited review site development plan and subsequently approved. After corrections are made the site will be subject to an additional final inspection.
- Z. Applications for limited review site development plans, inspections, and reinspection's will be charged a fee in accordance with the adopted fee schedule.
- AA. If more than one building is covered by the site development plan, a certificate of compliance for streets, utilities, parking areas, and drainage serving each building will be required prior to receiving a certificate of occupancy.
- BB. District has the authority to reject work that is not in accordance with the District Approvals.

1.5.5.2 Final Delivery and Turn-Over

Upon completion of construction of improvements which shall be maintained by the District as detailed on the District approvals and final approval by the District Engineer, such improvements shall be conveyed to the District by the Owner's provision of and the District's acceptance of the following documents, as may be applicable:

- A. Plans;
- B. All Final Lien Releases;

- C. Affidavit from Owner stating all contractors, subcontractors, vendors and materialmen have been paid and that no liens have been filed relating to the installation of infrastructure;
- D. Warranties;
- E. District Engineering Review and Certification;
- F. Maintenance bond, if applicable;
- G. Test results, if applicable;
- H. Final District inspection and all other applicable agency signoff, including letters of clearance from FDEP Water, FDEP Wastewater, and SFWMD Project Certification, if applicable;
- I. For residential projects, one hard & one electronic copy of a listing of lots, blocks and addresses of the entire project as identified in the appropriate as-built requirements within this document;
- J. For commercial projects, one hard & one electronic copy of a listing of all bays/suites and addresses as identified in the appropriate as-built requirements within this document;
- K. Two (2) sets of record drawings, using the approved design drawings, signed and sealed by the EOR registered in the State of Florida and any applicable signed and sealed certifications as required by the District. Electronic media of record drawing must meet the as-built requirements as required by the District.
- L. Letter from Owner certifying actual cost of utility construction.
- M. Bill of Sale Absolute, executed on District's standard form, including a legal description; and
- N. Real Property Interest, may be requested in the form required by the District in its sole discretion, including: title insurance meeting the District's standards, an 8 1/2" x 11" legal description of the property and a signed and sealed survey, surveyed or sketch of easements;
- O. Any other items required by District policies or rules.

In addition, at the time of conveyance Owner shall have no outstanding District fees or charges.

- P. District has the authority to reject work that is not accordance with the District Approvals

1.5.5.3 As-Built Requirements

The following Sections are intended for the preparation and submittal of as-built documentation.

- A. The District will be utilizing an ESRI based Geographic Information Systems (GIS) to store, manage, and maintain geographical utility infrastructure data. Engineering plans usually generated using computer aided design and drafting (CADD) software, it is the goal of the District to leverage these technologies into the as-built utility infrastructure mapping. Standards are required to convert the CADD entities to GIS entities while preserving the quality of the information.

1.5.5.4 AutoCAD Standards

- A. Signed and sealed drawings supplied in Autodesk AutoCAD 2010 or newer.
- B. All asset locations (including but not limited to mains, sewer lines, hydrants, valves, fittings, and junctions) collected through traditional survey or GPS survey (mapping or survey grade). All GPS locations shall be collected with real-time correction or post processed with differential correction software, i.e. Trimble Pathfinder Office (most current version).
- C. All entities shall be drawn with properties (i.e. line types and colors) by layer.
- D. All layer names shall be easily discernable (i.e. C-WATER-PIPE for watermain).
- E. There shall be no disjointed lines or polylines. To the extent possible, lines and polylines shall be continuous.
- F. All assets taken out of service and abandoned or demolished shall be clearly noted and labeled as such on the plans.
- G. All assets (including but not limited to mains, sewer lines, hydrants, valves, fittings, and junctions) shall be clearly represented on drawings with coordinates and top of surface and/or invert elevations (when applicable) labeled on drawing.
- H. As-builts shall be provided with +/- 1' horizontal accuracy and +/- 0.1' for vertical accuracy unless otherwise specified during preconstruction.

1.5.5.5 Submittal

- A. Two (2) hard copies- As-Built Drawings (signed and sealed by a Florida Licensed Surveyor and Mapper (PSM))
- B. One (1)- USB flash drive with electronic copies of submittal package including AutoCAD files as listed above.

1.6 APPEAL PROCESS

An applicant may appeal the decision to the District’s Board of Governors (“Board”) by filing a written request for an appeal, which written request shall be immediately sent to the District’s Chairperson. The filing of a request for an appeal shall not result in the stay of the District Engineer’s decision. The District shall provide reasonable notice to the applicant of the Board meeting where the appeal will be considered. At that meeting, the Board shall allow the Applicant to appear and present statements and/or evidence on the Applicant’s behalf, subject to

any reasonable restrictions that the Board may impose. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning or otherwise modifying the decision.

1.7 DECISIONS ON REQUIREMENTS OF DISTRICT APPROVALS AND ACCEPTABILITY OF WORK

District Engineer will render decisions regarding the requirements of the District approval, and judge the acceptability of the work, pursuant to the specific procedures set forth herein. In rendering such decisions and judgments, District Engineer, District, or its board of governors, officers or staff will not be liable to owner, its contractor, or others in connection with any proceedings, interpretations, decisions, or judgments conducted or rendered in good faith.

1.8 LIMITATIONS ON DISTRICT'S AUTHORITY AND RESPONSIBILITIES

- A. Neither District's authority or responsibility under this Section or under any other provision of the DSM, nor any decision made by District in good faith either to exercise or not exercise such authority or responsibility or the undertaking, exercise, or performance of any authority or responsibility by District, shall create, impose, or give rise to any duty in contract, tort, or otherwise owed by District to owner, any contractor, any supplier, any other individual or entity, or to any surety for or employee or agent of any of them. Nothing in this DSM shall be deemed as a waiver of the District's sovereign immunity or the District's limits of liability as set forth in Section 768.28, Florida Statutes, or any other statute, and nothing in this DSM shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under such limits of liability or by operation of law.
- B. District will not supervise, direct, control, have authority over or be responsible for owner's or its contractors means, methods, techniques, sequences, or procedures of construction, or any safety precautions and programs associated with such construction, or for any failure of owner to comply with all laws and regulations applicable to the performance of the work. District will not be responsible for owner's failure to perform the work in accordance with the District's or any other agency's approvals.
- C. District will not be responsible or liable for the acts or omissions of owner or of any contractor, any supplier, or of any other individual or entity performing any of the work.