

Application for Engineering Construction Plan (ENGR)

Construction plans to be approved by the Engineering Department for all construction involving the development of vacant land and redevelopment of existing developed land, including construction plans for Formal Site Plans and Subdivisions. Projects not needing Planning and Zoning Board and/or City Council Approval shall also be submitted under this application type. Projects needing utility work only should be submitted as an Utility Only Application.

The application is submitted online at the Citizen Self Service Portal.

https://energovweb23.mlbfl.org/energov_prod/selfservice/#/home

Select Apply and search for Engineering Construction Plan

Submittal Requirements

Your application should provide a clear understanding of the present conditions, proposed changes, and resulting outcome.

The information in **BOLD** must be provided to be able to submit the project.

The following information will be required for a complete application:

Location	Insert the property address either by searching the address or tax account number, or entering the address manually.
Plan Type	This will autofill with "Engineering Construction Plan"
Description	Provide a brief description of the application that you are requesting.
Contacts	Provide contact information for the following: • Applicant (always required) • Engineer (always required) • Property Owner (always required) • Any Representatives (e.g. Applicant, Engineer, Property Owner, Representative)
Construction Plan Name	Provide the name of your project
Description of Work to be Done	Provide a brief description of the construction to be done.

Area of Development	This is the acreage for the proposed development area. This acreage could be a portion of a larger parcel, for example, a 50-acre parcel has a master development plan and what is being submitted is only a 5-acre portion. The area of development would be 5-acres.
Number of Residential Units	How many residential units will there be in the development?
<i>Affordable Housing Project</i>	If this project is an Affordable Housing Project, check box for yes.
Commercial Building Square Footage	Provide the total square footage of all commercial building(s).
Number of Phases	Provide the number of phases the project is to be built in.
Number of Parking Spaces	Provide the number of parking spaces
Existing Impervious (Sq. Ft.)	Provide the existing impervious on the project site.
Post Construction Impervious Amount (Sq. Ft.)	Provide the post construction impervious on the project site.
<i>Does this plan need Community Development approval prior to Engineering Construction plan approval?</i>	CDD Plan Check either Yes/No
<i>If project has Community Development approval, provide Plan/Plat Number</i>	Provide Plan Number
<i>If your project is not building one of the categories following, please enter "0" in</i>	Provide the cost for each construction category provided below: • Water System Cost • Gravity Sewer Cost

the dollar amount to move forward.

- **Lift Station Cost**
- **Force Main Cost**
- **Reclaimed System Cost**
- **Roadway Cost**
- **Sidewalk Cost**
- **Parking Lot Cost**
- **Drainage & Earthwork Cost**

**Dedicated
Construction Cost**

Check which work class is to be dedicated and provide the cost of the work to be dedicated back to the City of Melbourne in the categories shown below.

- Water Main
- Gravity Sewer Main
- Lift Station
- Force Main
- Reclaimed Water Main
- Roadway
- Sidewalk

**Stormwater
Acknowledgement**

Read the below statement and acknowledge that the project will be designed according to Chapter 50 of Melbourne City Code.

**Erosion Control
Acknowledgement**

Read the below statement and acknowledge that the project will meet the requirements of City of Melbourne Code Part III, Appendix D, Chapter 9, Article XVI and all State and Federal requirements for Erosion and Sedimentation Control during the construction of the project.

**Tree Removal
Information**

Read the below statement and acknowledge that the project meets the requirements of Appendix D, Chapter 9, Article XV of Melbourne City Code.

Water Meter Needs

Please enter the number of water meter(s) needed for this project next to size needed.

- 3/4"
- 1"
- 1
- 1 1/2"
- 2"
- Size of meter(s) Greater than 2"
 - Number of meter(s) greater than 2"

**Reclaimed Water
Needs**

Please enter the number of reclaimed meter(s) needed for this project next to size needed.

- 3/4"

- 1"
- 1
- 1 1/2"
- 2"
- Size of meter(s) Greater than 2"
 - Number of meter(s) greater than 2"

Attachments

This application requires a Property Owner's Affidavit. Please submit the appropriate form(s) **Individual Owner** or **Corporate Owner**. If a representative will be appointed, please submit an **Authorization to Represent Form**.

- *All documents must be submitted in a PDF format.*
- *Please sign all documents with BLUE ink.*
- *File names should match the file category, i.e. "Construction Plans.pdf" not "25879_Melbourne Resturant.pdf". Please limit file name to less than 30 characters.*
- **Required Documents**
 - Affidavit of Ownership/Authorization to Act
 - Electronic Permit Authentication: Electronic Permit Application Submittal Authentication as required by State Statute.
 - Engineering Construction Plans: Construction plans for all full Construction Plan Review, including separate upload for Landscaping Plans
 - Tree Removal Application
 - Vicinity Map with Legal Description (8"x11" Sheet): This shall be submitted on an 8.5" x 11" standard sheet of paper showing the location and the legal description of the project. This document will be used in other required recorded documents at Exhibit A.
- **Supporting Documents:** These are supporting documents necessary for the request (draft agreement, studies, reports, photographs, etc.)
 - Affordable Housing Use Certificate: This is the certificate of approval through the Community Development Department for a future Affordable Housing development. This certificate identifies, at a minimum, the property location, total acreage of the property, type of residential development, total number of units allowed, maximum density allowed, household income levels proposed for each unit of the development, maximum building height, and building style.
 - Drainage Calculations: A report prepared by a professional engineer that provided how the project

will meet the conditions of Chapter 50 of Melbourne City Code.

- Dumpster Waiver: Dumpster Waiver processed through the Engineering Department for approval or denial.
- Engineering Other Documents: Additional documents that pertain to project submittal.
- Engineering Survey: Survey for Construction Plan Review, if not included within the Construction Plans
- EOR Response Letter: This is the response letter that addresses any comments previously provided by applicable review staff.
- Fixture Count Form: A Fixture Count Form is required for the plan showing all existing and new plumbing fixtures needed for the project.
- Geotechnical Report: A geotechnical report (also known as a soil report or geotechnical investigation report) is a document prepared by a geotechnical engineer or engineering geologist that provides detailed information about the subsurface conditions at a specific site. It is typically used to inform the design and construction of buildings, roads, bridges, and other infrastructure.
- Landscape Plan: This is a landscape plan that is required to show that the specific use standards are being met as provided in Appendix D, Chapter p, Article XV of Melbourne City Code.
- Lift Station Calculations: A report prepared by a professional engineer that provided how the project's required lift station will meet the conditions of Melbourne City Code and Technical Specifications.
- Outside Agency Permits: Copies of all outside agency permits required for the project.
- Traffic Study: A traffic impact analysis will need to be submitted for development projects that address the City Code thresholds.
- Truck Turning Plan: This plan sheet may be required to show that a garbage truck, fire truck, or other large capacity vehicle is able to safely maneuver onsite with the proposed design.
- Water System Analysis Calculations: A report prepared by a professional engineer that provided how the project's water will meet the conditions of Melbourne City Code and Technical Specifications.

Signature

There are two ways to provide your signature:

1. Sign it using the mouse; or

2. Type your name and the program will provide one (as shown). Remember to toggle the “Enable Type Signature” button to use this function.

Application Review

At this point, you now review the application to make sure all items are correct and completed and that required documents are uploaded.

Application Submittal

Once submitted, the program will let you know that you have submitted your application successfully and will provide you with an application number. Refer to this number as necessary when communicating with City staff. Staff will let you know what is missing.

An invoice will be generated for the Up Front Plan Review Fee. This fee must be paid prior to plan review starting.

Your application cannot be processed until it is deemed complete.

Tracking Your Application

Once you have submitted a plan, you can track the progress in your “Dashboard”. You can also get back to an application you left as a draft to get more documents or information before completing.

Tip:

“Permits” are for Building Department applications and **“Plans”** are for Engineering applications.