

Application for Utility Only Plan Review (UTIL)

Construction plans to be approved by the Engineering Department for all construction involving ONLY the installation of City of Melbourne utilities: Water, Sewer or Reclaimed. This project could be for single fire hydrant installation, a new fire sprinkler connection, conversion of a septic system to municipal sewer, or a new commercial/residential development outside the City of Melbourne. This type of project was formally known as a Water Outside the City (WOC) or a Water Minor (WM) project. Projects that are within the City and involve more than a single connection to a utility should be submitted under Engineering Construction Plan.

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

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

Select Apply and search for Utility Only Plan Review

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 "Utility Only Plan Review"
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.
Multi-Family Units	How many residential units (single or multi-family units) will there be in the development?
Commercial Building Square Footage	Provide the total square footage of all commercial building(s).
Fire Marshal Jurisdiction	Select the Fire Marshal Jurisdiction responsible for providing fire service for the project.
Sewer Utility Provider	Select the sewer (wastewater) agency responsible for providing sewer to the project.
<i>If your project is not building one of the categories following, please enter "0" in the dollar amount to move forward.</i>	Provide the cost for each construction category provided below: • Water System Cost • Gravity Sewer Cost • Lift Station Cost • Force Main Cost • Reclaimed System Cost
Dedicated Construction Cost	Check which work class is to 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
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_Melboure 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
- 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.)
 - As-Builts: Post Construction As-builts.
 - 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.
 - Fire Marshal Approval
 - 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.

- 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.
- 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.