

## **PROJECT APPLICATION PROCESS**

**This process describes the Flow Chart on the adjoining page. It is incumbent upon the applicant to follow appropriate county or city building requirements, procedures, and guidelines.**

### **STEP 1**

The applicant submits permit applications to the appropriate state and/or federal regulatory agencies. The regulatory agencies then forward these applications to the appropriate wildlife agencies for consultation on wildlife species and their habitats. The Florida Fish and Wildlife Conservation Commission (FWC) and the U.S. Fish and Wildlife Service (USFWS) provide comments on manatee impacts as a component of the environmental permitting process.

When the FWC or the USFWS receives an application for review, a letter of compliance from Volusia County Environmental Management (VCEM) will be requested from the applicant.

### **STEP 2**

It is the applicant's responsibility to initiate contact with the county in order to start the county MPP review process. A set of construction plans (i.e. footprint, elevations and schematics), appropriate mitigation fees, and any other required city or regulatory agency documentation must be provided to VCEM by the applicant.

If a letter from a city is required (slip aggregation option) then this letter must also be provided to the county by the applicant. VCEM will then review the final set of construction plans and other documentation for compliance with the MPP requirements.

When VCEM determines that the project satisfies the MPP requirements, Volusia County will issue a letter of compliance to the applicant. It is the applicant's responsibility to then provide the letter of compliance to the appropriate state and/or federal wildlife agencies.

### **Step 3**

Following the evaluation of the application and any requests for additional information on the project, the FWC or USFWS may then issue their biological opinions.

### **Step 4**

Upon completion of the build/project, the applicant must contact VCEM to schedule a final inspection. Failure to pass inspection will result in applicable fines and nullify the current Letter of Exemption or Conditional Compliance.