

LAKE WORTH DRAINAGE DISTRICT OPERATING POLICIES

Chapter 6: Board of Supervisors

6.1 Board of Supervisors' Approvals

6.1.1 Operating Policies – Time Limits

Some operating policies concerning permits have a specific time limit for commencement of construction. If not specified, the time limit is two (2) years from date of permit issuance. Upon request to the Board of Supervisors, the time limit can be extended once. Thereafter, the permit shall be void if construction has not begun within the extended time limit.

6.1.2 Specific Board Approvals – Time Limits

Specific approvals by the Board of Supervisors on items not covered by operating policy or specific amendments to operating policies shall be effective for a period of twelve months, unless revoked by the Board of Supervisors.

6.1.3 Time Limit Extensions

Specific Board approvals may be extended by the manager for an additional three (3) months. If construction has not begun before the end of that period, a new approval must be obtained from the Board.

6.1.4 Board Agenda Items

Requests to be placed on the agenda of the monthly meeting of the Board of Supervisors must be submitted to Lake Worth Drainage District (LWDD) in writing. All efforts will be made to schedule the petitioner for the next available Board meeting, subject to LWDD staff having sufficient time to prepare the petition for presentation to the Board of Supervisors. The petitioner is responsible for providing the following items to LWDD staff and the scheduling of its petition at a Board meeting is dependent upon the timely receipt of these items.

6.1.4.1

All parties petitioning the Board of Supervisors, as a representative of another individual or company/corporation that owns the property or is under contract to purchase, must provide a **Letter of Authorization** and **Affidavit of Authorization** (Supplied by LWDD). Properly executed forms must be returned to LWDD no later than the close of business on the Tuesday immediately preceding the Board Workshop; otherwise, the petitioner will not be allowed to proceed on the Board Agenda.

6.1.4.2

Additional information requested by staff to adequately prepare the petition for presentation.

6.1.4.3

Any petitioner seeking to withdraw a request, which has been scheduled on a Board agenda, must make a formal written request for withdrawal.

6.1.4.4

Presentations for Board Agenda items will be limited to five (5) minutes per person.

[TO BE TYPED ON COMPANY LETTERHEAD]

Date

LWDD Staff Member (if known)
Lake Worth Drainage District
13081 Military Trail
Delray Beach, Florida 33484

Re: **Request to Appear Before the LWDD Board of Supervisors**

Dear _____:

This is a request for **(Company, Representative, or Homeowner)** to appear before the Lake Worth Drainage District's Board of Supervisors at the next available Board meeting.

(Company, Representative, or Homeowner) would like to appear in order to seek approval for **(reason for Board appearance)**.

The following information is provided, as requested:

Project Name

LWDD Project Number (if known)

Property Owner Name and Address

Property Location (Address)

PCN Number and Legal Description of Project (if known)

Brief Description of Project

LWDD Canal Number (if known)

LWDD Staff Contact (if known)

Any Other Pertinent Information

Sincerely,

Name/Title

LETTER OF AUTHORIZATION

TO: The Board of Supervisors of the Lake Worth Drainage District

The undersigned hereby appoints _____ to act as agent to prepare and submit all necessary documentation and attend all Lake Worth Drainage District Board of Supervisors' meetings, regarding _____

[Description of Subject Matter]

Further, the undersigned agrees to accept any and all terms and conditions required by the District's Board of Supervisors, which are approved by the undersigned's agent, which shall include but not be limited to the payment of administration fees, charges, expenses, costs and attorney's fees, which may be assessed by the Lake Worth Drainage District in reference to the subject matter, whether or not the undersigned proceeds further on the project.

OWNER(S) NAME:

Owner's Signature

Street Address

City, State and Zip Code

Telephone Number & Area Code

STATE OF FLORIDA :
COUNTY OF PALM BEACH :

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared _____, known to me, or who produced _____ as identification, and who did (did not) take an oath.

WITNESS my hand and official seal in the County and State last aforesaid this the ____ day of _____, 20_____.

Notary Public

Notary Stamp or Seal

AFFIDAVIT OF AUTHORIZATION

Project Name: _____

Project Number: _____

I, _____, do hereby swear/affirm

that I am submitting this request for approval of: _____

with the full knowledge and consent of all owners of record of the property that is the subject of this request. I understand that Lake Worth Drainage District, in processing the approval of this request, is relying on my assurance that all owners of record are aware of this request and approve of my acting as agent. As agent, I have the authority to agree to conditions that may be imposed.

Agent Signature

Printed Name & Title

Street Address

City, State, Zip Code

Telephone Number including area code

STATE OF FLORIDA :
COUNTY OF PALM BEACH :

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgments, personally appeared _____, known to me, or who produced _____ as identification, and who did (did not) take an oath.

WITNESS my hand and official seal in the County and State last aforesaid this the _____ day of _____, 20__.

Notary Signature

Notary Stamp or Seal