

## How To: Apply for a Right-of-Way Permit on the Lake Worth Drainage District Citizen Portal

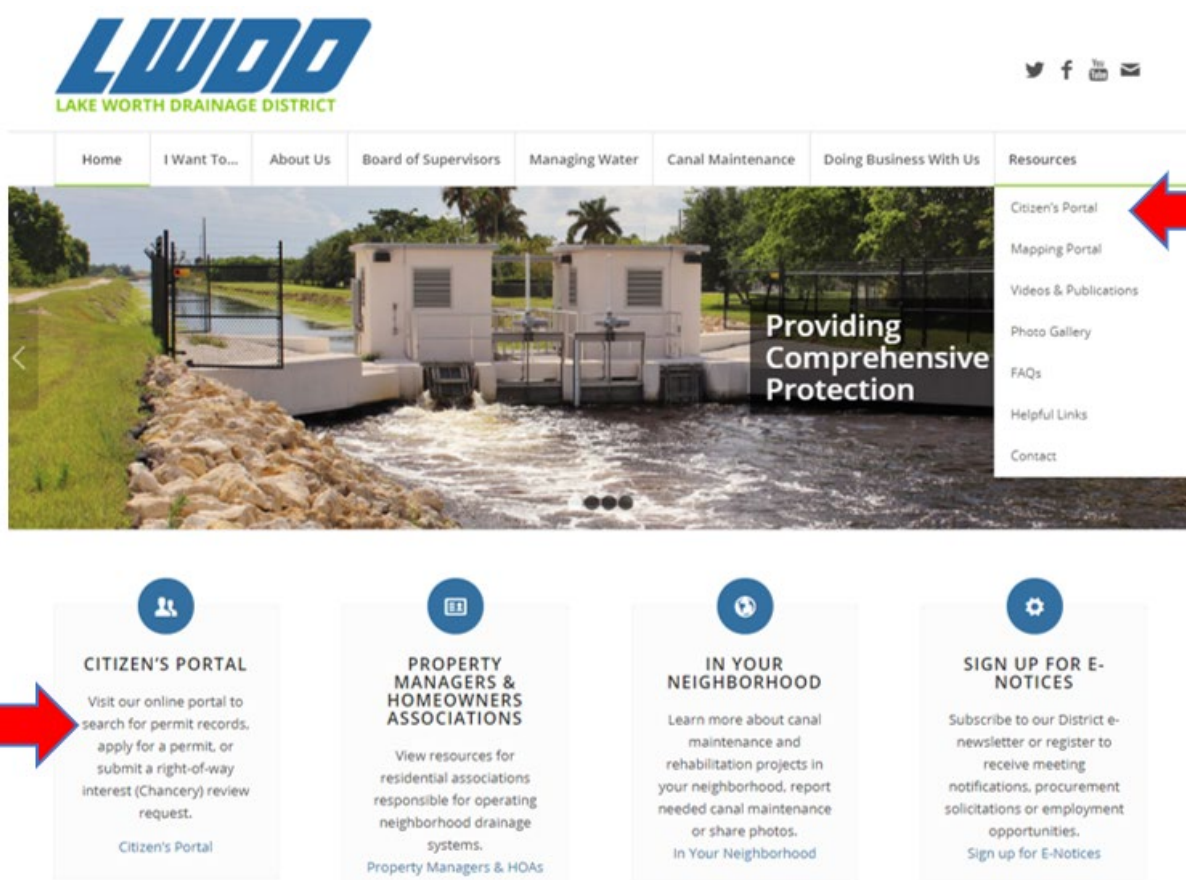
You can apply for a Lake Worth Drainage District (LWDD) Right-of-Way Permit, 24 hours per day/365 days a year on the LWDD Citizen Portal.

The LWDD Citizen Portal will allow you to not only apply for a permit, and check the application status, but you will also be able to search records, upload documents, and pay fees using your credit card.

You must have an Account to apply for a Right-of-Way Permit. Registering for an account is quick and easy. If you do not already have an account, refer to the “How To: Register for an Account” for guidance on this process.

“How To” documents provide guidance on how to use the LWDD Citizen Portal. Links to these documents can be found on the LWDD Citizen Portal Home Page.

Access the LWDD Citizen Portal from the [lwwd.net](http://lwwd.net) Home page.



# Lake Worth Drainage District Citizen Portal

## Apply for a Permit

After you log in to your account, you can navigate from your home page. Click on Apply for a Permit.

**LWDD**  
LAKE WORTH DRAINAGE DISTRICT

Phone: (561) 498-5363  
Fax: (561) 495-9694  
www.lwdd.net

Announcements Logged in as: Maria Tester My Projects (1) Account Management Logout

Home Permits Chancery Review Request

Dashboard My Records My Account Advanced Search

Welcome Account Holder  
You are now logged in.

What would you like to do today?  
To get started, select one of the services listed below:

**General Information**  
Lookup Property Information

**Permits**  
Apply for a Permit  
Search Permit Records

**Chancery Review Request**  
Enter/Submit a Request  
Search Requests

On the Online Permit Application Submittal page,

- Read the General Disclaimer and check the box that says “I have read and Accepted the above terms”, and
- Click Continue Application

After clicking on the Continue Application button, you will move to the Select a Permit Type page.

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Apply for a Permit Search Permit Records

**Online Permit Application Submittal**

Welcome to the Online Permitting System. Using this system you can submit an application, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Prior to submitting a permit application with the Lake Worth Drainage District (LWDD), applicants are instructed to read the LWDD's [operating policies](#) and [general permit terms and conditions](#).

By electing to submit a permit application electronically, you agree to the following terms and conditions for conducting such electronic transactions. If you do not agree with the following terms and conditions, then you will need to apply for a permit by paper and physically submit responses to requests for

I have read and accepted the above terms.

[Continue Application »](#)

# Lake Worth Drainage District Citizen Portal

## Select a Permit Type

You must Select a Permit Type to move forward with the application process.

It is strongly recommended that you review the LWDD Operating Policies to help you identify the correct permit type for your situation. **Selecting the wrong Permit Type may result in delays in processing your application.**

LWDD Operating Policies can be found at: <https://www.lwdd.net/resources/operating-permitting-policies>



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[www.lwdd.net](http://www.lwdd.net)

[Announcements](#) [Logged in as: Maria Tester](#) [My Projects](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)  
(1)

[Home](#) **Permits** [Chancery Review Request](#)

[Apply for a Permit](#) [Search Permit Records](#)

### Select a Permit Type

Select a Permit Type by clicking on the radio button next to the type on the list that best describes the project. Please refer to the [LWDD Operating Policies](#) if you have questions regarding the Permit Type associated with the project. Then click Continue Application.

Search

- Access Gate
- Boat Dock - Lift
- Bridge
- Culvert Crossing
- Drainage Connection
- Irrigation Connection
- Monitoring Well
- Multiple ROW Uses
- Other
- Piping of Canal
- Seawall
- Sign
- Temporary Access
- Utilities

[Continue Application »](#)

Through each of the following steps, click on the Continue Application button to continue through the process of submitting the application, or the Save and Resume Later button if you would like to stop and finish the application at a later time.

## **Step 1: Project Contacts>Contact Information**

This is where you will enter all relevant contact information, including name, address, phone number and e-mail address. If you provide insufficient information, it may delay processing of your application.

- Enter the Owner information. The Owner is the individual, corporation, organization or governmental agency that will own and maintain the works being constructed within the LWDD Right-of-Way. The permit will be issued to the owner only. Permits will not be issued to contractors and/or authorized agents. Typically, the Owner is the Applicant.
- Enter the Applicant information. All Applicant information must be entered in order to submit an application. All correspondence regarding the application will be sent to the e-mail address of the Applicant provided here.
- Enter Other Associated Contacts. Other Associated Contacts include the Authorized Agent, Engineer, Attorney, Property Manager, etc. representing or affiliated with this application.

## **Step 2: Project Location>Location Information**

- Enter the Parcel information if you have it.
- Enter the Project Address information. This is the location of the project you are proposing. If a specific address is not appropriate for your specific project, a sufficient description of the location of the project in the Description field should suffice. If sufficient information is not provided in this section, you will receive a request for additional information which may delay the processing of your application.

## **Step 3: Project Details>Project Detail Information**

- Enter the Project Description information requested. The Project Description must be more detailed than the Project Name. The Project Name is a high-level short identifier for the project. The Project Description must contain the more detailed description used in review of the application and ultimately used as the authorization on the face of the permit.
- Enter all applicable Project Specific Information. Failure to provide applicable Project Specific Information in this section may delay the processing of your application.

## **Step 4: Attachments>Upload Documents**

- This is where you attach documents associated with your project for review. Documents to include could be plans, surveys, insurance documents, authorization letters/forms, etc.
- Upload documents by clicking the Add button. The File Upload window will appear where you will click on the Add button to add each document. When you have added all your documents, click Continue. For each document you must select a document Type from the drop-down list and enter a Description of the document. The Description you enter should be brief and may be the same as the Type. Then click SAVE. You must click SAVE to complete the upload.

## Step 5: Review

- This is where you will review and if necessary, edit any information entered in the previous steps.
- After you have reviewed the information entered and made any necessary edits, click Continue to submit the application. Once the application is submitted, you cannot go back and change the information that was previously entered.

Home **Permits** Chancery Review Request

Apply for a Permit Search Permit Records

Multiple ROW Uses

1	2 Project Location	3 Project Details	4 Attachments	5 Review	6 Record Issuance
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### *Step 6: Record Issuance*



Congratulations! Your application has been successfully submitted through the LWDD Citizen Portal.

You will need the application number, noted below, to pay your invoice, provide/upload additional information, access documents, and check the status of the application in the LWDD Citizen Portal.

Next Steps:

- Your application will be screened and forwarded to a LWDD Permit Coordinator for review.
- The LWDD Permit Coordinator will e-mail the Applicant listed in the application to request additional information needed to complete the application.
- You will receive an e-mail notification once your invoice is ready for viewing and payment through the LWDD Citizen Portal. The invoice must be paid in full prior to the permit being issued.
- The Applicant will receive an e-mail notice if/when other correspondence/documents (including the permit) is available on the LWDD Citizen Portal.

If you do not hear from a LWDD Permit Coordinator within 10 business days, please have your application number available and contact our office at 561-498-5363.

Thank you for using our online services.  
Application Number RW-20-0298.

**APPLICATION NUMBER**

If you see the message above, your application has been successfully submitted and will be screened and sent to a Permit Coordinator for review. If additional information is necessary to complete the application, an e-mail will be sent to the Applicant's e-mail address that was provided with the application. When an invoice has been prepared and is ready for payment, the Applicant will receive an e-mail notification that fees are due and may be paid with a credit card on the LWDD Citizen Portal.




## SAVE AND RESUME LATER

If at any point in the application process you click on the Save and Resume Later button, the information you have already entered will be saved so you can go back and finish it later. Clicking on Save and Resume does not submit the application for review. These partial applications will be available in My Records to resume at a later time by clicking on Resume Application.

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Apply for a Permit Search Permit Records

 **Your partial application (20TMP-000274) has been successfully saved.**  
To resume the application(s), go to the Records section and click the Resume Application link.

## Records

Showing 1-1 of 1 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	07/07/2020	20TMP-000274	Boat Dock - Lift	13081 S MILITARY Trl, DELRAY BEACH FL 33484		<a href="#">Resume Application</a>

## RESPONDING TO A REQUEST FOR ADDITIONAL INFORMATION

If the information submitted with the application is not sufficient for the Permit Coordinator to recommend approval of the permit, an e-mail requesting the additional information needed will be sent to the Applicant, via the e-mail provided when the application was submitted.

Upload necessary documents into the record number in the LWDD Citizen Portal to respond to a request for additional information. The Permit Coordinator will receive an e-mail notification when documents are uploaded to the application record number.

You can find the record in the LWDD Citizen Portal in several different ways:

- If you are the Applicant, after logging into the LWDD Citizen Portal, you will find a list of records/applications you have created/submitted on the Home, My Records page, or you can also find them on the Permits, Records page.
- If you are not the Applicant, you can do a Search to find the record number.

# Lake Worth Drainage District Citizen Portal

After clicking the Record Number within which you would like to upload documents, select Attachments from the Record Info drop down list and follow the instructions for uploading documents (**Step 4: Attachments>Upload Documents**).

The screenshot shows the 'Permits' section of the Citizen Portal. At the top, there are navigation links for 'Home', 'Permits', and 'Chancery Review Request'. Below this, there are two buttons: 'Apply for a Permit' and 'Search Permit Records'. The main content area displays 'Record RW-20-0267: Utilities' with a status of 'Awaiting Client Reply' and an 'Add to collection' link. A dropdown menu for 'Record Info' is open, showing options: 'Record Details', 'Processing Status', 'Related Records', and 'Attachments'. A large red arrow points to the 'Attachments' option.

## **PAY FEES DUE**

If the information submitted with the application is sufficient to do so, the Permit Coordinator will prepare an invoice for the application fees due prior to the permit being issued. When the invoice is prepared, an e-mail will be sent to the Applicant's e-mail address provided when the application was submitted.

You may pay the required fees with your credit card through the LWDD Citizen Portal. You can access the Fee Payment page in 2 different ways. Either by clicking on the Record Number and selecting Fee from the Payments dropdown list, then click on Pay Fees, then on the next page click Continue Application;

This screenshot is similar to the previous one, showing the 'Record RW-20-0267' page. In this instance, the 'Payments' dropdown menu is open, showing the 'Fees' option. A large red arrow points to the 'Fees' option.

# Lake Worth Drainage District Citizen Portal

or by clicking on Pay Fees Due in the Action column of the subject record on your My Records Permit list. After you review the fee information, click Continue Application and complete the requested payment information.

**Home**   Permits   Chancery Review Request

Dashboard   **My Records**   My Account   Advanced Search ▾

## ▼ Permits

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<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	11/16/2020	<a href="#">RW-20-0298</a>	Multiple ROW Uses	FL United States	In Process	
<input type="checkbox"/>	10/28/2020	<a href="#">RW-20-0292</a>	Culvert Crossing	FL United States	In Review	<a href="#">Pay Fees Due</a>
<input type="checkbox"/>	10/27/2020	20TMP-000590	Irrigation Connection	FL United States		<a href="#">Resume Application</a>
<input type="checkbox"/>	10/26/2020	<a href="#">RW-20-0269</a>	Culvert Crossing	999 Hepburn Ln, Delray Beach FL 66551 United States	In Process	

