

## How To: Search for a Right-of-Way Permit or Property Interest (Chancery Case 407) Review using the Lake Worth Drainage District Citizen Portal

You can search for Right-of-Way Permits and download associated documents, or search Property Interest (Chancery Case 407) Reviews and view the application details via the LWDD Citizen Portal.

The search function is available 24 hours per day/7 days a week and does not require the user to register and create an account. Note: LWDD continually adds records to the Citizen Portal; however, if you are unable to find what you are looking for, please contact us for assistance at [permits@lwdd.net](mailto:permits@lwdd.net).

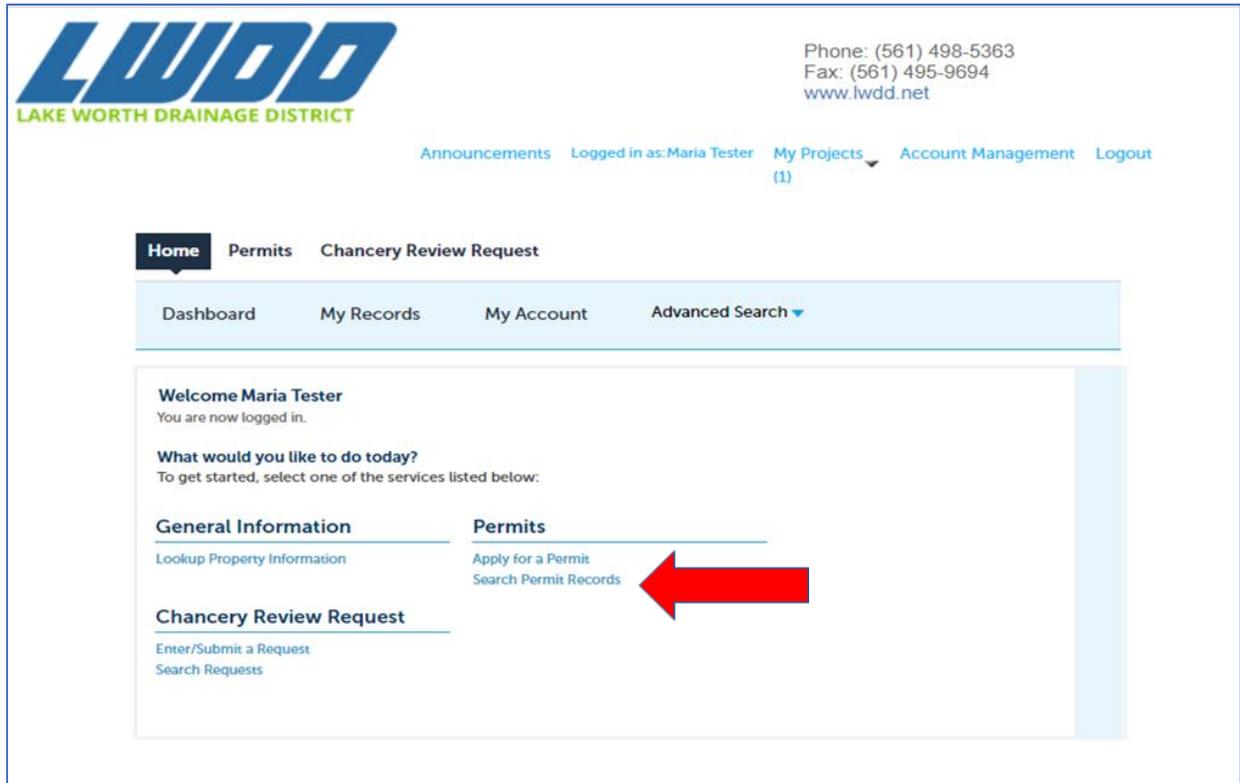
Access the LWDD Citizen Portal from the [lwdd.net](http://lwdd.net) Home page.

The screenshot shows the LWDD website interface. At the top left is the LWDD logo with the text 'LAKE WORTH DRAINAGE DISTRICT'. To the right are social media icons for Twitter, Facebook, YouTube, and Email. Below the logo is a navigation menu with items: Home, I Want To..., About Us, Board of Supervisors, Managing Water, Canal Maintenance, Doing Business With Us, and Resources. A red arrow points to the 'Resources' menu item. A dropdown menu is open under 'Resources', listing: Citizen's Portal, Mapping Portal, Videos & Publications, Photo Gallery, FAQs, Helpful Links, and Contact. A red arrow points to the 'Citizen's Portal' link in this dropdown. Below the navigation is a large banner image of a canal with a gate, overlaid with the text 'Providing Comprehensive Protection'. At the bottom, there are four service cards. The first card, 'CITIZEN'S PORTAL', has a red arrow pointing to it from the left. The card text reads: 'Visit our online portal to search for permit records, apply for a permit, or submit a right-of-way interest (Chancery) review request. Citizen's Portal'. The other three cards are 'PROPERTY MANAGERS & HOMEOWNERS ASSOCIATIONS', 'IN YOUR NEIGHBORHOOD', and 'SIGN UP FOR E-NOTICES'.

# Lake Worth Drainage District Citizen Portal

## Search for Right-of-Way Permit Records

From the Home Page of the Citizen Portal, click on Search Permit Records.



On the General Search page, enter your search criteria. Remember the more specific you are the smaller your search results will be.

*Use: % [enter your text or numbers] % to search for a string of characters and spaces between the % %.*

Click on Search.

The screenshot shows the 'General Search' form. It includes fields for Start Date (10/21/2020), End Date (10/06/2021), Record Number, Record Type (Utilities), First, Last, Name of Business, Street No. (From - To), Direction (--Select--), Street Name, Street Type (--Select--), Unit No., City, State, Zip, Parcel No. (Do not include dashes or spaces), and Project Name (%Bc %Polo Club%). A red arrow points to the Project Name field. At the bottom are Search and Clear buttons.

# Lake Worth Drainage District Citizen Portal

## View Search Results

Scroll down to view your search results. Click on a Record Number to view the specific details and access the attachments for that permit.

[Search](#) [Clear](#)

9 Record results matching your search results

Click any of the results below to view more details.

Showing 1-9 of 9 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Status	Action
<input type="checkbox"/>	09/09/2021	<a href="#">RW-21-0267</a>		(Glades Road 1 LLC) L-44 Water and Force Main Construction within L-44 Canal right-of-way Boca Raton Golf Course PUD	Awaiting Client Reply	
<input type="checkbox"/>	07/16/2021	<a href="#">RW-21-0229</a>	Utilities	(City of Boca Raton) City of Boca Raton Signalization Project Military Trail & Camino Real Mast-Arm Upgrade	Awaiting Client Reply	
<input type="checkbox"/>	04/14/2021	<a href="#">RW-21-0128</a>	Utilities	(The City of Boca Raton) L-48 SW 12th Avenue Infrastructure Upgrades	Permitted-Awaiting Inspections	
<input type="checkbox"/>	03/03/2021	<a href="#">RW-21-0084</a>	Utilities	(Glades Road I, LLC) L-44 Boca Raton Golf Course - PUD	Awaiting Client Reply	
<input type="checkbox"/>	02/10/2021	<a href="#">RW-21-0064</a>	Utilities	(FPL) City of Boca Raton Canal WR9980994 HARDENING	Closed-No Permit Required	
<input type="checkbox"/>	12/03/2020	<a href="#">RW-20-0387</a>	Utilities	(FPL) E2E WR9752065 Proposed directional bore approx +/- 6984' s/o Yamato Rd & 1935 n/o Glades Rd. in Boca Raton	Closed-No Permit Required	

## View/Download Record Attachments

From the Record Info drop-down menu, click on Attachments.

The screenshot displays 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 main options: 'Apply for a Permit' and 'Search Permit Records'. The main content area shows a record for 'Record RW-21-0267: Utilities' with a status of 'Awaiting Client Reply'. A dropdown menu is open under 'Record Info', with red arrows pointing to the 'Record Info' header and the 'Attachments' option. Other options in the dropdown include 'Record Details' and 'Processing Status'. Below the dropdown, there is a 'Record Details' section with two columns: 'Applicant' and 'Project Description'. The 'Applicant' information includes John Smith, Smith Enterprises, and contact details. The 'Project Description' states: 'The L-1 canal on the east side of Military Trail Re: utility Water and force main construction within the canal right-of-way. Approximately 5 feet east of entrance.' At the bottom, there is a 'More Details' link and a 'Print/View Record' button.

Home **Permits** Chancery Review Request

Apply for a Permit Search Permit Records

Record RW-21-0267: [Add to collection](#)

Utilities  
Record Status: Awaiting Client Reply

Record Info  

Record Details

Processing Status

Attachments

FL

### Record Details

<b>Applicant:</b> John Smith Authorized Agent/Applicant Smith Enterprises 1234 Sunshine Road Business Phone: 561-555-5555 smith@smith.com	<b>Project Description:</b> The L-1 canal on the east side of Military Trail Re: utility Water and force main construction within the canal right-of-way. Approximately 5 feet east of entrance.
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Owner:  
Smith Enterprises  
1234 Sunshine Road  
Phone: 561-555-5555  
smith@smith.com

▶ More Details

[Print/View Record](#)

# Lake Worth Drainage District Citizen Portal

Click on the attachment you are interested in reading. The record will be downloaded to your device. You can then view, save, or print the attachment.

**Attachments**

The maximum file size allowed is 300 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe are disallowed file types to upload.

Name	Type	Action	Document Status	Status Date	Lat
<a href="#">RW210267_Authorized Agent_20210909.pdf</a>	Authorized Agent Letter/Form	Actions ▾	Uploaded	09/09/2021	09/
<a href="#">RW210267_Application_20210909.pdf</a>	Application	Actions ▾	Uploaded	09/09/2021	09/
<a href="#">RW210267_Email 3_20210909.pdf</a>	Other	Actions ▾	Uploaded	09/09/2021	09/
<a href="#">RW210267_Sunbiz_20210909.pdf</a>	Other	Actions ▾	Uploaded	09/09/2021	09/
<a href="#">RW210267_Email 2_20210909.pdf</a>	General Correspondence	Actions ▾	Uploaded	09/09/2021	09/

< Prev 1 2 Next >

Add

RW210267\_Applic...pdf

## Search for Property Interest (Chancery Case 407) Review Records

From the Home Page of the Citizen Portal, click Search Request.

**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 Maria Tester  
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

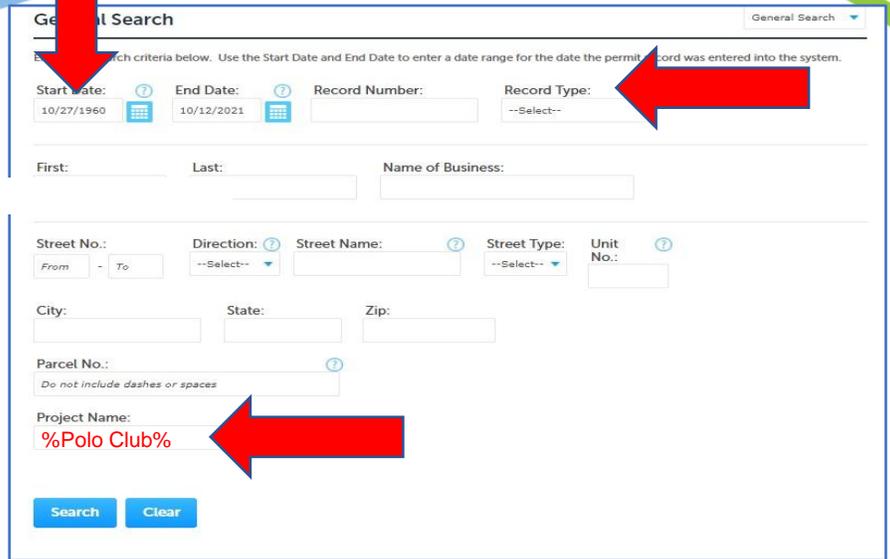
**Chancery Review Request**  
Enter/Submit a Request  
Search Requests

# Lake Worth Drainage District Citizen Portal

On the General Search page, enter your search criteria. Remember the more specific you are the smaller your search results will be.

*If you only know part of a number or text, you can conduct a wild card search using the “%” character.*

Click on Search.



The screenshot shows the 'General Search' form with the following fields and values:

- Start Date: 10/27/1960
- End Date: 10/12/2021
- Record Number: (empty)
- Record Type: --Select--
- First: (empty)
- Last: (empty)
- Name of Business: (empty)
- Street No.: From - To
- Direction: --Select--
- Street Name: (empty)
- Street Type: --Select--
- Unit NO.: (empty)
- City: (empty)
- State: (empty)
- Zip: (empty)
- Parcel No.: (empty)
- Project Name: %Polo Club%

Buttons: Search, Clear

## View Search Results

Scroll down to view your search results. Click on a Record Number to view the specific details for this record.

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5452</a>					In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5457</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5454</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5451</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5455</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5461</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5453</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5449</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5460</a>	Chancery Review Request				In Process
<input type="checkbox"/>	10/06/2021	<a href="#">CH-21-5462</a>	Chancery Review Request				In Process

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Note: there are no attachments to download with Property Interest (Chancery Case 407) Review records. However, the Record Detail will provide all relative information regarding the status and final determination of the review.

Enter/Submit a Request      Search Requests

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**Record CH-21-5453:** [Add to collection](#)  
**Chancery Review Request**   
**Record Status: In Process**

Record Info ▾

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**Property Address**

1234 Sunshine Road  
Happy Ville, FL 33484

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**Record Details**

<b>Applicant:</b> Mary Jane Title R Us 5678 Smile Ave. Happy Ville, FL 33484 Phone: 561-555-5555 <a href="mailto:mjane@smile.com">mjane@smile.com</a> 1234 Sunshine Road Happy Ville, FL 33484	<b>Owner:</b> Ken and Barbie Doll 1010 Toothy Grin Road Happy Ville, FL 33484
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▼ **More Details**

**Application Information**  
CHANCERY  
Date of closing: 10/29/2021  
Requester File No.: FT21-291

**Parcel Information**  
Parcel Number:  
00434720470022070  
Page:  
1070

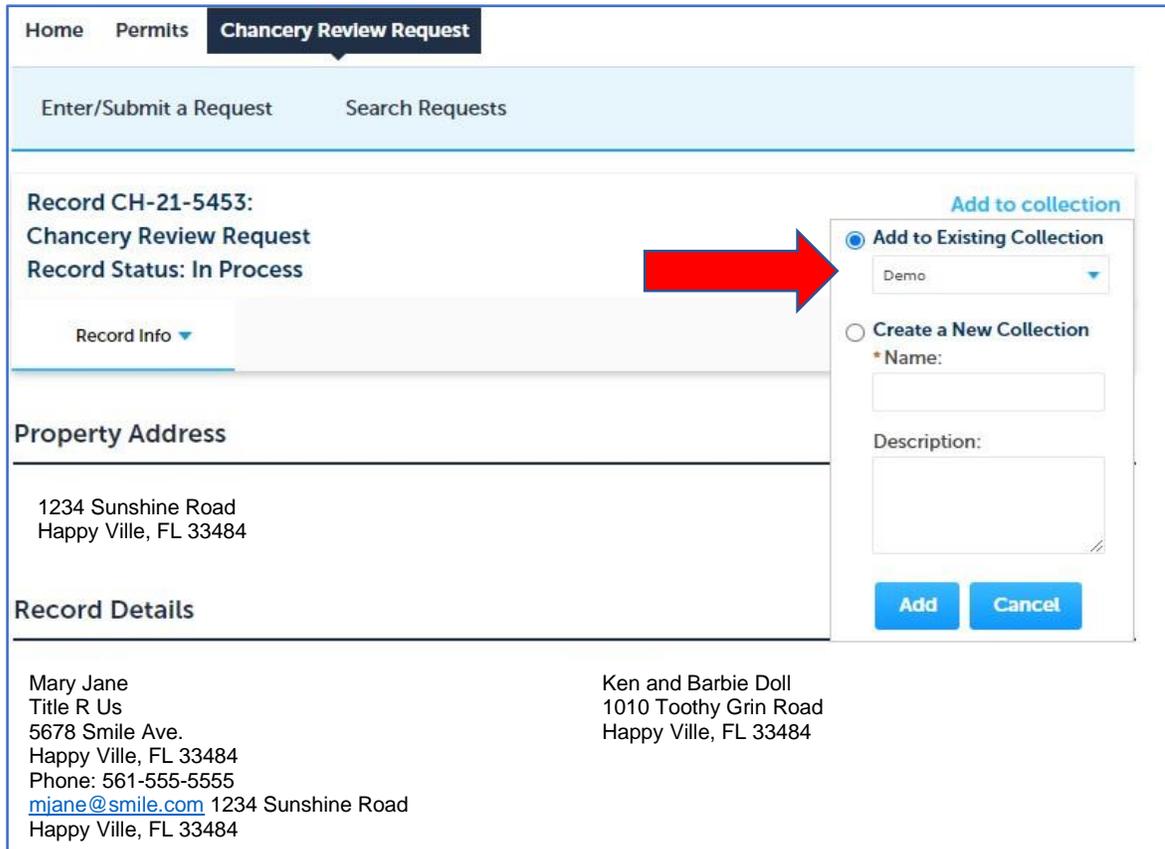
**Acreeage:**  
1  
**Plat Page Number:**  
1070

**OR Book:**  
31581  
**Legal Description:**  
Unit no. 44 to Pretty Tower condominium recorded on OR Book 3344 Page 222 and all exhibits and amendments thereof in the public records of Palm Beach County, FL.

**Plat Book Number:**  
31581

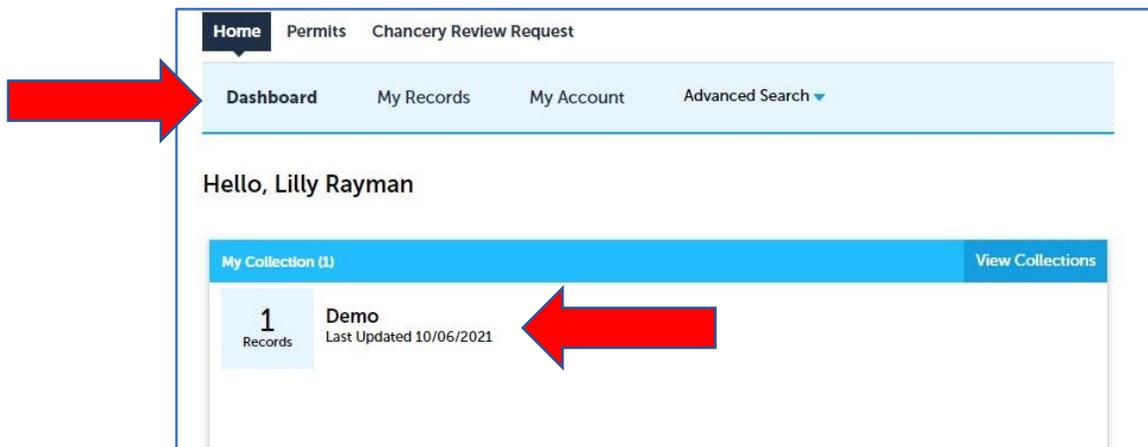
## Saving Your Search Results

Search results for both Right-of-way Permits and Property Interest (Chancery Case 407) Reviews can be added in a collection but only if you have registered for an account and are logged in.



The screenshot shows the 'Chancery Review Request' page. The record is CH-21-5453, with a status of 'In Process'. The property address is 1234 Sunshine Road, Happy Ville, FL 33484. Record details include contact information for Mary Jane (Title R Us) and Ken and Barbie Doll. A red arrow points from the record title to the 'Add to collection' sidebar on the right. The sidebar has two options: 'Add to Existing Collection' (selected) and 'Create a New Collection'. The 'Add to Existing Collection' option has a dropdown menu showing 'Demo'. Below are fields for 'Name' and 'Description', and 'Add' and 'Cancel' buttons.

Your collection will be displayed on your Dashboard accessible on the Home Page.



The screenshot shows the user dashboard for Lilly Rayman. A red arrow points to the 'Dashboard' link in the top navigation bar. Below the navigation bar, the user is greeted with 'Hello, Lilly Rayman'. A section titled 'My Collection (1)' is highlighted in blue, with a 'View Collections' link. Below this, a collection card is shown for 'Demo', which contains 1 record and was last updated on 10/06/2021. A red arrow points to this collection card.

# Lake Worth Drainage District Citizen Portal

Registered users can also, view Record Details, view Processing Status, view/add Attachments, and Pay Fees. To register for account, see “How To” documents on the Home Page.

**Home** Permits Chancery Review Request

Advanced Search ▾

**Welcome to the Lake Worth Drainage District Citizen Portal**  
We are pleased to offer 24-hour online access to search information and submit requests.

All users may search for records. To SUBMIT AN APPLICATION OR REQUEST, LOGIN using your credentials. NEW USERS must first REGISTER FOR AN ACCOUNT by selecting the link above.

**Need Help?**  
Select the "How To" documents below for additional help:

- [Register for an Account](#)
- [Submit a Permit Application](#)
- [Submit a Chancery Review Request](#)

For additional help, contact us at [info@lwdd.net](mailto:info@lwdd.net) or call 561.498.5363.

**What would you like to do today?**  
To get started, select one of the services listed below. LOGIN for the option to submit an application or request.

**General Information**  
[Lookup Property Information](#)

**Permits**  
[Search Permit Records](#)

**Chancery Review Request**  
[Search Requests](#)

**Login**  
User Name or E-mail:

Password:

[Login >](#)

Remember me on this computer  
[I've forgotten my password](#)  
[New Users: Register for an Account](#)