**FDOT DISTRICT FIVE - PERMIT COORDINATION MEETING**

**AGENDA TEMPLATE FOR CONSULTANTS**

Meeting Attendees: Consultant Drainage Engineer, Consultant Biologist, FDOT Reviewing Drainage Engineer, FDOT Permit Coordinator, Consultant Project Manager (optional) and FDOT Project Manager (optional)

* Preliminary Permitting Tasks
	+ Corridor Wetland Delineations - Provide surveyed wetland delineations on draft exhibits for use during meeting.
	+ Pond Site Wetland Estimates - Provide wetland estimated boundaries on draft exhibits of pond site alternatives for use during meeting.
	+ Notify FDOT staff (FDOT PM, FDOT Drainage Engineer, FDOT Permit Coordinator) of all meetings held with Regulatory Agencies prior to all field and office meetings. Minutes of agency meetings held prior to permit coordination meeting should be provided at this time.
	+ Field Review with Regulatory Staff - Meeting minutes to be prepared and provided to FDOT immediately following field meetings. Minutes of agency meetings held prior to permit coordination meeting should be provided at this time.
	+ Potential impacts to protected species habitat. At this meeting, provide results of general wildlife surveys conducted during initial field assessments.

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* + Review of pond site alternatives impacts to wetlands / protected species habitat. Prepare draft cost estimates that compare costs of wetland impacts and protected species mitigation costs, along with R/W, acquisition costs, and other cost estimates of the pond sites.
	+ Confirm all commitments from PD&E documents are being carried through into design.
* Upcoming Permitting Tasks
	+ Pre-Application Meeting with appropriate Regulatory WMD (meeting minutes to be prepared and provided to FDOT immediately following meetings)
	+ Submittal of draft permit package to FDOT for review and comment
	+ Review of all Permit office policy memos to ensure wetland delineation depicted on plans properly, permit exemption policy, etc.