



SECTION 23.0 QUALIFIED ENVIRONMENTAL PROFESSIONAL

Section 23.01 Purpose

This section explains the process to determine if an individual meets the requirements to be considered a [qualified environmental professional](#) as described in the [Unified Land Development Code \(LDC\)](#).

Section 23.02 Application Process

- A. The Applicant shall be required to submit to the City a completed [application package](#). A meeting with City Staff is recommended for submittal of the application package.
- B. The application package will undergo a review by the City.
- C. The Planning Manager will issue a letter of findings once the review is completed.



QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP)

APPLICATION / UPDATE

CD Plus Application #: _____ Application Submittal Date: _____
Fee Paid: \$ _____ Date of Acceptance: _____
Employee Name Accepting Application (print name): _____
Rejected on _____ Rejected by: _____
Reason for Rejection: _____

QEP #: _____ QEP EXPIRATION DATE: _____

TARGET QEP FIELDS (Check applicable): ☐ WETLANDS ☐ IMPERILED SPECIES ☐ BOTH

APPLICANT (NAME OF PROFESSIONAL): _____

ASSOCIATED FIRM AND/OR COMPANY: _____

MAILING ADDRESS: _____

PHONE #: _____ FAX #: _____ E-MAIL ADDRESS: _____

YEARS OF EXPERIENCE WITHIN CENTRAL FLORIDA: _____

AFFILIATIONS: _____

LICENSES AND/OR EDUCATION: _____

IF APPLICANT PROVIDES CONTINUING SERVICES, PROVIDE CONTRACT #: _____

SUPPORTING INFORMATION DETAILS PER SECTION VII OF THE LAND DEVELOPMENT CODE

TECHNICAL MANUAL: _____

List below any applications currently under review or recently approved associated with this application:

I HEREBY CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS CORRECT:

Signature of owner OR person authorized to represent this application

Signature(s) _____

Printed or typed name(s): _____

NOTARY: This instrument was acknowledged before me on this _____ day of _____, 20____ by

_____ who is/are personally known to me, or who has/have produced

_____ as identification.

Signature of Notary Public, State of Florida

(SEAL)



QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP) APPLICATION / UPDATE FORM SUBMITTAL CHECKLIST

☐ = Mandatory ☐ = As applicable ☐ = sub items

The following checklist is a tool to facilitate compliance for the submittal package. Place a check in each symbol below to indicate that the item has been addressed. As indicated in the above key legend, an item with a square indicates the item is mandatory, while the triangle indicates it may or may not be applicable. If applicable, then the item is mandatory.

At a minimum, the documents listed below are required to process a request for review of a Qualified Environmental Professional (QEP). This checklist **must** be completed by the Applicant **and** included in the application submittal package in order for the application to be accepted.

QEP #: _____ QEP EXPIRATION DATE: _____

APPLICANT (NAME OF PROFESSIONAL): _____

ASSOCIATED FIRM AND/OR COMPANY: _____

TARGET QEP FIELDS (Check applicable): ☐ WETLANDS ☐ LISTED SPECIES ☐ BOTH

☐ A. WETLAND RESOURCES:

- ☐ 1. [APPLICATION / UPDATE – QEP FORM](#)
- ☐ 2. COPIES DEGREES, CERTIFICATIONS, AND/OR LICENSES
- ☐ 3. SUMMARY FOR FIVE (5) PROJECTS ISSUED ENVIRONMENTAL RESOURCE PERMITS
- ☐ 4. ONE (1) SAMPLE OF UMAM PACKAGE
- ☐ 5. ONE (1) SAMPLE OF WRAP PACKAGE
- ☐ 6. OTHER (PROVIDE DETAILS BELOW)

☐ B. LISTED SPECIES:

- ☐ 1. [APPLICATION / UPDATE – QEP FORM](#)
- ☐ 2. COPIES DEGREES, CERTIFICATIONS, AND/OR LICENSES
- ☐ 3. SUMMARY FOR FIVE (5) PROJECTS ISSUED ENVIRONMENTAL RESOURCE PERMITS
- ☐ 4. OTHER (PROVIDE DETAILS BELOW)

☐ C. NONREFUNDABLE FILING FEE: \$30 (payable to 'City of Palm Coast').



ENVIRONMENTAL - SECTION 1.0

QUALIFIED ENVIRONMENTAL PROFESSIONAL

Section 1.01 DISCIPLINES OF A QUALIFIED ENVIRONMENTAL PROFESSIONAL

The purpose of this section is to detail evaluation procedures and supporting criteria for a qualified environmental professional (QEP) designation per the [*City of Palm Coast Unified Land Development Code \(LDC\)*](#). The following disciplines will be assessed by the City's Community Development Director (CDD) to determine if the applicant's experience and knowledge is sufficient regarding central Florida environmental assessments.

Section 1.02 APPLICATION REVIEW

For the purpose of this section, an "applicant" will identify a professional (Principal or Project Manager) seeking a QEP designation from the CDD. In essence, the applicant will be evaluated based on individual experience, qualifications, and resources. Achieving a QEP designation is appropriate for professionals who will "sign-off" on environmental assessments.

Each applicant seeking a QEP designation shall submit an evaluation package including a City application form and supporting documentation to the CDD. It is the goal to evaluate all package(s) in a timely manner within required timeframes. Upon receipt of the application, the CDD will have thirty (30) days from time of stamped receipt to evaluate and determine the submittal complete. In the event that additional information is required, the CDD will request sufficiency materials to properly evaluate the application. The applicant has 120 days from the correspondence date to respond with the requested information. Upon the receipt of the applicant's response, all submittal materials will be evaluated and a designation determination released within ninety (90) days of stamped receipt.

During this review time, an applicant may submit assessments as part of project review applications. In the event that the applicant does not receive a QEP determination within the duration of staff project review, the CDD reserves the authority to require a separate evaluation from an existing QEP in order to avoid delaying project review.

Section 1.03 EXEMPTIONS

If a professional entity holds a City of Palm Coast continuing services contract evaluated on criteria detailed herein, an executed work order will serve as sufficient documentation to receive a QEP designation. However, this does not exempt the applicant from designation maintenance and renewal requirements.



ENVIRONMENTAL - SECTION 1.0

QUALIFIED ENVIRONMENTAL PROFESSIONAL

Section 1.04 EVALUATION CRITERIA

- A. The applicant will be evaluated based on two (2) fields of expertise:
1. Wetland resources
 2. Listed species
- B. If determined to be QEP eligible, the applicant will receive a QEP designation with a focus in wetland resources, listed species, or both. These disciplines are detailed in the following sections with individual criteria requirements:
1. Wetland Resources ([Section 10.01, LDC](#)) -
 - a. Description and copies of degrees, certifications, and/or licenses with associated expirations, if applicable.
 - b. Wetland delineation and Mapping: Provide a project summary detailing a minimum of five (5) completed projects. Details must include utilized determination methodologies and product samples.
 - c. Quantitative wetland function analysis: Provide Uniform Mitigation Assessment Method (UMAM) assessments and/or Wetland Rapid Assessment Methodology (WRAP) with supporting forms, figures, and other relevant materials. A minimum of one (1) example from each methodology is required.
 - d. Mitigation planning and design: Provide a project summary detailing a minimum of three (3) completed projects. Details must include target ecosystem, mitigation plan, execution, and verification of success requirement satisfaction. Mitigation may include, but not limited to, wetland enhancement, creation, preservation, banking, and treatment facilities.
 2. Listed Species ([Section 10.04, LDC](#)) -
 - a. Description and copies of degrees, certifications, and/or licenses with associated expirations, if applicable.
 - b. Habitat identification and Mapping: Provide a project summary detailing a minimum of five (5) completed projects. Details must include utilized determination methodologies and product samples.
 - c. Comprehensive flora and fauna surveys: Provide two (2) samples of survey assessment reports.
 - d. Listed species-specific surveys: Provide two (2) samples of survey assessment reports.
 - e. Listed species permitting and management: Provide a project summary detailing two (2) completed projects involving listed species. Details must include utilized determination methodologies and product samples.