**FLORIDA’S TURNPIKE ENTERPRISE - 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)

* + 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.
	+ Discussion of any upcoming 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.
	+ Discussion of any upcoming Pre-Application or Post-Application meetings with appropriate regulatory agencies (meeting minutes to be prepared and provided to FDOT immediately following 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.
	+ 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.
	+ Schedule of Submittal - draft permit package to FDOT for review and comment