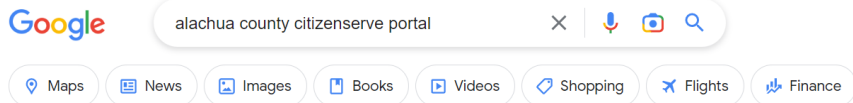


Alachua County CitizenServe Portal

Creating a User Account and Submitting an Irrigation Application

Go to the Alachua County CitizenServe Portal. If you type in Alachua County CitizenServe portal in your search bar, it will pop up. Be sure to click the Welcome to the Alachua County online portal link as there may be others that appear below that are log in pages for other regions. Bookmark this page for easy access in the future. The direct link is also below



About 7,440 results (0.50 seconds)

Citizenserve
https://www.citizenserve.com › Portal › PortalController

[Welcome to THE ALACHUA COUNTY online portal](#)

Welcome to THE ALACHUA COUNTY online portal. Thank you for using our website where you can access online services from your home, office, or mobile device.

You've visited this page 2 times. Last visit: 5/3/23

Direct Link:

<https://www4.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal &installationID=318>

Click LOGIN in the upper right top corner of the page (click the arrow)



Home Services Search Reports My Account **LOGIN** Contact

WELCOME TO THE ALACHUA COUNTY ONLINE PORTAL

Thank you for using our website where you can access online services from your home, office, or mobile device.

Under the right side, New to our Portal? Click on REGISTER NOW

(Once you have registered, you will use the home page to log in normally under Already have an account?)



LOGIN

Home Services Search Reports My Account Contact

LOGIN

Home / My Account / Login

Already have an account?

User Name:

Password:

Remember my username and password

[FORGOT YOUR USERNAME →](#)

[FORGOT YOUR PASSWORD →](#)

LOGIN

New to our Portal?

If this is your first time using our portal you'll need to register first. Registering is quick, click the link below to get started.

[REGISTER NOW →](#)




The first question for registration will ask for registration type.

Select Irrigation Professional

REGISTER
Home / My Account / Register

Registration Type: | indicates a required field

- Business
- Citizen
- Contractor
- Design Professional
- Irrigation Professional
- Journeyman
- Lien Search Professional
- Private Provider
- Property Management Company
- Property Owner



Complete the registration form, select a username and password.

Tip: Enter an email address and phone number that are checked frequently as this will be our main way to contact you if we have questions.

REGISTER
Home / My Account / Register

Registration Type: | indicates a required field

Email:

Confirm Email:

First Name:

Last Name:

Business Name:

Company Address:

City, State, Zip:

Primary Phone:

Home Phone:

Cell Phone:

Work Phone:

Fax:

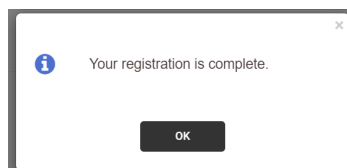
User Name:

Password:

Confirm Password:

Irrigation Professional

Click OK to complete



You will automatically be logged in and this will bring you to the home/start page.

Look for IRRIGATION SYSTEM APPROVAL at the bottom left of the home page.

Welcome to your online account ACEPD TEST!

You can review your submittals, pay fees or submit new requests through our online services listed below. If you have any questions please view the [Contact Page](#) for departmental contact information.

Online Services:



BUILDING PERMITTING

[APPLY FOR A BUILDING PERMIT →](#)

[SUBMIT A PRE-APPLICATION SCREENING REQUEST →](#)

[REQUEST A LIEN SEARCH OR ZONING VERIFICATION LETTER →](#)

[LEARN MORE ABOUT BUILDING PERMITTING →](#)

[VISIT ALACHUA COUNTY'S BUILDING DIVISION ONLINE →](#)

[RENEW YOUR CONTRACTOR OR JOURNEYMAN LICENSE →](#)



CODE ADMINISTRATION

[SUBMIT A COMPLAINT →](#)

[REGISTER YOUR RENTAL PROPERTY →](#)



DEVELOPMENT PROJECTS

[SUBMIT A DEVELOPMENT REVIEW APPLICATION →](#)

[REQUEST A REZONING OR COMP PLAN AMENDMENT →](#)

[LEARN MORE ABOUT DEVELOPMENT PROJECTS →](#)



PUBLIC WORKS PERMITTING

[APPLY FOR A RIGHT-OF-WAY USE PERMIT →](#)

[APPLY FOR A DRIVEWAY CONNECTION PERMIT →](#)

[SUBMIT A FLOODPLAIN INFORMATION REQUEST →](#)

[APPLY FOR OTHER PUBLIC WORKS ADMINISTRATIVE PERMITS →](#)



IRRIGATION SYSTEM APPROVAL

[SUBMIT YOUR IRRIGATION SYSTEM APPLICATION →](#)

[LEARN MORE ABOUT IRRIGATION SYSTEMS REQUIREMENTS →](#)



Click SUBMIT YOUR IRRIGATION SYSTEM APPLICATION

This will bring up Application type with Irrigation Approval auto filled.



APPLY FOR A PERMIT

Home / Services / Permitting / Apply for a permit

Application Type: Irrigation Approval

Sub Type:

Fill in the subtype based on your project

APPLY FOR A PERMIT

Home / Services / Permitting / Apply for a permit

Application Type: Irrigation Approval

Sub Type: New permanent system

Add your Project Name, Often Subdivision and Lot (for example Avalon Woods Lot 110)

Fill in the Address and city or the Parcel # then click FIND ADDRESS

APPLY FOR A PERMIT

Home / Services / Permitting / Apply for a permit

Application Type: Irrigation Approval

Sub Type: New permanent system

Project Name:

Address or Parcel #:

FL

FIND ADDRESS

This will auto fill the additional information for the property

APPLY FOR A PERMIT

Home / Services / Permitting / Apply for a permit

indicates a required field

Application Type: Irrigation Approval

Sub Type: New permanent system

Project Name: Avalon Woods Lot 110 TEST

Address: 24566 NW 23RD LN

NEWBERRY FL 32669

Parcel #: 01874-200-110

Property Owner: D R HORTON INC

[ENTER A DIFFERENT ADDRESS →](#)

Select the System Type

IRRIGATION APPLICATION

System Type:

Has installation already begun?:

Installation Completion Date:

Non-residential (all other types)
Non-residential (common area of subdivision or multi-family)
Residential (single family lot)

Select Installation Status

IRRIGATION APPLICATION

System Type:

Has installation already begun?:

Installation Completion Date:

No, Installation has not begun
Yes, Installation has already begun

Select Installation Completion Date Using the pop-up calendar (if this is an after-the-fact, make sure to enter the actual date it was installed in the past, not a future date).

IRRIGATION APPLICATION

System Type:

Has installation already begun?:

Installation Completion Date:

FLORIDA WATER STAR CERTIFICATION

If you are in the process of obtaining Florida Water Gold Star certification, you may leave the rest of this form blank. S... through the State's voluntary program (separate from Alachua Co... Irrigation Code), you may leave the rest of this form blank. S... with the State after the estimated completion date. If you do not obtain certification, you will have to complete the rest of the approv... necessary fees.

May 2023

S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today Clear

If you are seeking Alternative Compliance, Click the box and upload your documents here, otherwise skip this section. You will need to continue and complete the application details regardless.

ALTERNATIVE COMPLIANCE

If requesting alternative compliance, describe which provisions of the Code you are proposing to meet with alternative compliance, outline why the provision cannot be met by a strict application of the code and how your alternative compliance plan fulfills the purpose and intent of this ordinance (refer to Section 77.64). Alternative compliance may be granted to projects that maximize retention of existing vegetation, incorporate low water use landscapes and demonstrate superior water conservation practices.

I am requesting Alternative Compliance

Upload alternative compliance plan with irrigation sketch:

Select File

If the home/development seeks Florida Water Star certification, click the box. **Please note, this is a different program from the Florida Water Star Accredited Professional. Only click if the property is being evaluated for Florida Water Star Gold Certification**

IRRIGATION APPLICATION

System Type:

Has installation already begun?:

Installation Completion Date:



FLORIDA WATER STAR CERTIFICATION

If you are in the process of obtaining Florida Water Gold Star certification for this property through the State's voluntary program (separate from Alachua County's Irrigation Code), you may leave the rest of this form blank. Staff will verify certification with the State after the estimated completion date. If you do not obtain the certification, you will have to complete the rest of the approval process and submit the necessary fees.



I have applied for Florida Water Gold Star Certification

Enter your Zone information, select your water source.

Enter the Lot Size and Permeable Area LOT in square feet.

Permeable area= Lot area - building footprint & Impervious areas (driveways, patios, decks, pools, etc.).

IF your residential system also irrigates the Right of Way (strip between sidewalk and road, outside of lot area), fill in Permeable Area ROW in sq ft, otherwise leave this field blank.

Enter the Total Irrigated Area in Sq Ft. **This cannot exceed 50% or the permeable lot area.**

🔹 ZONE INFORMATION

This information is not required IF it is clearly provided on the irrigation sketch. Providing this information on the irrigation sketch will speed up staff review. Please round all numbers to the nearest whole number.

Total Number of Zones:

Water Source:

Lot Size Sq. Ft.:

Permeable Area LOT Sq. Ft.:

| Permeable Area ROW Sq. Ft.:

Total Irrigated Area Sq. Ft.:



Click the blue question mark for tips on completing these fields

Choose the inspection method. If you are a Florida Water Star Accredited Professional and your account is in good standing and up to date, select Self Certification, otherwise select Alachua County.

🏠 INSPECTION INFORMATION

Enter the following information here to choose your inspection method. If you choose Alachua County to inspect your job, an inspection fee will be added to your permit.

| Inspection Method:

🔹 IRRIGATION PLAN UPLOAD

If you select Self Certification, select your information in the FWS Certified Professional box. **If you do not find your name in this list, please contact EPD to verify your accreditation and be registered.**

| Inspection Method:

You must be an eligible FWS AP or hold a valid Florida Irrigation Specialty Contractor License

FWS Certified Professional:



Upload your irrigation site sketch if required (systems with 3 or fewer zones and 1,500 square feet of irrigated area or less do not require a site sketch but instead you will complete a brief description)

IRRIGATION PLAN UPLOAD

Upload an irrigation site sketch showing location of existing and proposed buildings and driveways, vegetated groupings, rainfall shut off device(s), irrigation controller, zone valves, well, backflow preventer, rotors, spray heads, irrigation zones, low volume irrigation, high volume irrigation, and temporary irrigation areas.

Note: An irrigation sketch is not required if the system does not exceed 3 zones and 1,500 sq ft of irrigated area. However, we ask that you briefly describe the system, indicate where irrigation has been installed, controller and rain sensor locations, etc.

Irrigation Plans:

Select File

In the absence of a sketch, please describe the system:

Click to check the box confirming you have a signed authorization to access property form from the property owner. Attach the Authorization to Access form (this authorization is good for up to 2 years unless otherwise indicated. If you elect to include a date, it must be at least 30 days after the completion date of the project). You can download the form, fill it out, obtain property owner signature, and save to your desktop to upload it by clicking the link.

AUTHORIZATION TO ACCESS PROPERTY

You must acknowledge that you have received Authorization to Access Property from the Property Owner
You can download the authorization form [here](#)

Signed Authorization Form:

The property owner has signed the Authorization to Access Property Form

Select File

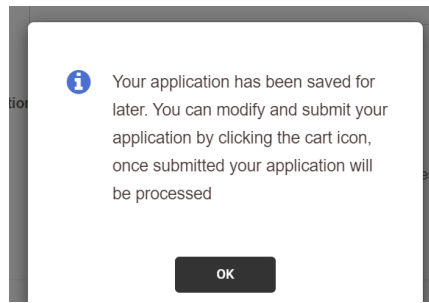
SUBMIT

SAVE FOR LATER

Please note, if you are working on multiple lots within a community, you can fill out and submit one Authorization to Access Form for all properties under common ownership and attach it to your application as long as you clearly list the **Subdivision Name and lot numbers**.

Click Ok to complete the application and it will take you to the payment page.

Please note, while you will be allowed to submit applications prior to payment, staff will not begin the review and cannot approve applications that have a balance due.



You will receive an email upon completion to let you know your application has been received.

ONLINE APPLICATION RECEIVED

Your application has been received and is currently under review.

IR23-000060

Type: Residential (single family lot)
Application Date: 06/05/2023
Address: 17446 NW 173RD RD
Description: Twin Oaks Lot 7
Applicant: ACEPD TEST ACEPD TEST
Amount Paid: 0.00

[CLICK HERE TO VIEW YOUR APPLICATION](#)



After the review of your application, you will receive an email with the status of the review, which will either be Approved or Resubmittal Required.

PLAN REVIEW REPORT

A plan review on your permit application has been completed. After installation is complete, you must log into your account and request an inspection within 14 days of installation (required for both self-inspection or county inspection).

IR23-000060

Address: 17446 NW 173RD RD
Project Description: Twin Oaks Lot 7
Review Type: Irrigation System Approval
Department: Environmental Protection Department
Review Status: Approved

[CLICK HERE TO VIEW YOUR APPLICATION](#)



Check your review status. If the application requires changes, it will say Resubmittal Required and the explanation will be listed below

PLAN REVIEW REPORT

A plan review on your permit application has been completed. Log into your account, select the project and choose the "edit my permit" option on top left menu to make changes.

IR23-000059

Address: 17478 NW 173RD RD
Project Description: Sherman Oaks Lot 17
Review Type: Irrigation System Approval
Department: Environmental Protection Department
Review Status: Resubmittal Required

- Revise the plan and calculations to ensure no more than 50% of the permeable area is permanently irrigated.
- One or more items are missing on your sketch.

[CLICK HERE TO VIEW YOUR APPLICATION](#)



If the application is approved, you will receive another email with the status update indicating the approval, which has is valid for one year.

ONLINE APPLICATION STATUS UPDATED

The status of your request has been updated.

IR23-000061

Description: Sherwood Forrest
Address: 5112 SW 47TH LN
Parcel Number: 06951-010-039
New Status: Approved

Fee Amount	Amount Paid	Balance Due
450.00	450.00	0.00

[CLICK HERE TO VIEW YOUR APPLICATION](#)



If a Resubmittal is Required, click on the link to view your application and make changes (you must be logged in for edit options) by clicking on "Edit my Permit" on the left side of the screen. You can also find the permit by going to My Account (see more details about this option on the next page).



VIEW PERMIT

Home / Services / Permitting / View Permit

- Edit my Permit
- Request an inspection
- Upload documents
- Leave message

Permit #: IR23-000020
Project #: 23-015771
Status: Online Application Received
Address: 2275 NW 248TH WAY
Description: Avalon Woods Lot 36



Permit Reviews Documents Inspections

Permit #: IR23-000020
Permit Type: Irrigation Approval
Sub Type: New permanent system
Issue Date:

Once you have made changes, you will get a pop-up confirmation. Hit OK to complete.





 Your changes have been submitted


OK

Once your application has been approved, you will no longer be able to edit. If you have changes after approval, please contact staff at 352-264-6800. You may also send a message to staff by clicking “Leave a message” on the left side of the screen.

VIEW PERMIT

Home / Services / Permitting / View Permit

-  Edit my Permit
-  Request an inspection
-  Upload documents
-  Leave message

Permit #: IR23-000020
Project #: 23-015771
Status: Online Application Received
Address: 2275 NW 248TH WAY 
Description: Avalon Woods Lot 36



Permit Reviews Documents Inspections

Permit #: IR23-000020
Permit Type: Irrigation Approval
Sub Type: New permanent system
Issue Date:

If you would like to view your projects, you can go to My Account and click on View my requests. Please note, the different tabs at the top, Under Review includes applications that have not been approved, Issued includes applications that have been approved, Closed are projects that have been approved, completed, and passed inspection.



Home Services Search Reports My Account Contact

MY REQUESTS

Home / My Account / My Requests

View My Permitting 

Under Review Issued Closed All

1-6 of 6

Permit #	Address	Application Date	Status	Work Description	Balance Due
IR23-000051	408 W UNIVERSITY AVE UNIT 9D	05/31/2023	Online Application Received	Hollie RSFL Self Inspect Fail	
IR23-000028	1776 SW 244TH WAY	05/15/2023	Online Application Received	Country way lot 207 TEST	
IR23-000027	11210 SW 30TH AVE	05/15/2023	Online Application Received	Fox Residence Oakmont 176 TEST	
IR23-000026	17240 NW 174TH WAY	05/15/2023	Online Application Received	Briarwood Lot 50	
IR23-000021	408 W UNIVERSITY AVE UNIT 9D	05/08/2023	Online Application Received	Avalon Woods Lot 36 TEST	
IR23-000020	2275 NW 248TH WAY	05/08/2023	Online Application Received	Avalon Woods Lot 36	