

GovTech Compliance Package (Fillable Scaffolds)

The GovTech Compliance Package is the practitioner's starting kit for deploying a jurisdiction-aware, auditable compliance agent in a public-sector context. It contains six fillable scaffolds — one for each of the core artifacts produced by Course 7. Complete each scaffold by replacing the bracketed placeholder fields with deployment-specific values. Each scaffold opens with a one-sentence guidance note indicating which upstream artifact it operationalizes and what a complete fill looks like. All [ATTORNEY REVIEW] flags in the scaffolds are inherited from the source artifacts and must not be stripped.

> Deployment prerequisite. Before filling any scaffold, complete the s1-operating-context-canvas for the agent being deployed. The canvas operating_jurisdiction, hard_constraints, and irreversible_impact_boundary fields are prerequisite inputs to Scaffold 1 and propagate through all six scaffolds.

Scaffold 1 — Compliance Workflow Map

Operationalizes t7-compliance-workflow. Fill this scaffold to document the specific five-phase workflow for your jurisdiction. The filled scaffold becomes the process map your agent's runtime references.

```
workflow_id: <kebab-case, e.g. swcmcd-stormwater-intake-workflow>
jurisdiction_id: <from t7-jurisdiction-rule-map, e.g. fl-walton-county>
agent_id: <from s1-operating-context-canvas>
workflow_version: 0.1.0
last_reviewed: <YYYY-MM-DD>
reviewer_role: <role who confirmed this workflow; never personal identity>
attorney_reviewed: <true | false> # must be true before production deploy [ATTORNEY REVIEW]
```

phases:

- phase_id: intake-check
 - description: Validate completeness and parcel resolution
 - inputs:
 - <intake form schema pointer>
 - <GIS parcel layer pointer>
 - outputs:
 - <accepted application record>
 - exception: <what happens if intake fails; e.g. return-to-applicant sub-workflow>
 - hitl_required: false
- phase_id: rule-identification
 - description: Activate applicable rules from jurisdiction config
 - inputs:
 - <jurisdiction_config pointer>
 - <validated application payload>
 - outputs:
 - <activated-rules list>
 - exception: <what happens if no rules activate; confirm with counsel>
- phase_id: per-rule-determination
 - description: Classify each activated rule; emit C9 records
 - inputs:
 - <activated-rules list>
 - <rule text evidence store pointer>
 - outputs:
 - <C9 provenance records per rule>
 - hitl_required: true # when expert_review_required fires
 - c9_emission: true

```
- phase_id: aggregated-disposition
description: Combine per-rule results into overall disposition
inputs:
  - <per-rule C9 records>
outputs:
  - <aggregated disposition record>
blocking_condition: any determination == needs-review
hitl_required: true # when blocking_condition is true

- phase_id: record-notify
description: Produce clerk-review draft and archive; transmit after clerk approval
inputs:
  - <aggregated disposition record>
  - <applicant notice template pointer>
outputs:
  - <clerk-review determination draft>
  - <provenance record with retention_class: civic-7yr>
hitl_required: true # clerk approval before any applicant transmission
not_legal_advice_disclaimer: <pointer to jurisdiction-approved disclaimer text> # [
ATTORNEY REVIEW]

irreversible_impact_boundary:
- Sending any output directly to applicant without clerk approval
- Filing any record with a county agency or FDEP on behalf of applicant
- Issuing, denying, or modifying a permit
```

Scaffold 2 — Jurisdiction Rule Matrix

Operationalizes t7-jurisdiction-rule-map. Fill this matrix with the rules active for your specific deployment. Populate only from primary sources; carry [VERIFY] on any row not confirmed against the primary source within 12 months.

```
| rule_id | jurisdiction_id | citation | scope | summary | agency | verify | atty |
last_confirmed |
|---|---|---|---|---|---|---|---|
| <rule-id-001> | <jurisdiction-id> | <exact citation> | <universal/local> | <one sentence>
| <agency name> | <yes/no> | <yes/no> | <YYYY-MM-DD> |
| <rule-id-002> | <jurisdiction-id> | <exact citation> | <universal/local> | <one sentence>
| <agency name> | <yes/no> | <yes/no> | <YYYY-MM-DD> |
| ... | | | | | | |
```

Universal rules (always include for FL special-district deployments):

rule_id	citation	scope	verify	atty
fl-pub-records-access	FS Chapter 119	universal	yes [VERIFY]	yes [ATTORNEY REVIEW]
fl-sunshine-law	FS Chapter 286	universal	yes [VERIFY]	yes [ATTORNEY REVIEW]
fdep-stormwater-general	FAC Chapter 62-330	universal	yes [VERIFY]	yes [ATTORNEY REVIEW]

Local rules (fill for your specific jurisdiction):

[Copy the universal-rules table format above; add one row per local ordinance, form requirement, or approval-flow rule. Each row must have a unique rule_id that does not conflict with an existing entry in t7-jurisdiction-rule-map.]

Scaffold 3 — Document Checklist

A fillable checklist of required documents for each rule activated in Scaffold 2. This checklist is what the agent presents to an applicant (via the clerk) when an application is returned for deficiencies.

```
document_checklist:
  jurisdiction_id: <from Scaffold 2>
  checklist_version: 0.1.0
  attorney_reviewed: <true | false> # [ATTORNEY REVIEW]

intake_documents:
  - doc_id: <kebab-case>
    description: <plain-language description of required document>
    rule_id: <rule that requires this document>
    required: <always | conditional>
    condition: <if conditional, the field/value that triggers the requirement>
    acceptable_formats: [<pdf | docx | geotiff | other>]
    max_size_mb: <integer or omit if no limit>
    instructions: <where to find or prepare this document>

example_entries:
  - doc_id: site-plan
    description: Signed and sealed site plan showing existing and proposed impervious
surfaces, drainage flow arrows, and adjacent wetlands or water bodies
    rule_id: walton-co-ldco
    required: always
    acceptable_formats: [pdf, geotiff]
    max_size_mb: 50
    instructions: Must be prepared by a licensed Florida engineer or surveyor. [ATTORNEY
REVIEW]

  - doc_id: stormwater-calcs
    description: Pre- and post-development stormwater calculations demonstrating
compliance with FAC Chapter 62-330 treatment and attenuation requirements [VERIFY]
    rule_id: fdep-stormwater-general
    required: conditional
    condition: impervious_increase_acres > 0 (threshold subject to current rule text [
VERIFY])
    acceptable_formats: [pdf]
    max_size_mb: 25
    instructions: Must be prepared by a licensed professional engineer. [ATTORNEY REVIEW]
```

Scaffold 4 — Rule Change Tracker Instance

Operationalizes t7-rule-change-tracker. Fill with known open items at deployment time and update as legislative sessions, rulemaking notices, and practitioner advisories arrive.

```
tracker_instance:
  jurisdiction_id: <from Scaffold 2>
  tracker_version: 0.1.0
  owner_role: <role responsible for monitoring and updating>
  review_cadence: monthly-blocking-check / quarterly-batch / annual-full
  notification_channel: <how rule-change alerts are received; e.g., FASD alerts, FDEP
rulemaking RSS>

open_items:
  - change_id: <rc-YYYY-NNNN>
    rule_id: <from jurisdiction rule matrix>
```

```

    change_type: <text-amendment | threshold-change | form-revision | deadline-change |
repeal | new-rule>
    severity: <critical | high | medium | low | info>
    status: <detected | under-review | confirmed | incorporated>
    blocking: <true | false>
    detected_date: <YYYY-MM-DD>
    reviewer_role: <role assigned to resolve>
    notes: <any ambiguity or cross-rule dependency> [VERIFY if applicable]

# Copy rc-2026-0001, rc-2026-0002, rc-2026-0003 from t7-rule-change-tracker §6
# as the initial set for South Walton County deployments.

```

Monitoring checklist (complete at each review cycle):

- [] Check FL legislature website for bills affecting FS Chapter 119, FS Chapter 286, any activated local statutes
- [] Check FDEP rulemaking notices for FAC Chapter 62-330 changes [VERIFY]
- [] Check Walton County LDC amendment log on county website [VERIFY]
- [] Check FL Association of Special Districts (FASD) policy updates
- [] Confirm district counsel has reviewed any attorney_review: true rule rows with last_confirmed > 12 months
- [] Confirm all blocking: true items are actively assigned and within SLA

Scaffold 5 — Audit & Review Policy Instance

Operationalizes t7-accountability-layer. Fill in the jurisdiction-specific values for audit retention, appeal path language, and human-authority boundaries.

```

audit_policy:
  jurisdiction_id: <from Scaffold 2>
  policy_version: 0.1.0
  attorney_reviewed: <true | false> # [ATTORNEY REVIEW] – must be true before production
  counsel_review_date: <YYYY-MM-DD>

audit_log:
  system: <audit system name; e.g. s2-audit-trail-schema instance URL>
  retention_class: civic-7yr
  florida_retention_schedule_ref: <pointer to applicable FL Dept of State schedule item>
# [ATTORNEY REVIEW]
  pii_handling: <summary of PII policy; must match data-handling policy for this
jurisdiction> # [ATTORNEY REVIEW]

explainability:
  explanation_template_ref: <pointer to jurisdiction-approved explanation template>
  applicant_notice_template_ref: <pointer to clerk-reviewed applicant notice language>
  not_legal_advice_disclaimer_text: |
    [Fill in jurisdiction-approved disclaimer text here. Must be reviewed and approved
    by district counsel before use. See t7-risk-expert-review-plan §4 for required
elements.]
    [ATTORNEY REVIEW]

appeals:
  applicant_correction_path: |
    [Fill in the step-by-step correction procedure for applicants.
    Must cite the applicable district operating resolution or Florida statute.
    Attorney review required before finalizing.] [ATTORNEY REVIEW]
  formal_appeal_path: |
    [Fill in the formal appeal procedure – board meeting schedule, notice requirements,
    applicable FL APA provisions (FS Chapter 120) if any.] [ATTORNEY REVIEW]

```

```

human_authority_boundaries:
  hard_boundaries:
    - Issue, deny, or revoke a permit [ATTORNEY REVIEW]
    - Make a final agency determination [ATTORNEY REVIEW]
    - Transmit output directly to applicant without clerk approval
    - Waive any statutory or regulatory requirement [ATTORNEY REVIEW]
    - Modify parcel, permit, or GIS records
    - Post to public agenda without board authorization
    - Represent output as legal advice [ATTORNEY REVIEW]
    - Apply a rule with blocking:true in the rule change tracker
  soft_boundaries_requiring_hitl:
    - Output that could be interpreted as a legal conclusion
    - Any external communication to applicant, county agency, or FDEP
    - Citing any rule with verify_flag:true and last_confirmed > 12 months

```

Scaffold 6 — Expert Review Escalation Plan

Operationalizes t7-risk-expert-review-plan. Fill in the role roster, contact channels, SLA commitments, and escalation chain for your specific jurisdiction.

```

expert_review_plan:
  jurisdiction_id: <from Scaffold 2>
  plan_version: 0.1.0
  attorney_reviewed: <true | false> # [ATTORNEY REVIEW]

  roles:
    - role_id: district-clerk
      authority_scope: Administrative completeness, form deficiency, intake completeness
      sla_hours:
        critical: 2
        high: 4
      escalation_channel: <channel; e.g. ops-stormwater Slack + email>

    - role_id: licensed-environmental-engineer
      authority_scope: ERP threshold, stormwater calculations, FAC Chapter 62-330
      interpretation [ATTORNEY REVIEW]
      sla_hours:
        critical: 8
        high: 24
      escalation_channel: <channel>
      credentials_required: Licensed Florida Professional Engineer (PE), stormwater
      specialty preferred [VERIFY]

    - role_id: district-counsel
      authority_scope: Statutory interpretation, FS Chapter 119 [VERIFY], public-records
      obligations, attorney_review rules, applicant rights [ATTORNEY REVIEW]
      sla_hours:
        critical: 4
        high: 16
      escalation_channel: <channel>
      credentials_required: Florida Bar member, public-sector or environmental law
      experience [ATTORNEY REVIEW]

    - role_id: county-planning-staff
      authority_scope: Walton County LDC thresholds, form requirements, local ordinance
      interpretation [VERIFY]
      sla_hours:
        critical: 8
        high: 24
      escalation_channel: <Walton County Planning & Development contact>

    - role_id: board-commissioner
      authority_scope: Determinations requiring board discretion, formal board vote,

```

```
emergency powers
  sla_hours:
    critical: per emergency powers resolution
    high: per next board meeting schedule
  escalation_channel: <SMS + formal agenda process>

escalation_chain:
- tier: 1
  roles: [district-clerk, licensed-environmental-engineer]
  covers: administrative and engineering review
- tier: 2
  roles: [district-counsel]
  covers: legal interpretation, any attorney_review rule [ATTORNEY REVIEW]
- tier: 3
  roles: [board-commissioner]
  covers: board-discretion items, formal agency determination [ATTORNEY REVIEW]

breach_escalation:
  trigger: HITL event older than 2x role SLA without resolution
  action: Auto-escalate to next tier; notify plan owner role
  critical_incident_trigger: Any determination that crossed the expert-review boundary
without raising a HITL event
  critical_incident_action: Immediate incident; s1-monitoring-rollout-postmortem
triggered; no new determinations until resolved

not_legal_advice_enforcement:
  mechanism_1: expert_review_required:true blocks applicant output at workflow level [
ATTORNEY REVIEW]
  mechanism_2: decision_origin trace required on all outputs; model inference without
expert validation is gate-failing
  mechanism_3: disclaimer required on all applicant-facing outputs per Scaffold 5 [
ATTORNEY REVIEW]
  mechanism_4: provenance integrity check; any determination reaching applicant without
required HITL events triggers immediate correction
```

Completion Checklist

Before treating any scaffold as production-ready, confirm all of the following:

- [] s1-operating-context-canvas completed for the agent; operating_jurisdiction and hard_constraints propagated into Scaffold 1
- [] All Scaffold 2 rule rows have last_confirmed dates within 12 months
- [] All attorney_review: true rows in Scaffold 2 have been reviewed by district counsel
- [] Scaffold 3 document checklist reviewed by district staff and confirmed complete for the local intake process
- [] Scaffold 4 open items list is current; any blocking: true items are assigned
- [] Scaffold 5 disclaimer language reviewed and approved by district counsel [ATTORNEY REVIEW]
- [] Scaffold 6 role roster has named contacts (documented separately from this artifact; the artifact holds roles, not personal identities)
- [] Scaffold 6 SLA values confirmed with each role's actual capacity
- [] Complete package reviewed by district counsel before any production deployment [ATTORNEY REVIEW]