



## Emergency Temporary Coastal Armoring Property Owner Permit Application Package

A coastal emergency related to the critical erosion of a limited portion of the beach has been declared by St. Johns County Board of County Commissioners. Under the authority of Section 161.085, Florida Statutes and Chapter 62B-33, Florida Administrative Code, if a coastal storm causes erosion of the beach-dune system a local government may authorize emergency measures for the protection of threatened private residences.

Please read each document included in this package carefully as failure to do so may result in an incomplete application that will cause a denial of the permit. As well, it is imperative that the property owner understands the entire scope of the **limited temporary permit** issued by the County as failing to do so may result in additional expense or enforcement action from a state or federal agency.

All protective measures shall take place within 30 days after the initial erosion event and any temporary emergency structures shall be removed within 60 days of installation.

Construction shall be conducted by a state or local contractor properly licensed for the applicable work.

This package contains the materials needed in order to apply to St. Johns County for Emergency Temporary Coastal Armoring. Included in this package are the following:

1. *St. Johns County Guidelines for Emergency Temporary Coastal Armoring*
2. *Typical Section Temporary Vinyl or Wood Wall*
3. *Emergency Temporary Coastal Armoring Property Owner Permit Agreement*
4. *Emergency Temporary Coastal Armoring Permit Application*
5. *Emergency Temporary Coastal Armoring Notice of Commencement*
6. *Emergency Temporary Coastal Armoring Beach Access Permit Standards and Permit Conditions*
7. *The Florida Department of Environmental Protection's - Application For A Permit For Construction Seaward of The Coastal Construction Control Line or Fifty-Foot Setback and Permit Fee Worksheet*

### Contacts

For permitting:

Duane Kent	County Engineer	904/209-0113 <a href="mailto:rkent@sjcfl.us">rkent@sjcfl.us</a>
Howard White	Building Official	904/827-6803 <a href="mailto:hwhite@sjcfl.us">hwhite@sjcfl.us</a>

For vehicle beach access:

Tara Dodson	Environmental Supervisor	904/209-3740 <a href="mailto:tdodson@sjcfl.us">tdodson@sjcfl.us</a>
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## St. Johns County Guidelines for Emergency Temporary Coastal Armoring

### **Under what circumstances can a local government authorize temporary armoring?**

If a coastal storm causes erosion of the beach-dune system, under the authority of Section 161.085, Florida Statutes (F.S.) and Chapter 62B-33, Florida Administrative Code (F.A.C.), a local government may authorize emergency measures for the protection of threatened private residences.

Emergency relief measures may be taken as long as the following considerations are incorporated into such emergency measures:

- Protection of the beach-dune system
- Siting and design criteria for the protective structure
- Impacts on adjacent properties
- Preservation of public beach access
- Protection of native coastal vegetation and nesting marine turtles, their hatchlings, and other nesting state or federally threatened or endangered species.

Emergency relief measures that result in the installation of temporary armoring are permissible provided a Department of Environmental Protection (DEP) permit has not been issued for coastal armoring to protect the threatened structure.

**Structures constructed under this authority shall be temporary and the property owner shall remove the structure or submit a permit application to the DEP for a permanent structure at the time of submittal of the *Emergency Temporary Coastal Armoring Permit Application to the County.***

### **What should a local Government do if they plan to use this authority?**

Prior to authorizing, by emergency permit, any temporary measures for the protection of private residences, an emergency declaration must be made by the local government. If an emergency declaration is made, the local government shall provide a written notification to affected property owners and the DEP. Such notification shall include:

- Documentation from the local government authorizing the declaration
- The date and details of the storm event that created the emergency

Exception: If the State of Florida issues a declaration of emergency the local government declaration is not required.

Local governments must notify the DEP's Bureau of Beaches and Coastal Systems, 3900 Commonwealth Boulevard, Mail Station 300, Tallahassee, Florida 32399-3000, within three working days of authorizing the installation of any armoring structures. For the notification to the DEP, the property owners that are included in the emergency declaration shall provide to the County, at a minimum:

- The description of the structure(s), including a sketch and location;
- The name and address of the property owner(s); and
- The date(s) of installation for the structure.

## **How long does the local government have for authorizing such emergency measures?**

If the local government declares emergency, all protective measures to be undertaken by the property owner shall take place within 30 days after the initial erosion event and any temporary emergency structures shall be removed by the property owner within 60 days of installation. This period may be extended by the County for up to 30 additional days upon the revalidation of the emergency conditions. If the State of Florida declares a shoreline emergency, timelines for activities considered under Section 161.085, F.S., shall be concurrent with the DEP's emergency final order timelines.

## **What are the options for protection?**

First and foremost, the types of temporary protective measures must be the **minimum** required to protect residences from imminent collapse. Construction debris is not to be used as part of installation, nor is any debris resulting from the storm event to be buried. The County Engineer will use his/her best professional judgment when deciding the most appropriate shoreline protection measure for a specific site. This assessment will be based upon careful consideration of factors such as:

- Potential for physical damage to a residence because of erosion
- Extent of storm damage to the beach-dune system
- The residence must be 15 feet or less from the dune escarpment
- Pre-storm conditions at the site (i.e. critically eroded, eroding, stable, accreting, etc.)
- Potential adverse impacts to adjacent properties resulting from different shoreline protection options
- The ability to facilitate removal of the protective structure within 60 days of installation
- Time of year when the emergency occurs (e.g. during or outside of the turtle nesting season, likelihood for additional storm activity, etc.)
- Presence/absence of marine turtle nesting habitat and/or marked nests
- Construction schedules for permitted beach restoration or nourishment projects, emergency Federal Emergency Management Agency berms, or locally sponsored dune restoration activities at the site

Based on the criteria listed above, one or a combination of the following emergency protective measures may be authorized by the local government:

- Placing beach compatible sand from upland sources to construct protective sand berms or for dune restoration activities. This activity is not considered rigid coastal armoring, and therefore the sand may be left in place without a subsequent permit from the DEP.
- Placing sandbags to create a temporary barrier seaward of threatened residence. This is considered coastal armoring therefore it would require a subsequent permit from the DEP to remain permanently in place.
- Shoring and reinforcing the foundations of threatened residence. Although not coastal armoring, this activity would require a subsequent permit from the DEP, unless specifically allowed by an Emergency Final Order issued by the DEP after a major storm event.
- Installing temporary armoring of wooden retaining walls or cantilever vinyl sheet pile walls (without concrete caps, tie backs, or other reinforcement) seaward of the threatened residence. This is coastal armoring and would require a subsequent permit from the DEP to remain permanently in place.

Note: There shall not be any excavation of the beach face as this requires a Coastal Construction Control Line permit from DEP. Only the DEP may authorize dune restoration incorporating sand filled geotextile containers or similar structures proposed as the core of a restored dune feature, as set forth in section 161.085(9), F.S.

### **What criteria must the armoring meet?**

All temporary protective measures shall be installed in a manner that **minimizes adverse impacts** to the coastal system, native vegetation, and adjacent properties. The temporary protective measures shall be sited no further than 15 feet seaward of the threatened residence and at, or landward, of the dune escarpment and as close to a threatened residence as practicable. In addition to the above, other factors that will influence the location include:

- The type of protective material(s) to be used
- Construction methods
- Site topography
- Severity of erosion threat
- Distance to and height of the post-storm dune escarpment
- Proximity of structures on adjacent properties to the proposed protective measure
- Presence/absence of sea turtle nesting habitat and/or marked nests
- Other site-specific conditions

### **What kinds of emergency temporary structures can be built for beach erosion?**

Sandbags, wooden retaining walls, vinyl cantilever sheet pile walls, all no higher than 4 feet from the existing beach surface, and installed without concrete caps, tie backs, or other reinforcement. The structures shall be installed no further than 15 feet seaward of the threatened structure only. The structures shall not be constructed with metal, steel or concrete sheet pile. See enclosed *Typical Section Temporary Vinyl or Wood Wall* for additional details.

### **Can the structures stay in place permanently?**

For an emergency temporary structure to be permitted by the DEP as a permanent rigid coastal armoring structure an application must be submitted to the DEP and the structure must meet all eligibility, siting and design criteria for permanent armoring specified in Chapter 62B-33.0051, F.A.C., and all other applicable provisions of the rule. In order to receive a DEP permit for armoring, in addition to other criteria, a residence must be considered both “eligible” and “vulnerable.” Therefore, local governments must make a determination as to a residence’s eligibility and vulnerability before issuing an emergency permit to a property owner for the installation of temporary armoring where the property owner intends to submit a permit application to the DEP to allow the armoring to remain. Records obtained from the affected property owner(s) and/or Property Appraiser’s Office may assist in this determination.

Eligible residences include:

- Non-conforming habitable residence (those constructed prior to March 17, 1985)
- Non-habitable structures (e.g., garages, swimming pools, etc.) structurally attached to non-conforming habitable residence whose failure would cause the adjoining habitable residence to become vulnerable

An eligible residence will be determined to be vulnerable if:

- The structural foundation of the building (not including ancillary decks or stairs) is exposed or undermined
- The seaward-most foundation corner of the threatened building is within 15 feet of the dune escarpment, as measured perpendicular to the shoreline
- For residences sited on coastal bluffs, a geotechnical analysis which demonstrates that the building is in danger of imminent collapse due to slope instabilities
- Another site specific circumstance exists as specified in Chapter 62B-33.0051(1)(a)2, F.A.C.

**Temporary armoring that is installed at properties that are not both eligible and vulnerable will not qualify for a DEP permit and in most instances will have to be removed.**

**If a property owner installs permanent armoring at a location that includes a County public beach access easement the property owner shall provide, at their expense, a beach access walkover to the beach in order to maintain public access in that location.**

Property owners that seek DEP authorization to allow a temporary structure to remain in place as a permanent coastal armoring structure must submit a complete application to the Bureau at the address referenced above. The permit application form is entitled *Application for a Permit for Construction Seaward of the Coastal Construction Control Line or Fifty-Foot Setback*, DEP Form 73-100 (as revised) and is included in this informational package.

As well, copies of the form can be obtained by telephoning (850) 488-7708 or from the Bureau's web site: [http://www.dep.state.fl.us/beaches/forms.htm#CCCL\\_App\\_Form](http://www.dep.state.fl.us/beaches/forms.htm#CCCL_App_Form). The application must contain the information requirements specified in Chapter 62B-33.008, F.A.C.

### **How do I apply for an Emergency Temporary Coastal Armoring Permit?**

Complete the *Emergency Temporary Coastal Armoring Property Owner Permit Agreement* and the *Emergency Temporary Coastal Armoring Permit Application*, attach the site sketch and attach any additional documents including the completed DEP application form referenced above, if applicable, and submit the entire package, including the applicable application fee, to the St. Johns County Building Department located at 4040 Lewis Speedway.

### **What contractor shall I use?**

Construction shall be conducted by a state or local licensed contractor properly licensed for the applicable work. Ideally a contractor that has knowledge and experience in temporary coastal armoring requirements is preferred. Prior to initiation of the construction the *Emergency Temporary Coastal Armoring Notice of Commencement* shall be submitted to the County.

### **What if my contractor needs to drive on the beach to install the structure?**

St Johns County holds an Incidental Take Permit issued by the U.S. Fish and Wildlife Service to allow for area specific beach driving. One condition within that permit requires those persons needing vehicular access to the beach and/or the Conservation Zone to contact County staff for Protected Species Training prior to accessing the beach.

Complete the enclosed document titled *Emergency Temporary Coastal Armoring Beach Access Permit Standards and Permit Conditions*, attach the finalized *Emergency Temporary Coastal Armoring Property Owner Permit Agreement* and the approved *Emergency Temporary Coastal Armoring Permit* and submit St. Johns County Habitat Conservation Section located at 901 Pope Road.

Upon receipt of the completed application a time will be set up to receive consultation on appropriate beach access points and to complete training.



**Emergency Temporary Coastal Armoring  
Permit Application**

**PERMITS BECOME NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED  
IS NOT COMMENCED WITHIN 30 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED,  
OR ABANDONED FOR A PERIOD OF 7 DAYS AT ANY TIME AFTER WORK IS COMMENCED.**

Tax Parcel Number \_\_\_\_\_

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Contractor's Name \_\_\_\_\_ Qualifying Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Description of Work  
\_\_\_\_\_  
\_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installation as indicated on the attached *Emergency Temporary Coastal Armoring Property Owner Permit Agreement* and site sketch. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction this jurisdiction. Prior to initiating construction the *Emergency Temporary Coastal Armoring Notice of Commencement* will be submitted to the County.

OWNER'S AFFIDAVIT: I certify that all foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

\_\_\_\_\_  
Print Owner's Name Owner's Signature

\_\_\_\_\_  
Contractor's Business Qualifying Name License No.

\_\_\_\_\_  
Print Contractor's Name Contractor's Signature

Fee: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF ST. JOHNS  
NOTARY as to the Owner  
This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Commission Number and Expiration Date  
Know Personally \_\_\_\_\_ OR Identification \_\_\_\_\_

**THIS SPACE FOR COUNTY USE ONLY**

*Plans Reviewed by:* \_\_\_\_\_

*Application Approved By:* \_\_\_\_\_





**Emergency Temporary Coastal Armoring  
Notice of Commencement**

THE UNDERSIGNED HEREBY GIVES NOTICE THAT IMPROVEMENT WILL BE IN ACCORDANCE WITH THE  
EMERGENCY TEMPORARY COASTAL ARMORING PROPERTY OWNER PERMIT, THE FOLLOWING INFORMATION  
IS PROVIDED IN THIS NOTICE OF COMMENCEMENT.

Expiration Date of Notice of Commencement \_\_\_\_\_

Owner's name (print) \_\_\_\_\_

Owner's address \_\_\_\_\_

Property address \_\_\_\_\_

General description of improvement \_\_\_\_\_

Contractor's name (print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

**PERSONS WITHIN THE STATE OF FLORIDA DESIGNATED BY OWNER UPON WHOM NOTICES OR OTHER DOCUMENTS MAY  
BE SERVED AS PROVIDED BY SECTION 713.13(1) (A) 7, FLORIDA STATUTES:**

Name (print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

IN ADDITION TO HIMSELF OR HERSELF, OWNER DESIGNATES \_\_\_\_\_

OF \_\_\_\_\_ TO RECEIVE A COPY OF THE LIENOR'S NOTICE AS PROVIDED IN SECTION 713.13(1)(B), FLORIDA

STATUTES. PHONE NUMBER OF PERSON OR ENTITY DESIGNATED BY OWNER: \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF  
COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13,  
FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A  
NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST  
INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY  
BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT. UNDER PENALTIES OF  
PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AND THAT THE FACTS STATED IN IT ARE TRUE TO  
THE BEST OF MY KNOWLEDGE AND BELIEF.**

\_\_\_\_\_  
Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager Date Signed

\_\_\_\_\_  
Print Name of Person Signing Above In County Named Of State

STATE OF FLORIDA COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ as \_\_\_\_\_

Print Name of Person Signing Above

Type of authority...e.g. officer, trustee, attorney in fact

for \_\_\_\_\_

Name of Party on Behalf of Whom Instrument was Executed

Notary Public Signature

Known Personally \_\_\_\_\_ Or Identification \_\_\_\_\_

\_\_\_\_\_  
Name of Notary Typed or Printed

\_\_\_\_\_  
Type of Identification

\_\_\_\_\_  
Commission Number and Expiration Date (stamp or seal)



**Emergency Temporary Coastal Armoring Beach Access Permit  
Standards and Permit Conditions**

**Office Use Only:**

**Emergency Temporary Coastal Armoring Beach Access Permit #:** \_\_\_\_\_ **HCP Training Date:** \_\_\_\_\_

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Nos. (Cell and Office): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address where you are conducting work: \_\_\_\_\_

Type of construction activity: \_\_\_\_\_

Dates which you are conducting work: \_\_\_\_\_

Equipment Type (description)	Make	Model	Color

**As the holder of this permit I agree to the following conditions:**

I understand that I may only enter the beach after I have coordinated with the FWC sea turtle patrol permit holder.

**Initial:** \_\_\_\_\_

I understand that I may only drive from mid to low tide and on wet sand while driving to and from my destination.

**Initial:** \_\_\_\_\_

I understand that soft sand and extreme tidal conditions may limit vehicle access. As the permit holder it shall be my responsibility to promptly remove my vehicle should it succumb to the sand and/or tides. **Initial:** \_\_\_\_\_

I understand that any violation to the aforementioned activities including any violation to the St. Johns County Beach Code 2007-19 may lead to a citation and revocation of my permit. **Initial:** \_\_\_\_\_

I understand that, at all times, I shall take such precautions as may be necessary to avoid vegetation, coastal wildlife and sand dunes, as well as avoid collision with or injury to any person's property. **Initial:** \_\_\_\_\_

At completion of the project I will remove ALL large ruts, holes, and construction debris. **Initial:** \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Applicant Printed Name**

\_\_\_\_\_  
**Date**

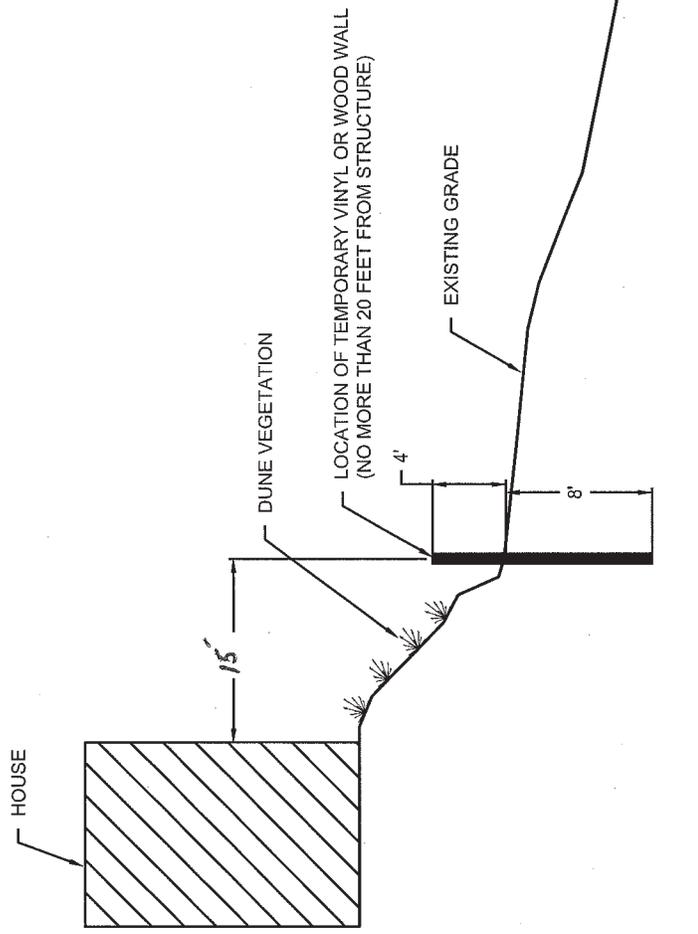
**Office Use Only:**

**Authorized location to enter/exit the beach at:** \_\_\_\_\_

**Emergency Beach Access Permit Authorization (Environmental Supervisor):** \_\_\_\_\_

PURSUANT TO FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) RULE 62B-33 (FLORIDA ADMINISTRATIVE CODE), TITLED "RULES AND PROCEDURES FOR COASTAL CONSTRUCTION AND EXCAVATION (PERMITS FOR CONSTRUCTION SEAWARD OF THE COASTAL CONSTRUCTION CONTROL LINE AND FIFTY-FOOT SETBACK)", ST. JOHNS COUNTY MAY ISSUE PERMITS TO PRIVATE PROPERTY OWNERS AUTHORIZING CONSTRUCTION OF TEMPORARY EMERGENCY PROTECTION MEASURES.

PER THE CONDITIONS OF CHAPTER 62B-33, F.A.C., ST. JOHNS COUNTY MAY AUTHORIZE INSTALLATION OF APPROPRIATELY SITED EMERGENCY PROTECTION MEASURES. ALLOWABLE WALLS INCLUDE WOODEN RETAINING WALLS OR VINYL CANTILEVERED SHEET PILE WALLS WITHOUT CONCRETE CAPS, TIEBACKS, OR OTHER REINFORCEMENT (E.G., PILINGS), METAL OR CONCRETE WALLS ARE NOT ACCEPTABLE. THE WALL EXPOSURE HEIGHT SHALL NOT EXCEED 4 FT, AND THE EMBEDMENT DEPTH SHALL REACH APPROXIMATELY 8 FT BELOW GRADE. TEMPORARY PROTECTION MEASURES SHALL BE SITED TO MINIMIZE IMPACTS TO EXISTING DUNE VEGETATION AND TO FACILITATE REMOVAL OF THE WALL. PROPERTY OWNERS MUST REMOVE TEMPORARY PROTECTION MEASURES WITHIN 60-DAYS OF INSTALLATION. TEMPORARY MEASURES PERMITTED BY THE COUNTY ARE INTENDED TO PROVIDE A MINIMAL LEVEL OF PROTECTION UNDER EMERGENCY CONDITIONS. PROPERTY OWNERS MAY APPLY TO THE FDEP FOR AUTHORIZATIONS TO CONSTRUCT PERMANENT WALLS.



TYPICAL SECTION  
 TEMPORARY VINYL OR WOOD WALL  
 ST. JOHNS COUNTY, FLORIDA



# APPLICATION FOR A PERMIT FOR CONSTRUCTION SEAWARD OF THE COASTAL CONSTRUCTION CONTROL LINE OR FIFTY-FOOT SETBACK

(Application processed pursuant to Rule 62B-33.008, F.A.C.)

<b>1.</b>	<b>Owner of Record</b>	<b>Agent (if applicable)</b>
	Typed or Printed Name:	Typed or Printed Name and Company:
	Mailing Address:	Mailing Address:
	City/State/Zip Code:	City/State/Zip Code:
	Telephone (include area code):	Telephone (include area code):
	Fax (include area code):	Fax (include area code):
	E-mail Address:	E-mail Address:
<b>2.</b>	<b>I hereby certify that all information submitted with this application is true and complete to the best of my knowledge.</b>	
	Signature of Owner or Agent	Date
	Typed or <b>Printed</b> Name of Owner or Agent (include title of officer and name of corporation or other business entity, if applicable)	
<b>3.</b>	<b>If the applicant is not the owner of record, the owner must sign below to authorize the applicant to act as the owner's agent for the purpose of applying for a permit.</b>	
	I hereby authorize the above named agent to make application for a permit for construction or other activities seaward of the coastal construction control line or 50-foot setback on the property (described in item 4, below).	
	Signature of Owner	Date
	Typed or <b>Printed</b> Name of Owner (include title of officer and name of corporation or other business entity, if applicable)	
<b>4.</b>	<b>A brief description of the proposed work, activity, or construction.</b>	
	<input type="checkbox"/> Check here if additional information is attached.	
	Project Name (for multi-family, commercial, or public projects):	Nearest DEP Reference Monuments (if known):
	Street Address:	County: City/Zip Code:
<b>5.</b>	<b>The name and mailing address of the owners of the immediately adjacent properties, exclusive of street ends and easements. If the adjacent property is under cooperative or condominium ownership, provide the name and mailing address of the cooperative or condominium association.</b>	
	Name of Adjacent Property Owner:	Name of Adjacent Property Owner:
	Mailing Address:	Mailing Address:
	City/State/Zip Code:	City/State/Zip Code:
	<input type="checkbox"/> Check here if there are additional adjacent properties and attach the appropriate information.	

<b>ALL APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING ITEMS:</b>		Attached or Included	Waiver Requested
6.	A fee as set forth in Rule 62B-33.0085, F.A.C. (see the form entitled "Permit Fee Worksheet for DEP 73-100").	<input type="checkbox"/>	
7.	Sufficient evidence of ownership and legal description of the property [paragraph 62B-33.008(3)(c), F.A.C.].	<input type="checkbox"/>	
8.	Written evidence, provided by the appropriate local governmental agency having jurisdiction over the activity, that the proposed activity, as submitted to the Bureau, does not contravene local setback requirements or zoning codes [paragraph 62B-33.008(3)(d), F.A.C.].	<input type="checkbox"/>	
9.	Two original copies of a signed and sealed survey of the subject property. The information depicted on the drawings shall be from field survey work performed not more than six months prior to the date of application. The survey shall comply with the requirements given in Rule 62B-33.0081, F.A.C. [paragraph 62B-33.008(3)(f), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
10.	For structures with proposed permanent exterior lighting, two copies of a dimensioned lighting plan drawn to an appropriate scale [paragraph 62B-33.008(3)(i), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
11.	Two copies of a dimensioned site plan signed and sealed by an architect, engineer, landscape architect, or professional survey and mapper (as appropriate) licensed in the state of Florida [paragraph 62B-33.008(3)(l), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
12.	Two copies of a grading plan signed and sealed by an architect, engineer, landscape architect, or professional survey and mapper (as appropriate) licensed in the state of Florida [paragraph 62B-33.008(3)(m), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
13.	Two copies of cross-sections signed and sealed by an architect, engineer, landscape architect, or professional survey and mapper (as appropriate) licensed in the state of Florida [paragraph 62B-33.008(3)(n), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
14.	Details, including engineering design computations, for any proposed waste discharge onto, over, under, or across the beach and dune system, including but not limited to storm water runoff, swimming pool drainage, well discharge, domestic water systems, and outfalls [paragraph 62B-33.008(3)(p), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
15.	An anticipated construction schedule [paragraph 62B-33.008(3)(q), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
16.	Two copies of detailed planting plans, including the location of proposed plants, existing native vegetation, and plants to be removed. Plans shall include a plant list with both scientific and common names [paragraph 62B-33.008(3)(r), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
<b>APPLICANTS APPLYING TO CONSTRUCT MAJOR STRUCTURES OR RIGID COASTAL STRUCTURES ARE REQUIRED TO SUBMIT THE FOLLOWING ADDITIONAL ITEMS (SEE RULE 62B-33.002, F.A.C.):</b>			
17.	For major structures, two copies of a dimensioned site plan drawn to an appropriate scale, on 8.5 by 11 inch paper [paragraph 62B-33.008(3)(g), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
18.	For major structures, two copies of dimensioned cross-sections drawn to an appropriate scale, on 8.5 by 11 inch paper [paragraph 62B-33.008(3)(h), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
19.	For major structures, two copies of detailed final foundation plans and specifications [paragraph 62B-33.008(3)(k), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>
20.	For rigid coastal structures, two copies of a site plan and detailed final construction plans and specifications for all proposed structures or excavation signed and sealed by an engineer licensed in the state of Florida [paragraph 62B-33.008(3)(o), F.A.C.].	<input type="checkbox"/>	<input type="checkbox"/>

<b>APPLICATION FOR WAIVER</b>			
(Pursuant to subsection 62B-33.008(6), F.A.C., the applicant may request a waiver of certain portions of the information specified in this application form)			
Application Item #	Reason for waiver	DEP Use Only	
		Approved	Denied
If room for additional application for waivers is needed, please attach an extra sheet to this application and include the applicant name and date on the additional sheet.			

**E-Mail to:** CCCL@dep.state.fl.us  
**Or Mail to:**  
 Coastal Construction Control Line Program  
 Division of Water Resource Management  
 Florida Department of Environmental Protection  
 2600 Blair Stone Road, Mail Station 3522  
 Tallahassee, Florida 32399-2400

**OR**

**Overnight or Hand deliver to:**  
 Coastal Construction Control Line Program  
 Division of Water Resource Management  
 Florida Department of Environmental Protection  
 2600 Blair Stone Road, Room 612-F  
 Tallahassee, Florida 32399-2400



Florida Department of Environmental Protection (DEP)  
 Division of Water Resource Management  
 Coastal Construction Control Line Program  
 2600 Blair Stone Road, Mail Station 3522  
 Tallahassee, Florida 32399-2400  
 (850) 245-8336

**PERMIT FEE WORKSHEET**

**INSTRUCTIONS:** Each application for a new permit or for a change in permit status pursuant to Section 161.053, Florida Statutes (F.S.), or applications pursuant to Rule 62B-33.013, Florida Administrative Code (F.A.C.), to be considered by the Department (DEP) shall be accompanied by a fee. An application will not be considered complete until the required fee has been received by DEP. The total amount due is the sum of the fees assessed for each structure or activity. Please utilize this worksheet to calculate the fee required pursuant to Rule 62B-33.0085, F.A.C. Copies of Chapter 161, F.S., and Chapter 62B-33, F.A.C., as well as assistance from DEP staff are available by calling (850) 245-8336.

	FACTOR	FEE \$	TOTAL \$
<b>MAJOR STRUCTURES</b>			
1. Single Family Dwelling with a roof footprint less than or equal to 2400 ft. <sup>2</sup> Total Roof Footprint = _____ ft. <sup>2</sup>	X	2,000	0
	<i>No. of Structures</i>		0
2. Single Family Dwelling with a roof footprint greater than 2400 ft. <sup>2</sup>	X	4,000	0
	<i>No. of Structures</i>		0
3. Non-Habitable Major Structure (e.g., roads, bridges, storm water outfalls, cabanas, garages, swimming pools)	X	1,000	0
	<i>No. of Structures</i>		0
4. Multi-Family Dwelling (e.g., hotels, apartment buildings) PLUS \$100 for each dwelling unit in the structure:	X	5,000	0
	<i>No. of Structures</i>		0
	X	100	0
	<i>No. of Units</i>		0
5. Other Major Habitable Structures (e.g., commercial or public buildings, restaurants, towers)	X	3,000	0
	<i>No. of Structures</i>		0
<b>MINOR STRUCTURES AND ACTIVITIES</b>			
6. A Single Minor Structure		300	0
7. Multiple Minor Structures		500	0
8. One or More Minor Activities * (e.g., dune construction/enhancement, placement of fill, and debris removal)		300	0
<b>ADDITIONS TO EXISTING HABITABLE STRUCTURES</b>			
9. Addition(s) to a Single Family Dwelling		1,000	0
10. Additions to a Multi-Family Dwelling: First Unit PLUS \$100 for each additional unit	X	2,500	0
	X	100	0
	<i>No. of Units</i>		0
<b>REVISIONS OR MODIFICATIONS OF APPROVED PERMITS</b>			
11. Modification which includes revisions to a permitted minor structure or activity		150	0
12. Modification to a permit for a minor structure or activity which adds a new minor structure or activity (the amount indicated in items #6, 7, or 8 above, or \$500, whichever is greater)			
13. Modification which includes revisions to a permitted major structure or dwelling unit		500	0
14. Modification to a permit for a major structure(s) which adds a new major structure or dwelling unit(s). (the amount indicated in items #1 - 10 above, or \$500, whichever is greater)			
<b>OTHER CONSTRUCTION, STRUCTURES, AND ACTIVITIES</b>			
15. Other Activities (e.g., minor reconstruction of coastal protection structures, repairs to major structures, excavation, and large landscaping projects)		500	0
16. Rigid Coastal Structure: First 100 feet of length PLUS \$500 for each additional 50 feet of length (includes return walls)	X	3,000	0
	X	500	0
	<i>No. of 50' Units</i>		
<b>TOTAL FEE DUE</b>			<b>0</b>

\*The fee for minor activities is waived when the activities are in conjunction with a permit for a structure.

**REFUNDS:** A fee payment submitted in excess of the amount required or for an activity which is exempt from the provisions of Rule 62B-33.0085, F.A.C., shall be refunded to the applicant. A fee submitted to DEP shall not be refunded if the application is withdrawn, denied, or if separate applications to other agencies or local government are denied.

**PERMIT FEE EXEMPTIONS:** No fees are assessed for:

- Emergency permit applications pursuant to Rule 62B-33.014, F.A.C.,
- Applications filed by agencies of government of the executive branch of the State of Florida,
- Applications for permits pursuant to Section 161.052, F.S., for work to be conducted within the 50-foot setback from mean high water in counties where no Coastal Construction Control Line has been established pursuant to Section 161.053, F.S.
- Permit transfers, or
- Field permits.

Field permits for certain minor structures and activities including dune walkovers and decks meeting DEP standards and specifications are available at no cost from DEP field representatives. Please contact the appropriate field representative (see below) for specific information about which activities may be authorized by a field permit.

Field Representative	Coastal Counties Served	Contact Information
Reginald Bradley	Escambia, Santa Rosa, Okaloosa, Walton and Panama City Beach (Bay)	(850) 449-8045
Keith Davie	Mexico Beach (Bay), Gulf, Franklin and Wakulla	(850) 933-7971
Steve West	Pinellas, Manatee and Sarasota	(941) 356-3412
Jennifer Cowart	Charlotte, Lee, Collier, and Monroe	(941) 492-0701
Trey Hatch	Nassau, Duval, St. Johns, Flagler, and Volusia	(904) 655-1765
Jason Spanier	Brevard, Indian River, St. Lucie and Martin	(772) 919-5786
Christian Lambright	Palm Beach, Broward and Dade	(561) 313-9007

**MAILING ADDRESS:**

Please send the fee payment along with a completed application form (DEP form 73-100) to:

Department of Environmental Protection  
Division of Water Resource Management  
Coastal Construction Control Line Program  
2600 Blair Stone Road, Mail Station 3522  
Tallahassee, Florida 32399-2400

Or go to the following website for instructions on how to submit an electronic CCCL application:

[http://www.dep.state.fl.us/beaches/forms.htm#CCCL\\_App\\_Form](http://www.dep.state.fl.us/beaches/forms.htm#CCCL_App_Form)

If the fee is not submitted with the application form, please include the following information with the fee payment:

- Application number (if known)
- County
- Applicant name
- Telephone number