

ENVIRONMENTAL PROTECTION COMMISSION MINOR WORK PERMIT MARINE CONSTRUCTION GUIDELINES

WHO NEEDS A ENVIRONMENTAL PROTECTION COMMISSION (EPC) MINOR WORK PERMIT?

Pursuant to Chapter 95-488, Laws of Florida, and Interlocal Agreement between the EPC and the Tampa Port Authority (TPA) any person desiring to dredge, fill, build or moor any structure on submerged lands within the Port District must apply in writing to the EPC, if the site falls within the delegated areas. Delegated jurisdictional waters include tidally influenced waters, Lakes Thonotosassa and Keystone, the Hillsborough River, Little Manatee River and Alafia River and navigable tributaries, excluding:

1. Standard Work Permits
2. Utility crossings
3. Any permit which requires a submerged land lease
4. Any permit which requires a submerged land easement
5. Commercial tidal lands (as set forth in TPA Submerged Lands Management Rules, except for Seddon Channel)
6. TPA owned uplands:
 - a. Including but not limited to Fantasy Islands, 2D, 3D and other dredge spoil islands
 - b. Any permits over or across uplands created from accretion. These lands are property of the TPA.
 - c. Any uplands created by dredge overfill. These uplands become the property of the TPA
7. Port of Tampa berths or Port of Tampa related marine structures
8. Any permits that the TPA requires for its development

TYPE OF PERMIT NEEDED – MINOR OR STANDARD?

A **MINOR** work permit is needed for projects meeting the following criteria: Docks less than 2500 sq. ft. structural area and less than 300 ft. long, new dredge/fill less than 1000 c.y., maintenance dredging less than 10,000 c.y., new seawalls less than 400 ft, and rip-rap revetments.

A **STANDARD** work permit is required for projects exceeding the above listed thresholds for projects that may be expected to have significant environmental or hydrologic impact. All standard work permit applications must be submitted to the TPA.

MINOR WORK PERMITTING GUIDELINES

Properties with shoreline frontage of less than 65 ft. must maintain a 10 ft. setback from the riparian lines (which are not necessarily extensions of the property lines.) Properties with 65 ft. to 80 ft. must have structural setbacks of 15 ft. Properties greater than 80 ft. require a 25 ft. setback.

Structures may not encumber more than 10 square ft. of submerged land for every foot of subject shoreline. Structural area includes all decking, boatlifts and roofs.

Structures may extend a maximum of 25% of the navigable width of a waterway. Distances may be restricted more based on site specific conditions.

Projects located with Aquatic Resource Protection Areas such as the Little Manatee River are permitted under more stringent guidelines.

Sundecks (over boatlifts only) are allowed in specific areas only. Roofs over docks are not allowed.

Seawall construction is essentially limited to the replacement of existing walls within eighteen (18) inches face-to-face and require drawings/plans signed and sealed by a FL Registered Professional Engineer. The use of rip-rap and/or native wetland vegetation is encouraged as an alternative shoreline stabilization method.

PERMIT APPLICATIONS

Applications must be submitted by the submerged land owner or the **abutting upland riparian property owner**. Therefore, if you live in a condominium or an apartment, an authorized representative of that association must apply for the permit.

Acceptable drawings must be submitted as part of the permit application. They must be scaled or depict **all** structural dimensions and elevations on plan and profile views of the project, including existing structures on site. The setback distances from the closest portion of the structure to the adjacent property boundaries must be depicted. Include a site plan showing adjacent properties with depiction of approximate size and configuration of existing structures. The EPC will not accept project drawings larger than 11x17 unless prior approval has been provided by staff. A **legal description and property survey (copy) must** accompany **all** applications. Projects other than private, single family structures require drawings signed and sealed by a Florida Registered Professional Engineer and **all** jurisdictional seawall applications require signed & sealed drawings/plans.

MINOR WORK PERMIT APPLICATION FEES/SUBMITTALS

EPC Fees:

All minor work permit applications for marine construction activity require a \$590.00 fee (check or money order made payable to the EPC).

Revisions to non-expired issued minor work permits require a \$75.00 fee and must reference the permit number.

Please direct any questions you may have regarding Minor Work permitting to EPC Wetlands Department directly at 813-627-2600. All correspondence should be sent to the attention of the Wetlands Management Division of the EPC, 3629 Queen Palm Dr., Tampa, Florida 33619.

MWP Application Checklist

Please complete the checklist below. Circle Y or N/A. Sign at the bottom of the page acknowledging that all the necessary information has been included. Please note this is the minimum information required and additional information may be needed.

		<u>Application</u>
Y	----	Complete Section I of Application
		Section II
Y	---	1. Project Location
Y	---	5. Project Description
Y	N/A	Dredge Project Checklist (if applicable)
Y	N/A	Fill Checklist (if applicable)
Y	N/A	Critical Habitat for Small Tooth Sawfish Check Box
Y	N/A	Manatee Conditions Check Box
Y	---	7. Public Interest Statement
		Section III
Y	---	Adjacent Homeowner Information
		Section IV
Y	----	Appropriate Box Checked for Owner/Not Owner
Y	----	Legal Description
Y	----	Owner Signature
Y	----	Notarized Form
		Section V
Y	----	Owner Signature
		<u>Drawings</u>
Y	---	Plan View
Y	---	Plan View with Adjacent Lots
Y	---	Profile View
Y	N/A	Signed and Sealed Drawings for Seawall
Y	N/A	Rip-Rap 2:1 (fabric under liner if new)
Y	---	Survey or Plat Page with Linear Shoreline Length
		Verify 10:1 for Dock Structures
Y	---	All Dimensions Labeled or Drawings Scaled
Y	---	NMFS Checklist
Y	N/A	DEP General Permit or Individual Application (if applicable)

I verify that the attached information/application has been verified for accuracy and the requested information is included. Signature _____



ROGER P. STEWART CENTER
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 www.epchc.org

APPLICATION FOR A DELEGATED TAMPA PORT AUTHORITY MINOR WORK PERMIT

For Official Use Only: Review # _____

Forwarded to ACOE:
Date: _____

- NEW** (\$590 Review Fee)
 PERMIT REVISION (\$75 Review Fee)
 AFTER-THE-FACT W/N# _____

SECTION I

1. MINOR WORK PERMIT APPLICATION - Brief Project Description:

2. PROPERTY OWNER INFORMATION

- Request to be present at site inspection*

First Name: _____ Last Name: _____

Company Name/Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

3. AUTHORIZED AGENT INFORMATION

- Request to be present at site inspection*

First Name: _____ Last Name: _____

Company Name/Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Email Address: _____

SECTION II

1. LOCATION OF PROPOSED PROJECT

Site Street Address: _____

City: _____ State: _____ Zip Code: _____

Folio Number(s): _____

Section: _____ Township: _____ Range: _____

Name of Water Body at Proposed Project: _____

2. PROPOSED USE

- Private Single-Dwelling
 Private Multi-Family Dwelling (Condominium, Apartment, etc.)
 Commercial
 Other (explain): _____

3. OWNER OF SUBMERGED LANDS:

- Leased Port Property or Port Easement** (check box if applicable)

4. PREVIOUS TAMPA PORT AUTHORITY PERMITS ISSUED AT THIS LOCATION:

Permit Number: _____ Date: _____

5. PROJECT DESCRIPTION

NOTE: Features and dimensions must be carefully shown on the required application drawings. Please review the attached guidelines provided to ensure that the drawings which you have prepared are acceptable.

A. STRUCTURES:

- NEW WORK, MAINTENANCE/REPLACEMENT, ADDITION/MODIFICATION

- 1) DOCK, OBSERVATION DECK, PIER, OR ELEVATED BOARDWALK: (Circle Selection(s))
a. Length of Shoreline: _____ Linear Feet
b. Number of Proposed Docks: _____ No. of Boat Slips/Lifts: _____ / _____
c. Length from OHW/MHW to waterward edge of structure: _____ Feet
d. Width of Structure: _____ Ft. Mooring Water Depth at O/MLW: _____ Ft.
e. Existing Structure Area: _____ Sq. Ft.
f. Proposed Structure Area: _____ Sq. Ft.
g. Overall Area of Facility: _____ Sq. Ft.
2) SEAWALLS, RIP-RAP, REVETMENTS OR OTHER SHORELINE STABILIZATION: (Circle Selection(s))
a. Length of Shoreline at Site: _____ Linear Feet
b. Length of Work Proposed Along Shoreline: _____ Linear Feet
c. Seawall Vertical Height: _____ Feet
d. Rip-Rap Slope: Horizontal Distance: _____ Feet Vertical Height: _____ Feet
e. Type of Material: _____
f. Volume: _____ Cubic Feet (circle: dredged or filled)
3) OTHER TYPE OF STRUCTURE: (Please Explain) _____

B. DREDGING / EXCAVATION

- NEW WORK, MAINTENANCE

- 1) DIMENSIONS OF AREAS TO BE DREDGED / EXCAVATED:
a. Length: _____ Feet Width _____ Feet Total Area: _____ Sq. Feet
b. Depths: Existing _____ Proposed _____
c. Volume: Above OHW/MHW _____ Below OHW/MHW _____ Total _____
d. Area: Above OHW/MHW _____ Below OHW/MHW _____ Total _____
2) TYPE OF MATERIAL: _____
3) STORAGE OF MATERIAL: On-site Storage *Off-site Disposal Site _____

*If material is to be taken off-site, describe the method of material storage, haul routes, and specify the location with an attached Affidavit of Authorization from the disposal site's property owner, as applicable to the project.

I have filled out and attached all required information listed on the Dredge Project Checklist applicable this project.

C. FILLING

- 1) VOLUME: Above OHW/MHW _____ Below OHW/MHW _____ Total _____ yd^3
2) AREA: Above OHW/MHW _____ Below OHW/MHW _____ Total _____ ft^2
3) CONTAINMENT: Seawall _____ Dikes _____ Other (explain) _____
4) TYPE OF MATERIAL: _____
5) SOURCE OF MATERIAL: On-site Off-site: _____

*Refer to the Fill Checklist for material sampling requirements and other applicable information.

- Check the box to confirm that your project is not located in critical habitat for smalltooth sawfish or gulf sturgeon, as applicable. www.epchc.org/criticalhabitat
 Check the box to confirm that if your project is located in waters accessible to manatees the project shall not affect or will not directly or indirectly likely adversely affect manatees, as applicable. www.epchc.org/manatee

6. WORK SCHEDULE

To Begin On: _____

And Be Completed By: _____

7. REMARKS / COMMENTS FOR PROJECT:

8. PUBLIC INTEREST STATEMENT:

Accordingly, in the comment box provided below, describe how your proposed project is not contrary to the public interest based on the criteria outlined in Section II, D.1. of the Tampa Port Authority Submerged Lands Management Rules.

- a. The decision to authorize the use of Jurisdictional Lands requires a determination that such use is not contrary to the public interest, except for lands within Aquatic Resource Protection Areas, in which case it must be determined that the use is in the public interest. In all cases it will be in the responsibility of the applicant to provide evidence as to the public interest impact of the proposed activity or use.
- b. The public interest determination requires an evaluation of the probable impacts of the proposed activity on Jurisdictional Lands and the associated water body. All direct and indirect impacts related to the proposed activity as well as the cumulative effects of those impacts shall be taken into consideration. Relevant factors to be considered include: conservation, general environmental and natural resource concerns, wetlands values, cultural values, fish and wildlife values, flood hazards, floodplain values, land use, navigation, shore erosion and accretion, recreation, water supply and conservation, water quality, aesthetics, economics, public health and safety, relative extent of the public need for the proposed use or activity, reasonable alternative locations and methods to accomplish the objective of the proposed use or activity, potential detrimental effects on the public uses to which the area is otherwise suited, the effect on cultural, scenic and recreational values, and the needs and welfare of the people.

COMMENT BOX:

SECTION III

PROJECT SITE ADJACENT RIPARIAN PROPERTY OWNERS: (Please include Name and Address)

Owner Name(s)

Owner Name(s)

Company Name/ Title

Company Name/ Title

Mailing Address

Mailing Address

City; State; Zip Code

City; State; Zip Code

NOTE: This application must be signed by the person who desires to undertake the proposed activity or by an authorized agent. If an agent is applying on behalf of the applicant who is not the property owner, attach proof of authorization from the property owner.

SECTION IV

AFFIDAVIT OF OWNERSHIP OR CONTROL of the property on which the proposed project is to be undertaken
I CERTIFY THAT: **(Must Check the Appropriate Box)**

- I am the record owner, lessee, or record easement holder of the property described below.
- I am not the record owner, lessee, or record easement holder of the property described below, but I will have the requisite property interest before undertaking the proposed project. (Please Explain in Remarks/Comments Section II #7)

LEGAL DESCRIPTION OF PROJECT PROPERTY: (Use additional sheets, if necessary)

Print Name of Owner/Applicant

Signature of Owner/Applicant

Sworn to and subscribed before me at _____ County, _____

this _____ day of _____ 20 _____

Notary Public

My Commission Expires

SECTION V

CERTIFICATION & AUTHORIZATION:

- a. I authorize the agent listed in Section I to negotiate modifications or revisions, when necessary, and accept or assent to any stipulations on my behalf.
- b. I understand I may have to provide any additional information/ data that may be necessary to provide reasonable assurance of evidence to show that the proposed project will comply with applicable water quality standards or other environmental standards both before construction and after the project is completed.
- c. In addition, I agree to provide entry to the project site for inspectors with proper identification or documents as required by law from the environmental agencies for the purpose of making preliminary analyses of the site. Further, I agree to provide EPC staff and its agents access to the project site and for such inspectors to monitor permitted work, if a permit is granted.

I hereby certify that the information provided in this application and attached is accurate and complete to the best of my knowledge, and that I have investigated all available sources of information before indicating that any details are unknown or unavailable. I further certify that I possess the authority to undertake the proposed activity. Activities authorized under this permit do not imply exemption from obtaining all proper permits or complying with regulations of other federal, state, or local agencies.

Signature of Owner/Applicant

Date

FEES: Minor Work Permit Applications - \$590.00 / Permit Revisions - \$75.00

PLEASE FORWARD COMPLETED APPLICATION, REQUIRED DRAWINGS, AND FEE TO:

ENVIRONMENTAL PROTECTION COMMISSION OF HILLSBOROUGH COUNTY
ATTN: WETLANDS DEPARTMENT
3629 QUEEN PALM DR.
TAMPA, FL 33619