



Application Checklist

Single Family Individual Permit – General Requirements

Single Family Residential projects also include any duplex, triplex or quadruplex not part of a larger plan of development owned by the applicant.

If your project involves a dock, pier, floating dock, boat ramp, seawall, culverted driveway crossing or only very minimal amounts of wetland impact (less than 4000 sq ft in isolated wetlands) – check online help to determine if you may qualify for an exemption/consent by rule or Noticed General Permit before filling out the application.

Online application help is available at ([website](#)).

Complete only these application sections:

Section A – Basic Application

Section C – Notice of Receipt of Application

Section D – Information Related to a Single Family Dwelling Unit

Section G – Complete only if your project is in, on or over water (dock, pier, seawall, etc.)

****If any part of these sections does not apply to your project, leave it blank or write N/A.**

Basic Attachments

(See [sample basic attachments package](#))

- ☐ Location Map
- ☐ USGS Quadrangle Map (topographic map)
- ☐ Aerial Photograph
- ☐ Project Drawings
- ☐ Proof of sufficient real property interest (Copy of one of these):
 - Deed, Warranty Deed

- Lease, with specific authority to conduct such a project
- Easement
- Judgment of the court
- Certificate of Title issued by a clerk of court
- If applicant has permission to do work, but not real property interest, include the owner as co-applicant, and submit a copy of their deed.

Joint Application Section A

Did you...

- ☐ Fill out each question completely, using the online help if needed?
- ☐ Include e-mail addresses in contact information?
- ☐ If your project will require a State-owned submerged lands lease, did you include the names, addresses and zip codes of all property owners within a 500 ft radius?
- ☐ Fill out and sign Part 8 completely, including C, which authorizes the agencies to enter onto the property for inspection related to permitting activities? The original signatures must be submitted to DEP, not a copy. - **IMPORTANT!**

Joint Application Section C

Did you...

- ☐ Fill out Section C completely, using online help if needed?
- ☐ Make sure everything is on 8.5" x 11" paper, and can be clearly read/photocopied?
- ☐ Attach project drawings, including both a plan view and cross-section view?

Joint Application Section D – Site Information and Project Details

Did you...

- ☐ Include all applicable information in Section D, using online help if needed?
- ☐ Mark the proposed work on site with flags, string or other method?

Joint Application Section D – Project Drawings

(See also separate checklists for each activity type, and sample drawings)

On each sheet (all sheets 8.5" x 11"):

- ☐ Applicant name
- ☐ Property line
- ☐ North arrow
- ☐ Graphic scale or complete dimensions
- ☐ Label "Sheet X of Y"

General Drawing Requirements:

- ☐ Name of waterbody
- ☐ Boundary of wetlands and other surface waters, clearly hatched
- ☐ Tell how the boundary of wetlands or other surface waters was determined
- ☐ Mean high water line (MHWL) or ordinary high water line (OHWL), if applicable
- ☐ If your project is on the water, show location of riparian rights lines ([see help information and sample](#))
- ☐ Existing structures in or adjacent to the project area
- ☐ All proposed work including dredging, filling and structures; hatched or shaded
- ☐ Land elevations (spot or contour) referred to NGVD or NAVD
- ☐ Label all areas of proposed work with acreage/square feet
- ☐ Label all upland acreage/square feet
- ☐ Label total acreage of property
- ☐ Show location of all cross-sections on profile views, label (A-A', B-B', etc.) and make sure they match up correctly on all drawings (see sample drawing)

Joint Application Section G – Only if your project is on, in or over tidal or navigable water

Did you...

- ☐ Choose the appropriate answer(s) for Part I, using online help if necessary?
- ☐ Fill out Part II - If your project is on, in or over State-owned submerged lands (Sovereign Submerged Lands), or you are not sure?
- ☐ Provide the linear footage of shoreline owned by the applicant?
- ☐ Choose which category best describes your project under Proprietary Project Descriptions?

General Information About State-owned (Sovereign) Submerged Lands

- See “**Proprietary and Regulatory**” in online help for an explanation of DEP’s permitting authority.
- Most tidal or navigable waters in Florida are State-owned submerged lands, under proprietary authority of DEP.
- Projects in, on or over State-owned submerged lands will require both a regulatory permit (ERP) and proprietary (Sovereign submerged Lands) authorization.
- Special size and construction requirements exist for projects in Aquatic Preserves (AP) or Outstanding Florida Waters (OFW), see “**Dock and Pier Construction Guidelines**” at ([website](#)) to determine if there are special requirements based on your project location.
- Some single-family docks do not require a permit or other written authorization from DEP. These include, generally:
 - A private dock in an artificially created waterway where:
 - The construction will not violate water quality standards
 - The dock will not impede navigation
 - The dock will not affect flood control
 - Repairing or replacing existing docks or mooring pilings that are:
 - NOT part of an aquatic preserve or manatee sanctuary
 - Still functional or only recently damaged by a storm or accident
 - In same location, configuration, and dimensions as the existing structure
 - Built without fill other than pilings
 - A single-family dock that meets the following criteria:
 - NOT part of an aquatic preserve or manatee sanctuary
 - 500 square feet or less if located in Outstanding Florida Waters
 - 1,000 square feet or less if not in Outstanding Florida Waters
 - Structures built on the dock are not enclosed with walls and doors
 - Total area calculation includes areas of roof overhang
 - Used only for recreational, non-commercial activities
 - No dredging or filling except that necessary to install pilings
 - Does not impede the flow of water or navigation
 - One dock per lot and no more than one dock per single-family home
- In general, non water-related activities will not be permitted on State-owned submerged lands. Examples of non-water related activities are:
 - Structures habitable by humans (house over water)
 - Fully enclosed structures
 - Benches, trash cans
 - Restaurants/Bars

- Storage bins, lockers, sheds – unless they contain only water-dependent recreational supplies

Notes:

Use the supplemental checklists for your specific project type(s) to check your drawings for completeness.

Dock and pier construction guidelines can be found at ([website](#))

Online help for each permit section, sample drawings, subject explanations and video tutorials are available at ([website](#))