

Appendix F
Individual Project Approval Checklists

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**APPENDIX F-1 Dune Restoration IPA Checklist
(these action items may be completed at time of field permit issuance)**

DUNE RESTORATION PROJECTS	
1. The name, mailing address, email, fax, and telephone number of the property owner and of any duly authorized agent making the application on behalf of the owner, and the signature of the agent or owner. The owner must provide the agent authorization to act on behalf of the owner in matters pertaining to the project.	<input type="checkbox"/>
2. The project location, including the property address(es) and either the distance from the nearest Department reference monument, latitude and longitude coordinates or the Section – Township – Range.	<input type="checkbox"/>
3. A statement describing the proposed work, activity, or construction, volume of sand to be placed, the project length and the construction schedule.	<input type="checkbox"/>
4. A survey, plat or boundary map drawn to scale and indicating the subject property boundaries, rights-of-ways, and improvements. The drawing must be drawn to scale, legible, and clearly indicate property boundary in relation to the shoreline.	<input type="checkbox"/>
5. Color photographic prints or electronic photographs of the project area. Photographic prints must be a minimum 6-inch by 4-inch size. Submittals shall include: <ul style="list-style-type: none"> a. Date, location and direction of photograph, b. A minimum of six photographs to represent the physical conditions of the project area from multiple views, c. All areas proposed to be disturbed, including construction equipment access, staging or other areas, and staked and flagged limits of construction. 	<input type="checkbox"/>
6. Information to provide reasonable assurance that proposed fill sand meets the requirements of paragraph 62B-34.080(3)(c), F.A.C., and the BMA sand specifications. <ul style="list-style-type: none"> a. For projects with less than or equal to 600 cubic yards of proposed fill sand, the name and location of the proposed source(s) of fill sand must be identified. b. For projects with greater than 600 cubic yards of proposed fill sand: <ul style="list-style-type: none"> i. the name and location of the proposed source(s) of proposed fill sand; ii. physical samples, or sieve analysis or mine assays of the proposed fill sand and native sand sampled from the dune restoration site; and, iii. a sand quality assurance and quality control plan using form 62B-56.900(3), F.A.C., entitled “Sand Quality Assurance/Quality Control (QA/QC) Plan” (effective 6-22-09) (See appendix D-1). 	<input type="checkbox"/>

APPENDIX F-2 In-Water Activities IPA Checklist

IN- WATER ACTIVITES (NOURISHMENTS, SAND TRANSFER, GROINS)	
1. The signature page from the JCP application, filled out with Participant and agent.	<input type="checkbox"/>
2. Updated addresses, including e-mail address of participant and agents.	<input type="checkbox"/>
3. Fee (includes regulatory and proprietary)	<input type="checkbox"/>
4. A current BO from the USFWS or NMFS, when the FWCC has determined that the proposed project will result in a take of marine turtles, which could not be authorized without an incidental take determination under federal law. Nourishment Projects are covered under the Statewide Programmatic Biological Opinion	<input type="checkbox"/>
5. A proposed construction schedule.	<input type="checkbox"/>
6. Construction plans and specification for the proposed activity, certified by an engineer duly registered pursuant to Chapter 471, FS. Plans shall distinguish between existing (survey) and proposed structures (site plan) and grades, and include the following: a. Plan view of the proposed activity depicting the mean high-water line, any easement boundary and the erosion control line (if applicable) within the area of influence of the proposed activity. Include a north arrow and a scale bar on each drawing. b. A sufficient number of cross-section views of the proposed activity depicting the slopes, the MHWL, any easement boundary and the ECL (if applicable) within the area of influence of the proposed activity. Elevations indicated on the cross-sections shall be referenced to the NAVD of 1988 (NAVD 88). c. A survey depicting current conditions of the project area in accordance with 62B-41.008(1)h. d. Computations of volume and composite fill material characteristics of that portion of the borrow area or upland sand source to be used for the individual project.	<input type="checkbox"/>
7. Proof of ECL establishment in project area, if required	<input type="checkbox"/>
8. Turbidity monitoring qualifications: Construction at the project site shall be monitored closely by an experienced, independent third party to assure that turbidity levels do not exceed the compliance standards established in this BMA. Also, an individual familiar with beach construction techniques and turbidity monitoring shall be present at all times when fill material is discharged on the beach nourishment sites (this does not apply to the discharge from the sand transfer plant). This individual shall have authority to alter construction techniques or shut down the dredging or beach construction operations if turbidity levels exceed the compliance standards established in this BMA. The names and qualifications of those individuals performing these functions, along with 24-hour contact information, shall be submitted for approval.	<input type="checkbox"/>
9. Turbidity Scope of Work (SOW) for the turbidity monitoring that confirms the availability of the equipment necessary to carry out the monitoring. The SOW shall list the equipment that would be used to reach the monitoring sites in the surf zone sites, nearshore sites and offshore sites, e.g., the type of boat, a jet ski, a surf board, etc. The SOW shall also list the type of equipment that will be used to collect samples and/or measure turbidity levels.	<input type="checkbox"/>
10. For any groin or bypassing structures: A legal property description and acreage of any sovereign submerged land that would be encompassed by the requested lease or easement, plus one (1) prints of a survey prepared, signed and sealed by a person properly licensed by the Florida State Board of Land Surveyors.	<input type="checkbox"/>
11. For any groin or bypassing structures: A list of the names and addresses of owners of all riparian property within 1,000 ft (and within a 500 ft radius) of the proposed SSL easement or lease site from the latest county tax roll. If property is under cooperative or condominium ownership, the name and mailing address of the cooperative or condominium association will be adequate. Alternately, you the BMA participant, can notice these individuals of the pending easement. This would not apply to off-shore leases or easements that are not located within 1,000 feet of the shoreline.	<input type="checkbox"/>
12. Letter of Approval from the Department of State, Division of Historical Resources	<input type="checkbox"/>

APPENDIX F-3 BMA Fee Spreadsheet

Palm Beach Island Beach Management Agreement Fee Calculation Sheet

Activity Description	Rule	*Amount	Units	Fee
Rigid Coastal Structures				
Structure Length	62B-41.0085(3)(a)	0	feet	\$0.00
Beach Restoration & Nourishment				
Sand Volume	62B-41.0085(3)(b)	0	yd ³	\$0.00
Construction and Maintenance Dredging of Inlets				
Maintenance Dredging Only		0	yd ³	\$0.00
Beach or Nearshore Placement	62B-41.0085(3)(c)	0	yd ³	\$0.00
Inlet Related Structures	62B-41.0085(3)(d)	0	# of structures	\$0.00
Minor Structures and Activities	62B-41.0085(3)(e)	no	yes/no	\$0.00
Renewal Review	62B-41.0085(3)(f)	no	yes/no	\$0.00
Time Extension/Transfer	62B-41.0085(3)(g)	no	yes/no	\$0.00
State Cost Share				
Enter state share for waived portion of fee	62B-41.0085(6)	0	%	\$0.00
Experimental Project	62B-41.0085(7)	no	yes/no	\$0.00
Subtotal (Total 62B-41 Fees)				\$0.00
Environmental/Wetland Resource Fee				
Placement area (acres) seaward of ECL/MHW line	62-4	0	acreage	\$0.00
Variance				
Mixing Zone	62-4.050(4)(g)	no	yes/no	\$0.00
State Lands Authorizations				
Are you requesting a SSL easement or lease?	18-21	no	yes/no	\$0.00
Subtotal (Total 62-4 and 18-21 Fees)				\$0.00
Total Permit Fee				\$0.00

* Projects are only assessed a fee once during every 15 year period for a project of that type.