

## CCCL Individual Administrative Permit Application Guidelines (Processed pursuant to [Chapter 62B-33, F.A.C.](#))

- A. Fill out form 73-100, Coastal Construction Control Line Application (Save as CCCLApplication-ApplicantName) (note that all application backup documents that are 11" x 17" or smaller can be combined with the completed CCCL Application form into one PDF.)
- B. The following documents are required to be included with your submittal (**the numbers below correspond with the permit application items**):
  6. A permit fee. (See the Permit Fee Worksheet and Item D. below for how to submit a fee)
  7. Sufficient evidence of ownership and a legal description of the property. (Recorded warranty deeds are preferred.) (Save as Ownership-ApplicantName or combine with application)
  8. Written evidence provided by the appropriate local governmental agency having jurisdiction over the activity, that the proposed activity, as submitted to the Department, does not contravene local setback requirements or zoning codes. (Save as LocalLetter-ApplicantName or combine with application)
  9. A signed and sealed survey of the subject property. (Save as Survey-ApplicantName separate from the application)
  10. For structures with proposed permanent exterior lighting, a dimensioned lighting plan drawn to an appropriate scale that includes a fixture table and cut sheets for all fixtures. (Save as LightingPlan-ApplicantName) (Note that plans larger than 11" x 17" may be combined together in order into one PDF saved as Plans-ApplicantName)
  11. 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. (Save as SitePlan-ApplicantName or combine with other plans)
  12. 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 that includes a table detailing cut and fill volumes. (Save as GradingPlan-ApplicantName or combine with other plans)
  13. A cross-section signed and sealed by an architect, engineer, landscape architect, or professional survey and mapper (as appropriate) licensed in the state of Florida. (Save as CrossSection-ApplicantName or combine with other plans)
  14. Details, including engineering design computations (when appropriate), 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. (Save as DrainagePlan-ApplicantName or combine with other plans)
  15. An anticipated construction schedule. (Save as Schedule-ApplicantName or combine with application)
  16. A detailed planting plan, 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. (Save as PlantingPlan-ApplicantName or combine with other plans)
  17. For major or rigid coastal (armoring) structures, a copy of a dimensioned site plan drawn to an appropriate scale, on 8.5" x 11" paper. (Save as ReducedSitePlan-ApplicantName or combine with application)

18. For major or rigid coastal (armoring) structures, a copy of a dimensioned cross-section drawn to an appropriate scale, on 8.5" x 11" paper. (Save as ReducedCrossSection-ApplicantName or combine with application)
  19. For major structures, a copy of detailed final foundation plans and specifications. (Save as FoundationPlan-ApplicantName or combine with other plans)
  20. For rigid coastal (armoring) structures only, a copy of a site plan and detailed final construction plans and specifications for all proposed structures. (Save as Armoring ConstructionPlans-ApplicantName or combine with other plans)
- C. Follow the [Electronic Document Submission Instructions](#) and attach all documents (preferably PDFs and bundled as described above) to the **SUBMIT HERE** email.
- D. You will receive an E-mail confirmation that your application has been received as well as an application number. Mail in the applicable fee to the mailing address on the application, and include the application number on the check and/or cover sheet. Once the application is received, the Department has up to 30 days to review for completeness. If deemed incomplete, a request for additional information will be sent to you. When the application is deemed complete, final agency action is due within 90 days of receipt of additional information.

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## CCCL General Permit Application Guidelines (Processed pursuant to [Chapter 62B-34, F.A.C.](#))

- A. Fill out form 73-101, Coastal Construction Control Line General Permit Application (Save as GPApplication-ApplicantName) (Note that all application backup documents that are 11" x 17" or smaller can be combined with the completed CCCL Application form into one PDF.)
- B. The following documents are required to be included with your submittal (**note the numbers below correspond with the permit application items.**):
  - 5. A permit fee. (See the application and Item D. below for how to submit a fee)
  - 6. Sufficient evidence of ownership and a legal description of the property. (Recorded warranty deeds are preferred.) (Save as Ownership-ApplicantName or combine with application)
  - 7. Written evidence provided by the appropriate local governmental agency having jurisdiction over the activity, that the proposed activity, as submitted to the Department, does not contravene local setback requirements or zoning codes

(Save as LocalLetter-ApplicantName or combine with application)

- 8. A signed and sealed survey of the subject property. (Save as Survey-ApplicantName separate from the application)
- 9. A dimensioned site, grading plan, and a cross sectional drawing signed and sealed by an architect, engineer, landscape architect, or surveyor and mapper (as appropriate) licensed in the state of Florida. (Save as SitePlan-ApplicantName or combine with other plans)

If the project is **not** landward of a General Permit Line, the following items are also required:

- 10. Additional survey requirements as detailed on the application and not waived by the Department.
- 11. Additional site plan requirements as detailed on the application.
- 12. If coastal armoring is used to toll the thirty-year erosion projection, a certification by a professional engineer is required.
- 13. Detailed planting plans, including a plant list (with both scientific and common names). (Save as PlantingPlan-ApplicantName or combine with other plans).
- C. Follow the [Electronic Document Submission Instructions](#) and attach all documents (preferably PDFs and bundled as described above) to the *SUBMIT HERE* email.
- D. You will receive an E-mail confirmation that your application has been received as well as an application number. Mail in the applicable fee to the mailing address on the application, and include the application number on the check and/or cover sheet. Once the application is received, the Department has up to 30 days to issue an agency action of either approval or denial. If the application is incomplete, staff will attempt to work with you or your agent to obtain the information required. If the information cannot be obtained within the 30-day review period, the application must either be withdrawn or denied.

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## CCCL Emergency Permit Application Guidelines (Processed pursuant to [Rule 62B-33.014, F.A.C.](#))

- A. Fill out form 73-303, Emergency CCCL Permit Application (Save as CCCLEmergencyApplication-ApplicantName) (Note that all application backup documents that are 11" x 17" or smaller can be combined with the completed CCCL Application form into one PDF.)
- B. The following documents are required to be included with your submittal (**the numbers below correspond with the permit application items**):
  - 4. Sufficient evidence of ownership and a legal description of the property. (Recorded warranty deeds are preferred.) (Save as Ownership-ApplicantName or combine with application)
  - 5. Written evidence provided by the appropriate local governmental agency having jurisdiction over the activity that the proposed activity, as submitted to the Department, does not contravene local setback requirements or zoning codes. (Save as LocalLetter-ApplicantName or combine with application)
  - 6. The most recent copy of a signed and sealed survey of the subject property. (Save as Survey-ApplicantName separate from the application)
  - 7. A dimensioned detailed site plan. (Save as SitePlan-ApplicantName or combine with other plans)
  - 8. A dimensioned detailed grading plan. (Save as GradingPlan-ApplicantName or combine with other plans)
  - 9. Cross-sections. (Save as CrossSections-ApplicantName or combine with other plans)
  - 10. An anticipated construction schedule. (Save as Schedule-ApplicantName or combine with application)
  - 11. The permit number or a copy of a previous Department CCCL permit for work on the property, if any. (Save as PreviousPermit-ApplicantName or combine with application)
  - 12. Photographs or other supporting documents. (Save as SupportingDocs-ApplicantName or combine with application)
  - 13. For coastal armoring repairs or construction, construction plans signed and sealed by an engineer licensed in the state of Florida. New permanent coastal armoring is not allowed under emergency permitting. (Save as CoastalArmoringPlans-ApplicantName or combine with other plans)
- C. Follow the [Electronic Document Submission Instructions](#) and attach all documents (preferably PDFs and bundled as described above) to the *SUBMIT HERE* email.
- D. There are no permit processing fees for emergency permits.
- E. You will receive an E-mail confirmation that your application has been received as well as an application number. Once the application is received, the Department will review the request as expeditiously as possible.

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## CCCL Dune Core Permit Application Guidelines (Processed pursuant to [Chapter 62B-56, F.A.C.](#))

- A. Fill out form 62B-56.900(1), Coastal Construction Control Line Application (Save as CCCLDuneCoreApplication-ApplicantName) (Note that all application backup documents that are 11" x 17" or smaller can be combined with the completed CCCL Application form into one PDF.)
- B. The following documents are required to be included with your submittal (**the numbers below correspond with permit application items.**):
  6. A completed copy of the Reconstructed Dune Application Fee Worksheet (Page 4 of the application).
  7. A permit fee. (See Item C. below for how to submit a fee)
  8. Sufficient evidence of ownership and a legal description of the property. (Recorded warranty deeds are preferred.) (Save as Ownership-ApplicantName or combine with application)
  9. Written evidence provided by the appropriate local governmental entity having jurisdiction over the activity that the proposed activity, as submitted to the Department, does not contravene local setback requirements or zoning codes. (Save as LocalLetter-ApplicantName or combine with application)
  10. A completed copy of the Reconstructed Dune Environmental/Biological Assessment Form, providing a biological assessment of habitat quality of natural plant communities and potential federal and nesting state endangered and threatened species whose range includes the subject property. (Save as BiologicalAssessment-ApplicantName or combine with application)
  11. One copy of any existing Incidental Take Permit(s) for Threatened and Endangered Species, which may be obtained from the U.S. Fish and Wildlife Service for federal species and the Florida Fish and Wildlife Conservation Commission for state-only species. (Save as IncidentalTakePermit-ApplicantName or combine with application)
  12. Written commitment from financial institution or insurance company demonstrating that financial assurance can be obtained. (Save as WrittenCommitmentFromFI-ApplicantName or combine with application)
  13. A completed copy of the Financial Assurance Worksheet. (Save as FinancialAssuranceWorksheet-ApplicantName or combine with application)
  14. A signed and sealed survey of the subject property. (Save as Survey-ApplicantName separate from the application)
  15. A dimensioned site plan signed and sealed by a professional engineer licensed in the state of Florida. (Save as SitePlan-ApplicantName or combine with other plans)
  16. A dimensioned grading plan signed and sealed by a professional engineer licensed in the state of Florida. (Save as GradingPlan-ApplicantName or combine with other plans)
  17. Dimensioned cross-sections signed and sealed by a professional engineer licensed in the state of Florida. (Save as CrossSection-ApplicantName or combine with other plans)
  18. Detailed final construction plans and specifications for the reconstructed dune and fill material signed and sealed by a professional engineer licensed in the state of Florida. (Save as FinalConstructionPlan-ApplicantName or combine with other plans)
  19. An anticipated construction schedule. (Save as ConstructionSchedule-ApplicantName or combine with application)

20. Detailed dune planting and maintenance plans. (Save as DunePlantingPlan-ApplicantName or combine with other plans)
  21. Dimensioned site plan drawn to an appropriate scale, on 8.5" x 11" paper. (Save as ReducedSitePlan-ApplicantName or combine with application)
  22. Dimensioned cross-sections drawn to an appropriate scale, on 8.5" x 11" paper. (Save as ReducedCrossSection-ApplicantName or combine with application)
  23. Other Information as determined necessary by staff for proper evaluation of the application.
- C. Follow the [Electronic Document Submission Instructions](#) and attach all documents (preferably PDFs and bundled as described above) to the *SUBMIT HERE* email.
- D. You will receive an E-mail confirmation that your application has been received as well as an application number. Mail in the applicable fee to the mailing address on the application, and include the application number on the check and/or cover sheet. Once the application is received, the Department has up to 30 days to review for completeness. If deemed incomplete, a request for additional information will be sent to you. When the application is deemed complete, final agency action is due within 90 days of receipt of additional information.

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