

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD IN THE COMMISSION CHAMBER AT CITY HALL, September 3, 2013, AT 6:00 P.M.

The following were present: Mayor Magidson, Commissioners Buzzett, McCroan, Patterson and Thursbay. City Manager Jim Anderson, City Clerk Charlotte Pierce and City Attorney Tom Gibson were also present.

Mayor Magidson noted that the Agenda needed to be amended to include discussion on a law suit. A Motion was made by Commissioner McCroan, second by Commissioner Patterson, to amend the Agenda. All in Favor; Motion carried 5-0.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner McCroan, second by Commissioner Buzzett, to approve the Minutes of the Regular Meeting of August 20, 2013; Budget Workshop Meetings of August 20, 2013 and August 27, 2013 and the PACES Foundation Affordable Housing Workshop on August 21, 2013. All in Favor; Motion carried 5-0.

CITY ATTORNEY – Tom Gibson

Attorney Gibson attended a mediation hearing today on the lawsuit of Montford vs. City of Port St. Joe and shared that the requested settlement was well within the proposed settlement limits. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to settle the law suit. All in Favor; Motion carried 5-0.

Interlocal Agreement

The proposed Interlocal Agreement was discussed and Attorney Gibson recommend that Paragraph 4 be modified to make it clear that rates for services in the unincorporated areas will be the same as rates in the city.

Mayor Magidson has reservations about paragraph 9.

A Motion was made by Commissioner Buzzett, second by Commissioner Patterson, to approve the Agreement. All in Favor; Motion carried 5-0. Mayor Magidson requested that the record reflect that he voted yes while holding his nose on the issue.

Interment Fees, Ordinance 494 First Reading and Request to Advertise, Resolution 2013-05

This will be discussed at the September 17, 2013 meeting.

CITY MANAGER'S REPORT

Old Business

CDBG Grant Update – Bruce Ballister

Mr. Ballister shared that the North Port St. Joe Water System Improvements Phase I is being advertised. USDA has finally approved their portion of the project which has caused a delay in the bid advertising. There is a possibility that the City may be able to have Phase II of the project considered in the next grant cycle as a rule change is being requested by the Department which will delay the application date. If Phase II is approved in the next grant cycle, the neighborhood improvements would be completed in two years.

RFP 2013-05 Lighthouse Relocation Bid Award

Mr. Anderson noted that Staff and Preble-Rish are reviewing the bids and hope to have a recommendation for the September 17, 2013 meeting.

Commissioner Thursbay requested a copy of the proposals.

Chipola Pump Station Motor Replacement Update

The motor is running and a site visit will be held soon.

Affordable Housing MOU, PACES Foundation

The PACES Foundation has reviewed the MOU and requested that the land transaction be dealt with in a separate transaction. The transfer of ownership would take place after the grant is approved. PACES needs to spell out several terms for Florida Housing before the document is completed. A Motion was made by Commissioner Patterson, seconded by Commissioner Thursbay, to approve the MOU. All in Favor; Motion carried 5-0.

Workforce Board Lease Agreement

The Commission requested an exhibit to define the areas covered in the agreement. This will be discussed at the September 17, 2013 Meeting.

Regions Bank loan Refinance Update

Mr. Anderson noted that a Letter of Commitment has not been received from Regions Bank as of today. He anticipates something shortly.

Landscaping Contracts

Coastal Design & Landscape will provide services for the coming year at the same cost as last year for Highways 71 and 98. A Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to approve the contract. All in Favor; Motion carried 5-0.

Gulf Coast Property Services

A Motion was made by Commissioner Thursbay, second by Commissioner McCroan, for discussion. Commissioner Thursbay would like to see the contract for the parks and ball fields advertised. After discussion, a Motion was made by Commissioner Thursbay, second by Commissioner Buzzett, to advertise for bids for the parks and ball fields. All in Favor; Motion carried 5-0.

New Business

FRDAP Committee Update

Mike Lacour updated the Commission on the possibility of FRDAP Funds being available this year. Previous FRDAP Committee Members agreeing to continue serving are: Missy Ramsey, Rachel Crews, and Sandy Quinn. Bill Kennedy and Bobby Pickels have agreed to serve as new members. Mr. Lacour recommended that Bill Kennedy serve as chairman due to his past experience with FRDAP Grants.

Commissioner Thursbay requested that Glenn Davis and Harlan Haddock be added to the committee.

The grant application has to be submitted by September 30, 2013.

The Commission asked Mr. Lacour to move forward with the FRDAP Committee and submit a grant request.

Computer System Repairs

T J's Network Consulting has recommended the purchase of software to repair the failing email system the City is currently using and provide an additional server. If the City and Sheriff's Department purchase the upgrades together the cost is approximately \$5,000 per entity. If purchased separately, the cost will be approximately \$8,000. The Commission has requested more information and will discuss this at the September 17, 2013 Meeting.

Planning Development and Review Board Membership

Mr. Anderson shared that Mark Godwin has resigned from the PDRB. A Motion was made by Commissioner Patterson, second by Commissioner McCroan, to advertise for a replacement on the Board. All in Favor; Motion carried 5-0.

Business License Request for a Pawn Shop – Nicholas Dilallo

Mr. Anderson noted that our City Ordinance requires approval of the City Commission before a Business License can be approved for a Pawn Shop. Mr. Dilallo assured the Commission this was not a typical Pawn Shop but would be dealing mostly in estate jewelry, bronze and paintings. Commissioner Buzzett request that this be placed on the September 17, 2013, Agenda to allow input from the public. Mr. Dilallo invited the Commissioners to visit his shop.

Rental Fee Waiver Request – St. Joseph Bay Humane Society

A Motion was made by Commissioner Buzzett, second by Commissioner McCroan, to wave the Rental Fee for the Centennial Building on October 26, 2013, for the Humane Society's Bow Wow Bash Fund Raising event. All in Favor; Motion carried 5-0.

Roadside Pickup Amnesty Period – Commissioner Thursbay

A Motion was made by Commissioner Thursbay, second by Commission Patterson, to designate October 1 – November 1, 2013, as an amnesty period for trash to be picked up in the City limits. Mr. Anderson and Mr. Grantland will work out the details for the cleanup. All in Favor; Motion carried 5-0.

Public Works – John Grantland

Mr. Grantland noted that unidirectional flushing is continuing in the City.

Commissioner Buzzett asked if meter box lids were inspected. Mr. Grantland responded that they are being checked when possible.

Mr. Gibson cautioned that from the length of time that a damaged lid is reported until it is fixed can be an issue. He encouraged promptness in making repairs.

Surface Water Plant – Larry McClamma

Mr. McClamma noted that the plant is currently running 24/7 and doing well. The ground storage tank is scheduled for cleaning the first of October.

Wastewater Plant – Lynn Todd

Ms. Todd shared that the Disinfectant Bi-products Sample Results were below the MCL. The quarterly results were significantly down from last quarter's results.

City Engineer – Clay Smallwood, III

The Traffic Study

Mr. Smallwood noted that the 24 hour traffic count is underway and maps are being put together for the study. He anticipates this will be completed shortly.

Water Study Update

Coupon samples were sent to Virginia Tech last week and when the budget workshops are completed, a workshop will be set up with Dave Kozan of CDM-Smith.

Code Enforcement

Mr. Burkett's report was reviewed. No action was taken.

Police Department - Officer Ricky Tolbert

Officer Tolbert did not have anything to report.

Port St. Joe Redevelopment Association (PSJRA) – Gail Alsobrook

MLK Sidewalk Project is ready to go, a pre-bid meeting will be held on September 19, 2013, and bids should be advertised in October.

Memo - Board Development – A memo overview of the Board Development process was provided for the Commission reviewing how members are selected for the PSJRA.

Phase IV Landscaping – Bids will be opened for the re-advertisement of RFP 2013-01 on September 12, 2013 at 3:00 P.M. at City Hall.

Bay Park Recreation Area and Master Plan – After discussion, a Motion was made by Commissioner Buzzett, second by Commissioner Thursbay, to disband the Committee as their assignment has been completed. All in Favor; Motion carried 5-0.

Tourist Corridor – This is a topic for future consideration. Ms. Alsobrook is to provide Mr. Anderson with her suggestions which will in turn be provided to the Commissioners.

Commissioner Thursbay asked that Ms. Alsobrook be mindful of applying for grants as they are turned over to the City for upkeep and maintenance and are becoming increasingly costly.

Ms. Alsobrook responded that all grants are approved by the Commission before they are applied for.

Commissioner McCroan inquired as to the status of the fountains in Buck Griffin Lake and George Core Park which are not working. Repairs have not been made due to cost.

Ms. Alsobrook would like to add a kiosk to the Billy Joe Rish Parking Lot Deck. She also noted that lights would be available on Langston Drive when the sidewalks are provided.

City Clerk – Charlotte Pierce

Mrs. Pierce did not have anything to report at this time.

Citizens to be Heard

Christy McElroy shared her concerns about the Bay Park Master Plan. She distributed an email from Dewey Blaylock providing a citizen's perspective to the Bay Park Master Plan utilizing knowledge of the environment of aquatic and marine habitats. (She also provided a copy of the Gulf County Restore Act Project Pre-Proposals; Florida DEP Forms of the Environmental Resource Permitting, Wetland Resource Permitting and Submerged Lands Programs with Additional Information and Drawing Checklist Dredge; and a list of St. Joe City Limits Parks. At the request of Ms. McElroy, these documents are attached to the Minutes as Exhibit 1 but it is noted that they are unverified and unedited.) She also noted that the map depicting the location of the lighthouse has not been updated and reflects the site that was suggested by Eric Davidson.

Ms. McElroy referenced several sites around town that need upgrading before additional money is spent on another new park facility.

Discussion Items by Commissioners

Commissioner Buzzett did not have anything to discuss at this time.

Commissioner McCroan asked about the Windmark fire pump. Mr. Anderson responded that a closed loop system has been installed eliminating the need for a meter.

Commissioner McCroan asked Mayor Magidson to explain the tipping fee vs. one-half cent sales tax receipts with Gulf County. Mayor Magidson shared that several years ago the county imposed a half cent sales tax on the citizens and the City chose to collect their share of the sales tax money rather than give it to the county. He felt that this was a good business decision for the City because of the difference in the costs.

Mr. Anderson noted that there is not an agreement with the county on the sales tax.

Mr. Gibson shared that the county reinstated the sales tax and one half of the funds raised would go to Sacred Heart Hospital and the other half to tipping fees for the county. The City elected to keep the sales tax and pay the tipping fees.

Commissioner Patterson thanked John Grantland for his help with a project.

Commissioner Thursbay asked about sidewalk repairs for Monument Avenue. Mr. Grantland noted that a funding source is needed.

Mayor Magidson did not have anything to discuss at this time.

A Motion was made by Commissioner Patterson, second by Commissioner Thursbay, to adjourn the Meeting at 7:55 P.M.

Approved this 17th day of September 2013.



Mel C. Magidson, Jr., Mayor



Charlotte M. Pierce, City Clerk

Ex. 1

Subj: Cursory Examination of the "BayPark : Gateway to the Bay" Master Plan
Date: 9/3/2013 8:34:25 A.M. Eastern Standard Time
From: dblaylock@mindspring.com
To: mcelro9@aol.com
CC: dblaylock6@gmail.com

I am providing a citizens perspective regarding the "Master Plan" utilizing knowledge of the environment of aquatic and marine habitats.

I am sure that FDEP and professionals in this industry could provide much more information regarding the feasibility and issues associated with water resources of this Master Plan and I encourage the authors to seek that information to improve upon this plan.

The plan does address storm water runoff and was reviewed by PRI from this perspective.

Water resources for a series of mechanical interactive sites will require clean water for public use. In fact, a large amount of clean water. The Master Plan suggests a number of different uses for water – stretching from the Shipwreck all the way to the Ecology Center – a long distance. . Probably not salt water – as it is highly corrosive for such mechanical units, and fresh water must be cleaned just like a public swimming pool. Release of either Salt or Fresh water back into the Bay will probably not be supported by the FDEP. The amount of clean water has not been estimated in the Master plan, but will play heavily in the design of such a facility – possibly requiring holding tanks, treatment of water for public use.

Water use at an Ecology Center shows both a retention pond around (or is it underneath) the Ecology Center building. This is similar to the Biophilia Center in Walton County support by private funding. If there are aquatic plantings, made to be natural in this pond – it will preclude any recreational use of that water, as recreational use requires treatment. This again to fully support the aquatic habitat will require careful management – pumping systems, water treatment facilities and holding tanks. These are not provided for within the master plan.

Lastly – in a Ecology Center – no details have been provided. Regardless as to the use for educational access and/or research and/or turtle rescue – marine habitats will require carefully managed salt water. It will require holding tanks, filtration systems, pumping systems (housed in a physical location on the property) – and hands on management. Estuarine marine habitats require careful management of the water. It is not water which can be collected from the bay and returned to the Bay without a exacting number of steps and permits. Our bay waters can vary with a number of factors starting with Salinity depending on environmental conditions. If water is created in situ for this Center – there are other needs for large water conditioning facilities. A display will entail a number of habitats of which each will have different physical and chemical requirements. The Mater Plan must address the physical location, cost and operation of the infrastructure to support the intended & suggested uses. There are resources in the panhandle that are willing to help with such planning and I encourage they be brought into future discussions regarding this Master Plan.

GULF COUNTY RESTORE ACT PROJECT PRE-PROPOSALS
January 15, 2013

No.	Applicant	Project	Funding Request
1	St. Joseph Bay Golf Club	Golf Club Restoration & Sustainability	\$ 3,884,700.00
2	St. Joseph Bay Golf Club	Golf Club Restoration & Sustainability	\$ 835,500.00
3	Mexico Beach Artificial Reef Association (MBARA)	Reef Construction - Bridge Rubble Site	\$ 1,582,515.00
4	Mexico Beach Artificial Reef Association (MBARA)	Reef Construction - Bridge Span Site	\$ 1,568,220.00
5	Mexico Beach Artificial Reef Association (MBARA)	Reef Construction - North Site	\$ 1,552,595.00
6	Mexico Beach Artificial Reef Association (MBARA)	Reef Construction - South Site	\$ 1,588,395.00
7	The Bridge at Bay St. Joe	The Bridge Learning Center	\$ 150,000.00
8	Forgotten Coast Cultural Coalition	Arts and Culture Center	\$ 500,000.00
9	Gulf County BOCC	St. Joseph Peninsula Beach Stabilization	\$ 17,500,000.00
10	CSA Ocean Sciences	GIS Work for Environmental Projects	\$ 25,000.00
11	Port St. Joe Port Authority	Port Development Site Acquisition	\$ 5,000,000.00
12	City of Port St. Joe	Frank Pate Park Boat Ramp	\$ 1,500,000.00
13	City of Port St. Joe	Intracoastal Waterway Boat Ramp (New)	\$ 475,000.00
14	City of Port St. Joe	Centennial Building Improvements	\$ 264,700.00
15	City of Port St. Joe	Gulf Pines Hospital Demolition	\$ 982,200.00
16	City of Port St. Joe	Lighthouse Relocation	\$ 250,000.00
17	City of Port St. Joe	Wastewater Plant Solar Aerator System	\$ 35,000.00
18	City of Port St. Joe	Well Abandonments	\$ 3,932,500.00
19	Gulf Coast State College	Technical Education Building	\$ 20,000.00
20	Matthew S. Godwin	Kayak Ecotours of the Dead Lakes	\$ 265,000.00
21	JoeBay Aerials	Coastal Visions (Aerial Photography)	\$ 3,853,136.00
22	Port St. Joe Redevelopment Agency	BayPark Cultural Center & Recreation Area	\$ 3,500,000.00
23	Port St. Joe Redevelopment Agency	Historic Port Theatre - Acq. & Renovation	\$ 1,650,000.00
24	Gulf County School Board	Art/Science Laboratories	\$ 1,905,000.00
25	Gulf County TDC	We Breathe Water (Digital Restructuring)	\$ 1,905,000.00


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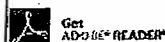

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Documents are Adobe Acrobat files, which will open in a new window, unless indicated, and require the free Reader Software.

Environmental Resource Permitting (ERP) and Sovereign Submerged Lands (SSL) Rules

Forms of the Environmental Resource Permitting, Wetland Resource Permitting and Submerged Lands Programs

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Please Note: File downloads are MSWord format and less than 100 KB unless otherwise indicated.

Title	Form
Noticed General Environmental Resource Permit Forms Pursuant to Chapter 62-341, F.A.C.	
Notice of Intent to Construct a Minor Silvicultural System	62-341.900(1) 187kb
Commercial Entities Boat Ramp Binding Agreement	62-341.417(1)
Governmental Entities Boat Ramp Binding Agreement	62-341.417(2)
Mitigation Banking Forms Pursuant to Chapter 62-342, F.A.C.	
Mitigation Bank Performance Bond to Demonstrate Construction and Implementation Financial Assurance.	62-342.900(1)
Mitigation Bank Irrevocable Letter of Credit to Demonstrate Construction and Implementation Financial Assurance.	62-342.900(2)
Mitigation Bank Standby Trust Fund Agreement to Demonstrate Construction and Implementation Financial Assurance.	62-342.900(3)
Mitigation Bank Trust Fund Agreement to Demonstrate Construction and Implementation Financial Assurance.	62-342.900(4)
Mitigation Bank Trust Fund Agreement to Demonstrate Perpetual Management Financial Assurance.	62-342.900(5)
Mitigation Bank Standby Trust Fund Agreement to Demonstrate Perpetual Management.	62-342.900(6)
Environmental Resource Permitting Forms Pursuant to Chapter 62-343, F.A.C.	
Joint Application for Environmental Resource Permit/Authorization to Use Sovereign Submerged Lands/Federal Dredge And Fill Permit: Introduction, All Sections and Attachments.	62-343.900(1) 374kb
Instructions	Instructions
Application	Section A

Information for Noticed General Environmental Resource Permits	Section B
ERP Notice of Receipt of Application	Section C
Information Required for Standard General or Individual Environmental Resource Permit Applications Related to a Single Family Dwelling Unit	Section D
Information Required for Standard General or Individual Environmental Resource Permit Applications NOT Related to a Single Family Dwelling Unit	Section E 140kb
Information for Mitigation Banks	Section F
Application for Authorization to use Sovereign Submerged Lands	Section G
1. Summary of DEP and WMD Permitting Responsibilities 2. Summary of Exemptions, Noticed General Permits, and Other Types of Permits 3. Permit Application Processing Fees for DEP 4. Mailing Instructions for DEP Permit Applications and US Army Corps of Engineers 5. Differences Between Proprietary and Regulatory Programs 6. Which Department Offices Process Which Types of Applications	62-343 Attachments 780kb
Formal Wetland And Surface Water Determination	62-343.900(2)
Construction Commencement Notice	62-343.900(3)
Annual Status Report	62-343.900(4)
As-Built Certification by a Registered Professional	62-343.900(5)
Inspection Certification	62-343.900(6)
Request for Transfer to Operation Phase	62-343.900(7)
Application for Transfer of Permit	62-343.900(8)
Waiver of 30 Day Time Limit	30 Day Waiver
Waiver of 90 Day Time Limit	90 Day Waiver
US Army Corps of Engineers Data Entry Sheet	USACE Data Entry Sheet
Environmental Resource Permitting Forms Pursuant to Chapter 62-346, F.A.C. Northwest Florida Water Management District Only	
Joint Application for Environmental Resource Permit/Authorization to Use State-Owned Submerged Lands/Federal Dredge and Fill Permit in Northwest Florida	62-346.900(1) 1.7mb
Notice of Intent to Use an Environmental Resource Noticed General Permit in Northwest Florida	62-346.900(2) 417kb
Construction Commencement	62-346.900(3) 352kb
As-Built Certification by a Registered Professional	62-346.900(4) 360kb
Construction Completion and Inspection Certification for a System Serving an Individual, Private Single-Family Dwelling Unit	62-346.900(5) 357kb
Request for Conversion of Environmental Resource Individual Permit Construction Phase to Operation and Maintenance Phase	62-346.900(6) 353kb
Request to Modify Permit Due to Transfer of Ownership or Control of the Land For a Permit in the Construction Phase	62-346.900(7) 361kb
Operation and Maintenance Inspection Certificate	62-346.900(8) 354kb

Regional Stormwater Management System Annual Report	<u>62-346.900(9)</u> 370kb
County or Municipality Request to Reduce Permit Application Fees Pursuant to Section 218.075, F.S.	<u>62-346.900(10)</u> 349kb
Request for Verification of an Exemption	<u>62-346.900(11)</u> 367kb
State of Florida Performance Bond To Demonstrate Financial Assurance for Mitigation	<u>62-346.900(12)</u> 341kb
State of Florida Irrevocable Letter of Credit To Demonstrate Financial Assurance for Mitigation	<u>62-346.900(13)</u> 342kb
Certificate I To _____ (Name of Issuing Bank) Irrevocable Letter of Credit No. _____	<u>62-346.900(14)</u> 341kb
Certificate II To _____ (Name of Issuing Bank) Irrevocable Nontransferable Standby Letter of Credit No. _____	<u>62-346.900(15)</u> 343kb
State of Florida Standby Trust Fund Agreement to Demonstrate Financial Assurance for Mitigation Activities	<u>62-346.900(16)</u> 343kb
State of Florida Trust Fund Agreement to Demonstrate Financial Assurance for Mitigation Activities	<u>62-346.900(17)</u> 342kb
Forms for Dredge & Fill or Wetland Resource Permit Program Pursuant to Chapter 62-312, F.A.C.: Northwest Florida Water Management District Only	
Application for Transfer of Permit	<u>62-1.201(1)</u> 128kb
Waiver of 30 Day Time Limit	<u>30 Day Waiver</u>
Waiver of 90 Day Time Limit	<u>90 Day Waiver</u>
Joint Application for Works in the Waters of Florida	<u>62-312.900(1)</u>
Joint Application with Instructions	
Joint Emergency Permit	<u>62-312.900(4)</u>
Recognition of Jurisdiction	<u>62-312.900(5)</u>
Application for Long-Term Permit	<u>62-312.900(7)</u>
Notice of Intent to Construct Works Pursuant to a Wetland Resource General Permit	<u>62-312.900(8)</u>
Application Guide for Deepwater Port Maintenance Dredging and Disposal 25 Year Permit	<u>17-1.203(6)</u>
Notice of Intent to Use General Permit for New Stormwater Discharge Facility Construction	<u>17-1.215(2)</u> 149kb
<u>Uniform Mitigation Assessment Method Chapter 62-345, F.A.C.</u>	
Part I – Qualitative Description (Microsoft Excel format)	<u>62-345.900(1)</u>
Part II – Quantification of Assessment Area (Microsoft Excel format)	<u>62-345.900(2)</u>
Mitigation Determination Formulas (Microsoft Excel format)	<u>62-345.900(3)</u>
<u>Mangrove Trimming</u>	
Notice of Intent to Use General Permit For Mangrove Trimming or Application for Individual Permit to Alter or Trim Mangroves pursuant to Section 403.9327, Florida Statutes, or Section 403.9328, F.S.	<u>NOI Mangrove Trimming</u> 232kb

State Programmatic General Permit	
General Conditions (Adobe PDF Format)	<u>SPGP IV-R1</u>
Permit Instrument (Adobe PDF Format)	<u>SPGP IV-R1</u>
Coordination Agreement between the US Army Corps of Engineers (Jacksonville District) and the Florida Department of Environmental Protection (Adobe PDF Format)	<u>Coordination Agreement</u>
Federally Threatened or Endangered Species and Candidate Species for Federal Listing in Florida Counties (Adobe PDF Format)	<u>Attachment 1</u> 272 kb
Manatee Key 2008 (Adobe PDF Format)	<u>Attachment 2</u>
Standard Manatee Construction Conditions (Adobe PDF Format)	<u>Attachment 3</u>
General Dock Construction Guidelines (Adobe PDF Format)	<u>Attachment 4</u>
Johnson's Seagrass Construction Key (Adobe PDF Format)	<u>Attachment 5</u>
Corps Field Office County Permitting Responsibilities (Adobe PDF Format)	<u>Attachment 6</u>
Gulf Sturgeon Critical Habitat Maps (Adobe PDF Format)	<u>Attachment 7</u>
Beach Mice Habitat (Adobe PDF Format)	<u>Attachment 8</u>
Wood Stork Nesting Colony Locations (Adobe PDF Format)	<u>Attachment 9</u>
FWS Bald Eagle Clearance Letter (Adobe PDF Format)	<u>Attachment 10</u>
American Crocodile Critical Habitat (Adobe PDF Format)	<u>Attachment 11</u>
Johnson's Seagrass Critical Habitat (Adobe PDF Format)	<u>Attachment 12</u> 1.4 mb
Florida Panther Consultation Area (Adobe PDF Format)	<u>Attachment 13</u> 111 kb
Sea Turtle and Smalltooth Sawfish Construction Conditions (Adobe PDF Format)	<u>Attachment 14</u>
Proprietary Forms	
Billing Information Form	<u>18-21.900(1)</u>
Special Event Certification	<u>18-21.900(2)</u>
Letter of Concurrence for Setback Waiver	<u>Setback Waiver</u>

Last updated: January 04, 2013

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Additional Information and Drawing Checklist

Dredge and Fill

(For dredging or maintenance of canals, ditches and channels, see those specific checklists)

Dredging is excavation, by any means, in surface waters or wetlands. Dredging can include de-mucking without the intent of filling, or excavating a wetland area for any reason.

Filling is the deposition, by any means, of materials in surface waters or wetlands. Filling is usually done to create a raised area for a housepad, driveway, access road, parking lot, etc. Fill can include any material deposited in waters or wetlands – even piles of organic debris such as leaf litter, wood mulch or felled trees that are left in wetlands. If you de-muck an area in order to fill it, the project is considered a wetland fill project, and not a dredging project.

Written Description (include with the application on additional sheets)

- ☐ List all areas of dredging or filling in jurisdictional wetland areas
 - o Describe each dredge or fill area, including
 - The amount of dredging or filling in cubic yards
 - The area of dredging or filling in acres and square feet
 - A description of the natural habitat in each area
 - The proposed use of each area
 - How elimination and reduction of impacts has been considered and utilized for each area of impact. (See "Elimination and Reduction of Impacts" in ERP online help)
- ☐ Describe the source and type of fill material
- ☐ State if dredged material will be placed in a wetland or other surface water, even temporarily
- ☐ Describe upland disposal/containment area for dredged material
- ☐ Describe construction methods and sequence, including equipment and movement of equipment to and from the area

- ☐ Describe erosion and sedimentation controls, including timeframe for placement and removal
- ☐ Describe maintenance of erosion and sedimentation controls
- ☐ How much dredging (if any) is below the mean or ordinary high water line?
- ☐ Dewatering plan details, if any
- ☐ For projects not related to a single family dwelling unit, include summary tables 1, 2, and 3 [Attached to Joint Application Section D (Northwest District) or Section E (all other districts)].

Drawing Items (include in addition to general drawing items listed in the General Checklist)

- ☐ Show and label property boundaries or project phase boundaries
- ☐ Show and label the boundary of any wetlands and other surface waters. Include dimensions and area
- ☐ Show boundaries of dredge and fill areas.
- ☐ Clearly hatch each dredge or fill area (see "Project Drawings" in ERP online help)
- ☐ Clearly label each dredge or fill area with acreage, square footage and volume
- ☐ Show depth and width of dredging in cross-section drawings
- ☐ Show depth of fill in cross-section drawings
- ☐ Show any side slopes
- ☐ Show any upland retaining walls
- ☐ Show and label proposed structures or land uses (septic tank, housepad, etc.)
- ☐ Label slope ratios (i.e. 2 ft horizontal:1 ft vertical)
- ☐ Show location of erosion and sedimentation controls, label
- ☐ If dewatering, show discharge site(s), equipment placement, and methods including erosion, sedimentation, and turbidity controls

ERP Stormwater Review

If your project is not related to a single family residence, and contains impervious surfaces, stormwater treatment, or affects the flow of surface water beyond certain thresholds (See Applicant's Handbook or Basis of Review document for your water management district), stormwater review will be required. Pre-application meetings are highly recommended for all projects requiring stormwater review. Contact your local DEP district office to schedule a meeting.

The following information will be needed for review:

- ☐ Stormwater drawings and plans must be designed, signed, and sealed by an appropriate registered professional.
- ☐ Submit 1 copy of full size (24" x 36", or other large size) drawings for stormwater review, and 2 copies on 8.5" x 11" paper.
- ☐ Provide information for every item in Part V of Joint Application Section D (Northwest District) or Section E (all other districts) that is applicable to your project. These sections of the Joint Application act as a stormwater information checklist for registered professionals.
- ☐ Consult the following Applicant's Handbook or Basis of Review document for details and engineering requirements:
 - o **Northwest Florida Water Management District** – Applicant's Handbook Volume II: Engineering Requirements
 - o **St. Johns River Water Management District** – Applicant's Handbook: Regulation of Stormwater Management Systems Handbook
 - o **Suwannee River Water Management District** – ERP Applicant's Handbook
 - o **Southwest Florida Water Management District** – Basis of Review for ERP Applications
 - o **South Florida Water Management District** – Basis of Review for ERP Applications
- ☐ Include a stand-alone stormwater maintenance plan with your application submittal (see examples in DEP's ERP Online Help)
- ☐ A geotechnical report will be required for review of stormwater management plans.

Notes to Applicant:

If the property is vacant, it may be helpful to clearly stake the property boundary in preparation for the site visit.

1 cubic yard = 27 cubic feet.

Mitigation will be required for any unavoidable impacts to wetlands and other surface waters (See "What is Mitigation", and "How to Create a Mitigation Proposal" in ERP online help).

Show

Project Drawings

For the following instructions, please refer to the Sample Single Family Drawing Set, Design Guidance, and DEP Recommended Hatch Patterns for Drawings.

If you are planning to build a dock or pier, see Construction Criteria for Docks, Piers, and Marinas.

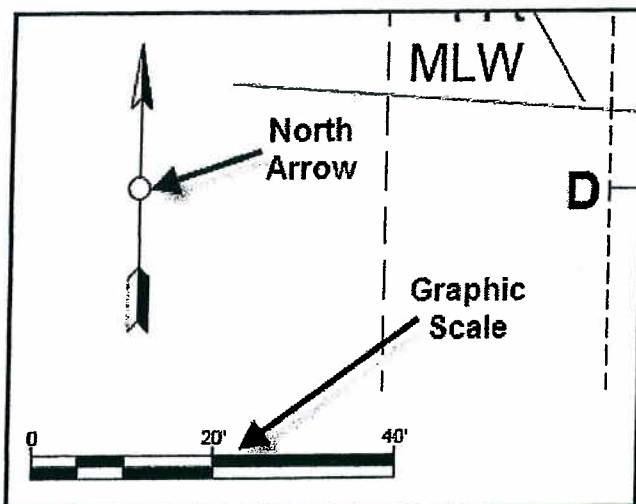
If you are planning to construct shoreline stabilization, such as a bulkhead, seawall, or living shoreline see the document "About Shoreline Stabilization".

1. Plan View (Top View)

The plan view shows the project as viewed from above, like an aerial view. (Sample Plan View) You should also use the drawing and additional information checklists that apply to your project to help you submit complete information and project drawings.

a. Applicant name, property line, north arrow and graphic scale or dimensions of proposed work on each drawing sheet.

- Include a graphic scale, using standard scale intervals such as in the illustration below (1 inch = 20 ft, 30 ft, or 40 ft, etc.) instead of a non-standard scale (such as 1 inch = 33 ft) and **be aware that scales will become inaccurate if drawings are reduced during printing or photocopying.**
- Include sheet numbers (Sheet X of Y).



b. Representative land elevations (spot elevations or contour lines) referred to National Geodetic Vertical Datum (NGVD), as is used on the USGS contour maps.

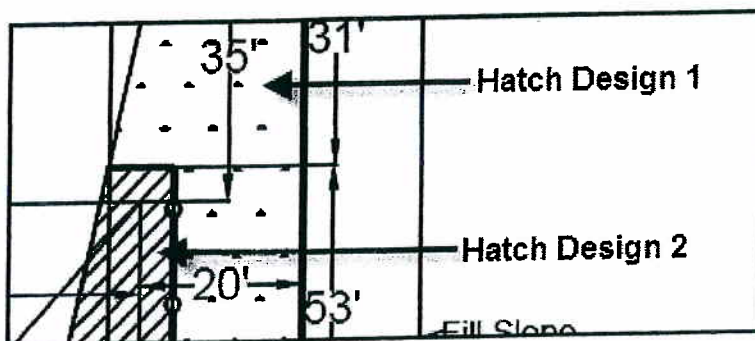
- You can get a copy of a *USGS quadrangle map* using DEP's Map Direct mapping application. See the help document "[Using Map Direct 5.0](#)" for step-by-step instructions.
- Spot elevations or contour lines can also be obtained by having the property surveyed by a professional surveyor.

c. The limits of *wetlands* and other *surface waters* and the limits of open water areas in the vicinity of the proposed work. Describe how the wetland limits were determined. If there has ever been a jurisdictional declaratory statement, a formal wetland delineation, a formal determination, validated informal determination, or a revalidated jurisdictional determination, provide the identifying number.

- The limits (boundaries) of *wetlands* and other *surface waters* must be delineated according to Chapter 62-340, F.A.C. and clearly shown on the drawings. Describe how the limits were determined.
 - Examples: wetland boundaries were field flagged and surveyed, located with GPS points, determined by agency staff, determined by a consulting firm.
- DEP has several methods of officially validating a wetland line (for a fee) that are binding on DEP for a certain amount of time. These services are not available in all areas due to limited staff time and resources. If one of the above listed documents exist for your property, provide the identifying number and a copy, if available.

d. All proposed work, including dredging, filling or structures. Where possible, differentiate between work in open water, marshes, swamps, or tidal flats and uplands.

- Show the different work areas by *hatching* and clearly labeling each area. Hatching means using a design to illustrate different area types. See DEP's [recommended hatch patterns for drawings](#).



e. Show selected water depths in and adjacent to the project site. For dock projects, show water depths at all mooring sites. These depths should be determined at approximate *mean low water (MLW)* or *seasonal low water*. Include the approximate tidal range (the difference between approximate *mean high water (MHW)* elevation and approximate *MLW elevation*) if the project is in a tidal waterbody.

- Select water depths that are relevant to the proposed project, as follows:
 1. If you want to build a dock, show the approximate *mean low water* or *seasonal low water* depth at the boat mooring sites. These will be used to determine if there is enough depth to accommodate a boat without the risk of *prop dredging* or damaging *submerged* natural resources like seagrasses.
 2. If you want to build a boat ramp, show the approximate mean low water or seasonal low water in the launch and access area.
 3. Show mean low water or seasonal low water depths in the vicinity of the proposed activity.
 4. If your project is in a tidal waterbody, include the approximate tidal range (approximate mean high water - approximate mean low water = approximate tidal range)

f. Label all existing structures in wetlands or other surface waters at or adjacent to the proposed activity, such as docks, bulkheads, riprap, or buildings.

- Example: If you or your neighbors have an existing seawall or dock, label and show the location of the seawall or dock.

g. If dredging or dewatering is involved, show the location of proposed disposal or containment sites. Include any levees, control structures or other methods for retaining or detaining return water. Also include locations of discharge sites where appropriate. (Note that a consumptive or water use permit may be required for dewatering.)

- Dredging or dewatering requires the use of an upland disposal or containment site because there is a risk of muddy water causing state water quality violations. Disposal or containment methods allow water to seep slowly back into the ground while preventing discharge of muddy water back into the waterway, or otherwise filter sediments out of the water to prevent unauthorized discharge and water quality violations. See the help document titled "Erosion, Sedimentation, and Turbidity Controls", and this sample spoil cell drawing.
 1. If dredging is proposed, a spoil cell with enough volume capacity to handle the dredged material or other means of containing runoff from the dredged material must be included in your plans.
 2. If dewatering is proposed, some method to contain turbid (muddy) water is necessary. Depending on the type of project, this may require a spoil cell, a filter mechanism, levees, routing the water through grassy swales or other control structures to detain return water and filter out sediments.
 3. Information about consumptive or water use permits and thresholds for dewatering can be found at your water management district web site.

h. For piling supported structures over wetlands or other surface waters, show the entire structure. Indicate the location of any aquatic vegetation in the vicinity of the proposed structures.

- Piling supported structures include any structure that is elevated off of the ground using pilings. Examples include: houses on pilings, boardwalks, decks, docks, piers, gazebos, etc.

- Show the entire structure with dimensions, including the portions of the structure that originate in uplands. Use additional sheets if necessary.
- If there are seagrasses or other aquatic vegetation around the proposed structure, show the location on the drawing. Indicate vegetated areas using *hatching* and show approximate boundaries if possible. Be aware that the presence of vegetation may be seasonal. For example, the location and extent of *submerged* seagrass is best determined during the summer growing season (typically May through September). The single family sample drawing contains an example.
- Read the help document "The Importance of Seagrass" for more information about seagrass.

i. Show distance between the most waterward point of the proposed facility and the nearest edge of any navigation channel, where appropriate. If the project is on a waterway that has a federally maintained channel, a survey may be required to establish the distance from the waterward points of the structure to the near edge of the federal channel. Also indicate the width of the waterway.

- Proposed facility means any proposed in/over-water structure such as a dock, pier or boat ramp.
- Measure the distance between the point of the structure farthest in the water (most waterward point), and the nearest edge of the navigation channel, if there is one. Federal navigation channel maps can be downloaded from the US Army Corps of Engineers Navigation Data Center. The navigation data center site requires use of a free data viewer, listed on the site for download.
- Label the width of the waterway in the location of the proposed structure (Example: distance from shore to shore on a river or lake), this can be done using the measure tool on a mapping application such as Google Earth, your property appraiser's website, or by surveying by a professional surveyor. Please indicate how the width was measured.

j. Clearly show the locations of all corresponding cross-sectional or profile views on the plan view drawings.

- Label the cross sectional or profile views so that one side can be distinguished from the other (such as a1-a2, A-A', etc.)

2. Cross-sectional and Profile Views

The cross-sectional view should show a "cut-away" end or middle view of the project. The profile view should show a side view as if cut length-wise. (Sample cross section and profile view)

a. Applicant name and graphic horizontal and vertical scales or dimensions of the proposed work on each drawing sheet.

- If using a graphic scale, please use a standard scale, such as those found on an *engineering scale* (such as 1 inch = 20 feet, 30 feet or 40 feet) instead of a non-standard scale (such as 1 inch = 33 feet) and be aware that scales will become inaccurate if drawings are reduced during printing or photocopying.

- Include sheet numbers (Sheet X of Y)
- Label the cross sections to match the labels on the plan view (Example: Cross Section A-A).

b. Show approximate mean or seasonal (high and low) water line elevations referenced to NGVD .

- Select water depths that are relevant to the proposed project, as follows:
 1. If you want to build a dock, show the approximate *mean low water* or *seasonal low water* depth at the boat mooring sites. These will be used to determine if there is enough depth to accommodate a boat without the risk of *prop dredging* or damaging *submerged* natural resources like seagrasses.
 2. If you want to build a boat ramp, show the approximate mean low water or seasonal low water in the launch and access area.
 3. Show mean low water or seasonal low water depths in the vicinity of the proposed activity.
 4. If your project is in a tidal waterbody, include the approximate tidal range (approximate mean high water - approximate mean low water = approximate tidal range)

Sample drawings for other project types

- Single Family Dock in OFW or AP
- Single Family Dock not in OFW or AP
- Natural Vegetation Shoreline Stabilization
- Living Shoreline
 - Non-structural
 - Hybrid
- Seawall or Bulkhead
- Spoil Cell

[Show](#)

Start an Application

What Type of Permit Do I Need?

Some minor activities are exempt from permitting or that fall below permitting thresholds, do not require a *regulatory* permit. Other common projects may qualify for a Noticed General Permit (NGP). Any activities that do not qualify for an *exemption* or Noticed General Permit and that trip permitting thresholds (see bottom of page) will require an Individual Permit. The differences between these permit types are processing time, submittal requirements and fee amounts.

Go through the qualifications in the table below to determine what type of permit you will need for your project. When you have determined what type of permit you need, click the apply button. You will be taken to a page that tells you exactly what parts of the Joint Application you need to fill out along with step-by-step instructions to help you fill out a complete application.

If your project is in, on, or over the water:

Most lands including - but not limited to - tidal lands, islands, sand bars, shallow banks, and lands waterward of the *ordinary high water line* or *mean high water line*, beneath *navigable* fresh water or beneath tidally influenced waters were titled to the State of Florida when it became a state on March 3, 1845. Title to these lands is held by the *Board of Trustees* of the Internal Improvement Trust Fund of the State of Florida. The State is responsible for maintaining these submerged lands for a reasonable degree of public use and access, and to protect the lands for future public use.

Some of the above described submerged lands have been conveyed (deeded to others) and some waters have been artificially created. See the document "[Proprietary and Regulatory Authority](#)" for more information about *state-owned submerged lands*.

If your project is in, on, or over state-owned submerged lands, *proprietary* authorization may be required even if you do not need a *regulatory* permit (*ERP*). There are different construction requirements for projects in different Florida waters (such as OFWs and Aquatic Preserves). If you are building a dock, pier or marina, see the help document "[Construction Criteria for Docks, Piers, and Marinas](#)" before applying for a permit.

DEP's Northwest District and the Northwest Florida Water Management District use a different permit application and slightly different rules than the rest of Florida. The Northwest District includes Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Wakulla, and Leon Counties, and the western half of Jefferson County ([Northwest District Map](#)). The separate buttons below will lead you to the correct information for your project location.

Type of Permit	Qualifications	Get Started
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①

ST JOE CITY LIMITS PARKS

- 1 - PORT CITY TRAIL / BIKE & WALKING PATH 4 miles long
- 2 - STAC HOUSE / BASKETBALL
- 3 - BENNY ROBERTS SPORTS PARK / BR / PLAY GROUND EQUIP
- 4 - GOLF AREA ALONG BIKE PATH / BUCK LAKE /
- 5 - FOREST PARK SOUTH / BATH RM / PLAYGROUND EQUIP
- 6 - "A COMMUNITY PARK FOR OUR CHILDREN"
- 7 - BEHIND THE ELEMENT. SCHOOL / BALL FIELDS / PLAY GROUND EQUIP / SHADE PAUL. & BATH RMS. BAR-B-Q-PIT
- 8 - LAMAR FASON TRACK FIELDS WITH 2 SOCCER FIELDS TENNIS COURTS & YOUTH SOCCER FIELD
- 9 - CENTENNIAL AREA / MUSEUM "STATE" 2 BALL FIELDS PLAY GROUND EQUIP, BAR-B-QUE, PAUL. & ST JOE LUMBER TRAIN
- 10 - HIGH SCHOOL PRACTICE FIELDS WITH BATH RM.
- 11 - FRANK PATE PARK WITH PLAY GROUND EQUIP INCLUDING PIRATE SHIP, BATH RMS, A TENNIS COURT, PAUL. LAUNCH AREA
- 12 - BAPTIST CHURCH PLAY GROUND WITH EQUIP.
- 13 - BY TDC BAY WALIC - UNTOUCHED EXCEPT FOR BATHROOM AT MADDOX PARK & THE LOVELY COTTAGE
- 14 - JETTY PARK - PAUL. FISHING AREA
- 15 - WASHINGTON GYM PARK AREA
- 16 - MADDOX AREA IS THE ONLY PARK WE HAVE THAT A VISITOR CAN DRIVE, WALK & BIKES TO THE BAY AND ENJOY THE NATURAL ~~UNTOUCHED~~ UNTOUCHED BAY FRONT.

WHAT IS IN PLACE RIGHT NOW IS THE DEMONSTRATION WE