



# Shoreline Stabilization Seawall & Riprap Permitting Help Document

## Before you begin:

Please have the following information and documents prepared to be uploaded with this application:

1. Parcel control number for property ([Property Appraiser Search](#))
2. [Agent authorization form](#), if you are applying on behalf of the property owner

## New Structures – a 2-3 Step Process:

### ➤ Seawalls require the following:

1. Pre-Application Evaluation and Determination Letter (separate application)
2. This Shoreline Stabilization Permit, and
3. A separate construction permit issued by the Building Department

### ➤ Shoreline Retaining Walls require the following:

1. Pre-Application Evaluation and Determination Letter (separate application)
2. May require this Shoreline Stabilization Permit, and
3. A separate construction permit issued by the Building Department

### ➤ Riprap:

1. Pre-Application Evaluation and Determination Letter (separate application)
2. This Shoreline Stabilization Permit - no separate building permit is required

## Repairs to Existing Structures – a 1-Step process:

- Seawalls: Building permit only
- Retaining Walls: Building permit only
- Riprap: Requires this Shoreline Stabilization Permit - no building permit is required

## Shoreline Stabilization Utilizing Native Vegetation

Martin County encourages stabilization utilizing native vegetation, such as with a living shoreline. The fee for utilizing this stabilization method is significantly reduced and a Pre-Application Evaluation and Determination Letter is not required. Continue with this application process

# APPLY FOR A NEW SHORELINE STRUCTURE

## STEP 1:

### SUBMIT AN APPLICATION FOR A PRE-APPLICATION EVALUATION AND DETERMINATION LETTER

**Select a Record Type**

Choose one of the following available record types.

▼ **Environmental**

- Environmental Determinations and Waivers
- Land Clearing (Exotic Vegetation or Agricultural)
- Preserve Area Management Plan (PAMP)
- Shoreline Stabilization (Seawalls, Riprap, Vegetation)

Choose this environmental permit type to apply for an Environmental Determination.

Note: The Pre-Application Evaluation and Determination Letter application is required so staff can evaluate the site and determine whether the shoreline qualifies for a shoreline structure.

If staff determines the shoreline qualifies for a structure, a Determination Letter will be issued. This Determination Letter is required for most Shoreline Stabilization permit applications.

## STEP 2:

### SUBMIT AN APPLICATION FOR SHORELINE STABILIZATION PERMIT

Once you have a Determination Letter you may apply for Shoreline Stabilization Permit (stabilization using native vegetation does not require this letter).

**Select a Record Type**

Choose one of the following available record types.

▼ **Environmental**

- Environmental Determinations and Waivers
- Land Clearing (Exotic Vegetation or Agricultural)
- Preserve Area Management Plan (PAMP)
- Shoreline Stabilization (Seawalls, Riprap, Vegetation)

Choose this environmental permit type to apply for Shoreline Stabilization.

These tabs help you understand where you are in the application submission process.

### Shoreline Stabilization (Seawalls, Riprap, Vegetation)

1 Shoreline Stabilization	2 Site Information	3 Documents	4 Review	5 Pay Fees	6
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#### Step 1: Shoreline Stabilization > General Info

**New Structures:** (Seawalls, Retaining Walls, or Riprap)

For new seawalls, retaining walls or rip/rap projects, an application review and on-site inspection must be conducted to evaluate shoreline erosion. If your shoreline qualifies for shoreline hardening, a determination letter will be issued by Growth Management. If you do not yet have a determination letter, you must first apply for an environmental determination letter and do not qualify to create this permit.

**Repairs to Existing Structures:**

If you are proposing a repair to a seawall, this application is not necessary. The environmental review will be conducted as a part of your building permit application.

If you are proposing to supplement existing riprap or add riprap to an existing seawall, continue with this application process.

**Shoreline Stabilization Utilizing Native Vegetation:**

Martin County encourages stabilization utilizing native vegetation, such as with a living shoreline. The fee for utilizing this stabilization method is significantly reduced and a prequalification determination letter is not required.

\* indicates a required field.

#### Shoreline Stabilization Permit Screening Questions

\*Type of Shoreline Stabilization?:

Choose the type of Shoreline Stabilization

#### Shoreline Stabilization Permit Screening Questions

\*Type of Shoreline Stabilization?:

Do you have a determination letter: \*  Yes  No

Structure Type: \*

Depending on the type of Shoreline Stabilization selected, additional drop-down menus become available.

**Step 2: Site Information > Parcel/Address Information**

Note: You can search for the site information by entering the Parcel Control Number, Address or Property Owner as provided below. Once you click search, the appropriate information will be entered in all 3 sections.

\* indicates a required field.

**Parcel**

\* Parcel Number:

A parcel number is required. Once you input the parcel number, click "Search" and the system will find the associated parcel data and automatically fill the boxes in the Address and Owner sections.

**Address**

Street No.:  Direction:  Street Name:  Street Type:   
Unit Type:  Unit No.:   
City:  State:  Zip:

You may search by Parcel Number, Address or Owner and the associated information will be automatically added to the appropriate boxes.

**Owner**

Owner Name:  ?  
Address Line 1:   
Address Line 2:   
City:  State:  Zip:

At any time, you can save the application and resume later.

## Shoreline Stabilization (Seawalls, Riprap, Vegetation)

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### Step 2: Site Information > Contact Information

A contact is required for this application. You may also add information for the Professional or Licensed Contractor working on this account

\* indicates a required field.

#### Contact

Please choose a contact for this application from your account. If you need to add a new contact, you can do that from the Account Management page.

Select from Account

Add New

If you have previously used the ACA system, you likely already have Contact information that can be used. If not, select "Add New" to create a new Contact.

#### Professional

Enter information for the Environmental Professional or Professional Engineer for this Permit.

Select from Account

Add New

If you have previously used the ACA system, you likely already have Professional information that can be used. If not, select "Add New" to create a new Professional.

#### Licensed Contractor

Enter the information on the Licensed Contractor authorized to Perform Installation.

Select from Account

Add New

If you have previously used the ACA permitting system, you likely already have Licensed Contractor information that can be used. If not, select "Add New" to create a new.

## Shoreline Stabilization (Seawalls, Riprap, Vegetation)

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### Step 2: Site Information > Project Information

\* indicates a required field.

#### Custom Fields

##### SHORELINE STABILIZATION

\* Length of shoreline to be developed (in feet):

Number only

Describe proposed work within shoreline protection zone or wetland buffer:

Add a brief description of the proposed work

Proposed elevation of structure (NAVD):

Number only in NAVD

Native shoreline vegetation provided:

Proposed stormwater treatment feature:

\* Mangroves present on shoreline:

Yes  No

\* Are you an agent applying on behalf of the property owner:  Yes  No

Continue Application »

Save and resume later

If you are an Agent applying on behalf of a property owner, an Agent Authorization Form is required to be uploaded during Step 3: Document Upload. Staff may require the original document be submitted prior to permit issuance.

**Shoreline Stabilization (Seawalls, Riprap, Vegetation)**

1 Shoreline Stabilization    2 Site Information    **3 Documents**    4 Review    5 Pay Fees    6

**Step 3: Documents > Upload Documents**

All PAMP records require the following documents to be uploaded individually.

- Grading Plan
- Site Plan - most show proposed construction location and elevations
- Survey - must show mean high water line (MHWL)

Depending on how previous questions were answered, the following may also be required:

- Agent Authorization Form

\* indicates a required field.

**Attachment**

The maximum file size allowed is 100 MB.  
 ade;adp;aspx;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add**      **Continue Application »**      **Save and resume later**

Click "Add" to upload a document

**File Upload**

The maximum file size allowed is 100 MB.  
 ade;adp;aspx;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

**Continue**    **Add**    **Remove All**    **Cancel**

Click "Add" to upload a document

**Choose File to Upload**

This PC > Desktop

Name	Date modified	Type	Size
Erosion Control Plan.pdf	6/16/2020 10:59 AM	Adobe Acrobat D...	14 KB
Google Chrome	6/16/2020 8:14 AM	Shortcut	3 KB

**i**

Please name your documents in a way that describes the file. For example, "Erosion Control Plan.pdf" or "Deed.pdf".

File name:     All Files (\*.\*)

**Open**    **Cancel**

Browse your computer files and choose a document to upload.

Announcements | Project Information | Collections (1) | Reports (2) | Account Management | Logout

### Shoreline Stabilization

1 Shoreline Stabilization

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Name	Type	Size	Latest Update	Action
No records found.				

[Add](#)

[Continue Application >](#) [Save and resume later](#)

#### File Upload

The maximum file size allowed is 100 MB.  
ade;adp;aspx;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

NWW1\_20170133.pdf 100%

Once the document has uploaded, the status bar will show "100%". Click "Continue" or "Add" to upload additional documents

[Continue](#) [Add](#) [Remove All](#) [Cancel](#)

### Shoreline Stabilization (Seawalls, Riprap, Vegetation)

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### Attachment

The maximum file size allowed is 100 MB. ade;adp;aspx;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Remove](#)

\*Type:

File: **Erosion Control Plan.pdf** 100%

Description:

[Save](#) [Add](#) [Remove All](#)

[Continue Application >](#) [Save and resume later](#)

Select the type of document you have uploaded.

Status bar shows the document has uploaded successfully

You may add a description of the document uploaded. A description may help staff understand the difference between two documents with similar names.

Click "Save" to finalize the document upload

You will receive this message if the document has been successfully uploaded to the application



**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

### Shoreline Stabilization (Seawalls, Riprap, Vegetation)

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\* indicates a required field.

### Attachment

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ade;adp;aspx;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Erosion Control Plan.pdf	Erosion Control Plan	13.32 KB	06/16/2020	Actions ▾

Here's the successfully uploaded document.

Add

Click "Add" if you'd like to upload more documents.

Continue Application >

Save and resume later

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Shoreline Stabilization (Seawalls, Riprap, Vegetation)

1	2 Site Information	3 Documents	4 Review	5 Pay Fees	6 Application Submittal
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Step 4: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Shoreline Stabilization (Seawalls, Riprap, Vegetation)

Shoreline Stabilization Permit Screening Questions

Type of Shoreline Stabilization?: New structure [Edit](#)

Parcel [Edit](#)

Parcel Number: 073841005000002306

Address [Edit](#)

1000 SW CHAPMAN WAY  
PALM CITY FL 34990 247

Owner [Edit](#)

SOUTH FLORIDA WATER MANAGEMENT DISTRICT  
ATTN: LAND MANAGEMENT DEPT  
PO BOX 24680  
WEST PALM BEACH FL 33416

Contact [Edit](#)

John Doe  
Org Name  
123 Main St  
Stuart, FL, 34996  
Alt Phone 1:7725551235  
Main Phone:7725551234  
Mobile Phone7725551236  
E-mail:jdoe@test.com

Professional [Edit](#)

Licensed Contractor [Edit](#)

Custom Fields [Edit](#)

SHORELINE STABILIZATION [Edit](#)

Length of shoreline to be developed (in feet): 50

Describe proposed work within shoreline protection zone: 50-foot of new seawall along an eroding shoreline or wetland buffer:

Proposed elevation of structure (NAVD): 8.5

Native shoreline vegetation provided: New plantings

Proposed stormwater treatment feature: Swale

Mangroves present on shoreline: No

Are you an agent applying on behalf of the property owner: No

Attachment [Edit](#)

Review the information you have entered and click "Edit" next to any section that needs to be modified.

The maximum file size allowed is 100 MB.  
ade;adp;asp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;piif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh  
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Erosion Control Plan.pdf	Erosion Control Plan	13.32 KB	06/16/2020	Actions ▼
Grading Plan.pdf	Grading Plan	13.32 KB	06/16/2020	Actions ▼
Site Plan.pdf	Site Plan	13.32 KB	06/16/2020	Actions ▼
Survey.pdf	Survey	13.32 KB	06/16/2020	Actions ▼

If all the information is correct, check the certification box.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

Once you click "Continue Application" the system may take some time to process the information provided. Be patient as this may take up to a minute to complete.

By checking this box, I agree to the above certification. Date:

[Continue Application »](#) [Save and resume later](#)