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

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).

Choose this environmental permit type to apply for Shoreline Stabilization.
These tabs help you understand where you are in the application submission process.

Choose the type of Shoreline Stabilization

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

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

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

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.

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 Licensed Contractor.

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.
Click "Add" to upload a document

Click "Add" to upload a document

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

Browse your computer files and choose a document to upload.
Once the document has uploaded, the status bar will show “100%”. Click “Continue” or “Add” to upload additional documents.

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.

Here’s the successfully uploaded document.

Click “Add” if you’d like to upload more documents.
Review the information you have entered and click “Edit” next to any section that needs to be modified.

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

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.

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