



Martin County Land Management Citizen Access Shoreline Stabilization Permitting (SSP) Application Help Document

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This is a step-by-step instruction manual to successfully complete a Shoreline Stabilization Permit (SSP) application by providing stepwise directions to the County's Accela Citizen Access (ACA) permit application portal.

Important - For Repair/Replacement of previously permitted Seawalls and retaining walls, please contact Martin County Building Department - these applications must be initiated through the Building Department and not as a Growth Management Department (GMD) application.

Important - For Repair/Replacement of preexisting **unpermitted** shoreline stabilization structures please use the “New Structures SSP” application option.

GMD Shoreline Stabilization Permit types:

- Vegetation Only
- New or Replacement Living Shoreline
- New Riprap
- New Retaining Wall
 - separate building permit may be required.
- New Seawall
 - separate building permit is required.
- Repair or Replacement of previously permitted riprap.

Other Shoreline Construction Permits available through Building

Department:

- Repair or Replacement of Seawall
- Repair or Replacement of Retaining Walls

All SSP applications are a 2-part process:

1. Pre-Application Evaluation and issuance of a Determination Letter
 - 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.

2. Shoreline Stabilization Permit application, review, and issuance

- New seawalls and retaining walls may require a separate construction permit issued by the Building Department

Before you begin part 1 (Pre-Application Evaluation,) the following information and documents are required:

1. [Active Accela Citizen Access \(ACA\) Account](#)
2. Parcel control number for property ([Property Appraiser Search](#))
3. Deed
4. Survey – older survey will be accepted but an updated survey may be required for Part 2
5. Site Plan – showing proposed construction with dimensions and/or drawn to scale.
6. Agent authorization form (Blank Form), if you are applying on behalf of the property owner.
7. Payment information – permit fee payments are accepted in form of credit card payments only.

Before you begin part 2 (Permit Application,) the following information and documents are required:

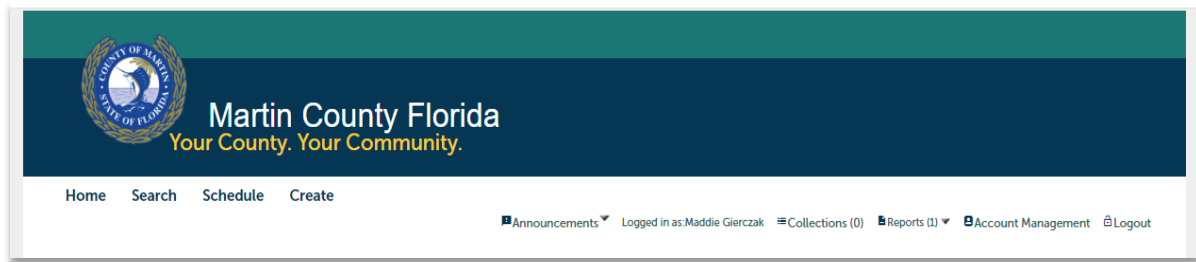
1. Payment information – permit fee payments are accepted in form of credit card payments only.

2. Planting Plan – as identified/required in Part 1 or Part 2 review of project.
3. Survey (revised as needed) - a current boundary survey of property may be required to identify the MHW line following Part 1.
4. For permitting new structures:
 - Grading Plan – including stormwater treatment area where appropriate.
 - Structural Drawings – Plan-view and cross-sectional drawings to scale, as prepared by a qualified professional or engineer.
 - Erosion Control Plan & Building Permit – for replacement seawalls or retaining walls only.

Shoreline Stabilization Utilizing Native Vegetation

Martin County encourages stabilization utilizing native vegetation, such as with a living shoreline. The fees for utilizing this stabilization method and permit review time are significantly reduced.

GENERAL ACA PORTAL APPLICATION FEATURES:



Function Tabs:

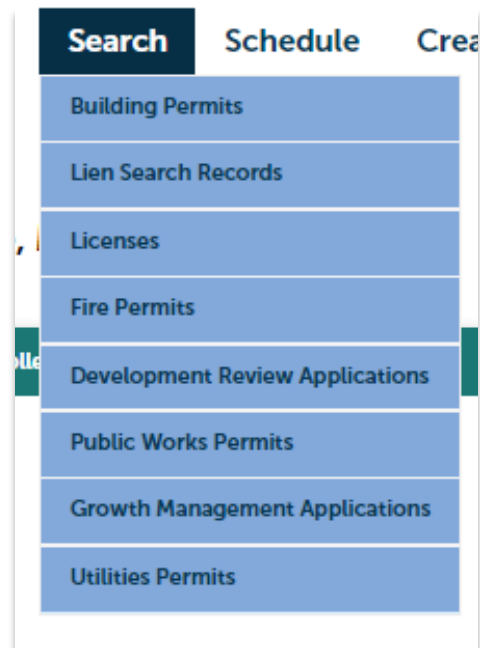
Home Tab:

- Dashboard – provides a list and links to all applications in progress.
- My Records - provides a list and links to all submitted applications.
- My Account – lists all account holder's attributes.
- Advanced Search – provides search for property information or a license.



Search Tab:

- Provides search options for building permits, lien records, licenses, fire permits, development review applications, Public Works permits, Growth Management permits, and Utilities permits.



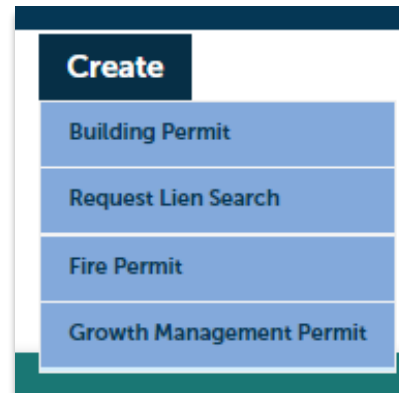
Schedule Tab:

- Allows user to schedule building or fire inspections assigned to issued permits.



Create Tab:

- Allow the user to request a lien search as well as submit applications for Building, Fire and Growth Management Divisions.



Growth Management Application Portal:

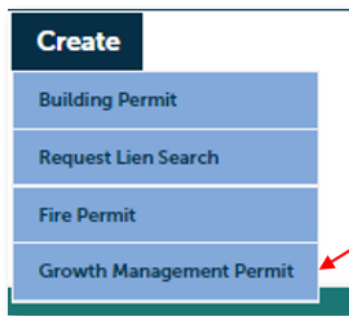
- Application type indicates application category throughout the process.
- Progress tabs track the application submission process.
- “Save and resume later” allows for saving application mid-progress.
- Use the “Continue Application” icon to move forward with application process.

The screenshot shows the 'Shoreline Stabilization Permits (SSP)' application portal. At the top, a progress bar contains eight tabs: '1 Shoreline Stabilization', '2 Site Information', '3 Project Information', '4 Contact Information', '5 Documents', '6', '7', and '8'. The first tab is active. Below the progress bar, the heading 'Step 1: Shoreline Stabilization > Screening Questions' is displayed. A dark blue banner asks 'Is Shoreline Stabilization permit right for you?'. Below this, a form section titled '* This application is for:' contains a dropdown menu with '4. Other or new shoreline' selected. Below that, a 'Structure Type:' dropdown menu has 'Living shoreline' selected. At the bottom left of the form is an orange button labeled 'Save and resume later'. At the bottom right is a link labeled 'Continue Application >'. Four callout boxes with green borders and arrows point to specific features: the top-left box points to the progress tabs and says 'Application type indicates application category throughout the process.'; the top-right box points to the progress tabs and says 'Progress tabs track the application submission process.'; the bottom-left box points to the 'Save and resume later' button and says '“Save and resume later” allows for saving application mid-progress.'; the bottom-right box points to the 'Continue Application >' link and says 'Use the “Continue Application” icon to move forward with application process.'

STEP-BY STEP INSTRUCTIONS FOR A SHORELINE STABILIZATION PERMIT APPLICATION

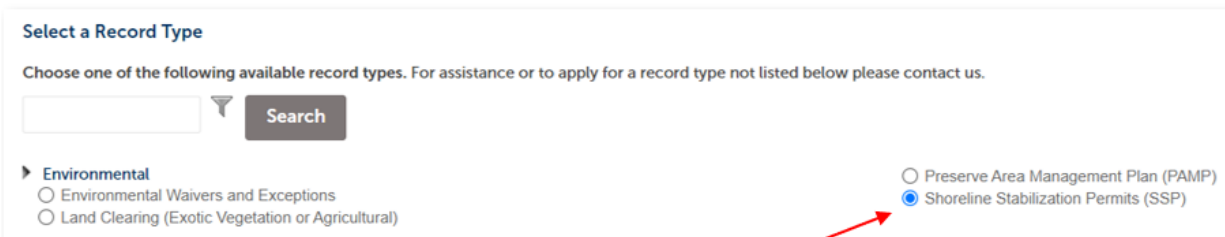
Part 1 – Apply for a pre-application evaluation and determination letter.

- Begin by creating a “Growth Management Permit”.



Begin by creating a “Growth Management Permit”.

- Select “Shoreline Stabilization Permit (SSP)” option.



Select “Shoreline Stabilization Permit (SSP)” option.

Step 1 – Shoreline Stabilization: Screening Questions:

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

Is Shoreline Stabilization permit right for you?

* This application is for:

--Select--

--Select--

1. Vegetation only (no added structures)

2. Repair or replacement of existing retaining wall or seawall

3. Repair or replacement of living shoreline or riprap

4. Other or new shoreline stabilization structure

Save and resume later

Select application type.

- Select appropriate responses regarding previous permits and proposed structure type.
 - To obtain information on previously permitted structures use the Search feature in the ACA Portal or submit a [Request For Information](#).

Step 2 – Site Information:

- Use the Parcel Control Number (PCN), property address or owner's information to locate site information and details.
 - Once located, the search engine will automatically provide remaining property information currently on record.

Parcel

Parcel Number:

Search Clear

Address

Street No.: Direction: --Select-- Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select-- Zip:

Search Clear

Owner

Owner Name: ⓘ

Address Line 1:

Address Line 2:

City: State: --Select-- Zip:

Search Clear

Use the Parcel Control Number (PCN), property address or owner's information to locate site information and details.

Once located, the search engine will automatically provide remaining property information currently on record.

Step 3 – Project Information:

- Provide all current and proposed shoreline stabilization information required.
 - * Indicates required fields.
 - Agents applying on behalf of a property owner will require to submit an Agent Authorization Form during Step 3: Document Upload. Staff may require the original document be submitted prior to permit issuance.

Custom Fields

SHORELINE STABILIZATION

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

* Describe proposed work within shoreline protection zone or wetland buffer:

Proposed elevation of structure (NAVD):

* Native shoreline vegetation to be provided:

--Select--

Proposed stormwater treatment feature:

--Select--

* Mangroves present on shoreline:

☐ Yes
☐ No

* Are you an agent applying on behalf of the property owner:

☐ Yes
☐ No

Provide all current and proposed shoreline stabilization information required.

* Indicates required fields.

Agents applying on behalf of a property owner will require to submit an Agent Authorization Form during Step 3: Document Upload. Staff may require the original document be submitted prior to permit issuance.

Step 4 – Contact Information:

- Required:
 - Provide accurate applicant and owner contact information.
 - If you are Agent for owner, provide Agent contact information under Applicant.
- Optional: Provide accurate contractor contact information.
- Returning ACA system users may have previously saved contact information in their accounts.
- Select “Add New” to create and/or add new contact information.

Applicant
Please use Select from Account to add and existing contact and Add New to create a new contact to your account.
Select from Account Add New

Owner
Please use Select from Account to add and existing contact and Add New to create a new contact to your account.
Select from Account Add New

Licensed Contractor
Please use Select from Account to add and existing contact and Add New to create a new contact to your account.
Select from Account Add New

Required:

- Provide accurate applicant and owner contact information.
- If you are Agent for owner, provide Agent contact information under Applicant.

Optional: Provide accurate contractor contact information.

Returning ACA system users may have previously saved contact information in their accounts.

Select “Add New” to create and/or add new contact information.

Step 5 – Documents

1. List of required documents:

- All Shoreline Stabilization applications require the following documents:
 - Deed
 - Site Plan
 - Survey
- Repair or Replacement of living shoreline or riprap applications require the following documents:
 - Proof of Previous Permits
- Agents applying on behalf of the property owner are required to provide the following document:
 - Agent Authorization Form
 - Additional documents may be required following application review by staff.

2. Click “add” to upload a document.

- Multiple documents can be uploaded at one time.

Attachment

PLEASE NOTE:
Documents or files should be named in a way that identifies the content of that file.
You are not allowed to upload a file that has any of the following issues:

1. The file name exceeds 50 characters (including spaces but not the extension).
2. The file name contains any of these special characters: !@#\$%&'0/.
3. The file exceeds 100MB in size.
Please bring files over 100MB directly to the Growth Management Department using a Thumb Drive and do NOT attempt to upload them here.
4. The file name is the same as an existing file if the application is already submitted.
Please rename any revisions with something to identify it as a revision (i.e. site_plan_v2.pdf)

The maximum file size allowed is 100 MB.
EXCLUDED FILE TYPES: .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; .pif; .scr; .sct; .shb; .sys; .vb; .vbe; .vbs; .vxd; .wsc; .wsf; .wsh

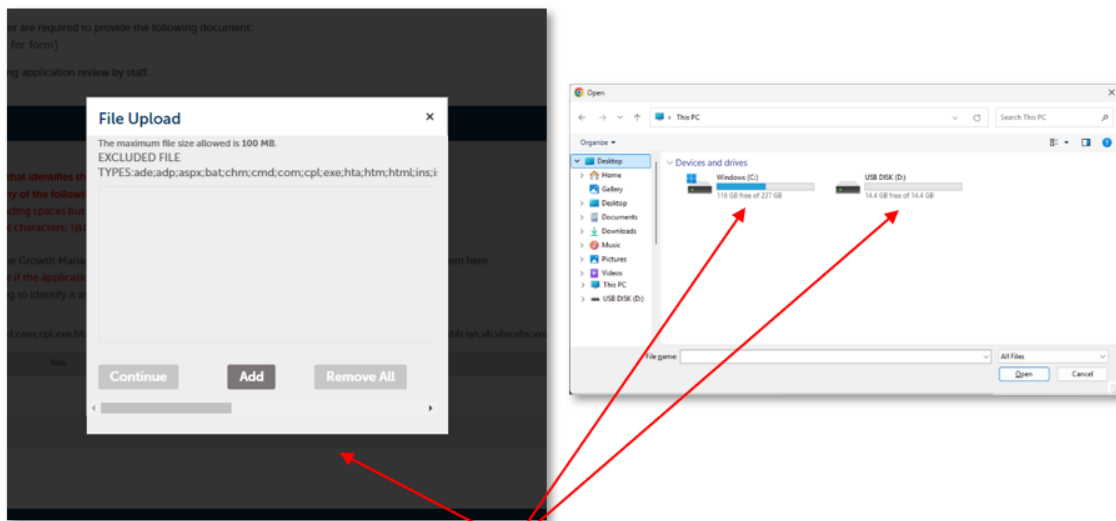
Name	Type	Size	Latest Update	Action
No records found.				

Add

Click "Add" to upload a document.

1. Click "add" to upload a document from your computer or other storage drive.

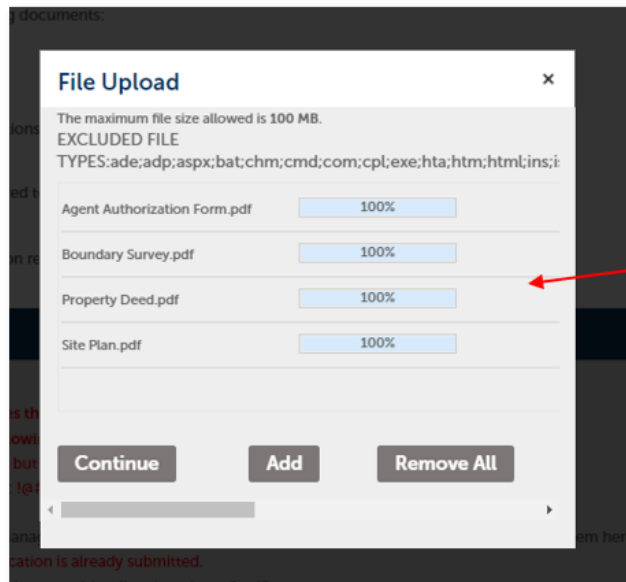
- For faster permit processing please name your documents in a way that describes the file. For example, "Erosion Control Plan.pdf" or "Deed.pdf," etc.



Click "Add" to upload a document from your computer or other storage drive.

2. Once the documents have uploaded, the status bar for each file will show

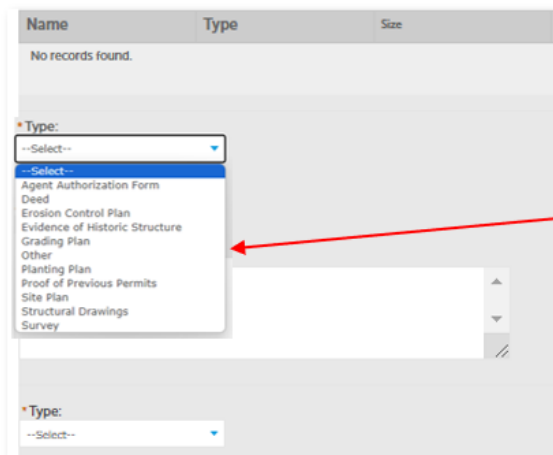
“100%.” Click “continue” or “add” to upload additional documents.



Once the documents have uploaded, the status bar for each file will show “100%”. Click “Continue” or “Add” to upload additional documents.

3. Categorize the uploaded documents as per the options available in each dropdown window.

- Note: Category “Other” will require a description for the uploaded document to be provided in the “Description” field.



Categorize the uploaded documents as per the options available in each dropdown window.

NOTE: Category “Other” will require a description for the uploaded document to be provided in the “Description” field.

4. Once all documents have been categorized click “Save” before proceeding with application.

Step 6 – Review:

- Step 6 allows applicant to do a full review of information and documents provided in the application.
- “Edit” buttons allow to return to each section and edit submittals as needed.
- Carefully review the Certification Statement and check the “Agree” box to proceed.

[illegible]

“Edit” buttons allow to return to each section and edit submittals as needed.

Carefully review the Certification Statement and check the "Agree" box in order to proceed.

- Once all submittals are completed appropriate application fees will be applied.
- Fees vary based on application type.
- Click “Continue Application” to proceed to payment screen.
- Permit fee payments are accepted in form of credit card payments

only.

- Provide all required payment information and click “Submit Payment.”

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application Fees		
Fees	Qty.	Amount
SSP PRE-APP GMD	1	\$300.00
SSP PRE-APP ENG	1	\$90.00

TOTAL FEES: \$390.00
Note: There may be additional fees assessed after reviewing your application.

[Continue Application »](#)

Once all submittals are completed appropriate application fees will be applied. Fees vary based on application type.

Click “Continue Application” to proceed to payment screen.

Please select a payment method and then fill in all required information.
The available payment methods are:
•Credit Card

Use the dropdown menu to change the payment type.

For some applications recording fees may apply. Growth Management staff will review the application. The application will not be approved until the document has been recorded.

Additional fees may also be required if it is determined that an application requires additional fees.

Payment Options

Amount to be charged: \$390.00

☒ Pay with Credit Card

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date:

☐ Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment »](#)

Permit fee payments are accepted in form of credit card payments only.

Provide all required payment information and click “Submit Payment”.

Step 8 – Application Submittal:

- This screen indicates that the permit application and payment were successfully submitted, and the application is completed and forwarded to County Staff for review.

- Completed application is identified by a unique Record number.
- The “View Record Details” button leads to an overview of the application (more details below).
- Select “Processing Status” option from the “Record Info” drop down window to monitor the status of your application.
- Once the County has completed the review, a notification/Determination Letter will be issued to the applicant.
- This status will be indicated by a golden asterisk next to the “Notification” link.
- The notification/Determination Letter will outline the recommended shoreline stabilization and permit options and requirements.
- Part 2 of the application process will be initiated by the County by listing any required additional fees and/or documents.

 Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online system.
 Your Record Number: **GMD2025060006**

You will need this number to check the status of your application online or to check results of inspections.

[Print/Download Receipt](#)

[View Record Details](#) - You can find this record under Home My Records

This screen indicates that the permit application and payment were successfully submitted, and the application is completed and forwarded to County Staff for review.

The "View Record Details" button leads to an overview of the application (more details below).

Completed application is identified by a unique Record number.

Record GMD2025060006:
Shoreline Stabilization Permits (SSP)
Record Status: In Review

Record Info ▾ Payments ▾

Record Details
Processing Status
 Related Records
 Attachments
 Inspections

There are no completed inspections on this record.

Select "Processing Status" option from the "Record Info" drop down window to monitor the status of your application.

Processing Status

-  Sufficiency Review
-  Engineering Qualification Review
-  Environmental Qualification Review
-  Qualification Review Consolidation
-  QA2
-  Director Review
-  BOCC Approval
-  Document Setup
-  Notification

Once the County has completed the review, a notification/Determination Letter will be issued to the applicant.

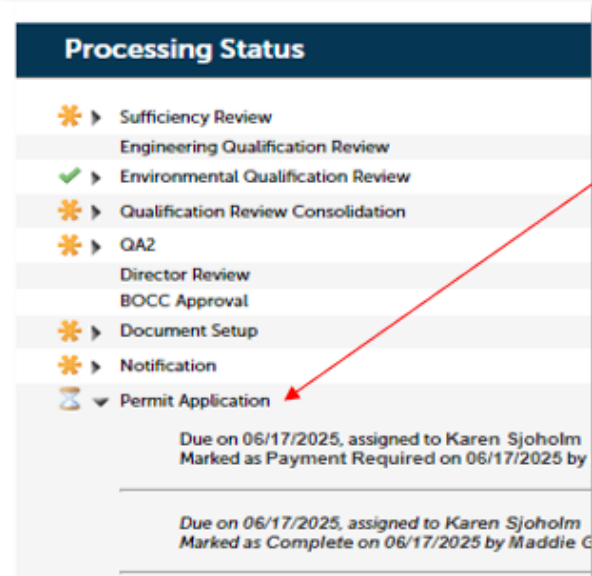
This status will be indicated by a golden asterisk next to the "Notification" link.

The notification/Determination Letter will outline the recommended shoreline stabilization and permit options and requirements.

Part 2 of the application process will be initiated by the County by listing any required additional fees and/or documents.

Part 2 – Shoreline stabilization permit application, review, and issuance

- Once the County has completed the review, additional documents and/or payments may be required.
- Items requiring applicant's attention will be indicated by an hourglass icon.
- Click on the triangle next to the hourglass icon to see the details of pending items.



Processing Status

- ✱ > Sufficiency Review
- Engineering Qualification Review
- ✓ > Environmental Qualification Review
- ✱ > Qualification Review Consolidation
- ✱ > QA2
- Director Review
- BOCC Approval
- ✱ > Document Setup
- ✱ > Notification
- ⌚ ▾ Permit Application

Due on 06/17/2025, assigned to Karen Sjöholm
Marked as Payment Required on 06/17/2025 by

Due on 06/17/2025, assigned to Karen Sjöholm
Marked as Complete on 06/17/2025 by Maddie C

Once the County has completed the review, additional documents and/or payments may be required.

Items requiring applicant's attention will be indicated by an hourglass icon.

Click on the triangle next to the hourglass icon to see the details of pending items.

To resolve payments requirement:

- Select "Payments" tab to see a list of pending.
- Outstanding Fees can be paid using the "Pay Fees" link. See Step 7 above for directions on fee payments.
- Invoices for each "Paid" fee can be obtained via the "View Details" links.

Select "Payments" tab to see a list of pending

Outstanding:		
Date	Invoice Number	Amount
06/17/2025	2288474	\$440.00
06/17/2025	2288474	\$1,400.00
Total outstanding fees:		\$1,840.00

Paid:		
Date	Invoice Number	Amount
06/17/2025	2288473	\$300.00
06/17/2025	2288473	\$90.00
Total paid fees:		\$390.00

Outstanding Fees can be paid using the "Pay Fees" link. See Step 7 above for directions on fee payments.

Invoices for each "Paid" fee can be obtained via the "View Details" links.

To resolve additional information requirement:

Option

1. Check Record Details for any conditions added to the application:
 - Click on "View Condition" to see detailed application requirements.

Record GMD2025060006:
Shoreline Stabilization Permits (SSP)
Record Status: Additional Info Required

Record Info Payments Conditions 1

A notice was added to this record on 06/17/2025.
Condition: Erosion Control Plan Required Severity: Notice
Total Conditions: 1 (Notice: 1, Met: 1)

View Condition

Click on "View Condition" to see detailed application requirements

2. if conditions are not added/listed on the application please reach out to the permit

reviewer for additional information.

- When all application requirements are met, the permit issuance will be indicated in the Record Info/Processing Status area.

Record GMD2025060006:
Shoreline Stabilization Permits (SSP)
Record Status: Permit Issued

Record Info ▾ Payments ▾

Record Details

Processing Status

Related Records

Attachments

Inspections

- QA2
- Director Review
- BOCC Approval
- Document Setup
- Notification
- Permit Application
- Engineering Review
- Environmental Review
- Permit Issuance
- Inspections

Due on 06/17/2025, assigned to K
Marked as Issued on 06/17/2025

When all application requirements are met, the permit issuance will be indicated in the Record Info/Processing Status area.