



# CLASS I

## Permit Application

*For Coastal  
Construction and  
Mangrove Trimming  
within Miami-Dade  
County*

Department of Regulatory and  
Economic Resources -  
Environmental Resources  
Management  
701 NW 1<sup>st</sup> Court  
Miami, FL 33136  
[dermcr@miamidade.gov](mailto:dermcr@miamidade.gov)



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Permit Application Form

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## INTRODUCTION

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Coastal areas contain unique and valuable natural resources that are important to the environment, the quality of life and the economic well-being of Miami-Dade County. Competing demands on these resources must be managed in order to ensure the preservation of their ecological, commercial and recreational values.

Coastal resources in Miami-Dade County include diverse communities such as seagrass beds, mangrove forests and fringes, and coral and sponge hard bottom communities. These communities provide important habitat and nursery area for South Florida's commercial and recreational fisheries. These ecological communities also assist in the maintenance of water quality in Biscayne Bay and its adjacent tributaries by providing biological filtering of stormwater runoff from upland areas, and by slowing currents and trapping sediments to reduce erosion and increase water clarity.

Mangrove communities along the coastal areas of Biscayne Bay stabilize bottom sediments and protect shorelines from erosion and storm surge. Forest and fringe communities provide protection from storm surge and can potentially reduce damage to upland areas from hurricanes. Mangrove trees provide nesting and roosting habitat for many resident and migrating birds in addition to providing shelter and a safe nursery to growing marine life. Mangrove leaves are also a large component of the near shore food web.

Seagrass beds are a prominent feature of Biscayne Bay. Seagrasses are flowering plants that, because of their need for sunlight, live in relatively shallow water. Seagrasses are important to the overall environment for several reasons. In addition to maintaining water clarity and stabilizing bottom sediment, seagrasses provide oxygen that is necessary for animal life. Seagrass beds also provide nursery habitat and feeding grounds for all kinds of sea life. Some organisms live attached to seagrass blades while others live in their root systems, and these organisms provide food for larger fish and birds.

Hard bottom refers to those areas which have less than an inch of sediment on the underlying limestone. Soft corals like sea fans and corky sea fingers are common in hard bottom communities as well as sponges like the loggerhead sponge and the vase sponge. Hard bottom communities are home to numerous kinds of aquatic life, especially juvenile lobster and fish which use these areas as refuge as they migrate to the outer reefs. These areas are especially important in providing food to endangered sea turtles which thrive on sponges.

Human activities in the coastal areas of Miami-Dade County affect these coastal resources. Section 24-48 of the Code of Miami-Dade County provides for the protection of these resources by requiring that a Class I permit be obtained for all work in, on, over, or upon the tidal waters or coastal wetlands of Miami-Dade County, including those areas within municipalities.

Additional permits may be required for certain projects. The U.S. Army Corps of Engineers (USACE), the State of Florida Department of Environmental Protection (FDEP), and the South Florida Water Management District (SFWMD) require that permits be obtained for certain activities within Miami-Dade County's coastal areas. A list of the addresses and phone numbers of these agencies is included in this package.

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## COMMON QUESTIONS

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### What is RER?

The Department of Environmental Resources Management (DERM) was created by the Miami-Dade County Board of County Commissioners (BCC) in 1974 in order to regulate and manage activities affecting South Florida's fragile environment. The Department's duties include the administration of pollution control and resource protection programs as well as resource enhancement, restoration and remediation programs. In 2012, as part of improving efficiency in our delivery of services to the businesses and residents of Miami-Dade County, DERM, and the County's Building, Consumer Services, Economic and Business Development, and Planning and Zoning functions, merged to form the **Miami-Dade County Department of Regulatory and Economic Resources (RER)**, and created the Division of Environmental Resources Management.

### What is a Class I permit?

Section 24-48 of the Miami-Dade County Code requires that a Miami-Dade County Class I permit be obtained prior to performing any work in, on, over or upon tidal waters or coastal wetlands anywhere in Miami-Dade County including any of the municipalities located within the county. This permitting requirement applies to most work with the exception of a few specific types of minor projects listed on page 6 of this package. A Class I Permit is also required for most mangrove trimming, alteration or removal.

### What other permits are needed before I can start work?

The following is a list of other agencies that may have jurisdiction over these projects and some or all require you to obtain a permit for your project. Please be advised that their involvement will depend upon the location, nature, type and size of the project. Please refer to the enclosed list of permitting contacts for names, addresses and telephone numbers:

1. Local Municipality (structural, zoning, building)
2. Construction, Permitting and Building Code Division of RER (if located in unincorporated Miami-Dade County)
3. South Florida Water Management District (SFWMD)
4. Florida Department of Environmental Protection (FDEP)
5. U.S. Army Corps of Engineers (USACE)

### What is a short form project?

A short form project is typically a small project (such as a dock at a single family residence) in which RER has the administrative authority to review and approve the proposed work without a public hearing.

### What is a standard form project?

A standard form project is typically a large project (such as a marina or a project involving dredging or filling) which requires approval from the BCC at a public hearing. Owners of all riparian or wetland property within 300 feet of the proposed work are notified by mail prior to the hearing. Based on a review of the proposed work, RER makes a recommendation to the BCC, which in turn decides at the hearing to approve, approve with modifications, or deny the project. If approved by the BCC, RER then issues the permit for the project.

### Why is a biological assessment necessary?

In order to assess the environmental impacts of a proposed project and to determine if the project as proposed can be approved, RER performs a biological assessment on and adjacent to the property as part of the application evaluation process. Property owners can also request that a biological assessment and/or a delineation of jurisdictional wetlands be performed for planning purposes without applying for a permit.

### How much are the application and permit fees?

The application fees and permit fees are based on the cost of construction in all cases except for those limited to mangrove trimming or alteration, which are based on area of canopy proposed for trimming. Please refer to the enclosed fee schedule.

### How long is the permit valid?

Most short form permits are valid for 2 years from the date of issuance, while mangrove trimming permits and most standard form permits are valid for 3 years from the date of issuance. If additional time is necessary to perform the work authorized by a Class I permit, it may be extended in 2 or 3 year increments provided the total time period of the extensions granted does not exceed 10 years.

### What are RER's objectives?

The main objective when reviewing Class I applications is to determine whether the proposed project has been designed to avoid and/or minimize environmental, aesthetic, and navigational impacts. For example, this may involve an assessment of the potential impacts to water quality or to plants and animals, as well as additional evaluation factors outlined in the Miami-Dade County Code. Proposed projects may need to be modified to account for these impacts.

### **What is a D-5 boundary?**

The D-5 boundary is a theoretical boundary waterward of a property, the intent of which is to protect your neighbor's visual and physical access to the water. Please refer to the enclosed diagram on page 14 of this package.

### **What if the project extends beyond the D-5 boundary?**

Projects should be designed to be located within this boundary if at all possible. If, however, a submitted project is designed such that it extends beyond the D-5 boundary(ies), a letter(s) of consent from the adjacent property owner(s) may be necessary.

### **What is mitigation?**

In cases where all impacts have been avoided and minimized to the greatest extent, any unavoidable impacts will need to be compensated for through mitigation. Types and amounts of mitigation will vary according to the project and the site, but typically mitigation involves natural resources habitat creation, restoration, or enhancement.

### **Why do I need submerged lands approval?**

In order to build a structure on or over someone else's land you need to get their approval, regardless of whether the land is above or below the water. Most submerged lands in Biscayne and Dumfounding Bays and their natural tributaries including the Miami River, Little River, Oleta River and Arch Creek are owned by the State of Florida, and proprietary approval from FDEP is generally necessary prior to the issuance of a Class I permit.

RER has been delegated the authority on behalf of FDEP to grant consent for the use of these submerged lands if the project is consistent with certain standards. During the application review process, RER will review the project to determine if proprietary authorization may be granted by RER on the State's behalf or if it will be necessary for the applicant to apply directly to FDEP for proprietary authorization.

### **Do I need a Class I permit to trim mangroves?**

Most mangrove trimming or alteration projects within Miami-Dade County require a Class I permit. However, some minor trimming projects do not require permits from RER or FDEP. The Florida Legislature enacted the 1996 Mangrove Trimming & Preservation Act in sections 403.9321 – 403.9334 of the Florida Statutes. This law regulates the trimming and alteration of mangroves statewide. However, RER has been delegated the authority on behalf of FDEP to regulate these activities. RER reviews proposed mangrove trimming projects on a case by case basis to determine if a permit is required or if trimming may be performed pursuant to the state permitting exemptions contained in the 1996 Mangrove Trimming & Preservation Act. This determination is based on the specific characteristics of the proposed work, such as:

- ownership of the property on either side of the mean high waterline where the trimming is proposed;
- the size of the mangrove fringe (width and length), the height of the mangrove tree(s), and type of tree to be trimmed;
- objective or purpose for the proposed mangrove trimming work;
- whether there have been any mangrove violations on or adjacent to the property;
- whether mangroves have ever been planted on or adjacent to the property;
- whether mangroves are located within a mitigation or mangrove protection area, or a conservation easement;
- whether mangroves are part of a Coastal Band Community;
- the type of trimming or alteration that is proposed; and,
- who will do the trimming.

Trimming or alteration of mangroves, such as hedging or top pruning or uplifting and windowing (depending on the percentage of mangrove canopy proposed for removal), may require mitigation and/or preparation of plans by a licensed landscape architect. Before beginning any work with mangroves, contact RER for a courtesy review of the proposed work to determine if a Class I permit is required.

### **Does the Miami-Dade County Manatee Protection Plan (Plan) restrict the construction of power boat slips?**

It is not the intent of the Plan to impose any additional restrictions on single family docks within Essential Habitat Areas. Single family docks shall continue to be constructed according to the existing RER coastal construction guidelines. For multifamily residential developments within essential habitat areas, multi-slip docking facilities with more than five boat slips should be permitted to construct no more than one powerboat slip per 100 feet of owned developable shoreline. These areas generally occur along the western shoreline of Biscayne Bay and its tidal tributaries. The plan also identifies areas which are suitable locations for permitting of new or expanded powerboat docking facilities because the number and frequency of manatee sightings has been relatively lower in these areas.

## EXEMPT PROJECTS

The following is a list of projects that are exempt from a Class I Permit.

- (a) Repair and/or replacement of the decking or handrails, on an existing dock or limited to their original dimensions.
- (b) Sealing of cracks and spall repair on a bridge, seawall or bulkhead cap or face.
- (c) Repair or sealing of the pilasters of an existing seawall or bulkhead.
- (d) Backfilling landward of existing seawalls or bulkheads.
- (e) Placement of riprap, gunite-filled tube, or other approved material beneath an undercut seawall or bulkhead provided that material does not extend more than two (2) feet waterward of the seawall or bulkhead.
- (f) Placement of sand-cement riprap bags at the toes of a seawall or bulkhead provided the bags do not extend more than two (2) feet or the width of two (2) standard sand-cement bags waterward of the seawall or bulkhead.
- (g) The removal of old or unused or rotting piles or the removal of dilapidated docks, boatlifts, davits or piers.
- (h) The trimming of a mangrove tree(s) performed in accordance with the permit exemption provisions of Section 403.9326, Florida Statutes, provided that notification is given to the Department as required pursuant to Section 24-48.17(1) of the Code of Miami-Dade County
- (i) Installation, repair, or replacement of marine hardware on docks and piers necessary to secure vessels including, but not limited to, cleats, mooring whips, chocks and mooring bits
- (j) Construction, installation, repair, or replacement of permanent uncovered benches and/or tables on docks and piers.
- (k) Construction, installation, repair, or replacement of fenders, **except fender piles**, on **docks and piers** necessary for the protection of vessels.
- (l) Construction, installation, repair, or replacement of storage boxes, not exceeding thirty-six (36) inches in height, on docks and piers.
- (m) Construction, installation, repair, replacement of ladders on docks and piers to provide access to and from vessels and/or the water.
- (n) The placement of concrete jackets or other forms of protection on existing dock, pier or mooring piles.
- (o) The replacement of fender piles or mooring piles at the same exact location as they presently exist and provided that the following criteria are adhered to:
  - i. The fender piles or mooring piles to be replaced do not protrude into the water more than twenty-five (25) percent of the width of the waterway.
  - ii. The work will be done by a contractor holding an applicable certificate of competency.
  - iii. The contractor shall contact the Director or the Director's designee a minimum of twenty-four (24) hours prior to performing the fender pile or mooring pile replacement work with information on the location and the number of fender or mooring piles to be replaced
- (p) Repair or replacement of uniform waterway markers or uniform waterway regulatory markers, which markers conform with Section 327.40 and 327.41, Florida Statutes, respectively, as may be amended from time to time

## EXPEDITED ADMINISTRATIVE AUTHORIZATION

The following activities shall be eligible to receive a written expedited administrative authorization, provided the Department determines the work meets the criteria below and will not result in adverse environmental impacts.

- (a) Scientific, water quality or geotechnical sampling or testing in tidal waters or wetlands
- (b) Work in tidal waters and wetlands, not to exceed thirty (30) days, associated with motion picture, television, photographic or other media production
- (c) Treatment or removal of vegetation which is listed as a prohibited species as set forth in Section 24-49.9 of the Code of Miami-Dade County, Florida, for restoration and enhancement activities
- (d) Work within wetlands performed to restrict access to property for the purpose of maintaining the property in its natural state and protecting the property from trespass, illegal dumping, or damage to wetlands
- (e) The placement of natural limerock boulder riprap waterward of an existing seawall, bulkhead or unconsolidated shoreline provided that the riprap is placed on a two (2) horizontal to one (1) vertical slope and the riprap does not extend more than ten (10) feet waterward of the mean high water line; provided, however, the Department conducts an inspection prior to the placement of the riprap and determines that said placement will not result in an adverse environmental impact to benthic communities
- (f) Repair and/or replacement of the tieback systems on an existing seawall or bulkhead, provided that the contractor submits structurally approved plans from the applicable building authority
- (g) Repair and/or replacement of the cap of an existing seawall or bulkhead, provided that the contractor submits structurally approved plans from the applicable building authority

The following is a list of items necessary for RER to process a request for an expedited administrative authorization. If you have any additional questions, please contact the Coastal Permitting Program at (305) 372-6575.

**LETTER OF REQUEST:** The expedited administrative authorization must be requested by the **current property owner** via a letter of request. The expedited administrative authorization request letter should include:

- Site location and sketch of proposed work
- Full description of the work to be performed
- All relevant information necessary to determine potential environmental impacts
- Administrative fee

## SHORT FORM PROJECTS

In most cases, the following may be reviewed as short form projects. If, upon application, RER determines that the project qualifies as an exempt or a standard form project, you or your agent will be notified.

When permissible, a short form permit application may be accepted by the Department of Regulatory and Economic Resources for the following types of work:

- (1) Construction, repair or replacement of seawalls or bulkheads, including the minimum filling or dredging necessary for the installation at the mean high water line or no more than 12 inches waterward of their existing location.
- (2) Construction or the placement of a single-family residence fixed or floating dock, davit, boat lift, mooring or fender pile, all of which are associated with a single family residence provided that none of the foregoing protrude into the water more than twenty-five (25) percent of the width of the waterway.
- (3) Repair, replacement or restoration of docks, piers, davits, boat lifts, mooring or fender piles, provided none of the foregoing protrude into the water more than twenty-five (25) percent of the width of the waterway.
- (4) Installation, repair or replacement of mooring buoys, when it is determined that the proposed work will not present a hazard to navigation.
- (5) Maintenance dredging projects where the dredged material is to be deposited on a self-contained upland site.
- (6) The placement of riprap in front of an existing seawall, bulkhead or shoreline, that does not otherwise qualify under Section 24-48(2).
- (7) Davit installation on a dock, seawall or bulkhead.
- (8) Repair or replacement of wave baffles at their original location and dimensions.
- (9) Construction or the placement of fixed or floating docks, piers, davits, boat lifts, mooring piles and fender piles in order to create fifty (50) or less boat slips at a new or existing boat docking facility other than a single-family residence, provided that the following criteria are adhered to:
  - (a) None of the foregoing protrude into the water more than twenty-five (25) percent of the width of the waterway.
  - (b) No dredging or filling is associated or required for the project.
 A boat docking facility expansion may only be accepted as a short form application if the facility has not been physically expanded during the past two (2) years.
- (10) Installation of a subaqueous cable or pipeline crossing requiring the dredging and backfilling of ten thousand (10,000) cubic yards or less of material.
- (11) Any non-exempt installation of aids to navigation.
- (12) Repair of bridge fender systems.
- (13) Repair or replacement of an existing bridge.
- (14) Construction of artificial reefs.
- (15) Any non-exempt trimming or cutting or any other alteration of a mangrove tree(s) which is not a part of a coastal band community.
- (16) Elevated boardwalks landward of the mean high water line.
- (17) Boat lift installation on a new or existing dock, seawall or bulkhead.
- (18) Clearing, placement of clean fill, dredging or other work in wetlands or surface waters associated with the repair, replacement or maintenance of the Central and South Florida Flood Control Project, performed by the State of Florida or the United States Government.
- (19) Dredging and filling in wetlands or tidal waters for the sole purpose of environmental restoration or environmental enhancement.
- (20) The filling of privately owned boat notches, boat ramps or other man made excavations into uplands in association with the installation of a seawall or bulkhead.
- (21) The construction of monitoring wells or stations in wetlands or tidal waters for the purpose of environmental monitoring or research unless otherwise exempt.
- (22) Work in wetlands or tidal waters associated with scientific studies conducted by public agencies, research or academic institutions that does not otherwise qualify for approval under Section 24-48(1) or 24-48(2).
- (23) Filling at publicly owned beaches for beach renourishment, beach restoration, or remediation of beach erosion.
- (24) The minimum dredging or filling in wetlands or tidal waters necessary for the repair or replacement of utility poles and lines.
- (25) All other work not specifically described in the list of projects requiring a standard form permit application or qualifying for approval under Sections 24-48(1) or 24-48(2).

## REQUEST A BIOLOGICAL ASSESSMENT OR WETLAND DETERMINATION

The following is a list of items necessary for RER to process a request for a biological assessment and/or jurisdictional wetland determination. If you have any additional questions, please contact the Coastal Permitting Program at (305) 372-6575.

**LETTER OF REQUEST:** The biological assessment or jurisdictional wetland determination must be requested by the **current property owner** via a letter of request. The biological assessment or jurisdictional wetland determination request letter should include:

- a legal description of the subject property
- the street address where the subject property is located
- an accurate description and drawing/sketch of the project(s) for which approval is being sought.

**APPLICATION FEE:** The application fee, made payable to Miami-Dade County, shall be submitted at the time of application. Please refer to the enclosed fee schedule. The application fee is non-refundable, however, if the recipient of a biological assessment applies for a Class I permit and the assessment remains valid, a \$265 credit for single family applications and a \$530 credit for multi-family applications shall be given.

## APPLYING FOR A CLASS I PERMIT

The following is a list of items necessary for RER to process a request for a Class I permit. If you have any additional questions, please contact the Coastal Permitting Program at (305) 372-6575.

**PERMIT APPLICATION FORM:** All fields of the application form located at the back of this package should be completed in full (please indicate N/A if not applicable). Please refer to the application form for information on what signatures are required, relative to the type of owner and applicant.

**AFFIDAVIT OF OWNERSHIP AND HOLD HARMLESS AGREEMENT:** If required by RER, the affidavit located at the back of this package should be completed, signed, and notarized prior to its submittal and shall include a property description and project description.

**APPLICATION FEE:** The application fee, made payable to Miami-Dade County, shall be submitted at the time of application. Please refer to the enclosed fee schedule. Said fee is non-refundable. **A Class I permit application will not be processed unless the required application fee is submitted with the application form.**

**PLANS AND SKETCHES:** Construction plans, sketches and calculations for proposed work must be prepared by an engineer registered in the State of Florida except when the work consists solely of mangrove trimming, fender pilings, mooring pilings, mooring buoys, davits, bridge fender systems and wave baffle systems, which may be prepared by an architect registered in the State of Florida.

To submit a Class I Permit Application, plans or sketches to be submitted to RER should minimally include:

1. Location Sketch.
2. Complete site plan, depicting all existing and proposed structures including dimensions and side setbacks.

Please be advised that the above information is solely an initial requirement, and that prior to Class I permit approval a minimum of 4 sets of Professional Engineer signed and sealed plans must be submitted. Said plans must incorporate all details as required by standards of professional engineering design and shall include the following information:

1. The location of all existing and proposed structures and any mangrove trimming must be depicted relative to a fixed point.
2. The location of the mean high water line, mean low water line and elevations of all existing and proposed structures, all referenced to the same datum.
3. Complete plan, elevation and section views of all existing and proposed structures in, on, over or upon tidal waters, coastal wetlands or mangrove areas.
4. Details of structural components such as precast members, structural connections, steel reinforcement, and expansion joints.
5. Shop drawings for prefabricated components, if available.
6. Complete description of all materials to be used.
7. The D-5 boundary lines must be depicted on the site plan.

Please be advised that additional information may be required during the plan review process.



**PERFORMANCE AND MITIGATION BOND(S):** Performance and mitigation bond(s) may be required in order to ensure compliance with the permit conditions and to protect the interest of the public and of landowners in the vicinity of the work. The types of bonds that are acceptable include cash, letter of credit, and assignment of collateral bonds. The required bond may remain in force for at least six (6) months after the approved completion date of the work. Paperwork for each type of bond, including IRS W-9 forms, may be required. The project manager assigned to the project will provide the paperwork for any required bonds.

**LETTER(S) OF CONSENT:** If the proposed project at a single family residence is designed to exceed the boundaries of the D-5 triangle, a notarized letter(s) of consent from the adjoining riparian property owner(s) may be requested. Please refer to the enclosed example on page 15 for the correct language.

**STRUCTURAL APPROVAL:** If the project is located within an incorporated area of Miami-Dade County (i.e. city), structural approval shall be necessary from the subject municipality. If, however, the project is located within an unincorporated area of Miami-Dade County, structural approval will be necessary from the Construction, Permitting and Building Code Division of Miami-Dade County's RER.

**ZONING APPROVAL:** If the project is located within an incorporated area of Miami-Dade County (i.e. city), zoning approval shall be necessary from the subject municipality. If, however, the project is located within an unincorporated area of Miami-Dade County, zoning approval will be necessary from the Development Services Division of Miami-Dade County's RER. For projects located within an unincorporated area, a zoning processing fee of \$158.52 (payable to Miami Dade County Board of County Commissioners) should be included with the Class I Permit Application.

**SUBMERGED LANDS APPROVAL:** Approval is required from the owner of the submerged lands over which any project is proposed. Most submerged lands beneath Biscayne Bay and its natural tributaries are owned by the State of Florida. Consent for the use of such lands is therefore necessary before performing any work or construction over them. RER has been delegated the authority, on behalf of the FDEP, through the Board of Trustees of the Internal Improvement Trust Fund, to grant consent for the use of these submerged lands if the project is consistent with certain standards. In order for RER to review your project for proprietary authorization, an additional copy of the following should be included with the Class I Permit Application:

1. 8½ x 11 Location Map
2. 8½ x 11 Project Drawing
3. Copy of Application

For information regarding this proprietary approval process, the applicant can contact FDEP at (561) 681-6600, or:

Florida Department of Environmental Protection  
c/o Environmental Resource Program  
400 N. Congress Avenue, Third Floor  
West Palm Beach, FL 33401

## **THE FOLLOWING FORMS ARE ONLY APPLICABLE WHEN PROCESSING STANDARD FORM CLASS I PERMIT APPLICATIONS:**

**ENGINEER CERTIFICATION LETTER:** This letter shall be signed and sealed by the Engineer of Record for the proposed work. Please refer to the enclosed example on page 18 for the correct language.

**OWNER'S STATEMENT OF PROJECT:** This letter shall be signed by the owner of the subject property. Please refer to the enclosed example on page 17 for the correct language.

**LIST OF ALL RIPARIAN OWNERS WITHIN 300 FEET:** For the purposes of notification of hearing dates, the applicant must submit peel-off/stick-on labels with the names and addresses of all riparian or wetland property owners within a three hundred (300) foot radius of the proposed work. Said information is available from the latest county tax rolls. Please refer to the enclosed sketch on page 19.

**CLASS I APPLICATION AND PERMIT FEES**

<b>1. Construction Cost</b>	<b>Application Fee</b>	<b>Permitting Fee<sup>1</sup></b>	
\$0 - \$2,499	\$250	\$205 Short Form \$375 Standard Form	
\$2,500 - \$4,999	\$425	\$205 Short Form \$375 Standard Form	
\$5,000 - \$9,999	\$470	\$375 Short Form \$555 Standard Form	
\$10,000 - \$19,999	\$470 plus \$23 for each thousand dollars of construction cost above \$10,000	\$470 Short Form or \$625 Standard Form	plus \$25 for each thousand dollars of construction cost above \$10,000
\$20,000 - \$74,999	\$470 plus \$25 for each thousand dollars of construction cost above \$10,000	\$470 Short Form or \$625 Standard Form	plus \$25 for each thousand dollars of construction cost above \$10,000
\$75,000 - \$1,000,000	\$470 plus \$25 for each thousand dollars of construction cost above \$10,000	\$470 Short Form or \$625 Standard Form	plus \$28 for each thousand dollars of construction cost above \$10,000
Over \$1,000,000	\$28,750	\$28,750	

Class I application and permit fees are doubled for after-the-fact Class I permits.

In the event that a short form application is forwarded to the County Commission for approval, an additional fee of \$175.00 shall be collected from the applicant. If after County Commission approval is given, the applicant modifies his project or proposes additional work beyond the original boundaries or scope of the project, an additional application fee for the new work shall be assessed according to the Class I Permit fee schedule above.

2. Biological Assessment <sup>2</sup>	
a) Single Family	\$400 (for each non-contiguous parcel)
b) Multi-family, commercial or agricultural	\$795 (for each non-contiguous parcel)
c) Other (those requesting establishment of a wetlands management line)	\$690 (shall be added to the fees above)
3. Repeat assessment requiring field inspection	\$265
4. Covenant Recording	\$200 (plus actual recording fee)
5. Review Expedited Administrative Authorizations	
a) Replacement of seawall caps	\$75
b) Replacement of tie rods	\$75
c) Riprap placement inspection	\$170
d) Scientific, water quality or geotechnical sampling and testing	\$220
e) Motion picture, television, photo or other media productions	\$220
f) Exotic vegetation removal or treatment	\$220
g) Work within wetlands to restrict property access	\$220
6. Short Form Permit modification review <sup>3</sup>	10% of initial fee or \$200, whichever is greater
7. After-the-fact modification	20% of initial fee or \$400, whichever is greater
8. Permit extension review	25% of permit fee or \$1000 whichever is less
9. Permit transfer review	\$175
10. Variance through the Environmental Quality Control Board	\$320 - \$ 1,150 (based on type requested)
11. Variance for prohibited fixed and floating structures	\$1,240

<sup>1</sup> Fees may vary slightly if, prior to issuance, the estimated cost of the project has changed from the estimate made when the permit application was submitted.

<sup>2</sup> If recipient of a biological assessment applies for a Class I Permit and the assessment remains valid, a \$265 credit for single family applications and \$530 credit for multi-family applications shall be given.

<sup>3</sup> Modification of a standard form project may require additional fees and will be assessed according to the Class I Permit fee schedule above.

12. Mangrove Trimming -

<u>Size of Area to be Trimmed</u>	<u>Application Fee</u>	<u>Permit Fee</u>	
Less than 1,000 square feet	\$225	\$225 Short Form	\$370 Standard Form
1,000 - 5,000 square feet	\$530	\$530 Short Form	\$675 Standard Form
5,001 - 10,000 square feet	\$1,280	\$1,280 Short Form	\$1,425 Standard Form
10,001 - 100,000 square feet	\$1,280 plus \$225 for each additional 10,000 square feet over 10,001 square feet	\$1,280 Short Form	\$1,425 Standard Form plus \$225 for each additional 10,000 square feet
over 100,000 square feet	\$3,305	\$3,305 Short Form	\$3,435 Standard Form
Certification of Professional Mangrove Trimmers by Miami-Dade County			\$305 every 2 years
Registration of Professional Mangrove Trimmers not Certified by Miami-Dade County			\$500 annually

## COASTAL PERMITTING CONTACTS

### AVENTURA

Joanne Carr, Director of Community Development  
19200 West Country Club Dr., Aventura, FL 33180  
Zoning – Donna Mussatto/ Barry Glading  
(305) 466-8940  
Building – Janet Lopez/ Raul Rodriguez  
(305) 466-8944

### BAL HARBOUR VILLAGE:

Daniel Nieda, Building Official  
655 - 95 Street, Bal Harbour, FL 33154  
(305) 865-7525  
Zoning – Daniel Nieda  
Structural – Ali Arbad, Engineer PT

### TOWN OF BAY HARBOR ISLANDS:

Dale Lee, Building Official  
9665 Bay Harbor Terrace,  
Bay Harbor Islands, FL 33154  
(305) 993-1786  
Zoning – Ayanidys Marante  
Structural – Jaime M. Eisen

### CORAL GABLES:

Manuel Lopez, Building Official (305) 460-5247  
405 Biltmore Way, 3<sup>rd</sup> Floor,  
Coral Gables, FL 33114-1549  
(305) 460-5235

### TOWN OF GOLDEN BEACH:

Linda Epperson, Director, Building & Zoning Dept.  
1 Golden Beach Drive, Golden Beach, FL 33160  
(305) 932-0744  
Zoning – Daniel Nieda, Building Official  
Structural – Jaime Eisen

### INDIAN CREEK:

Samuel Kissinger, Village Manager  
9080 Bay Drive, Indian Creek Village, FL 33154  
(305) 865-4121  
Zoning and Structural – Dario Gonzalez, Building  
Official

### KEY BISCAYNE:

Eugenio M. Santiago, Chief Building Official  
85 West McIntyre Street, Key Biscayne, FL 33149  
Zoning – William Fehr (305) 365-5502  
Structural – Eugenio M. Santiago (305) 365-8902

### MIAMI:

Miami Riverside Center (MRC)  
444 S.W. 2 Avenue 8th Floor, Miami, FL 33130  
Building Department (305) 416-1100

### MIAMI BEACH:

Richard McConachie, Building Official (305) 673-7610  
ext. 6807  
Stephen Scott, Building Director (305) 673-7610 ext.  
6824  
1700 Convention Center Dr., Miami Beach, FL 33139  
Building Department (305) 673-7610  
Zoning – Zoning Official (305) 673-7550  
Structural – Luis Perez (305) 673-7610 ext. 6760

### MIAMI SHORES:

Norman Burhn, Building Official (305) 762-4859  
10050 N.E. 2 Avenue, Miami Shores, FL 33138  
(305) 795-2204  
Zoning – David Dacquisto, Planning/ Zoning Director  
Structural – Norman Buhrn

### NORTH BAY VILLAGE:

Raul Rodriguez, Building Official (305) 754-6740  
1700 Kennedy Causeway, Suite 700  
Permit Dept.: 1700 Kennedy Cswy., Suite 132  
North Bay Village, FL 33141  
(305) 754-6740

### NORTH MIAMI:

John Jackson, Building Official (305) 895-9820 ext.  
12178  
12340 N.E. 8<sup>th</sup> Avenue  
North Miami, FL 33161  
(305) 895-9820  
Zoning – Joanne Martin/ Georgette Clairevois/ David  
Belaird  
Structural – Mehdi Ashkrof

### NORTH MIAMI BEACH:

17050 N.E. 17<sup>th</sup> Avenue  
North Miami Beach, FL 33161  
Zoning – Christopher Heid (305) 948-2901  
Structural – Mehdi Ashraf (305) 948-2965

### SURFSIDE:

Paul Gioia, Building Director  
Edward Rojas, Building Official  
9293 Harding Avenue, Surfside, FL 33154  
(305) 861-4863  
Zoning and Structural – Darlen Martinat

### SUNNY ISLES BEACH

Clayton Parker, Building Official  
Sharon Ragoonan, Director of Community  
Development  
18070 Collins Avenue, Sunny Isles Beach, FL 33160  
Zoning – Claudia Hasbun (305) 792-1710  
Structural – Jaime Eisen/Frank Prieto (305) 947-0606  
General Information: (305) 947-0606

### U.S. ARMY CORPS OF ENGINEERS:

Audrey Siu, Project Manager  
9900 S.W. 107th Avenue, Suite 203  
Miami, FL 33176  
Tel: (305) 526-7181  
Fax: (305) 526-7184

### FL DEPT OF ENVIRONMENTAL PROTECTION

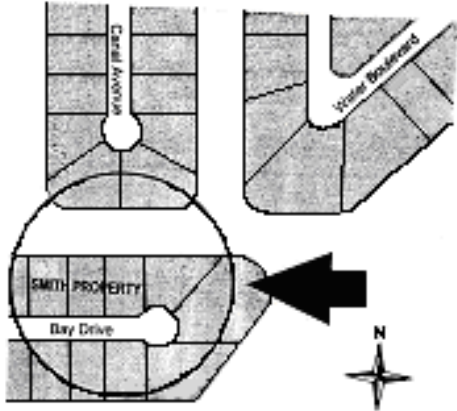
Benny Luedike, Environmental Permitting Manager  
Environmental Resource Program  
400 N. Congress Avenue, Third Floor  
West Palm Beach, FL 33401  
(561) 681-6600

### SOUTH FL WATER MANAGEMENT DISTRICT

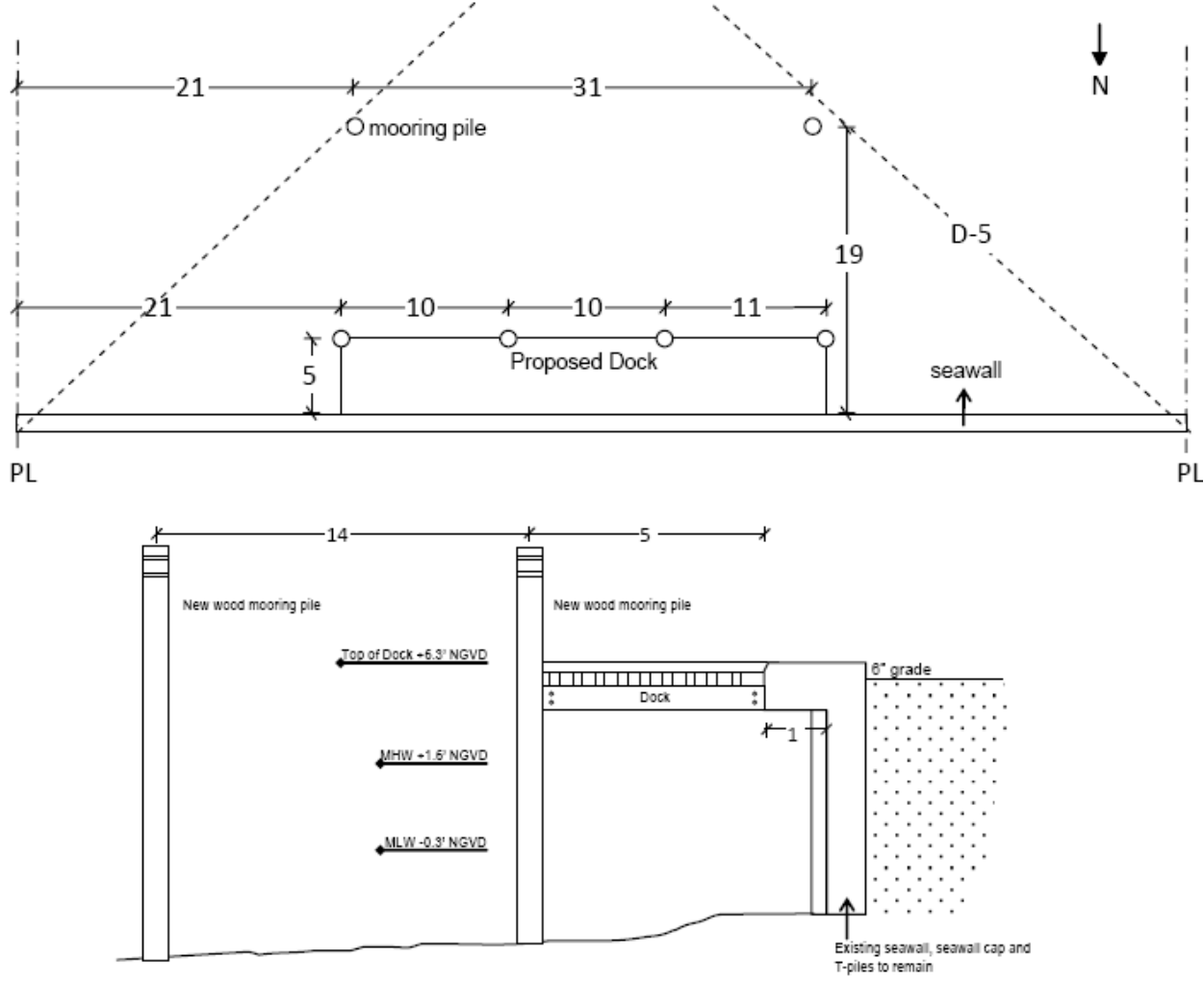
Barbara Conmy, Environmental Analyst  
3301 Gun Club Road  
West Palm Beach, FL 33416  
1-800-432-2045 or 561-686-8800

# PLANS AND SKETCHES

## SAMPLE PROPERTY OWNERS SKETCH



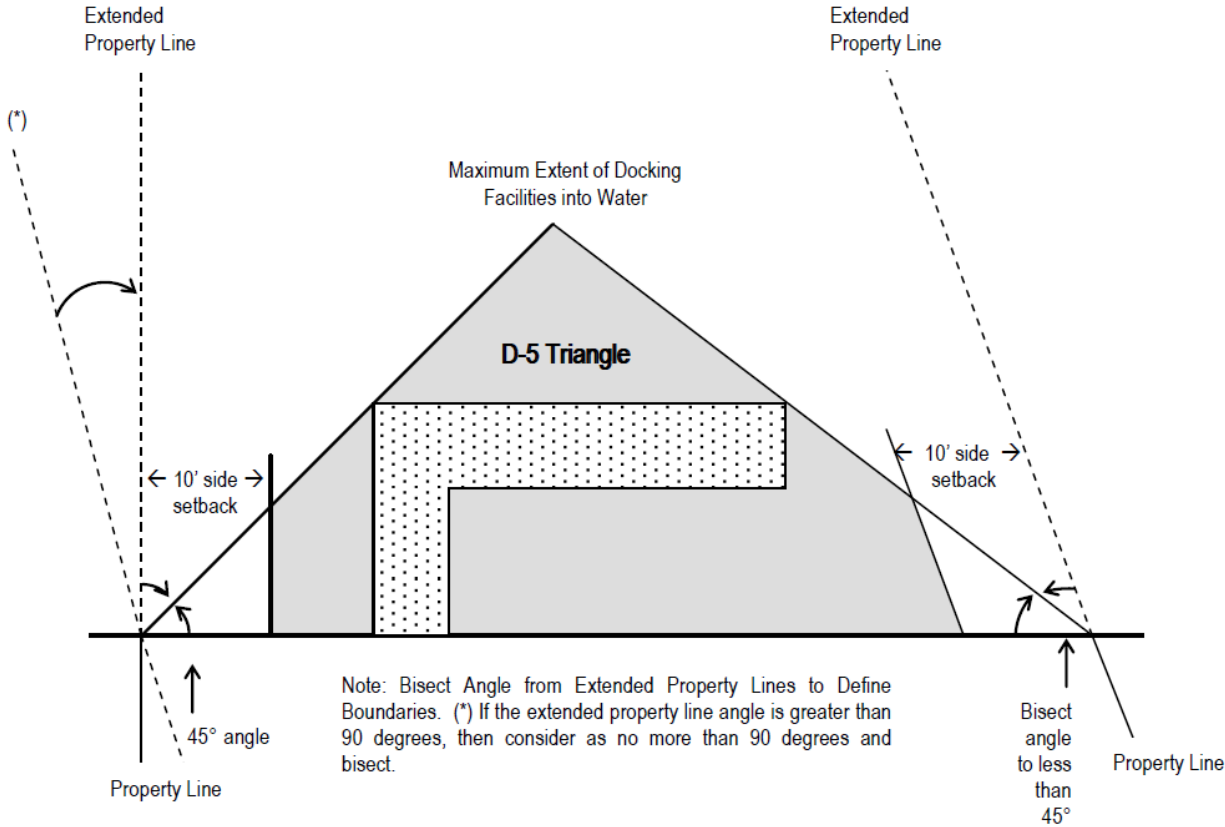
## SAMPLE SKETCH OF PROPOSED PROJECT



# IN-WATER BOUNDARIES

**Note:** Please design project within boundaries as indicated if possible

## GUIDELINES FOR SINGLE FAMILY RESIDENTIAL PROPERTY



Piers and docks at right angles to the shoreline, or nearly so, shall be located not closer to the side property line, or said line extended, than a distance equal to the length of the pier or dock itself, provided however, no such distance shall be less than 10 feet.

LETTER OF CONSENT

Note: Please insert applicable information

Date: \_\_\_\_\_

Miami-Dade County RER
Class I Permitting Program
701 NW 1st Court
Miami FL, 33136

Re: Letter of Consent for Miami-Dade County RER Class I Permit Application Number
\_\_\_\_\_, (insert Class I Permit application number), for work proposed at

(insert address of proposed work)

Ladies and Gentlemen:

I, \_\_\_\_\_ (insert name), am the owner of the property located at

(insert address of adjoining riparian property)

which is an adjoining riparian property to the above-referenced property. I have reviewed the
plans entitled \_\_\_\_\_

(insert title of plans)

prepared by \_\_\_\_\_ dated \_\_\_\_\_, and preliminarily approved
by RER on \_\_\_\_\_ for the above-referenced project. Pursuant to Section 24-
48.3(1)(j)(iii) of the Code of Miami-Dade County, Florida, I hereby consent to the above-
referenced project.

Sincerely,

Adjoining Riparian Property Owner

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_,
BY\_\_\_\_\_.
PERSONALLY KNOWN PRODUCED IDENTIFICATION (PLEASE CHECK ONE)
TYPE OF ID PRODUCED \_\_\_\_\_
NOTARY PUBLIC

THE FOLLOWING FORMS ARE ONLY APPLICABLE WHEN  
PROCESSING STANDARD FORM CLASS I PERMIT APPLICATIONS:

**The language in these documents has been reviewed and approved by the Miami-Dade County Attorney's Office and may not be amended. Please submit the completed forms exactly as they appear in the templates**

- PERMIT APPLICANT / AUTHORIZED AGENT STATEMENT
  - ENGINEER LETTER OF CERTIFICATION
  - RIPARIAN OWNERS LIST SKETCH



**PERMIT APPLICANT / AUTHORIZED AGENT STATEMENT**

Note: Please insert applicable information

Date: \_\_\_\_\_, 20\_\_

To:

Miami Dade County RER  
Class I Permitting Program  
701 NW 1<sup>st</sup> Court  
Miami FL, 33136

Re: Class I Standard Form Permit Application Number \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_(insert description of proposed work)

By the attached Class I Standard Form permit application with supporting documents, I,  
\_\_\_\_\_(insert name), am the permit applicant / applicant's authorized (circle  
one) agent and hereby request permission to perform the following: \_\_\_\_\_  
\_\_\_\_\_(describe proposed  
work). I understand that a Miami-Dade County Class I Standard Form Permit is  
required to perform this work.

If approval is granted for the proposed work by the Board of County Commissioners,  
complete and detailed plans and calculations of the proposed work shall be prepared by  
an engineer licensed in the State of Florida in accordance with the minimum  
requirements of Chapter 24 of the Code of Miami-Dade County, Florida. Said plans and  
calculations shall be subject to the review and approval of the Department. The permit  
applicant will secure the services of an engineer licensed in the State of Florida to  
conduct inspections throughout the construction period, and said engineer shall prepare  
all required drawings of record. In the event that the proposed work which is the subject  
of this Class I Permit application involves the cutting or trimming of a mangrove tree(s),  
a detailed plan of the proposed cutting or trimming shall be prepared by a licensed  
landscape architect and submitted to the Department for review and approval, and the  
permit applicant will secure the services of a licensed landscape architect to supervise  
the trimming or cutting.

Respectfully submitted,

\_\_\_\_\_  
(Permit Applicant's name), Permit Applicant

or

\_\_\_\_\_  
(Authorized Agent's name), Authorized Agent

**ENGINEER STATEMENT**

Note: Please insert applicable information

[LETTERHEAD FOR ENGINEERING FIRM]

[Date]

Miami-Dade County RER  
Class I Permitting Program  
701 NW 1<sup>st</sup> Court  
Miami FL, 33136

RE: Class I Permit Application Number \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_ (insert description of proposed work)

Ladies and Gentlemen:

This letter will certify that I am an engineer licensed in the State of Florida, qualified by education and experience in the area of engineering design and inspection, and that to the best of my knowledge and belief, the proposed work does not violate any laws, rules or regulations of the State of Florida or any provision of the Code of Miami Dade County which may be applicable, that diligence and recognized standard practices of the engineering profession have been exercised in the engineer’s design of the proposed work, and in my opinion based upon my knowledge and belief, the following will not occur:

- a. Harmful obstruction or undesirable alteration of the natural flow of the water within the area of the proposed work.
- b. Harmful or increased erosion, shoaling of channels or stagnant areas of water. (Not applicable to class IV permits)
- c. Material injury to adjacent property.
- d. Adverse environmental impacts from changes in water quality or quantity. (Applicable to class IV permits only)

Further, I have been retained by the applicant to provide inspections throughout the construction period and to prepare a set of reproducible record prints of drawings showing changes made during the construction process based upon the marked-up prints, certified surveys, drawings, and other data furnished by the contractor to me.

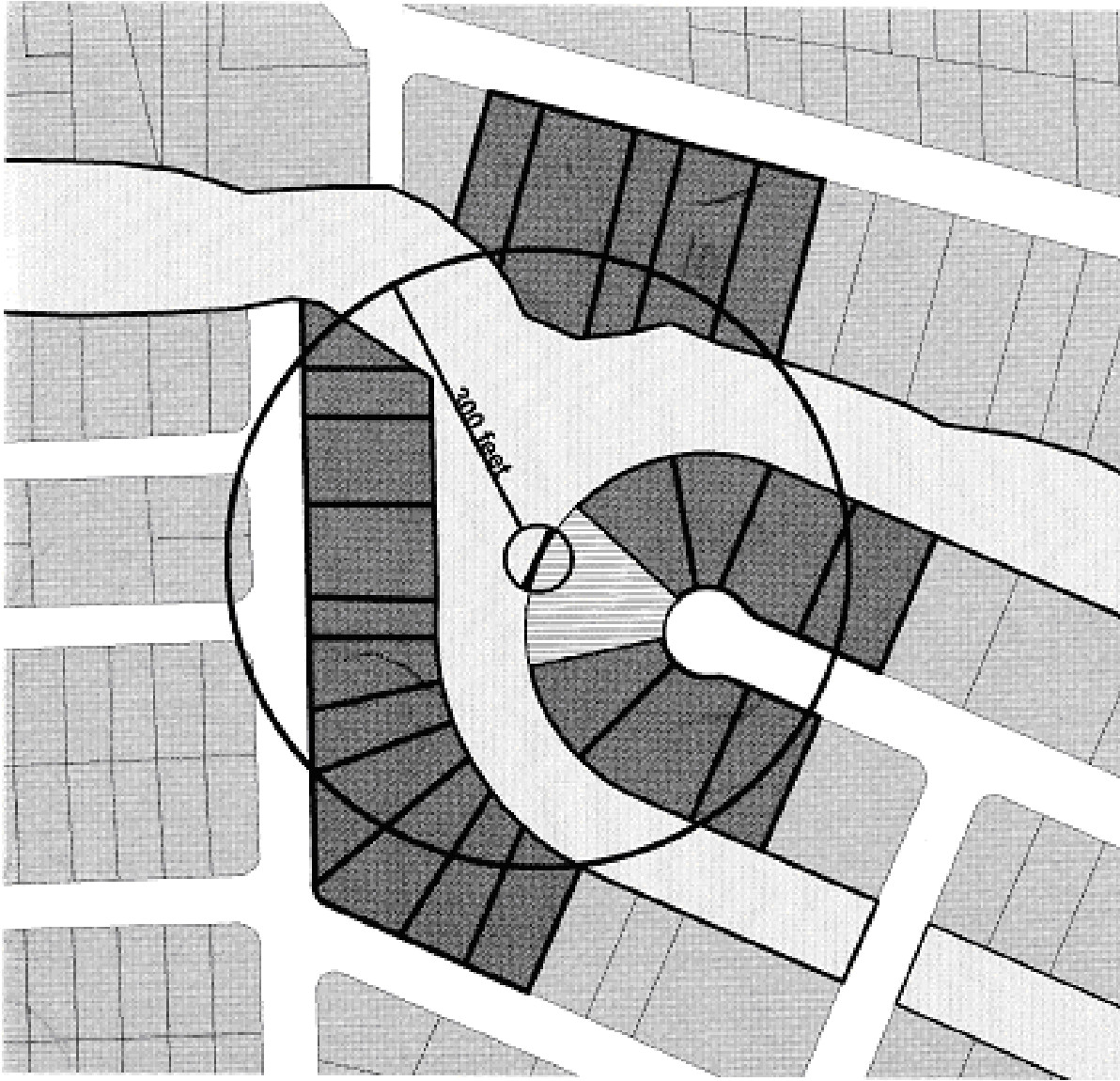
Sincerely,

[SIGNATURE]

[Print Name, P.E.]

[P.E. # \_\_\_\_\_]

**RIPARIAN OWNERS LIST SKETCH**



-  Project Location
-  Proposed Work
-  Water
-  Riparian Owners
-  Parcels









**Class I Permit Application Additional Signatures Page**

(Please attach to Class I permit application)

Applicant Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Additional signatures for:     Applicant  
     Owner

**1. IF THE APPLICANT/OWNER IS AN INDIVIDUAL**

_____ Signature of Applicant/Owner	_____ Print Name of Applicant/Owner	_____ Date
_____ Signature of Applicant/Owner	_____ Print Name of Applicant/Owner	_____ Date

**2. IF THE APPLICANT/OWNER IS OTHER THAN AN INDIVIDUAL OR NATURAL PERSON**  
 (Examples: Corporation, Partnership, Trust, LLC, LLP, etc.)

_____ Print Name of Applicant/Owner (Enter the complete name as registered)	_____ Type (Corp, LLC, LLP, etc.)	_____ State of Registration/Incorporation
--	--------------------------------------	--

Under the penalty of perjury, we certify that we have the authority to sign this application on behalf of the Applicant/Owner, to bind the Applicant/Owner, and if so required to authorize the issuance of a bond on behalf of the Applicant/Owner. (If asked, you must provide proof of such authority to the Department). **\*\*\*Please Note: If additional signatures are required, pursuant to your governing documents, operating agreements, or other applicable agreements or laws, you must attach additional signature pages.\*\*\***

_____ Signature	_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Print Name	_____ Title	_____ Date
_____ Signature	_____ Print Name	_____ Title	_____ Date