

CITY OF VENICE
401 West Venice Ave., Venice, FL 34285
941-486-2626

Development Services – Planning and Zoning

**Structures Over Water, Shoreline Protection & Maintenance Dredging
MINOR PERMIT APPLICATION**

PERMIT APPLICATIONS: This application may be utilized to file for a minor permit for the construction of single family docks, bulkheads or shoreline protection devices, mooring pilings, fishing piers, boat-lifts, davits, personal watercraft lifts, maintenance excavations or those proposals that do not qualify for a Major permit. Submitted plans shall meet the requirements provided in Section 86-538(c)(1).

Applying for a Minor Permit ONLY – Complete Form Below.

Applying for Minor Permit and Building Permit Concurrent – Complete Form Below AND Supplemental Forms

APPLICATION DATE _____

PARCEL TAX IDENTIFICATION NO _____

PROPERTY OWNER'S NAME _____

PHONE NUMBER _____ FAX NUMBER _____

OWNER'S MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

PROJECT ADDRESS _____

CITY _____ STATE _____ ZIP _____

LEGAL DESCRIPTION: LOT _____ BLK SUBDIVISION _____

NAME OF WATERWAY _____

CONTRACTOR'S NAME _____

LICENSE # _____

will render the permit invalid. The owner(s), authorized agent or contractor further agrees to comply with all laws and codes pertaining to the work and agree at any time to make all changes required to conform to State ordinances, laws and regulations.

EXPIRATION OF PERMIT: No major permit shall be issued for more than a one-year period. Permits shall expire 12 months following city council approval if a building permit has not been issued and/or construction has not commenced. City council may grant and extension to a date certain if requested prior to permit expiration.

EXPIRATION OF PERMIT APPLICATIONS: Section 105.3.2, Florida Building Code **Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Structures Over Water, Shoreline Protection & Maintenance Dredging MINOR PERMIT APPLICATION SUBMITTAL REQUIREMENTS

The following information is required to be submitted with this application for review.

1. Concept Plan – demonstrate the specific work to be completed under the permit request drawn to scale. Include the following details:
 - a. Property boundaries
 - b. Water depth and elevation of proposed development above Mean High Water Line (MHWL)
 - c. Existing Native Habitats
 - d. Location and length of all proposed structures. Measure from MHWL.
 - e. Total square footage, width, length of all proposed structures
 - f. Maximum proposed decking elevation
 - g. Dock or Pier access
 - h. Location of proposed Boat lifts, fish cleaning tables, benches, boat lockers
 - i. New and existing tie-off pilings and boat lifts
 - j. Existing structures, labeling those that are to remain
2. Survey
3. Proof of Ownership. Include information for any submerged lands.
4. Copies of approved permits and/or authorization letter from regulatory agencies, if applicable and available.

Additional Information

This information **IS NOT** required. However may be requested during the review of the permit request.

1. Riparian Rights Lines Surveys
2. Hydrographic Surveys
3. MHWL Surveys
4. Aquatic Vegetation Surveys
5. Engineered Plans
6. Mitigation Plans
7. Additional technical information specific to the proposed project

ROUTING FORM FOR ALL NEW CONSTRUCTION, ADDITIONS, RENOVATIONS AND DEMOLITIONS

ALL "YES" / "NO" questions MUST be answered

Coastal Properties and Waterways

Does the property border contain a shoreline, lake, ditch or canal? **YES NO**
Is the property located along the Gulf of Mexico or Robert Bay? **YES NO**

If YES to any of the above, *certain* setbacks may be *required*. In addition, the requirements of one or more of the following Codes (Gulf-Front Setback, Marine Turtle Protection) may be applicable.

Vegetation and Native Habitats

Does the property border/contain a wetland? **YES NO**

If YES, the proposed activity will be required to avoid, minimize and possibly mitigate impacts.

Does your property border/contain a Preservation/Conservation Area or Conservation Easement? **YES NO**

Has your property been historically cleared or landscaped? **YES NO**

If NO, native habitat (e.g. scrub, mesic hammock, coastal hammock) may exist on the property which may have protection requirements.

Wildlife.

If it is determined that protected wildlife occupy your property, consultation with the appropriate state/federal agencies may be required prior to permit issuance.

Have you observed a bald eagle, Florida Scrub-jay, or gopher tortoise on or nearby your property? **YES NO**

Tree Protection

The following activities do not require a Tree Permit unless there is a Grand Tree on site:

- Addition to an existing residential dwelling (i.e. pool, shed, room, dock, interior)
- Commercial interiors, walls, demolition
- Docks (only if no Trees are to be removed).

Tree Permits are required for all new construction not exempted above even if no trees exist on the site. All parcels shall have at least one tree per 2,000 square feet of property. If trees are located on the property, the proposed activity will be required to avoid and minimize impacts to trees.

If a Grand Tree is located on the property, additional protection measures will be required.

If a Tree Permit has been issued for the lot, what is the Permit No.? _____

Air & Water Quality

Does the activity involve petroleum or chemical storage tanks (excluding propane), a petroleum contaminated site or monitoring wells? **YES NO**

Does the activity involve renovation or demolition of a commercial building? **YES NO**

Does the activity involve renovation or demolition of a residential building with greater than four living units, or does it involve more than one residential unit? **YES NO**

Will operations at the planned facility result in discharge from the site of materials or substances other than rainwater, or to the air of chemicals, vapors, or particulates? **YES NO**

Does the activity involve excavation near, or demolition of an existing habitable structure built prior to 1975? **YES NO**

IF ANY OF THE ABOVE QUESTIONS ARE ANSWERED 'YES,' PLEASE CONTACT City of Venice Planning and Zoning Department

Project Owner/Applicant(s) Name _____

SWORN AFFIDAVIT OF NO OBJECTION

(This document should not be signed by the owner/applicant)

This document is required only if your proposed dock, boat-lift, or mooring structure is located within 25 feet of riparian or property lines extended or within 10 feet for marginal docks located within upland cut canals. This Affidavit of No Objection must be signed by **all affected property owners adjacent to the owner/applicant's property**. The Affidavit must be recorded by the Clerk of the Circuit Court, in the Official Records of Sarasota County, at the Sarasota County Courthouse, 2000 Main Street or the South County Administration Center, 4000 Tamiami Trail South, Venice.

STATE OF FLORIDA AND CITY OF VENICE

Before me personally appeared:

Name _____ Phone _____

Name _____ Phone _____

Address _____

Who, being by me first duly sworn, depose and say:

- 1. That they are the owners of record of the property described below; and
- 2. That upon review of the proposed dock (see attached proposed plan labeled "**Exhibit A**" and dated _____), offer(s) no objection to the location of the proposed dock location as it relates to common property lines, riparian lines, and/or lot lines extended into water.

Signature

Signature

STATE _____

COUNTY _____

Affirmed and subscribed before me this ____, day of _____, _____, by _____, who is personally known to me or has produced identification _____.

_____ (Notary Stamp)

Notary Public
Commission No.

LEGAL DESCRIPTION OF PROPERTY OWNED BY AFFIANT. Subdivision, Lot #, Block, Unit, Plat Book and Page, or metes and bounds (attach as "Exhibit B" if necessary).

SUBMIT A CERTIFIED COPY OF THIS RECORDED AFFIDAVIT TO THE CITY OF VENICE PLANNING AND ZONING DEPARTMENT AT THE FOLLOWING LOCATION: 401 West Venice Avenue, Venice FL 34285

DISCLOSURE STATEMENT FOR OWNERS ACTING AS THEIR OWN CONTRACTOR

Florida Statute Chapter 489 requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor, with restrictions, even though you do not have a license. You must provide direct, on site supervision of the construction yourself. You may build or improve a one or two-family residence or a farm outbuilding. You may also build or improve a commercial building provided your costs do not exceed \$10,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within one year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses required by State Law and by City Ordinances. You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide Worker's Compensation for that employee, all as described by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

CONTRACTOR/AGENT/OWNER AFFIDAVIT The undersigned states and affirms that he/she is the owner of the property or has been authorized to act by the owner under the legal description of property to be used for the proposed construction as described, and that, if the owner, the building is for his/her own use and occupancy and is not being built or offered for sale or lease.

I certify that all the foregoing information is accurate and that all work will be done in compliance with all the applicable laws regulating construction and zoning. I agree to allow any authorized employee of the City of Venice to enter upon the premises associated with this project for the purpose of ascertaining compliance with the terms and conditions of the application, or permit, and/or permit stipulations.

WARNING TO OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENT TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor/Agent _____ Print Name: _____

STATE OF FLORIDA
COUNTY OF _____

Affirmed and subscribed before me this ____ day of _____, 20__ (name of person making statement). Identification produced

Signature of Notary Public-State of Florida Commission No. _____

Property Owner: _____ Print Name: _____

Co-Owner: _____ Print Name: _____

STATE OF FLORIDA
COUNTY OF _____

Affirmed and subscribed before me this ____ day of _____, 20__ (name of person making statement). Identification produced

Signature of Notary Public-State of Florida Commission No. _____

Note: Subcontractor's verification form for electrical, plumbing, gas, mechanical and roofing must be submitted prior to the issuance of a building permit.