



## **Boathouse or Dock - Permit application and submittal guidelines**

All the following documentation and/or information should be uploaded to the Self-Service Portal when applying for a Boathouse or Dock.

### **Lakes & Waterways Advisory Board approval is required.**

For development standards and zoning guidelines, the complete Winter Park [ordinance 3272-23](#) is available at Municode.com [CHAPTER 114-31- WATERWAYS](#) of the City Code of Ordinances.

The required forms can be downloaded from the [FORMS and RESOURCES](#) area on the Building and Permitting Department webpage.

1. A completed Building Permit Application.
2. A Notice of Commencement if costs exceed \$5000.00.
3. A letter from the property owner giving permission to perform the work.
4. An Owner/Builder Statement if a permit is issued to the property owner.
5. A site plan based upon the survey depicting the exact location of the proposed dock including proposed setbacks as measured on the land and from the projection of the property line in a straight line following the angle of the property line out into the water for the distance of the dock and which includes the following:
  - A. An arrow indicating the northerly direction of the sketch and scale of the drawing and the name of the water body (surface water) where the dock structure is to be located;
  - B. The exact distance between the existing shoreline measured from the OHWE to the furthest point where the dock is to be constructed or is currently located;
  - C. The exact setback distance from the closest property line measured on the land and the projected property line out into the lake to all portions of the dock and setback thereto;
  - D. The current water depth at the end of the dock and at all proposed mooring locations;
  - E. The length of the dock, as measured from the OHWE to the point most waterward of the OHWE;
  - F. The location of any conservation easement area or wetland, if applicable, within twenty (20) feet from any portion of the dock;
6. Floor plan, elevations, deck and roof height above OHWE, and construction materials of the dock;
7. A description of submerged and emergent vegetation types occurring within the area proposed for construction.; and a mitigation plan offsetting adverse impacts to the vegetative areas if applicable;
8. If the request includes a variance from any of the terms of this section regarding the setbacks, height, or size of a structure, then a signed letter or email of no objection from the abutting or affected shoreline property owner(s). The letter or email of no objection must identify the variance request on the site plan for the proposed dock and a copy of the site plan and site plan must be attached to the letter.