CITY OF WINTER PARK
LAKES DIVISION
SHORELINE ALTERATION PERMIT APPLICATION

General Instructions: To request approval of a Shoreline Alteration Permit Application complete this application and submit to Public Works Department (500 N. Virginia Ave., Winter Park, FL 32789) along with the applicable fee and all additional information necessary for public hearing before the Lakes & Waterways Advisory Board. All required must be submitted with application. **Two complete sets of the application and plans are required.** (Signed and sealed plans are NOT required for the Shoreline Alteration Permit)

**DEADLINE IS THE SECOND TUESDAY OF EACH MONTH FOR HEARING IN THE FOLLOWING MONTH.**

☐ DOCK ONLY ($50) ☐ BOATHOUSE & DOCK ($75) ☐ SEAWALL/REVETMENT ($100)

**OWNER** (name & address)  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________  
Phone: ________________________________  
Email: ________________________________

**CONTRACTOR** (name & address)  
__________________________________________________________________________  
__________________________________________________________________________  
__________________________________________________________________________  
Phone: ________________________________  
Email: ________________________________

**PROPERTY**
Street Address :( if different):  
__________________________________________________________________________  
Name of lake, canal or stream:  
__________________________________________________________________________

Is the property under contract for purchase or lease? □ Yes □ No
Is the contract for purchase or lease contingent upon approval of this application? □ Yes □ No

If the applicant is NOT the owner, attach a copy of the purchase or lease contract or option on the property, or a letter signed by the owner of record authorizing the applicant to act as agent for the owner. This information is requested to establish the legal status of the applicant and will be held in confidence, except as the information pertains to the zoning application

**PARCEL NO:** ___________________________ (same as tax ID number of Orange Co. property tax records)

**Legal Description:** Provide complete and accurate legal description below including Plat Book and Page Number OR attach a copy of the legal description to this application.
__________________________________________________________________________

Amt: $________
Check#: __________
Date: __________
SAP#: __________

Revised 8/10/17
Applications must include sketches showing the plan review (top) and profile (side) of the proposed structure and all relevant dimensions that demonstrate compliances with applicable codes (see rules summary on permitting web page). For revetments or seawalls the proposed, finished slope must be clearly shown and may not be steeper than 3:1 (horizontal: vertical).

Please note that any properties that do not meet the current shoreline vegetation standards (50 feet or 50% rule), must be revegetated before a shoreline alteration permit will be issued.

It is important for the waterfront property owner to understand that there may be a substantial amount of maintenance and expense required to maintain the new re-vegetated site and to keep it free of unwanted exotic vegetation.

This permit satisfies the requirements of the City of Winter Park Shoreline Protection Ordinance only. Additional permits may be required by the Florida Department of Environmental Protection or Florida Fish & Wildlife Conservation Commission. It is the responsibility of the permittee and their contractor to ensure that all necessary permits are obtained. The City assumes no responsibility for fines or other actions resulting from the permittee’s failure to obtain all required permits or approvals.

**SEAWALL/REVETMENTS (only)**

<table>
<thead>
<tr>
<th>Dock Parameter</th>
<th>Proposed</th>
<th>Allowed</th>
<th>Variance yes/no/n.a.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Area (sq. feet)</td>
<td></td>
<td>600 max.</td>
<td></td>
</tr>
<tr>
<td>Length from OHW (feet)</td>
<td></td>
<td>30’*</td>
<td></td>
</tr>
<tr>
<td>Height of Roof (feet above deck)</td>
<td></td>
<td>11 max.</td>
<td></td>
</tr>
<tr>
<td>Height of Deck (feet above OHW)</td>
<td></td>
<td>2 max.</td>
<td></td>
</tr>
<tr>
<td>Enclosures?</td>
<td></td>
<td>80 ft: max.</td>
<td>(no plumbing/water allowed)</td>
</tr>
<tr>
<td>Side Yard Setback(s) (feet)</td>
<td></td>
<td>10 min.**</td>
<td></td>
</tr>
<tr>
<td>Meets Vegetation Criteria?</td>
<td></td>
<td>Only 50% can be cleared</td>
<td></td>
</tr>
</tbody>
</table>
Applicant is required to complete the table above.
*Lake Killarney has a 50’ maximum allowed length from NHWE.
**Side yard setback may be reduced to 5 feet without a variance if a signed letter of no objection is obtained from the affected adjacent property owner.

I certify that, to the best of my knowledge and belief, all information supplied with this application is true and accurate, and that I am:

☐ the owner of the property described herein
☐ a party to an agreement for purchase or lease of this property
☐ an agent for the owner or purchaser/lessee of this property

________________________________________  __________________________
Signature                                      Date

SHORELINE ALTERATION APPROVAL IS REQUIRED PRIOR TO SUBMITTING FOR A BUILDING PERMIT

☐ APPROVED  ☐ DISAPPROVED

DO NOT WRITE BELOW LINE

LAKE AND WATERWAYS ADVISORY BOARD MEETING: __________________________  VOTE: __________________________