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**CITY OF BONITA SPRINGS**

Community Development Department  
 9220 Bonita Beach Road, Ste. 111  
 Bonita Springs, FL 34135  
 Phone: (239) 444-6150  
 email: permitting@cityofbonitaspringscd.org

**DOCK & SHORELINE PERMIT APPLICATION**  
**PERMIT #: \_\_\_\_\_**

- A. Owner Name: \_\_\_\_\_ STRAP Number \_\_\_\_\_
- B. Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
- C. Contractor License Number: \_\_\_\_\_ Company Name: \_\_\_\_\_
- D. Contractor Name: \_\_\_\_\_ Phone: Area Code: \_\_\_\_\_ Number: \_\_\_\_\_
- E. E-mail Address: \_\_\_\_\_
- F. Authorized Agent(s): \_\_\_\_\_
- G. Job Value: \$ \_\_\_\_\_
- H. Type of Water Body:  Artificial Canal  Natural Water-body  Estero Bay Aquatic Preserve
- I. Submittal Requirements:

REQUIRED	SUBMITTED	REQUIRED FOR ALL PERMITS
1	<input type="checkbox"/>	Completed Application
1	<input type="checkbox"/>	Application Fee
3	<input type="checkbox"/>	Aerial Map
3	<input type="checkbox"/>	Site Plans with the proposed location of the work relative to riparian property lines, dimensions, side setbacks, and FEMA flood zones, elevations, floodway boundaries and CBRS areas of all proposed structures or work
3	<input type="checkbox"/>	Construction drawings

REQUIRED	SUBMITTED	APPLICABLE BY SCOPE OF WORK (see Dock & Shoreline Code for applicability)
1	<input type="checkbox"/>	Notice of Commencement (if over \$2,500)
1	<input type="checkbox"/>	Owner Builder Disclosure Statement & Affidavit Form
3	<input type="checkbox"/>	Construction drawings sealed by a professional engineer, or registered architect [7-355] [7-358(e)(3)]
3	<input type="checkbox"/>	Development Order [7-355(c)]
3	<input type="checkbox"/>	Boundary or record survey [7-355] [7-358(e)(3)]
1	<input type="checkbox"/>	Benthic survey [7-358(c)(3)], [7-360(a)(1)b], [7-361(b)(6)], [7-362(a)(3)]
1	<input type="checkbox"/>	Manatee Protection Plan Consistency Determination [7-357]
1	<input type="checkbox"/>	Joint Use Agreement [7-358(a)] also see section 3 below
3	<input type="checkbox"/>	Drainage Plan [7-359(e)]

J. Job Type

- 1. Seawall (linear feet): \_\_\_\_\_
- 2. Retaining Wall (linear feet): \_\_\_\_\_
- 3. Rip-Rap (linear feet): \_\_\_\_\_
- 4. Dock (square feet): \_\_\_\_\_
- 5. Boat Lift:  Yes  No with Electric:  Yes  No
- 6. Boathouse:  Yes  No Roof Type: \_\_\_\_\_
- 7. Davits:  Yes  No
- 8. Boat Ramp:  Yes  No
- 9. Maintenance Dredging:  Yes  No
- 10. Wetland Boardwalk (square feet): \_\_\_\_\_
- 11. Dune Walkover:  Yes  No
- 12. Fishing Pier/Observation Deck:  Yes  No
- 13. Structural Repairs:  Yes  No Specify: \_\_\_\_\_
  - a. Square Feet: \_\_\_\_\_
  - b. Linear feet: \_\_\_\_\_
- 14. Other (specify): \_\_\_\_\_

**BE ADVISED:**

- 1. Scope of Work Requirements for Benthic Survey:
  - a. Dredging, where benthic resources are expected to be found, as determined by staff (e.g. Estero Bay Aquatic Preserve)
  - b. Dock structures, boat canopies/houses where the structures are greater than 500 square feet over water and where benthic resources are expected to be found, as determined by staff (e.g. Estero Bay Aquatic Preserve)
  - c. Other structures as permitted by this permit where marine resources are likely to be found (e.g. Estero Bay Aquatic Preserve)
- 2. Interest in land to support residential dock/facility approval. In order to obtain a permit for a residential dock and related facilities, the property owner/applicant must have a recorded right to access the water meeting the following criteria:
  - a. A deed describing the residential lot with at least one boundary being the waterway along which the dock facility is proposed. The lot described must be a buildable lot with sufficient square footage to meet city requirements, except as provided in LDC Sec. 4-925(b)(2)d; or
  - b. A recorded easement granting access to the waterbody for purposes of constructing and using a dock/facility meeting the following criteria:
    - i. The easement must be over land contiguous to the residential lot such that an extension of the side lot lines will allow access to the water beyond the rear lot line;
    - ii. The easement must be for the benefit of a residential lot that is a buildable lot under city regulations; and
    - iii. The easement must be necessary to gain access to the waterbody over and through waterway buffer and maintenance areas required for development approval under chapter 3.
- 3. State and/or federal approval or exemption letters are required prior to permit close-out.
- 4. Shared docks and Joint use agreements. The following is required for shared docks as allowed by LDC Sec. 7-358. Adjacent property owners seeking approval for a shared docking facility must submit a draft joint use agreement to environmental sciences. The agreement must be approved by the city attorney's office prior to permit issuance, and must:
  - a. Identify each party by name, including mailing address. The parties must be the owners of the property abutting each other that will benefit from the dock facility.
  - b. Identify the physical location of the subject parcels, including STRAP numbers, a legal description and accompanying sketch.
  - c. Identify the specific location of the docking facilities, including the name of the waterbody, the dimensions of the facilities, and the dimensions of the land that will be used in conjunction with the facilities.

- d. Provide, as an attachment to the agreement, a detailed sketch of the facility identifying the various docking facilities, subject property boundaries and the upland area intended to be encumbered by the normal use of these facilities. This sketch must be consistent with the statements made to comply with section (c) above.
- e. Specifically identify those areas that will be the subject of access easements to provide access (ingress/egress) to the docking facilities from each of the benefitted parcels. Depending on the facilities and parties involved, these easements may be reciprocal in nature. The easements must be specifically granted to each party named in the agreement and must run with the land (i.e., be part of the title to the primary residential parcel) in perpetuity. Grant of dock easement rights to parcels that do not abut the docking facility parcel is prohibited.
- f. Provide, as an attachment, a sketch prepared by a registered Professional Surveying and Mapper, based on the legal description, and identifying the access easements granted.
- g. Indicate who will be responsible for the cost of construction and maintaining the facilities. This can be accomplished by inclusion of cost sharing provisions.
- h. Indicate that the parties understand and agree to abide by all applicable federal, state and local regulations pertaining to the construction, maintenance and use of the facilities.
- i. Submit the draft joint use agreement to environmental sciences for review by staff and the city attorney's office prior to recording.
- j. After approval by staff and the city attorney's office, record the joint use agreement in the public records at the applicant's cost. In order to satisfy the minimum recording requirements imposed by the Florida Statutes, there must be two witnesses to each party's signature and each party must acknowledge the agreement before a notary public. Additional requirements can be found in F.S. § 695.26. A copy of the recorded agreement or a document identifying the recording information must be submitted to the city prior to permit issuance.

**COMMUNITY DEVELOPMENT DEPARTMENT**

Permit reviewed and approved based on information provided by applicant. Omitted and/or falsified information may void permit in accordance with 4-162(d).

**APPLICABLE BUILDING CODES**

8th ed. 2023 FBC; Florida Building Code: Building, Existing, Mechanical, Plumbing  
 8th ed. 2023 FFC; Florida Fire Prevention Code  
 NEC 2020; National Electric Code

**OWNER BUILDER DISCLOSURE STATEMENT & AFFIDAVIT FORM IS REQUIRED  
 FOR ALL OWNER BUILDER PERMITS**

**\*\*\*SIGN ONLY IN THE PRESENCE OF A NOTARY PUBLIC\*\*\***

Contractor Signature: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

STATE OF FLORIDA

COUNTY OF LEE

Sworn to (or affirmed) and subscribed before me by means of physical presence  or online notarization  ,

this (day) \_\_\_\_\_ of (month) \_\_\_\_\_ , (year) \_\_\_\_\_ ,

by (name of person making statement) \_\_\_\_\_.

Signature of Notary Public - State of Florida: \_\_\_\_\_

Name of Notary Typed, Printed, or Stamped: \_\_\_\_\_

Personally Known  OR Produced Identification

Type of Identification Produced: \_\_\_\_\_