



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**JOINT COASTAL PERMIT "ELECTRONIC" APPLICATION**

**SUBMITTAL GUIDANCE**

**Updated on -March 8, 2002**

## **Background:**

The purpose of this document is to provide guidance for the “electronic” submittal of Joint Coastal Permit Applications. The submittal of permit applications in an electronic format is not mandatory but rather an alternative method that may be more cost effective for both the applicant and the Department. Electronic permit application submittals will reduce copying expenses and distribution time of the application to interested parties and other governmental organizations.. The distribution of electronic copies will eliminate hard copy quality degradation, maintain color figures, save distribution time, reduce paper and reduce cost for both the applicant and the Department. For about one dollar, CD-ROM copies of an entire application can be made to distribute to interested parties.

The preferred digital file format is Adobe Acrobat Reader version 4.0 (.pdf) format. The advantages of using (.pdf) format is that the documents are read only, can be easily attached to email, and are readily accessible for free downloading via the Internet.. At this time we still require at least three hard copies of the entire application if a CD-ROM copy of the application is submitted. However, it is the Department’s goal to ultimately eliminate the hardcopy requirement in the future.

## **Electronic JCP Permit Application Submittal Procedures:**


1. Complete Permit applications should be prepared on Writeable CD Media.
2. All digital files should be prepared in Adobe Acrobat Portable Document Format (PDF)
3. Prepare one (1) original hard copy of the JCP Permit Application Form (the six-page DEP Form 73-500 - Joint Coastal Permit Application) with original signatures.
4. Submit three (3) full sets of the application in hard copy, one of which shall include the original signed application form, plus one copy of the entire application on CD. Currently we are still requiring at least three (3) full hard copies of the entire application including drawings as a transitional step.
5. Prepare one (1) electronic copy of the complete application (application form, attachments, and drawings) saved on a CD as Adobe Acrobat PDF files. **Please note:** Each individual file on the CD must not exceed a file size greater than 5 megabytes.
6. To keep file sizes managable, only resort to scanning paper documents when electronic versions are not available.
7. Though a file on the CD must not exceed a file size greater than 5 megabytes, a document

8. File structure on the CD should be in a coherent order, similar to the table of contents in a book. The six-page DEP Form 73-500 (Joint Coastal Permit Application) should be completed and indexed as the 1<sup>st</sup> document.
9. Appendices should be indexed as primary folders under the Joint Coastal Permit Application. The individual appendix folders should be listed as A through Z or numbered according to the item it relates to in the permit application. For instance, if item #13 of the permit application is to be the first appendix item then it should be referenced as Appendix A or Item #13.

Example:


JCP-Application.pdf


Note: completed JCP Application with scanned original signatures. See item #4 above.


 - Item #13  
title-determination.pdf


 - Item #14

 - Item #18

 - Item #20  
BathymetricMap.pdf  
TopographicMap.pdf

 - Item #24  
planview1.pdf  
planview2.pdf  
xsection1.pdf  
xsection2.pdf  
profile1.pdf

 - Item #37  
mitigationplan-text.pdf  
quad-map.pdf  
seagrass1a.pdf  
seagrass1b.pdf  
hardbottom1.pdf

 - Item #X – see hard copy

Note: for images that can not be scanned, such as large topographic (quad) maps, etc.

The Department currently distributes the application to the following agencies via the department's website at: <http://dep.state.fl.us/beaches/permitting/permits.htm>

- USACOE
- FDEP Regulatory District Offices
- FDEP Division of Recreation & Parks
- FDEP Office of Coastal and Aquatic Managed Areas
- FWCC
- FDOS Division of Historical Resources
- FDCA
- USFWS/NMFS