



**ST. LUCIE COUNTY**  
Environmental Resources Department  
Regulations Division

2300 Virginia Avenue, Ft. Pierce, FL 34982  
Office: 772-462-2526; Fax: 772-462-1684  
[Environmental Regulations & Permits](#)

## WETLAND WAIVER APPLICATION

All required materials and non-refundable fees must be included at the time of submittal.

Prior to submittal, all applications require a pre-application conference.

Please contact the Environmental Regulations Division at 462-2526 to schedule an appointment.

Please be advised if the administrative variance is denied, the application may be appealed to the Board of County Commissioners. Public hearing variance procedures and fees will apply.

### FEE CALCULATION WORKSHEET

ERD REVIEW FEE: \$ 200 \*

\*an additional \$5 BIMS fee may be applied if the application is not associated with a Building Permit Application

- Additional fees will required for postage on Public Notice mail outs to all property owners who own real property within five hundred (500) feet of the property applying for the variance.

Receipt No. of Payment: \_\_\_\_\_

### Requirements Checklist

All applications must include the following:

- Three (3) sets of original documents and three (3) electronic copies of all documents submitted. See required naming list below.
- Application, completed in black ink, with property owner signature(s) and notary seal
- Aerial Photograph – property outlined (available from Property Appraiser’s office)
- Legal description, in MS Word format, of subject property \*
- Site Plan
- Boundary Survey – Signed and Sealed
- Topographic Survey – Signed and Sealed
- Existing Conditions Plan/Restoration Plan
- Environmental Impact Report
- Mitigation Plan
- Copies of all applicable external agency permits (including but not limited to ACOE, FDEP, and/or SFWMD)
- Preserve Area Management Plan (if applicable)

**\*Please note:** Only a surveyor, attorney, or title agent is authorized to provide a legal description. The legal description provided on the property appraiser’s website is not valid for this application. The legal description provided must be legally correct. An incorrect description will invalidate the results of any hearing(s).

**Required Document Naming List** \* All electronic documents must be formatted and named according to the list below. If the submittal includes a document not on the list, the document name shall clearly reflect the content of the document. \*

<b>Document</b>	<b>Document Format</b>	<b>Required Name on CD</b>
Aerial Photograph	PDF	Aerial.pdf
Application	PDF	Application.pdf
Boundary / Topographic Survey	PDF	BoundaryTopo.pdf
Easements	PDF	Easements.pdf
Environmental Impact Report	PDF or Word	EIR.pdf or EIR.doc
Existing Condition Plan	PDF	ExistingCond.pdf
Restoration Plan	PDF	Landscape.pdf
Legal Description	Word	Legal.doc
Mitigation Plan	PDF	Mitigation.pdf
Permit (External)	PDF	Permit.pdf
Site Plan	PDF	SitePlan.pdf
Tree Survey	PDF	Tree.pdf
Vegetation Removal Application	PDF	Vegetation.pdf

**Project Information**

Applicant/Project Name: \_\_\_\_\_

Site address: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Property Size – Acres: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Future Land Use Designation: \_\_\_\_\_ Zoning District: \_\_\_\_\_

1. What is the purpose of the proposed waiver and the intended development of the subject property if the variance is granted:
  
2. State the specific hardship imposed on the owner or practical difficulties which may result from strict compliance with the Land Development Code and Comprehensive Plan. Describe how denial of the waiver request would result in a hardship for the applicant (versus a mere inconvenience) such as, but not limited to, severe property loss.

3. State reasons why this hardship is unique to the owner and explain how the conditions warranting a variance were created by circumstances beyond the applicant's control.
  
4. Provide findings and how the waiver request will not adversely affect the environment or other public interest through proposed mitigation, avoidance and minimization, and exploration of alternatives. Please Note: Facts provided by other interested parties and the public will be given equal consideration.
  
5. State reasons why this waiver conforms to the intent of the Land Development Code and Comprehensive Plan wetland protection regulations.
  
6. State why this waiver is the minimum that will make possible a reasonable use of the land, building and structures.
  
7. Is this variance request located within a Homeowners or Property Owners Association?
  - For any variance request within an area that has a Homeowners or Property Owners Association, a letter from that Association is required stating their position regarding the variance request.

**SPECIAL NOTICE**  
**(PLEASE READ BEFORE SIGNING ACKNOWLEDGMENTS BELOW)**

Submission of this application does not constitute the granting of approval. All submittal and request for additional information requirements must be met prior to review. St. Lucie County reserves the right to request additional information to ensure a complete review of this project.

**Applicant Information (Property Developer):**

Business Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

(Please use an address that can accept overnight packages)

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Agent Information:**

Business Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

(Please use an address that can accept overnight packages)

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Please note: both applicant and agent will receive all official correspondence on this project.**

**Property Owner Information**

The application package will not be considered complete without the notarized signature of **all property owners of record**, which shall serve as an acknowledgment of the submittal of this application for approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

\_\_\_\_\_  
Property Owner Signature

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Property Owner Name (Printed)

Phone: \_\_\_\_\_

If more than one owner, please submit additional pages

**STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Type or Print Name of Notary

\_\_\_\_\_ Commission Number (Seal)

**For Office Use Only**

_____ INTAKE REVIEWER - SIGNATURE	_____ DATE
_____ VERIFIED BY - SIGNATURE	_____ DATE
File Number: _____	