



**COUNTY OF VOLUSIA  
LAND DEVELOPMENT DIVISION  
LAND DEVELOPMENT CODE OF VOLUSIA COUNTY, FLORIDA  
WETLAND ALTERATION PERMIT CHECKLIST AND PROCEDURES**

Thomas C. Kelly Administration Center, County of Volusia, Land Development Division  
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DeLand 386-736-5942, Daytona Beach 386-248-8157, New Smyrna Beach 386-423-3872

**DIVISION 11 – WETLAND ALTERATION PERMIT (WET)**

All applications shall be submitted to Land Development.

No application will be accepted unless all fees have been paid and all exhibits and plans, as required below, have been submitted. A determination of acceptance or rejection of the application will be made within three (3) days of filing the application.

**Section 72-884(1) Concurrent application with development order review.**

If the wetlands alteration permit application is to be processed concurrently with development order review under divisions 2 or 3 of this article as the case may be, then it shall be filed as part of the development order review application, and shall include in addition a wetland management plan, which shall include but not be limited to three (3) copies of the following:

- a. A detailed description of all water bodies, watercourses and wetlands on-site and a general description of all water bodies, watercourses, and wetlands immediately adjacent to the site and associated hydrologic condition.
- b. A general description of the upland habitats on-site.
- c. A site survey to scale no greater than one inch equals 50 feet which identifies the landward extent of the wetland boundaries, buffer zones, existing and proposed conservation areas and adjacent off-site conservation areas. Upon approval by the Environmental Management Department (EMD), a survey to scale up to one inch equals 400 feet may be acceptable.
- d. A detailed description of any proposed activity within the wetlands and buffer zones.
- e. A detailed analysis of on-site and/or off-site mitigation areas, if applicable.
- f. A plan for the control of erosion, sedimentation and turbidity during and after construction which describes in detail the type and location of control measures, and provisions of maintenance.
- g. A detailed description of methods to be utilized in meeting the criteria listed in Section 72-885.

- h. A copy of all other federal, state, and regional permits and/or applications and conditions issued for the proposed project.
- i. Other information which the EMD may reasonably require to determine whether to approve the wetlands alteration permit.

Section 72-884(2) Application without development order review.

- a. Except as otherwise provided in subsection (1) above, an application for a wetlands alteration permit shall be submitted with three (3) copies of following information:
  - 1. Name, address and phone number for the property owner and/or agent.
  - 2. Signature of agent or owner.
  - 3. Legal description of property, including the property appraiser's parcel number.
  - 4. A scale drawing of the property identifying existing structures, adjacent streets and water bodies.
  - 5. A scaled drawing and description of the proposed activity and proposed location.
  - 6. A copy of all other federal, state and regional permits and/or applications and conditions issued for the proposed project.
  - 7. A wetland management plan as provided for in subsection (1) above; provided however, that such plan shall not be required for the following activities:
    - i. A private dock and additions whose total area does not exceed 500 square feet over waters designated or classified as class II, Outstanding Florida Waters, Aquatic Preserves, or other special designation, or within 100 feet thereof for a single-family residence.
    - ii. A private dock and additions whose total area does not exceed 1,000 square feet over water within any class III waters for a single-family residence.
    - iii. A private boat ramp for a single-family residence which does not exceed 15 feet wide and requires less than ten cubic yards of fill.
    - iv. Construction of a seawall in a manmade canal where the seawall will be connected to existing seawalls on adjacent properties.
    - v. Restoration of existing and functioning structures.

An applicant is encouraged to arrange a preapplication conference with the EMD to discuss the proposed wetlands alteration and scientific methods utilized to evaluate and justify any wetlands alteration prior to submitting a formal application to EMD. The processing fee is nonrefundable.

For processing procedures for a WET Permit, pursuant to Section 72-884(2)(f) through (i) of the Land Development Code of Volusia County, Florida:

- a. The EMD shall review the application to conduct a preliminary site inspection and notify the applicant prior to said inspection.
  1. If the application meets all of the requirements of this division, it shall be approved within ten working days of receipt and returned to the land development division (LDD) with approval noted by the EMD.
  2. If the application is denied, it shall be returned to the LDD for denial noted thereon, within ten working days of receipt.
  
- b. Provided, however, upon receipt of a completed application, the EMD determines that the proposed activity fails to meet the minimum requirements of this division, or if additional information is required, the applicant will be notified within ten working days after the preliminary site inspection of the following:
  1. Additional information is requested
  2. A modification of the application is necessary and/or
  3. Mitigation plans to prevent or limit the adverse impacts to the wetland or buffer must be provided
  
- c. If the applicant fails to make the necessary modifications or provide the additional information within 60 days, the EMD shall deny the permit.
  
- d. The LDD shall notify the applicant immediately after the EMD approves or denies the application and issues the permit.