



**SARASOTA BUILDING DIVISION  
MINIMUM PLAN REQUIREMENTS FOR**

**DOCKS**

Include this completed form with your application. Plans & drawings cannot exceed 36" x 24". Please type or print and use blue or black ink.

**I. One (1) copy of the Application** (form B001) **completely filled out and signed by the Contractor** ..... [ ]

**II. Include two (2) copies of the following documents:**

**A. Site plan, illustrating:**

*[check each]*

1. Perimeter lot lines with their dimensions. Extend lot lines into the water beyond the limits of the proposed and existing dock. .... [ ]
2. The shape and location of each structure on the property ..... [ ]
3. The distance from each structure to rear, front and side property lines ..... [ ]
4. The location, height and face-size of each sign on the property ..... [ ]
5. The location and type of each tree on the property affected by this project. .... [ ]
6. The distance between structures ..... [ ]
7. An arrow indicating North ..... [ ]
8. The width of the sidewalk and the distance from the building from the sidewalk and curb. .... [ ]
9. Location of the dock and the length of the dock as measured from the mean high water line. .... [ ]
10. The maximum decking elevation. This must not be more than 5.0 feet above the mean high water line, and railing may not exceed 42 inches in height. .... [ ]
11. Location of each boat lift, cleaning table, bench and boat locker. .... [ ]
12. All new and existing tie-off pilings and boat lifts ..... [ ]

**Note:** A sample site plan appears on the reverse of this form that may help you create your own site plan for this project. Please note that the specifics of your site plan must reflect all of the information noted below.

**B. Construction drawings, detailing**

*[check each]*

1. The size and type of materials used ..... [ ]
2. A cross section through the dock, showing
  - (a) The depth of the piling in the sea floor and the height of the piling above mean high water .... [ ]
  - (b) Structural integrity of the dock with braces and cross braces. .... [ ]
  - (c) The distance of the vertical members of the seawall.
3. Whether there will be one or more boat lifts and, if there will be, the maximum height of the lifter beam(s). .... [ ]
4. Whether there will be fish cleaning tables and, if there will be, their height(s) ..... [ ]
5. Whether there will be one or more benches and or boat lockers and, if there will be, their height(s) and width(s) ..... [ ]
6. All electric to be installed for the dock and boat lift(s) ..... [ ]

**III. For all new docks and all expansions or additions to existing docks, a letter of exemption or a permit from the Florida Department of Environmental Protection must be submitted with the application.**

**IV. If you are constructing a new dock or an extension to an existing dock in the open waters of Sarasota Bay, you must submit a signed and sealed bathymetric survey with the proposed dock superimposed on the survey so the staff can determine if the dock meets the required water depth.**

*Please Note: The City reserves the right to request a riparian rights signed and sealed survey.*



# CITY OF SARASOTA BUILDING DIVISION INSTRUCTIONS FOR PREPARING A SITE PLAN (DOCKS)

Use these instructions and the sample below to create your site plan.  
You may not simply "fill in" this sample. Your site plan **MUST** be drawn to reflect your individual site, and you must include all measurements shown.

On a sheet of paper (between 8-½ x 11 and 24 x 36), draw **YOUR INDIVIDUAL PROPERTY**. Your drawing must be to scale and include adjacent street(s) and roads(s) and the name of each, and have a direction arrow indicating north.

- I. Your site plan must **SHOW ALL BUILDINGS**, mobile homes, garages, sheds and any other structures that exist on the property, regardless of the reason for requesting a permit. Show all **TREES**, and the size and location of all **SIGNS**.
- II. If the requested permit is for an **ADDITION**, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- III. After locating all structures on your property, show **DISTANCES** in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- IV. **SIGN AND DATE** your site plan drawing before submitting it with your permit application.
- V. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR PROPERTY AND YOUR PROJECT**. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s). You may **DRAFT OR HAND-DRAW** your plan, or you may submit a signed and sealed survey showing the elements discussed above.

