



## APPLICANT REQUIREMENTS FOR TIDELANDS/DOCK PERMIT

---

### **THE FOLLOWING IS REQUIRED OF ALL APPLICANTS:**

1. Letter of request, including the following information:
  - A. Applicant's name, address, daytime telephone number, fax number and email address.
  - B. Contact person's name, address, daytime telephone number, fax number and email address.
  - C. Job address and name of owner, if not applicant.
  - D. Name of facility involved (e.g., Newport or Sunset Tidelands).
  - E. Scope of work.
  
2. (3) sets of plans. **All plan submittals must have the Project area clearly highlighted and include all applicable items noted below:**
  - A. Facility name.
  - B. Vicinity map.
  - C. Property/right-of-way lines extended into bay (labeled as such).
  - D. Right-of-Way dimensions.
  - E. Existing fencing, gates, roadways etc.
  - F. Photo of existing dock.
  - G. Encroachment details (profile/section details).
  - H. Dimension of structures (e.g., dock, landing, etc.).
  - I. Plans signed and stamped by a Registered Civil Engineer.
  - J. Structural Calculations signed and stamped by a Registered Civil Engineer.
  - K. North arrow and scale shown.
  
3. Complete the attached NPDES Compliance Form. If the answer to Item #1 is yes, submit (2) copies of the Storm Water Pollution Prevention Plan (SWPPP) with your application.
  
4. A non-refundable filing fee of \$300.00 is due upon submittal of application, per Board Resolution 10-198, and will be applied to any remaining permit fee owed. Make **checks payable to COUNTY OF ORANGE(\*)**.

Upon receipt of the above, OC Parks Reservations and Permits Unit will coordinate review of your submittal and inspection of the dock. Revisions, additional fees, security deposit amounts, insurance requirements, supplementary information and other items may be required prior to permit issuance.

---

**A MINIMUM OF 30 CALENDAR DAYS IS REQUIRED FOR PROCESSING.  
PLEASE BE ADVISED THAT SOME REQUESTS MAY TAKE LONGER.**

---

#### **MAIL OR DELIVER TO:**

OC Parks Reservations and Permits Unit  
13042 Old Myford Rd.  
Irvine, CA 92602

Telephone Number: (866) 627-2757

Fax Number: (714) 973-3336

#### **Public Counter Hours:**

Mon-Fri: 8:00 a.m. – 4:00 p.m.

(\*) The County of Orange will charge \$25.00 for 1<sup>st</sup> check returned for insufficient funds and \$35.00 for each subsequent check, per Board Resolution 00-445. shown