

## **INSTRUCTIONS FOR RECEIVING MEAN HIGH WATER SURVEY PROCEDURAL APPROVAL**

**( When MHW Data Is Not Available On Interactive Map )**

A copy of the "Mean High Water (MHW) Procedural Approval" form for use if data is not available on the interactive map can be found at the LABINS WEB site. At the main MHW menu select "**6 – FORMS**" or call the Bureau of Surveying and Mapping (BSM) (850/245-2606).

Fill out the top of this form and FAX (850/245-2645) or mail it to BSM at the following address:

Florida Department of Environmental Protection  
Bureau of Survey and Mapping, Mail Station 105  
Mean High Water Section  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399

This request will be reviewed and a representative from BSM will FAX or mail back to the requestor the "Mean High Water Procedural Approval" form which will include an MHW elevation to be used at a given job site, or the requestor will be required to perform a short term tidal study.

**This is your "Mean High Water Procedure Approval". It is the only approval needed to perform a MHW survey at the given job site. Keep this approval form for your records.**

Any questions regarding the procedures on this form should be directed to Lamar Evers at the Bureau of Surveying and Mapping, phone 850/245-2606.

In compliance with the Florida Statute 177.37 and 177.40, send the completed MHW survey drawing along with a copy of the "Mean High Water Procedure Approval" to BSM within 90 days of completion. If a short term tidal study is required, the tidal study data should be sent to BSM for calculation review prior to establishing the mean high water line in the field. BSM will file the MHW survey drawing in the DEP MHW repository. Notification of the survey drawing filing will be mailed to you.

**Website: <http://www.labins.org>**