



Maryland Department of the Environment

Maryland Department of the Environment Water Management Administration Wetlands and Waterways Program





Maryland Department of the Environment

MDE's Wetlands and Waterways Program seeks to conserve valuable aquatic systems; providing for the environmental, economic and resource needs of Maryland.

- **Regulations & Permits**
- **Conservation & Restoration**
- **Mitigation**
- **Education**



Maryland Department of the Environment

Applying for a Permit

Short Joint Federal/State Application Is Preferred for Tidal Projects

- Include Project Dimensions

- Provide Clear Directions to site

- Street address if it exists
- If the lot has no street address, provide parcel number

JOINT FEDERAL / STATE APPLICATION FOR THE ALTERATION OF ANY TIDAL WETLAND IN MARYLAND

- All applications must be accompanied by plan drawings which show the location and character of the proposed work. For specific information on what is required on the plans, refer to the instruction package. 8-1/2" x 11" black & white drawings are required for every application. Full construction plans are required for projects submitted to the Waterway Permits Division.
- Any application which is not completed in full or is accompanied by poor quality drawings may be returned and will result in a time delay to the applicant.
- If you need help understanding how to fill out the application form, please refer to the instruction booklet.

APPLICATION NUMBER:
(To be assigned by the agencies)

1. APPLICANT INFORMATION:
Name: _____ Telephone: (____) _____
Address: _____
City: _____ State: _____ Zip: _____

2. AGENT / ENGINEER INFORMATION:
Name: _____ Telephone: (____) _____
Address: _____
City: _____ State: _____ Zip: _____

3. PRINCIPAL CONTACT, if not the applicant:
Name: _____ Telephone: (____) _____

4. PROJECT DESCRIPTION:

5. PROJECT PURPOSE:

Shore Erosion Control	Erosion/Sediment Control	Storm Drain/Stormwater Management
Utility Installation	Improve Navigable Access	Miscellaneous
Create Waterfowl Habitat	Improve Fish Habitat	Fill
Temporary Construction	Stream Channelization	Bridge
Beach Nourishment	Maintenance/Repair	Dam
Residential/Commercial Development	Small Pond	Road
Other: (describe) _____		Culvert

CERTIFICATION:
I hereby designate and authorize the agent named above to act on my behalf in the processing of this application and to furnish any information that is requested. I certify that the information on this form and on the attached plans and specifications is true and accurate to the best of my knowledge and belief. I understand that any of the agencies involved in authorizing the proposed works may request information in addition to that set forth herein as may be deemed appropriate in considering this proposal. I grant permission to the agencies responsible for authorization of this work, or their duly authorized representative, to enter the proposed site for inspection purposes during working hours. I will abide by the conditions of the permit or license if issued and will not begin work without the appropriate authorization. I also certify that the proposed works are not inconsistent with Maryland's Coastal Zone Management Plan.

APPLICANT MUST SIGN: _____ Date: _____

PLEASE COMPLETE THE REVERSE SIDE



Maryland Department of the Environment

Reduction of Adverse Impacts

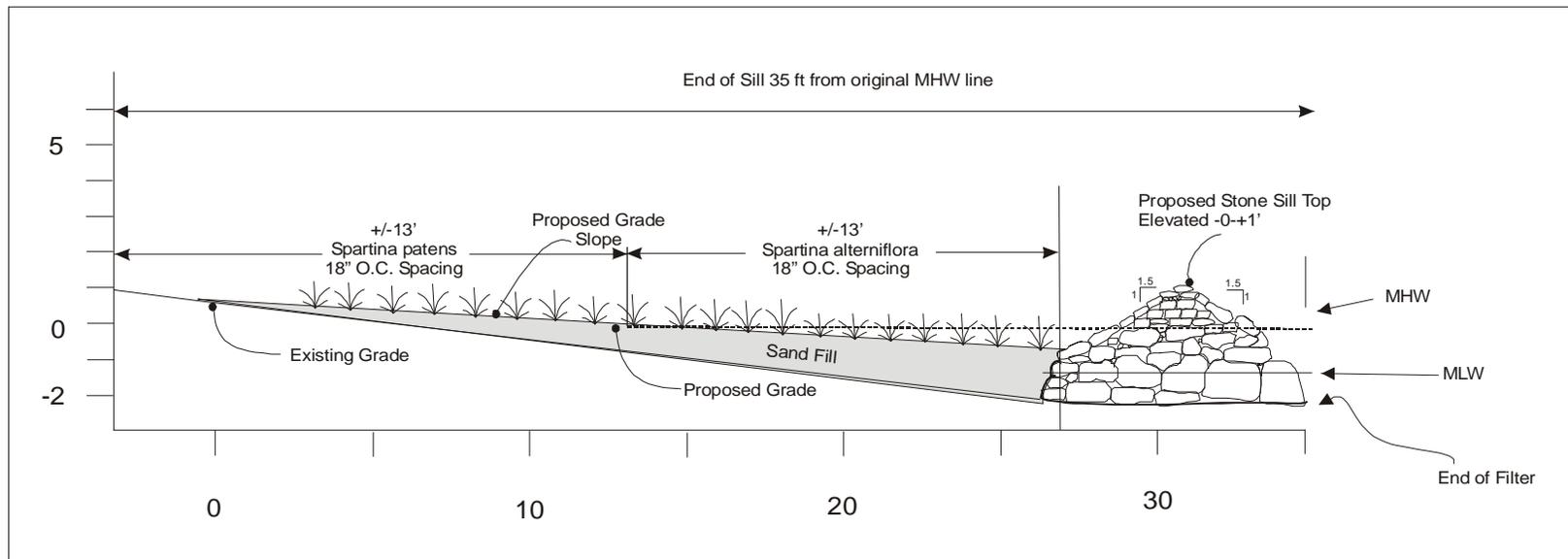
- **Include Justification of Project Design.**
- **The preference is for the most beneficial and least environmentally damaging alternative.**
- **Marsh establishment or other natural shoreline enhancement is the first preference.**





Maryland Department of the Environment

Marsh Creation With Sill



Guidance document and sample drawings with attendant recommendations are available at:

www.mde.state.md.us/Programs/WaterPrograms/Wetlands_Waterways/documents_information/technicaldocuments.asp



Maryland Department of the Environment

Submit Clear Plans

- **Plans that Are Incomplete or Illegible May Result in Rejection of Application.**
- **Plans must be submitted on 8 ½ x 11 sheets.**
- **Activity on Application Form Should Match Activity Shown on Plan. If The Activity Descriptions Do not Match, the Application May Be Rejected.**



Maryland Department of the Environment

Submit Clear Plans (cont)

Waterway Information:

1. Name of Waterway and Opposite Shoreline
2. Wetland boundary
3. Mean High Water Line
4. Mean Low Water Line
5. Shoreline shape



Maryland Department of the Environment

Submit Clear Plans (cont)

Waterway Information:

Waterway Measurements

1. **Channelward Encroachment – Measure the distance channelward (starting from the mean high water line on property and extend into channel)**
2. **Distance that Structures Extend into Channel.**
**** A structure that extends too far out in the waterway may block access to the navigation channel and will not be authorized.**



Maryland Department of the Environment

Submit Clear Plans (cont)

Waterway Information:

Waterway Measurements (cont)

3. If project is done in combination with pier, show $\frac{1}{4}$ distance channelward (measured from mean high water into channel) and the width of the waterway.
4. Water depth - taken at low tide from the mean low water line.



Maryland Department of the Environment

Submit Clear Plans (cont)

Additional Requirements

1. Local Setback Line. If there is no local setback line, locate any piers 10' from property line.

****Written documentation of support is required from adjacent landowners and the approved local variance are required if proposing a deviation from setback.**

2. Limit of Disturbance

3. Erosion and Sediment Control Structures, if applicable

4. Planting and Stabilization Notes



Maryland Department of the Environment

Plan Ahead

- **Standard Turnaround Time**
 - Minor projects - 5 months
 - Major projects - 8 months
- **Account for local/county requirements**





Maryland Department of the Environment

Example: Kent County Permit Process:

1. **File joint MDE/USACE permit**
2. **Letter of notification from contractor**
3. **Staff site visit**
4. **Contact RC&D, second staff site visit**
5. **Requirements for local building permit:**
 1. **Nonstructural project design (if applicable)**
 2. **Site plan**
 3. **Formal sediment control plan**
 4. **Buffer Management Plan (if applicable)**





Maryland Department of the Environment

During Construction....

Be certain that Construction Activities and Equipment Operation is in Accordance with Approved Plans and Permits

When Deviations from Approved Plans and Permits Are Necessary due to Unforeseen Conditions, Notify Authorizing Agencies for Approval of Your Changes

Be certain that No Work is Done without Authorization. As the landowner, you are responsible for violations on your property.



Maryland Department of the Environment

After Construction....

Check that Project was Built According to Approved Plan.

Construction that Deviates from What is on the Approved Plan May be Considered a Violation of State Regulations.

Maintain Your Project as Needed.



Maryland Department of the Environment

Properly maintain the marsh creation project

1. Remove debris and trash.
2. Do not mow vegetation.
3. Limit use of lawn fertilizer.
4. Re-plant as necessary.



Maryland Department of the Environment

For More Information, Contact:

Tidal Wetlands Division

Water Management Administration

Maryland Department of the Environment

(410) 537-3837