

**State Procedures for Application Processing**  
**Tidal Wetlands Division**  
**Wetlands and Waterways Program**  
**Water and Science Administration**  
**Maryland Department of the Environment**

The Maryland Department of the Environment (MDE) implements procedures for application review and communication with applicants designed to improve and expedite permit application processing. These procedures are intended to clarify the steps in the review process, promptly communicate the need for specific additional information and add certainty to the authorization process by adhering to published authorization turn-around times. MDE's ability to meet the turn-around times for decisions depends on the submission of a carefully prepared application and the provision of any additional information determined by MDE to be necessary to complete an application review and render a decision. Providing additional information when requested is critical to the success of MDE in rendering a timely decision.

**What is the Procedure?**

Once the Regulatory Services Division has received the application and any required fees then the application is in-processed and logged in as received. All applicants for a wetlands and waterways authorization receive an acknowledgement letter upon receipt of the application, which provides the applicant with pertinent information about the review process. The letter will provide the application receipt date, specific numbers assigned to the application, and the MDE reviewer assigned the application. In addition, the letter will provide the Category assignment under the Maryland State Programmatic General Permit issued by the U.S. Army Corps of Engineers (CORPS), which determines if the CORPS will require a separate review and issuance, and any other agencies that will be involved with the review process.

Within 45 days of the receipt of the application, the reviewer will notify the applicant by letter, email, or both regarding the status of the application; this notification is known as the "45-day letter". At that time, the applicant could receive the authorization signifying that the proposed activity met State, federal, and local laws and that the application was complete for the Department to render a decision. Otherwise, the applicant will receive notice that the application is complete, but the Department is awaiting comments from other agencies as required, or that the application is incomplete and additional information is needed to complete the application in order for MDE to render a decision.

The process provides the opportunity for an applicant to supplement an application with additional information and places a deadline by which the additional information requested in the "45-day letter" must be provided to MDE. Since each "45-day letter" will include a deadline for the submission of requested information, it is important to maintain a dialogue with the project manager assigned to your project prior to responding.

**What Happens If Applicants Do Not Provide Sufficient Information or MDE Fails to Meet Deadlines?**

If an applicant fails to provide the additional requested information or if the information provided within the requested period is insufficient, MDE could deny the permit application due to insufficient information upon which to make a favorable decision. The applicant may re-apply as allowed under State law. Resubmission of a permit application is considered a new application and fees will be due and payable upon resubmission of the application. If the Department fails to request additional information in the 45-day letter, the application is complete and the review will continue.

**Note:** If an application meets certain criteria for requiring additional time for review, such as a scientific study requested by MDE, resolution of legal or local governmental matters or other factors beyond the control of the applicant or the Department, then the application review shall be suspended, along with the regulated timeframes. The applicant will be notified if the application meets these criteria in the 45-day letter.

**How Can an Applicant Ensure an Expedited Review Process?**

Applicants are advised to obtain information and guidance by calling 410-537-3745 or 800-633-6101. Another option is to schedule a pre-application meeting by filling out the Pre-Application Meeting Request Form available at the following web address:

[http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/  
PreApplicationIntroduction.aspx](http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/PreApplicationIntroduction.aspx)

Applicants may also contact the MDE's Tidal Wetland Natural Resource Reviewer for the County in which their proposed project is located. A list of contacts is available at the following web address:

[http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/  
WetlandsAndWaterwaysProgramDirectory.aspx](http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/WetlandsAndWaterwaysProgramDirectory.aspx)

In addition to providing the information requested in the application, be sure to include all of the information discussed during the telephone call or at the pre-application meeting. It is advisable to delay submitting an application until all of the required information can be provided. For more information, please visit the program's website:

<http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/index.aspx>

<b>FOR AGENCY USE ONLY</b>		<b>ABBREVIATED JOINT FEDERAL / STATE APPLICATION FOR THE ALTERATION OF ANY TIDAL WETLAND AND/OR TIDAL WATERS IN MARYLAND</b>												MDE Permit #:							
														Tracking #:							
MDSPGP Category:		<input type="checkbox"/>	Major	<input type="checkbox"/>	Minor	<input type="checkbox"/>	240-day	<input type="checkbox"/>	90-Day	<input type="checkbox"/>	MHT	<input type="checkbox"/>	WHD	<input type="checkbox"/>	PN	MDE AI #:					
This abbreviated application should only be used for projects that are eligible for federal authorization under the Maryland State Programmatic General Permit (MDSPGP).														MDE Reviewer:				County:			

Pre-Application Meeting Held? <input type="checkbox"/> with MDE <input type="checkbox"/> with USACE		AI# (if given):	*MAILING INSTRUCTIONS LOCATED ON 2 <sup>ND</sup> PAGE OF THIS APPLICATION*
Reviewer's Name(s):			

Applying for:	<input type="checkbox"/> Authorization <input type="checkbox"/> Modification	<b>MDE APPLICATION REVIEW FEE REQUIRED:</b> PLEASE REFER TO THE MDE WEBSITE: <a href="http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Documents/FeeSchedule.pdf">http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Documents/FeeSchedule.pdf</a>
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**(Applicant will be copied on all correspondence, unless they opt out, BY INITIAL AND SIGNATURE, in Section 12)**

**1. APPLICANT INFORMATION:** (Please note that the applicant is not the contractor/agent applying on behalf of a property owner)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**2. PROPERTY OWNER INFORMATION:** (If different from the Applicant)

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**3. AUTHORIZED AGENT / PRINCIPAL CONTACT INFORMATION:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**4. CONTRACTOR INFORMATION** (If currently unknown, required to be provided to MDE's Tidal Wetland Division prior to construction of project)

Company Name: \_\_\_\_\_  
 Principal Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

**5. PROJECT DESCRIPTION:** (Attach additional pages if necessary)

**6. PROJECT PURPOSE:** (Check all that apply)

☐ Improve Navigable Access  
☐ Create/Improve Habitat  
☐ Utility Installation  
☐ Other: (describe) \_\_\_\_\_

☐ Shore Erosion Control  
☐ Erosion/Sediment Control  
☐ Residential/Commercial Development

☐ Fill  
☐ Marina

**7. PROJECT LOCATION:** (If project site has no address, please include the lot # and/or nearest address with a clear description of the site)

County: \_\_\_\_\_

Name of Waterway: \_\_\_\_\_

Site Address or Location: \_\_\_\_\_

Latitude: \_\_\_\_\_

Longitude: \_\_\_\_\_

Directions from nearest intersection of two state roads: \_\_\_\_\_

**8. FEDERALLY AUTHORIZED CIVIL WORKS PROJECTS:** Is the project located in, on, or adjacent to a U.S. Army Corps of Engineers' federally authorized civil works project, structure, property, or easement (e.g., federal navigation channel, flood control levees, dams and reservoirs, lake property, etc.)?   ☐ Yes   ☐ No

If yes, has a review pursuant to 33 U.S.C. 408 (Section 408) been initiated?

☐ Yes   ☐ No

**9. VERIFICATIONS:**

**a) Best Management Practices:** I verify that my project will meet all Endangered Species Act Best Management Practices applicable to work in tidal waters and wetlands as required by the MDSPGP (see Section VII.B.4.c.i-iii).

☐ Yes   ☐ No   ☐ Unknown   *Refer to the application instructions and the MDSPGP for additional information regarding these Best Management Practices.*

**b) Property Restrictions:** Is the proposed work located in an area encumbered by an existing site protection instrument such as a conservation easement, deed restriction, or declaration of restrictive covenants required as a condition of a prior U.S. Army Corps of Engineers', Maryland Department of the Environment, or Environmental Protection Agency

☐ Yes   ☐ No   ☐ Unknown

**10. TYPE OF PROJECT** (check all that apply and provide all applicable information):

**This abbreviated application should only be used for projects that are eligible for federal authorization under the Maryland State Programmatic General Permit (MDSPGP). Please refer to the MDSPGP for eligible activities.**

Work Proposed	Overall Length	Average Width	Volume of Fill Material	Total Area Impacted (Sq. Ft.)		Maximum Distance Channelward from Mean High Water Line (Ft.)	New Work	Maintenance /Repair	Work Started/ Completed
	(Ft.)	(Ft.)	(cu. yards.)	Permanent	Temporary				
<input type="checkbox"/> Bulkhead							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Revetment							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Breakwater							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Groins, Jetties, or Low Profile Sill							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Living Shoreline (vegetated area)							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Pier							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Finger Pier							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Platform							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Pile(s) (#: )   <input type="checkbox"/> Osprey Pole							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Boat Lift (including support piles)							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Boat Ramp							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Utility Line							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Construction Access/Mats							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> Dredging (Maintenance or New Minor)							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
<input type="checkbox"/> <input type="checkbox"/> Hydraulic / <input type="checkbox"/> Mechanical									
<input type="checkbox"/> Other:							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *

**\*For any work started or completed, please clearly and accurately depict those portions of the project on the plans**

**11. DESCRIPTION OF AVOIDANCE, MINIMIZATION, AND COMPENSATION:** Please be advised that unavoidable losses of tidal wetlands and/or aquatic resources may require compensatory mitigation. Please provide a separate sheet(s) that addresses the proposed project's avoidance, minimization, and compensation (if required) which includes any clearing, grading, or excavation required before, during, and after the proposed project.

**12. STATE CERTIFICATION AND FEDERAL PRIVACY ACT STATEMENT:**

Application is hereby made for a permit or permits to authorize the work described in this application. 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 project site for inspection purposes during working hours. I will abide by the conditions of all permit(s) or license(s) if issued and will not begin work without the appropriate authorization. I also certify that the proposed works are consistent with Maryland's Coastal Zone Management Plan.

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers, 33 CFR 320-332. Principal Purpose: Information provided on this JPA will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice. Submission of requested information is voluntary, however, if information is not provided, the permit application cannot be evaluated nor can a permit be issued.

All information, including permit applications and related materials, submitted to MDE may be subject to public disclosure consistent with the Maryland Public Information Act, §4-101 *et seq.*, General Provisions Article of the Maryland Code.

☐ I am the riparian property owner/applicant and do not want to be contacted by MDE. All correspondence should occur with my authorized agent /principal contact designated in **Section 3**, located on the 1<sup>st</sup> page of this application. (By initializing the box, you are acknowledging that you will not receive any correspondence directly from MDE). I understand a copy of MDE's final decision regarding this application will be sent to me. This opt-out option does not apply to the U.S. Army Corps' correspondence, which will continue to be with the applicant/permittee.

**RIPARIAN PROPERTY OWNER MUST SIGN:**

**Date:**

**IMPORTANT:**

**PLEASE MAIL SEVEN (7) COPIES OF THE APPLICATION, SITE PLAN, AND VICINITY MAP (WITH PROJECT LOCATION PINPOINTED) TO:**

MDE/WATER AND SCIENCE ADMINISTRATION  
REGULATORY SERVICES SECTION  
MONTGOMERY PARK BUSINESS CENTER – STE 430  
1800 WASHINGTON BOULEVARD  
BALTIMORE, MD 21230-1708  
(410) 537-3752

**SEND THE APPLICABLE APPLICATION FEE AND A COPY OF THE FIRST PAGE OF THE APPLICATION TO:**

MDE  
P.O. BOX 2057  
BALTIMORE, MD 21203-2057  
PCA: 13910 OBJ: 4142

FOR FURTHER INSTRUCTIONS, PLEASE REFER TO OUR WEBSITE  
<http://mde.maryland.gov/programs/Water/WetlandsandWaterways>

# NOTICE TO TIDAL WETLAND APPLICANTS

Certain projects involving tidal wetlands licenses and permits require that a description of the proposed project be published in a local newspaper. This advertisement is necessary to fulfill legal public notice requirements. Projects that require public notice include but are not limited to the following:

- New Bulkheads greater than 300 feet long and 10 feet channelward of the mean high water line.
- Stone revetments greater than 500 feet long and 10 feet channelward of the mean high water line.
- Marsh creation projects greater than 500 feet long and 35 feet channelward of the mean high water line.
- Dredging projects that have a surface area greater than 1,500 square feet or result in the removal of more than 100 cubic yards of material.
- Jetties, breakwaters, and groins.
- All marina creation and expansion projects.

The Water and Science Administration will advertise the project for you. **However, as the applicant for the project you are responsible for paying the publishing costs.** Please be aware that if Public Notice is required, the Applicant will receive an invoice from MDE for the publication fee. For your convenience, MDE now accepts electronic invoice payments. The invoice will include online payment instructions. In order for this process of public notice to occur, your approval is necessary prior to publishing. Please complete the form on the back of this page and return it to the Water and Science Administration with your application so that your proposed project may be advertised without delay. Please make sure to sign the form. Processing of your application cannot continue until a signed form is received.

Please call the Tidal Wetlands Division at (410) 537-3837 if you have any questions. Thank you for your assistance in this matter.

Department of the Environment  
Water and Science Administration  
Tidal Wetlands Division  
1800 Washington Boulevard  
Baltimore, Maryland 21230  
(410) 537-3837

*Protecting Maryland wetlands and waterways from loss and degradation*

## PUBLIC NOTICE BILLING APPROVAL FORM

I agree to pay all expenses associated with the publishing of a public notice for the wetland application of

\_\_\_\_\_ which is dated \_\_\_\_\_  
(Riparian Property Applicant's Name)

\_\_\_\_\_  
Riparian Property Applicant's Signature

\_\_\_\_\_  
Printed Name of Riparian Property Owner

Applicant will be invoiced by MDE for the publication fee. As a convenience, MDE now accepts electronic invoice payments. The invoice will include instructions for online payment.

**Riparian Property Owner's Billing Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Please provide the names and mailing addresses of the adjacent riparian property owners. If my property is part of and/or subject to an HOA (Homeowners Association), please provide the HOA representative and mailing address in addition to the adjacent riparian property owners:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Adjoining Riparian Property Owner, Homeowners Association, and  
Appropriate Local Official Notification Certification Form**  
(COMAR 26.24.01.04C)

- ☐ I have notified, in writing, and provided a copy of the application and plan(s) of my proposal to perform work in tidal wetlands to all riparian property owners adjoining to my property located at the address listed below. **The property owners have been advised, in writing, that they have two weeks from the receipt of the application and plan(s) to direct any comments to the Maryland Department of the Environment.**

☐ In Person on \_\_\_\_\_ ☐ By Certified Mail on \_\_\_\_\_  
Date Delivered Date Delivered

- ☐ My property is part of and/or subject to a Homeowners Association (HOA) and my proposed work may be subject to their review and approval. I have notified, in writing, and provided a copy of the application and plans(s) of my proposal to the HOA representative. If HOA approval is required, I have provided the approval to MDE as part of my application.

☐ In Person on \_\_\_\_\_ ☐ By Certified Mail on \_\_\_\_\_  
Date Delivered Date Delivered

- ☐ I have notified, in writing, and provided plans of my proposal to perform work in tidal wetlands to the Director of Planning in the County in which my project is located:

☐ In Person on \_\_\_\_\_ ☐ By Certified Mail on \_\_\_\_\_  
Date Delivered Date Delivered

**Project Site Riparian Owner and Address**

\_\_\_\_\_  
(Name of Riparian Property Owner)

\_\_\_\_\_  
(Project Site Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

Please list below all the contiguous riparian property owners notified. Attach additional pages if necessary.

Names	Addresses
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
(Riparian Property Owner Signature)	(Printed Name)

Jane Doe  
454 Waterfront Dr.  
Baltimore, MD 21230  
(410) 555-3219

Sample Letter for Notifying Adjoining  
Property Owners of Projects in Tidal  
Wetlands

October 3, 2018

Mr. John Smith  
456 Waterfront Dr.  
Baltimore, MD 21230

Dear Mr. Smith,

I am submitting an application to the Maryland Department of the Environment to obtain authorization to perform work in tidal wetlands at my property, which is contiguous to your property, located at:

*454 Waterfront Dr., Baltimore, MD 21230*

I propose to perform the following work:

*Remove an existing pier; construct a 140-foot long by 6-foot wide timber pier with a 10-foot long by 20-foot wide platform, one boat lift and 4 mooring piles, all extending a maximum of 150 feet channelward of the mean high water line.*

Please review the attached plan and call me if you have any questions. If you would like to provide comments to the Maryland Department of the Environment, please send a letter to them at the following address within 14 days of receipt of this letter. Include the proposed project address in the comment letter.

Maryland Department of the Environment  
Tidal Wetlands Division  
1800 Washington Blvd.  
Baltimore, MD 21230  
(410) 537-3837

Sincerely,

*Jane Doe*

Jane Doe

Dear

I am submitting an application to the Maryland Department of the Environment to obtain authorization to perform work in tidal wetlands at my property, which is contiguous to your property, located at:

I propose to perform the following work:

Please review the attached plan and call me if you have any questions. If you would like to provide comments to the Maryland Department of the Environment, please send a letter to them at the following address within 14 days of receipt of this letter. Include the proposed project address in the comment letter.

Maryland Department of the Environment  
Tidal Wetlands Division  
1800 Washington Blvd.  
Baltimore, MD 21230  
(410) 537-3837

Sincerely,

Jane Doe  
454 Waterfront Dr.  
Baltimore, MD 21230  
(410) 555-3219

Sample Letter for Notifying Appropriate  
Local Officials of Projects in Tidal Wetlands

October 3, 2018

Department of Planning  
417 E. Fayette St.  
Baltimore, MD 21202

Dear Planning Director:

I am submitting an application to the Maryland Department of the Environment to obtain authorization to perform work in tidal wetlands at my property located at:

*454 Waterfront Dr., Baltimore, MD 21230*

I propose to perform the following work:

*Remove an existing pier; construct a 140-foot long by 6-foot wide timber pier with a 10-foot long by 20-foot wide platform, one boat lift and 4 mooring piles, all extending a maximum of 150 feet channelward of the mean high water line.*

Please review the attached plan and call me if you have any questions. If you would like to provide comments to the Maryland Department of the Environment, please send a letter to them at the following address within 14 days of receipt of this letter. Include the proposed project address in the comment letter.

Maryland Department of the Environment  
Tidal Wetlands Division  
1800 Washington Blvd.  
Baltimore, MD 21230  
(410) 537-3837

Ukpegtgnf.

*Jane Doe*

Lcpg'F qg"

Dear

I am submitting an application to the Maryland Department of the Environment to obtain authorization to perform work in tidal wetlands at my property located at:

I propose to perform the following work:

Please review the attached plan and call me if you have any questions. If you would like to provide comments to the Maryland Department of the Environment, please send a letter to them at the following address within 14 days of receipt of this letter. Include the proposed project address in the comment letter.

Maryland Department of the Environment  
Tidal Wetlands Division  
1800 Washington Blvd.  
Baltimore, MD 21230  
(410) 537-3837

Sincerely,

# **CRITICAL AREA BUFFER NOTIFICATION FORM**

## **NOTICE TO SHORE EROSION CONTROL APPLICANTS**

### **Submittal Requirements**

**WHEN submitting a shore erosion control application to the Maryland Department of the Environment (MDE), the owner or their representative shall include with the application the following:**

1. The proposed Buffer Management Plan
2. This Critical Area Buffer Notification Form

Examples of Buffer Management Plans can be obtained by contacting the local government or the Critical Area Commission. This information is also available on the Commission's website (See contact information at the bottom of this form).

1. MDE may determine the application is incomplete if a **COMPLETED** DRAFT Buffer Management Plan or this form is not included with the application.
2. In addition to a federal or State authorization, a local government approval is required before you begin your project.
3. Before beginning any work, including site preparation and stockpiling of materials, the owner or their representative must obtain:
  - i. An authorization from MDE and the U.S. Army Corps of Engineers to construct and install a shore erosion control measure;
  - ii. Approval of the Buffer Management Plan from the local jurisdiction; AND
  - iii. Any other required local permits.
4. Buffer disturbance without a locally approved Buffer Management Plan or buffer disturbance that is not consistent with a locally approved Buffer Management Plan is a violation of State and local laws.

### **CERTIFICATION**

I have read and understand the requirements described in this NOTIFICATION FORM. I will abide by these requirements and the conditions of any State authorization and/or local approval. I will not begin any work without all required proper authorizations. Upon reasonable notice, I authorize the right to enter for periodic on-site evaluation by official representatives of the local Critical Area permitting authority.

SIGNATURE OF PROPERTY OWNER OR REPRESENTATIVE:

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PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS OF SHORE EROSION CONTROL PROJECT (Street #, Street, City, State, Zip code):

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CRITICAL AREA COMMISSION FOR THE CHESAPEAKE AND ATLANTIC COASTAL BAYS

1804 West Street, Suite 100 • Annapolis, MD 21401 • 410-260-3460

See the following website for a list of local Critical Area permitting authorities:

[www.dnr.maryland.gov/criticalarea/Pages/default.aspx](http://www.dnr.maryland.gov/criticalarea/Pages/default.aspx)





**Maryland**  
Department of  
the Environment

## **Wetlands and Waterways Program**

### **Tidal Wetland Division**

### **General Checklist**

Please refer to the project specific guidelines available in the **INSTRUCTION BOOKLET for the Abbreviated Joint Federal/State Application for the Alteration of any Tidal Wetland and/or Tidal Waters in Maryland** and the **SAMPLE ACTIVITY GUIDELINES AND DRAWINGS** booklet. Detailed checklist and plan requirements for project specific activities can be found in both.

#### Minimum Guidelines:

Plan sheets should be on 8.5" x 11" paper, black and white, and single sided. Plans should be legible and not cluttered; proposed plan sheets should contain a written or visual scale no smaller than 1" = 50' (Use match lines if the entire project site cannot fit on one sheet at this scale); existing plan sheets should contain a written or visual scale no smaller than 1" = 100' (Use match lines if the entire project site cannot fit on one sheet at this scale)

All plan notes should be placed at the bottom of the page or on a separate page. The plan sheets should be numbered to reference the plan sheet in relation to the total number of plan sheets i.e. Page 1 of 3, Page 2 of 3, etc.

Dimensions of all proposed structures must be represented.

**ALL** plan view sheets should include Mean High Water Line (MHWL) and Mean Low Water Line (MLWL; referenced to 0.0 feet). *If a project proposes to alter the MHWL and/or MLWL during construction then they should be depicted and labeled.*

Plan views should include water depths marked as either contours or spot depths that extend across the width of the waterway.

Plan views should include the maximum channelward extent beyond mean high water of all proposed structures and impacts.

Plan views should include the distance across the waterway, perpendicular to the proposed worksite, to the opposite shoreline and maximum fetch for the project worksite; *include multiple bearings and/or summer-winter wind direction if possible.*

Dredge material management plan (for dredging projects only) including type of dredging, location of dredged material placement site, handling and transport method for dredge material, the dimensions and detailed design of the proposed dredged material placement site including a plan and cross-sections drawing of dewatering area (if proposed), maximum volume of dredged material, and an acceptance letter from the operator of the dredged material placement site.

Plan sheets should show parcel boundaries and ownership information for the riparian property as well as for adjoining properties. Property information, including waterfront status, may be found at <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>