

## Instructions for Preparing an Application

The instructions given below, together with the sample application and drawings, should help in completing the required application form. If you have additional questions, do not hesitate to contact the regulatory agencies. One (1) original and four (4) quality copies of the completed application form should be made for submission to the regulatory agencies and one copy retained for your records. If additional space is needed for your information, attach 8 1/2 x 11" paper and label the additional information to the corresponding block number.

*For Agency Use Only:* Leave this block blank

### **Block 1: Applicant Information**

- ◆ **Applicant Name:** Fill in the name, mailing address, and telephone number for the applicant. The telephone number should be where the applicant can be reached during business hours.
- ◆ **Agent/Engineer:** It is not necessary to have an agent or engineer represent you. However, if you do, fill in their name, address and telephone number. If your agent is submitting the application for you, you must sign the certification at the bottom of the last page.
- ◆ **Environmental Consultant:** Fill in the name, mailing address, and telephone number (during business hours) of the environmental consultant who performed the wetland delineation (if performed).
- ◆ **Contractor:** If you know the name of the contractor you intend to use for the proposed activity, list the contractor's name.
- ◆ **Principal Contact:** List the name, address, and telephone number for the individual who is most knowledgeable about the proposed activity and will be able to answer any questions from the regulatory agencies. All inquiries and correspondence should be directed through the principal contact.

### **Block 2: Project Description**

- ◆ **Written Description:** Give a brief explanation of the proposed activity. If it will involve the discharge of dredged or fill material, describe the type (rock, sand, dirt, rubble, etc.), quantity (in cubic yards), and the mode of transportation to the discharge site.
- ◆ **Activity:** Check all the regulated activities and list the wetland and waterway impact in square feet for all the regulated activities you are proposing in tidal or nontidal wetlands, nontidal wetland buffers, expanded buffers, waterways, streams, or floodplains. If you propose a single activity, such as only removing vegetation, or flooding a certain area, you should check only those spaces.

Note: You will be asked to itemize the impacts (in square feet) for each regulated activity you are proposing in a wetland or waterway.

- ◆ **Type of Project:** This information is useful to the regulatory agencies in processing your application. Check off the type of project you are proposing and fill in the information concerning the dimensions of the proposed activity. If the activity does not seem to "fit" the brief format provided, please give an explanation at "Other".
- ◆ **Project Purpose:** Provide a brief written description of the basic project purpose, explaining why you are proposing the activity.

### **Block 3: Project Location**

- ◆ **Location Information:** This information is used to locate the project site. Provide the name of the county where the proposed activity will take place and the name of the waterway or closest waterway. The stream use class designation is available from the Maryland Department of Natural Resources or the Maryland Department of the Environment. Give the street address of the property where the proposed activity will take place. If the site does not have a street address, give the best descriptive location, i.e., name of waterbody, names and/or numbers of roads or highways, and name of nearest community or town. Please also give directions to the proposed activity from the nearest intersection of two State roads. For example: "Go south on Route 2 to intersection of Route 214. Go left on Route 214 to Brown's Store. Make a right onto gravel road across from store and go one mile to red barn. Turn left onto dirt road, go to end of road. Project is directly at the end of the road."

If your property is generally within 1,000 feet of tidal waters or tidal wetlands, your project may be in the Chesapeake Bay Critical Area. Your local planning office will be able to assist you and has maps of its critical area. Fill in the map number and coordinates from a county map book (Alexandria Drafting Company). Separate each block into 10 horizontal and vertical units of equal size and give the location to the nearest unit. For example, if your project is located in the center of the B,6 block on map 25, your location would be 25 B.5, 6.5. If the project covers a large area (two or more blocks) estimate the centroid of the polygon and give the location to the nearest tenth of a unit. If this method is not used, give the latitude and longitude coordinates to the nearest second. Federal Emergency Management (FEMA) map numbers are optional items. You may find this information on 7 1/2 minute topographical maps or navigational maps available from the Maryland Geological Survey, or FEMA maps from the Maryland Department of the Environment.

- ◆ **Activity Location:** Check off the appropriate spaces for the type of area (wetland, waterway, floodplains or buffer) where you are proposing to conduct an activity. Nontidal wetlands of special State concern will be shown on guidance maps available at your local soil conservation district office, designated local government agencies, and the Maryland Department of the Environment.

Note: Persons who consult with local governments about other county approvals concurrently or prior to submitting this application may avoid later re-design of their project after the State/federal permit decision is made.

- ◆ **Land Use:** Check off the boxes which most closely describe the current land use and the present zoning.

If the activity is proposed within a cropped farmland, did the farm participate in the Food Securities Act of 1985? If so, give the designation assigned by the Soil Conservation Service. If the project does not comply with the current zoning, indicate whether you have applied to your local zoning board for a zoning change. Any documentation concerning a zoning change request should be submitted with your application.

*Blocks 4 through 7 are required by the State for their review:*

**Block 4: Reduction of Impacts**

- ◆ Check the space that best describes any efforts you have undertaken to reduce wetland impacts. Use the space provided or attach an additional 8 1/2 x 11 inch sheet to explain these efforts in greater detail. If you have not reduced wetland impacts, check the space or spaces that best describe the reasons why a reduction is not possible. Use the space provided or attach an additional sheet to explain the reasons in greater detail.

Note: If you are proposing a subdivision, commercial/industrial development, major government projects, or activities that impact large areas of nontidal wetlands, you may wish to provide detailed information that already exists regarding avoidance, minimization, and constraints that prevent avoidance and minimization, with the application form to expedite review.

**Block 5: Letter of Exemption**

- ◆ The activities listed in the block are considered to have minor impacts on wetlands provided that certain conditions are met. Activities include installation of utilities and repair of structures or fills. The most common exemptions are for wetland impacts of less than 5,000 square feet or in isolated wetlands (wetlands that do not border or connect to surface water) that are less than one acre in size. These exemptions include requirements that the wetlands have no significant plant or wildlife value. Wetlands with significant plant or wildlife value which do not qualify for letters of exemption under these categories include bogs, springs, seeps, wetlands with threatened or endangered species, and wetlands next to trout streams. The Maryland Department of the Environment may assist you in determining whether or not your wetland is associated with a trout stream. You may check the State nontidal wetlands regulations or contact the Maryland Department of the Environment for additional information about significant plant or wildlife value or other exempted activities.

Check the appropriate spaces for the activities for which you are requesting letters of exemption. Use the space provided or attach another sheet for an explanation of why the project qualifies as an exemption.

**Block 6: *Alternative Site Analysis***

- ◆ If you examined any different properties as possible locations for your project, check the space that includes the number of sites you considered. You should check any one or more of the spaces for "alternate sites" that best describe the reason why you rejected other sites or did not consider other sites. Use the space provided under "Explanation" or attach an additional sheet to provide more detail on the reasons for rejecting or not considering other sites. It is not necessary for you to complete this block if your project qualifies for a letter of exemption.

Note: If your proposed project is complex or impacts a large wetlands area as described in Block 4, you may wish to submit detailed information with the application form to expedite the review.

**Block 7: *Public Need***

- ◆ If your project provides a benefit to the general public, or meets a need of the general public, check the space that best describes the benefit. Attach another sheet or use the space provided to write a justification for how the project meets or contributes to meeting a public need. If there is not a public need for your project, or if the general public will not benefit from the project, check the space marked "Does Not Provide Public Benefits".

**Block 8: *Approvals Needed/Granted***

- ◆ List other agencies that must give approval for your activities and describe the status of other permits which will be necessary for the proposed activity.

**Block 9: *Mitigation Plan***

- ◆ The State of Maryland has adopted the goal of achieving "no net loss" of its nontidal wetland resource. Loss of nontidal wetlands due to agricultural activities or activities requiring permits under State law must be offset by mitigation (creation, restoration or enhancement of nontidal wetlands), or monetary compensation. You will be notified if mitigation (creation, restoration or enhancement) is required under Federal permit evaluation procedures. Monetary compensation is not ordinarily considered a form of mitigation by the Corps of Engineers.

The Maryland Department of the Environment requires that a conceptual mitigation plan be submitted as part of a permit application. Detailed information on mitigation is contained in the State nontidal wetlands regulations.

**Block 10: *Have Adjacent Property Owners Been Notified?***

- ◆ You must provide the names and complete mailing addresses of adjoining property owners on your plan drawings and include them in the space provided on the application form. You may use a separate sheet if necessary. This information is usually available at the local tax assessment office.

**Block 11: *Historic Properties***

- ◆ If your project contains historic properties or is likely to impact historic properties, check the appropriate space and provide any supplemental information in section 12. Historic properties include any prehistoric or historic district, site, building, structure or object significant in Maryland's cultural heritage. You may obtain information on known or potential historic properties, upon written request, from the State Historic Preservation Office, Maryland Historical Trust (MHT), 100 Community Place, Crownsville, Maryland 20629, or call (410) 514-7600. The MHT may also assist you in developing measures to avoid and/or mitigate adverse impacts to historic properties.

Note: If your project contains or is likely to impact historic properties, you may wish to contact MHT prior to submitting this application and resolve any historic preservation issues in advance of application.

**Block 12: *Additional Information***

- ◆ You may use this space to provide a more detailed answer to any item on the application. If you still need more space, attach more sheets as necessary. If you are submitting with your application a separate document that includes more data for any item on the application, please check the space or spaces that best describe the information.

***Signature/Certification:***

- ◆ The landowner must always sign each copy of the application form. The agent, engineer, consultant or applicant (if different from the landowner) should not sign for the landowner.

**Other Instructions:**

***Drawings:***

Three types of drawings – Vicinity, Plan, and Elevation - are required to accurately depict activities (see examples of proper drawings on the following pages).

Submit one original, or good quality copy of all drawings on 8 1/2 x 11" white paper (tracing cloth or film may be used). Submit the fewest number of sheets necessary to adequately show the proposed activity. Drawings should be prepared in accordance with the general format of the samples, using block style lettering. Each page should have a title block. See the checklist below. Drawings do not have to be prepared by an engineer, but professional assistance may become necessary if the project is large or complex. Construction plans must be submitted to the Waterway Permits Division.

Leave a one inch margin at the top edge of each sheet for purposes of reproduction and binding.

In the title block of each sheet of drawings, identify the proposed activity and include the name of the body of water; river mile (if applicable); name of county; name of applicant; number of the sheet and total number of sheets in the set; and the date the drawing was prepared.

Since drawings must be reproduced, use heavy dark lines. Color shading cannot be used. However, dot shading, hatching or similar graphic symbols may be used to clarify line drawings.

***Vicinity Map:***

The vicinity map you provide will be printed in any public notice that is issued and used by the Corps of Engineers and other reviewing agencies to locate the site of the proposed activity. You may use an existing road map or U.S. Geological Survey topographic map (scale 1:24,000) as the vicinity map. Please include sufficient details to simplify locating the site from both the water body and from land. Identify the source of the map or chart from which the vicinity map was taken and if not already shown, please add the following:

- Location of activity site (draw an arrow showing the exact location of the site on the map).
- Latitude, longitude, and river mile, if known.
- Name of waterbody and the name of the larger creek, river, bay, etc., into which the waterbody drains.
- Names, descriptions and locations of landmarks.
- Names of all applicable political (county, city, etc.) jurisdictions.
- Name of and distance to nearest town, community or other identifying locations.
- Names or numbers of all roads in the vicinity of the site.
- North arrow.
- Scale.

***Plan View:***

The plan view shows the proposed activity as if you were looking straight down on it from above. Your plan view should clearly show the following:

- Name of waterbody (river, creek, lake, wetland, etc.) and river mile (if known) at the location of the activity.
- Existing shorelines.
- Mean high and mean low water lines and maximum (spring) high tide line in tidal areas.
- Ordinary high water line and ordinary low water line if the proposed activity is located on a nontidal waterbody.
- Average water depths around the activity.
- Dimensions of the activity and distance it extends from the high water line into the water.
- Distances to nearby Federal or State projects, if any.
- Distance between proposed activity and navigation channel, where applicable.
- Delineation of any wetland (marshes, swamps, tidal flats, 100-year flood plains, etc.)
- North arrow
- Scale.
- Description of dredged material involved. You must describe the type of material, number of cubic yards, method of handling, the location of fill and spoil disposal area, and the type of dredging. The drawing should show proposed retention dikes, weirs, and/or other means for retaining hydraulically placed materials.
- Mark the drawing to indicate previously completed portions of the activity.
- Mark the drawing to indicate storm water management facilities for marinas, residential and commercial developments.

***Elevation and / or Cross-section View:***

The elevation and/or cross section view is a scale drawing that shows the side, front, or rear of the proposed activity. If a section view is shown, it represents the proposed structure as it would appear if cut internally for display. Your elevation should clearly show the following:

- Water elevations as shown in the plan view (mean high water line, mean low water line, etc.)
- Water depths in the area of the proposed activity. If dredging is proposed, dredging depths and estimated disposal quantities.
- Dimensions from the mean high water line (tidal waters) for pile supported platforms, float, or high tide line for proposed fill. Describe any structures to be built on the platform.
- Cross-section of excavation or fill, including approximate side slopes.

- Graphic or numerical scale.
- Principal dimensions of the activity.

***Notes on Drawings:***

- Names of adjacent property owners who may be affected should be shown on the drawings.
- A legal property description including the number, name of subdivision, block and lot number, etc. should be shown on the drawings.
- Photographs of the site are not required. However, pictures are helpful and may decrease the amount of time needed to process your application.
- Drawings should be as clear and simple as possible (i.e., not too "busy").
- Construction Plans should be submitted with the application to the Waterway Permits Division.

***Supplementary Information to Be Included on Plans, Drawings, or Vicinity Maps:***

In addition to the information indicated on the previous pages, you should include the following on the 8 1/2 x 11" site plans and any blueprints you have submitted:

- 1) Delineation of any wetland buffers or expanded buffers, clearly marked and differentiated.
- 2) Location of mitigation area, if proposed on the same site as the project.

Note: If you are proposing a complex project you may wish to submit engineering blueprints of your project with the application form to expedite review.

Mitigation Location Map: If you are proposing that nontidal wetland mitigation be done at a different location than the proposed project, you should submit a map showing the location of the mitigation site in relation to the proposed nontidal wetland losses.

***Wetland Delineation:***

Wetlands should be identified according to methods described in the publication Federal Manual Identifying and Delineating Jurisdictional Wetlands. Copies of the manual may be obtained by calling the U. S. Government Printing Office at 202-783-3238 and requesting document #024-010-00-683-8 at a cost of \$7.50. Wetlands must be shown on all plans submitted with the application. All wetlands on site must be delineated and shown on the overall site plan. 8 1/2 x 11 inch plans with topography showing relation of the wetlands and project impacts must be submitted. Copies of the wetland reports and data sheets used in making the determination be included with your application submittal.

***Regulatory Agencies:***

**Federal Permits**  
 U.S. Army Corps of Engineers  
 Baltimore District  
 Attn: CENAB-OP-R  
 P.O. Box 1715  
 Baltimore, MD. 21203-1715  
 Phone: 410-962-3670

**State Authorizations**  
 Maryland Department of the Environment  
 Water Management Administration  
 Tidal Wetlands Division  
 2500 Broening Highway  
 Baltimore, MD. 21224  
 Phone: 410-631-8075

**Coastal Zone Consistency Statement**  
 Maryland Department of the Environment  
 Water Management Administration  
 Wetlands and Waterways Program  
 2500 Broening Highway  
 Baltimore, MD. 21224  
 Phone: 410-631-8093

Maryland Department of the Environment  
 Water Management Administration  
 Nontidal Wetlands and Waterways Division  
 2500 Broening Highway  
 Baltimore, MD. 21224  
 Phone: 410-631-8094