

IMPORTANT ANNOUNCEMENT

New Questions on the Joint Application Form

Wetlands and Waterways Protection Program Water and Science Administration Maryland Department of the Environment U.S. Army Corps of Engineers

Effective January 2021, two questions have been added to the application form and a fillable PDF application form has been created.

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:

<https://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/PreApplicationIntroduction.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. Additional information is available on the Program's website:

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

Instructions for the JOINT FEDERAL/STATE APPLICATION FOR THE ALTERATION OF ANY FLOODPLAIN, WATERWAY, TIDAL OR NONTIDAL WETLAND IN MARYLAND

Please refer to the following question, located on the application under (2) Project Description, (a) Give written description of project:

Will there be temporary or permanent tree clearing occurring on the overall project site (i.e., uplands and wetlands), including but not limited to, tree clearing for site development, road/highways, utilities, mining, stormwater management, restoration, energy production and transmission, etc.? _____ Yes _____ No

If yes, total estimated acres of tree clearing for the overall project site:

_____ acres

Instructions: Please indicate "Yes" or "No" if temporary or permanent tree clearing is proposed on the overall project site (i.e., uplands and wetlands). Tree clearing may be proposed as part of the overall project construction activities, including but not limited to site development, construction of roads or highways, stormwater management facilities and best management practices, aquatic resource restoration and enhancement, energy production

activities and installation of utilities. If you checked "Yes" that permanent or temporary tree clearing is proposed as part of the overall project scope, please fill in the blank and identify the total estimated acres of tree clearing for the overall project site, including upland and wetland areas. If you need further clarification, please contact the Army Corps of Engineers at 410-962-3670.

Effective January 2021, new questions below have been added to the application.

1) "#10.B. FEDERALLY AUTHORIZED CIVIL WORKS PROJECTS: The U.S. Army Corps of Engineers has constructed many Civil Works projects across the Nation's landscape, including but not limited to, dams, levees, navigation projects, jetties, dams and reservoirs, and floodwalls. A separate review is required pursuant to 33 USC 408 (Section 408) when work will temporarily or permanently modify, alter, occupy, or use any Corps federally authorized civil works project. For many, but not all USACE projects, additional information is publicly available at:

Federal Navigation Channels:

<https://www.nab.usace.army.mil/Missions/Civil-Works/Nav-Maps/>

Levee Database: <https://levees.sec.usace.army.mil>

Corps Lakes: <https://www.nab.usace.army.mil/Missions/Dams-Recreation/>

National Inventory of Dams: <https://nid.usace.army.mil/#/>

Note: These sources currently do not contain all USACE projects located in the Baltimore District.

Please indicate whether your activity will alter or temporarily or permanently occupy or use a Corps federally authorized civil works project, structure, property, or easement by checking the "Yes" or "No" box in Block 10.B.

If you check "Yes", please indicate whether a written Section 408 request has been submitted by checking the second "Yes" or "No" box.

If you check "Yes", please indicate the date the written request for Section 408 permission from the Corps district having jurisdiction over that project was submitted.

2) **BEST MANAGEMENT PRACTICES VERIFICATION:** "Please indicate whether you have designed and will construct your project to meet these Endangered Species Act Best Management Practices by checking the "Yes", "No", or "Unknown" box.

If you check No or Unknown, review under MDSPGP Category B or alternate permit process is required.

The following Endangered Species Act Best Management Practices and Time-of-Year Restriction are applicable to projects within tidal waters and tidal wetlands under the MDSPGP (Refer below and to the MDSPGP- Section VII, General Conditions #14 - 15, for additional information regarding these Best Management Practices and Time-of-Year Restrictions).

Best Management Practices Applicable to Category A and Category B Activities within Tidal Waters and Wetlands:

i. **Pile Driving for Category A Activities:** All Category A activities must meet one of the following conditions:

(1) Plastic or concrete piles must be less than 12 inches in diameter when a cushioned hammer or vibratory hammer is utilized for installation.

(2) Timber piles must be 12 inches or less in diameter when a vibratory hammer is utilized for installation.

(3) Vinyl or timber sheet piles must be 24 inches or less in width, as measured from the outer edge of corrugation to the inner edge of corrugation, when a cushioned impact hammer or vibratory hammer is used.

(4) Pile driving activities must be located within freshwater tributaries or within tidal or nontidal wetlands.

(5) Piles of any size/type with any hammer method must be installed behind diversion structures or in the dry when the tide is out in the intertidal zone.

(6) Piles of any size/type with any hammer method must be installed between November 30 and March 15.

(Note: Any pile driving activity that does not meet one of the conditions above must be reviewed by the Corps as a Category B activity or an alternate Corps permit review process, as appropriate.

ii. Pile Driving for Category A and Category B Activities: For Category A and Category B activities, pile driving must be initiated with a soft start each day of pile driving, building up power slowly from a low energy start-up over a 20 minute period to allow for fish and other wildlife to leave the area.

iii. Sediment Disturbing Activities Time-of-Year Restriction for Category A and Category B Activities: Sediment disturbing activities, which includes pile driving activities, are prohibited during the period April 1 through June 30 within all tidal waters of the Chesapeake Bay in Maryland and its tidal tributaries with salinity levels <6 parts per thousand for the protection of shortnose sturgeon during early life stages in these waters (See Appendix B: Low Salinity Waters in Maryland Chesapeake Bay Map).

Sample Plans and Checklists

Sample Plans and Checklists are provided at the end of this document.

Please refer to the sample plans, as appropriate. Please include the information shown on the sample plan on your proposed plan.

Clearly show locations of impacts, on the plans.

Itemize each impact site with area of wetland or buffer impact, linear feet of stream and area of stream, cubic yards of floodplain disturbance.

Indicate whether the impact is temporary or permanent.

Permanent Impacts: Permanent impacts are those that result in a change to a wetland, wetland buffer, water, or floodplain that will not be reversed or removed.

Temporary impacts: Temporary impacts are those that are of short duration, and after the activity is completed, result in a restoration of the disturbed wetland, water, wetland buffer, or floodplain to its previous condition.

JOINT FEDERAL/STATE APPLICATION FOR THE ALTERATION OF ANY FLOODPLAIN, WATERWAY, TIDAL OR NONTIDAL WETLAND IN MARYLAND

FOR AGENCY USE ONLY

Application Number _____
Date Received by State _____
Date Received by Corps _____
Type of State permit needed _____
Type of Corps permit needed _____

Date Determined Complete _____
Date(s) Returned _____
Date of Field Review _____
Agency Performed Field Review _____

+++++
+++++
+++++
+++++

- Please submit 1 original and 6 copies of this form, required maps and plans to the Wetlands and Waterways Protection Program as noted on the last page of this form.
- Any application that is not completed in full or is accompanied by poor quality drawings may be considered incomplete and result in a time delay to the applicant.

Please check one of the following:

RESUBMITTAL: _____ APPLICATION AMENDMENT: _____ MODIFICATION TO AN EXISTING PERMIT: _____
JURISDICTIONAL DETERMINATION ONLY: _____ APPLYING FOR AUTHORIZATION _____
PREVIOUSLY ASSIGNED NUMBER (RESUBMITTALS AND AMENDMENTS) _____

DATE _____

1. APPLICANT INFORMATION:

APPLICANT NAME:

A. Name: _____ B. Daytime Telephone: _____
C. Company: _____ D. Email Address: _____
E. Address: _____
F. City: _____ State: _____ Zip: _____

AGENT/ENGINEER INFORMATION:

A. Name: _____ B. Daytime Telephone: _____
C. Company: _____ D. Email Address: _____
E. Address: _____
F. City: _____ State: _____ Zip: _____

ENVIRONMENTAL CONSULTANT:

A. Name: _____ B. Daytime Telephone: _____
C. Company: _____ D. Email Address: _____
E. Address: _____
F. City: _____ State: _____ Zip: _____

CONTRACTOR (If known): _____

A. Name: _____ B. Daytime Telephone: _____
C. Company: _____ D. Email Address: _____
E. Address: _____
F. City: _____ State: _____ Zip: _____

PRINCIPAL CONTACT:

A. Name: _____ B. Daytime Telephone: _____
C. Company: _____ D. Email Address: _____
E. Address: _____
F. City: _____ State: _____ Zip: _____

2. PROJECT DESCRIPTION**a. GIVE WRITTEN DESCRIPTION OF PROJECT:**

Has any portion of the project been completed? Yes No If Yes, explain:

Is this a residential subdivision or commercial development? Yes No

If yes, total number of acres on property _____ acres

Will there be temporary or permanent tree clearing occurring on the overall project site (i.e., uplands and wetlands), including but not limited to, tree clearing for site development, road/highways, utilities, mining, stormwater management, restoration, energy production and transmission, etc.)? Yes No

If yes, total estimated acres of tree clearing for the overall project site: _____ acres

Does the application propose temporary fill impacting wetlands or waterways that will remain in place for more than one year? Yes No

b. ACTIVITY: Check all activities that are proposed in the wetland, waterway, floodplain, and nontidal wetland buffer as appropriate.

- A. filling
B. dredging
C. excavating

- D. flooding or impounding water
E. draining

- F. grading
G. removing or destroying vegetation
H. building structures

Area for item(s) checked: Wetland _____ (sq. ft.) Buffer (Nontidal Wetland Only) _____ (sq. ft.)

Expanded Buffer (Nontidal Wetland Only) _____ (sq. ft.)

Area of stream impact _____ (sq. ft.)

Length of stream affected _____ (linear feet)

c. TYPE OF PROJECTS: Project Dimensions

For each activity, give overall length and width (in feet), in columns 1 and 2. For multiple activities, give total area of disturbance in square feet in column 3. For activities in tidal waters, give maximum distance channelward (in feet) in column 4. For dam or small ponds, give average depth (in feet) for the completed project in column 5. Give the volume of fill or dredged material in column 6.

	Length (Ft.) 1	Width (Ft.) 2	Area (Sq. Ft.) 3	Maximum/Average		Volume of fill/dredge material (cubic yards) below MHW or OHW 6
				Channelward Encroachment 4	Pond Depth 5	
A. <input type="checkbox"/> Bulkhead	_____	_____	_____	_____	_____	_____
B. <input type="checkbox"/> Revetment	_____	_____	_____	_____	_____	_____
C. <input type="checkbox"/> Vegetative Stabilization	_____	_____	_____	_____	_____	_____
D. <input type="checkbox"/> Gabions	_____	_____	_____	_____	_____	_____
E. <input type="checkbox"/> Groins	_____	_____	_____	_____	_____	_____
F. <input type="checkbox"/> Jetties	_____	_____	_____	_____	_____	_____
G. <input type="checkbox"/> Boat Ramp	_____	_____	_____	_____	_____	_____
H. <input type="checkbox"/> Pier	_____	_____	_____	_____	_____	_____
I. <input type="checkbox"/> Breakwater	_____	_____	_____	_____	_____	_____
J. <input type="checkbox"/> Repair & Maintenance	_____	_____	_____	_____	_____	_____
K. <input type="checkbox"/> Road Crossing	_____	_____	_____	_____	_____	_____
L. <input type="checkbox"/> Utility Line	_____	_____	_____	_____	_____	_____
M. <input type="checkbox"/> Outfall Construction	_____	_____	_____	_____	_____	_____
N. <input type="checkbox"/> Small Pond	_____	_____	_____	_____	_____	_____
O. <input type="checkbox"/> Dam	_____	_____	_____	_____	_____	_____
P. <input type="checkbox"/> Lot Fill	_____	_____	_____	_____	_____	_____
Q. <input type="checkbox"/> Building Structures	_____	_____	_____	_____	_____	_____
R. <input type="checkbox"/> Culvert	_____	_____	_____	_____	_____	_____
S. <input type="checkbox"/> Bridge	_____	_____	_____	_____	_____	_____
T. <input type="checkbox"/> Stream Channelization	_____	_____	_____	_____	_____	_____
U. <input type="checkbox"/> Parking Area	_____	_____	_____	_____	_____	_____
V. <input type="checkbox"/> Dredging	_____	_____	_____	_____	_____	_____
W. 1. <input type="checkbox"/> New 6. <input type="checkbox"/> Other (explain) _____	2. <input type="checkbox"/> Maintenance	3. <input type="checkbox"/> Hydraulic	4. <input type="checkbox"/> Mechanical			

d. PROJECT PURPOSE: Give brief written description of the project purpose:

3. PROJECT LOCATION:

a. LOCATION INFORMATION:

- A. County: _____ B. City: _____ C. Name of waterway or closest waterway _____
D. State stream use class designation: _____
E. Site Address or Location: _____
F. Directions from nearest intersection of two state roads: _____

Is your project located in the Chesapeake Bay Critical Area (generally within 1,000 feet of tidal waters or tidal wetlands)?:

____ Yes ____ No

- H. County Book Map Coordinates (Alexandria Drafting Co.); Excluding Garrett and Somerset Counties:
Map: _____ Letter: _____ Number: _____ (to the nearest tenth)
I. FEMA Floodplain Map Panel Number (if known): _____
J. 1. _____ latitude 2. _____ longitude

b. ACTIVITY LOCATION: Check one or more of the following as appropriate for the type of wetland/waterway where you are proposing an activity:

- | | | |
|---|---|--|
| A. _____ Tidal Waters | F. _____ 100-foot buffer (nontidal wetland
of special State concern) | H. _____ 100-year floodplain
(outside stream channel) |
| B. _____ Tidal Wetlands | G. _____ In stream channel | I. _____ River, lake, pond |
| C. _____ Special Aquatic Site
(e.g., mudflat,
vegetated shallows) | 1. _____ Tidal 2. _____ Nontidal | J. _____ Other (Explain) |
| D. _____ Nontidal Wetland | | |
| E. _____ 25-foot buffer (nontidal
wetlands only) | | |

c. LAND USE:

- A. Current Use of Parcel Is: 1. Agriculture: Has SCS designated project site as a prior converted cropland? _____ Yes _____ No
2. _____ Wooded 3. _____ Marsh/Swamp 4. _____ Developed
5. _____ Other: _____
- B. Present Zoning Is: 1. _____ Residential 2. _____ Commercial/Industrial 3. _____ Agriculture 4. _____ Marina 5. _____ Other
- C. Project complies with current zoning _____ Yes _____ No

THE FOLLOWING INFORMATION IS REQUIRED BY THE STATE (blocks 4-7):

4. REDUCTION OF IMPACTS: Explain measures taken or considered to avoid or minimize wetland losses in F. Also check Items A-E if any of these apply to your project.

- | | | |
|---|---|-------------------------------|
| A. _____ Reduced the area of
disturbance | B. _____ Reduced size/scope of
project | C. _____ Relocated structures |
| E. _____ Other: _____ | | D. _____ Redesigned project |
| F. _____ Explanation | | |

Describe reasons why impacts were not avoided or reduced in Q. Also check Items G-P that apply to your project.

- | | | |
|--|---|---|
| G. <input type="checkbox"/> Cost | K. <input type="checkbox"/> Parcel size | N. <input type="checkbox"/> Safety/public welfare issue |
| H. <input type="checkbox"/> Extensive wetlands on site | L. <input type="checkbox"/> Other regulatory requirement | O. <input type="checkbox"/> Inadequate zoning |
| I. <input type="checkbox"/> Engineering/design constraints | M. <input type="checkbox"/> Failure to accomplish project purpose | P. <input type="checkbox"/> Other |
| J. <input type="checkbox"/> Other natural features | | |
-

Q. Description

5. LETTER OF AUTHORIZATION: If you are applying for a letter of authorization for activities in nontidal wetlands and/or their buffers, explain why the project qualifies:

- | | |
|--|--|
| A. <input type="checkbox"/> No significant plant or wildlife value and wetland impact | B. <input type="checkbox"/> Repair existing structure/fill |
| 1. <input type="checkbox"/> Less than 5,000 square feet | C. <input type="checkbox"/> Mitigation Project |
| 2. <input type="checkbox"/> In an isolated nontidal wetland less than 1 acre in size | D. <input type="checkbox"/> Utility Line |
| E. Other (explain) | |
| F. <input type="checkbox"/> Check here if you are not applying for a letter of authorization. | |

IF YOU ARE APPLYING FOR A LETTER OF AUTHORIZATION, PROCEED TO BLOCK 10

6. ALTERNATIVE SITE ANALYSIS: Explain why other sites that were considered for this project were rejected in M. Also check any items in D-L if they apply to your project. **(If you are applying for a letter of authorization, do not complete this block.)**

A. 1 site B. 2 - 4 sites C. 5 or more sites

Alternative sites were rejected/not considered for the following reason(s):

- | | | |
|---|--|-----------------------------------|
| D. <input type="checkbox"/> Cost | H. <input type="checkbox"/> Greater wetlands impact | L. <input type="checkbox"/> Other |
| E. <input type="checkbox"/> Lack of availability | I. <input type="checkbox"/> Water dependency | |
| F. <input type="checkbox"/> Failure to meet project purpose | J. <input type="checkbox"/> Inadequate zoning | |
| G. <input type="checkbox"/> Located outside general/market area | K. <input type="checkbox"/> Engineering/design constraints | |
| M. Explanation: | | |

7. PUBLIC NEED: Describe the public need or benefits that the project will provide in F. Also check Items in A-E that apply to your project. **(If you are applying for a letter of exemption, do not complete this block.)**

- | | | |
|--------------------------------------|--|---|
| A. <input type="checkbox"/> Economic | C. <input type="checkbox"/> Health/welfare | E. <input type="checkbox"/> Other _____ |
| B. <input type="checkbox"/> Safety | D. <input type="checkbox"/> Does not provide public benefits | |
| F. Description | | |

8. MITIGATION PLAN: Please provide the following information. **(If you are applying for a letter of authorization outside of the Critical Area, do not complete this block.)**

- a. Description of a monetary compensation proposal, if applicable (for **state requirements** only). Attach another sheet if necessary.
- b. Give a brief description of the proposed mitigation project.
- c. Describe why you selected your proposed mitigation site, including what other areas were considered and why they were rejected.
- d. Describe how the mitigation site will be protected in the future.

9. HAVE ADJACENT PROPERTY OWNERS BEEN NOTIFIED? A. Yes B. No Provide names and mailing addresses below (Use separate sheet, if necessary). **(If you are applying for a letter of exemption, do not complete this block.)**

a. b. c.

10. OTHER APPROVALS NEEDED/GRANTED:

A. a. Agency	b. Date Sought	c. Decision	d. Decision Date	e. Other Status
		1. Granted	2. Denied	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

B. FEDERALLY AUTHORIZED CIVIL WORKS PROJECTS: Does the project require permission from the Corps pursuant to 33 U.S.C. 408 because it will alter or temporarily or permanently occupy or use 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, have you submitted a written request for Section 408 permission from the Corps district having jurisdiction over that project (i.e., Baltimore district in Maryland or Philadelphia district in C & D canal)? Yes No

If yes, please provide the date your request was submitted to the Corps district: _____

Version - 11/2025

C. EXISTING CORPS, MDE, OR ENVIRONMENTAL PROTECTION AGENCY SITE PROTECTION INSTRUMENTS: 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 authorization? Yes No

11. HISTORIC PROPERTIES: Is your project located in the vicinity of historic properties? (For example: structures over 50 years old, archeological sites, shell mounds, Indian or Colonial artifacts). Provide any supplemental information in Section 12.

A. Yes B. No C. Unknown

12. ADDITIONAL INFORMATION: Use this space for detailed responses to any of the previous items. Attach another sheet if necessary:

Check box if data is enclosed for any one or more of the following (see checklist for required information):

- | | | |
|---|---|---|
| A. <input type="checkbox"/> Soil borings | D. <input type="checkbox"/> Field surveys | G. <input type="checkbox"/> Site plan |
| B. <input type="checkbox"/> Wetland data sheets | E. <input type="checkbox"/> Alternate site analysis | H. <input type="checkbox"/> Avoidance and |
| C. <input type="checkbox"/> Photographs | F. <input type="checkbox"/> Market analysis | minimization analysis |
| I. <input type="checkbox"/> Other (explain) | | |

CERTIFICATION:

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 application 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 certify that all wetlands, other special aquatic sites, and other waters, such as lakes and ponds, and all streams have been identified and delineated on site, and that all jurisdictional wetlands have been delineated in accordance with the 1987 Corps of Engineers Wetlands Delineation Manual and appropriate regional supplement(s). 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. 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 and the Freedom of Information Act, 5 USC Section 552 et seq. Pursuant to Clean Water Act Section 404(o), 33 USC 1344 (o), permit applications and permits will be available to the public. I understand that I may request that additional required information be considered confidential under applicable laws. I further understand that failure of the landowner to sign the application will result in the application being deemed incomplete.

LANDOWNER MUST SIGN: _____ DATE: _____

PRINTED NAME OF LANDOWNER _____

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.

State Authorities: Nontidal Wetlands Protection Act, Md. Ann. Code, Envir., Title 5, Subtitle 9; Waterway Construction, Md. Ann. Code, Envir., Title 5, Subtitle 5; Tidal Wetlands Act, Md. Ann. Code, Envir., Title 16.

BEST MANAGEMENT PRACTICES VERIFICATION: I verify that my project will meet all Endangered Species Act Best Management Practices and Time of Year Restriction applicable to work in tidal waters and wetlands as required by the MDSPGP (see Section VII, General Conditions #14-15).

Yes No Unknown

Refer to the application instructions and the MDSPGP for additional information regarding these Best Management Practices.

I am the 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 1st 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.

WHERE TO MAIL APPLICATION

Maryland Department of the Environment
Water and Science Administration
Regulatory Services Coordination Office
1800 Washington Boulevard, Suite 430
Baltimore, Maryland 21230
Telephone: (410) 537-3752
1-800-633-6101

BEFORE YOU MAIL... DON'T FORGET...

- **SIGN AND DATE THE APPLICATION. THE LANDOWNER MUST SIGN.**
- **SEVEN (7) COPIES OF ALL DOCUMENTS (APPLICATION, PLANS, MAPS, REPORTS, ETC.) MUST BE RECEIVED TO BEGIN OUR REVIEW.**
- **INCLUDE SEVEN (7) COPIES OF A VICINITY MAP (LOCATION MAP) WITH THE PROJECT SITE PINPOINTED.**
- **PAYMENTS: SEND THE CORRESPONDING APPLICATION FEE ALONG WITH A COPY OF THE FIRST PAGE OF THE APPLICATION TO:**

**MARYLAND DEPARTMENT OF THE ENVIRONMENT
P.O. BOX 2057, BALTIMORE, MD 21203-2057
PCA: 13910 OBJ: 4142**

- **FOR FURTHER INSTRUCTIONS, PLEASE REFER TO OUR WEBSITE <https://mde.maryland.gov/programs/water/WetlandsandWaterways/Pages/index.aspx>**

SUPPLEMENTAL 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.

DELINeATION OF WETLANDS, OTHER SPECIAL AQUATIC SITES, AND OTHER WATERS

Applications must include a delineation of wetlands, other special aquatic sites, and other waters, such as lakes and ponds, and streams on the project site. Wetland delineations must be prepared in accordance with the current wetland delineation manual and appropriate regional supplement published by the Corps. 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 must be included with your application submittal.

Regulatory Agencies

Federal Permits

U.S. Army Corps of Engineers
Baltimore District
Attention: CENAB-OPR
2 Hopkins Plaza
Baltimore, MD 21201
Telephone: (410) 962-3670
Email: NAB-Regulatory@usace.army.mil

State Authorizations

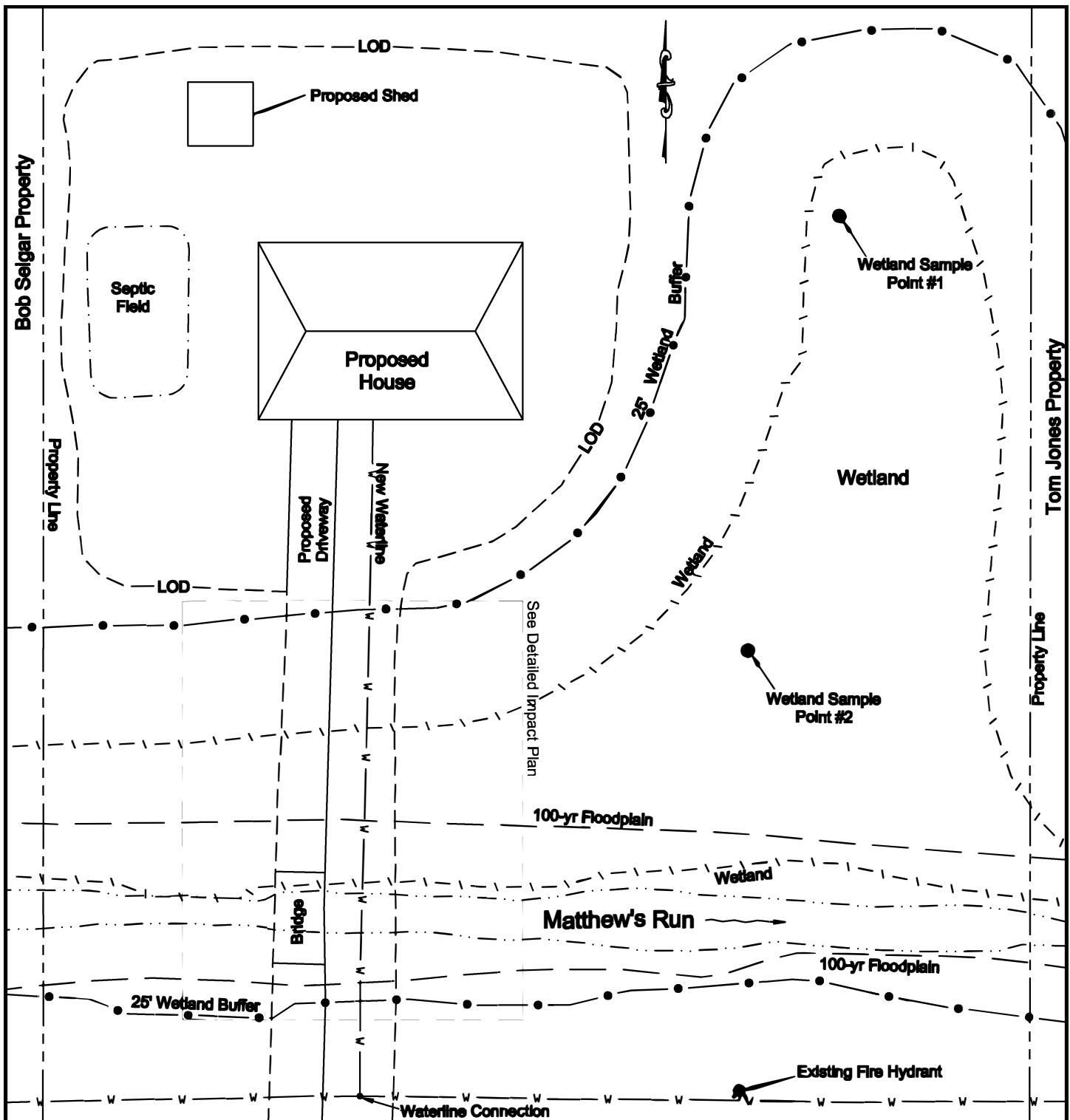
MD Dept. of the Environment
Water and Science Administration
Tidal Wetlands Division
1800 Washington Blvd, Ste 430
Baltimore, MD 21230
Telephone: (410) 537-3837

Coastal Zone Consistency Statement

MD Dept. of the Environment
Water and Science Administration
Wetlands and Waterways Protection Program
1800 Washington Blvd, Ste 430
Baltimore, MD 21230
Telephone: (410) 537-3745

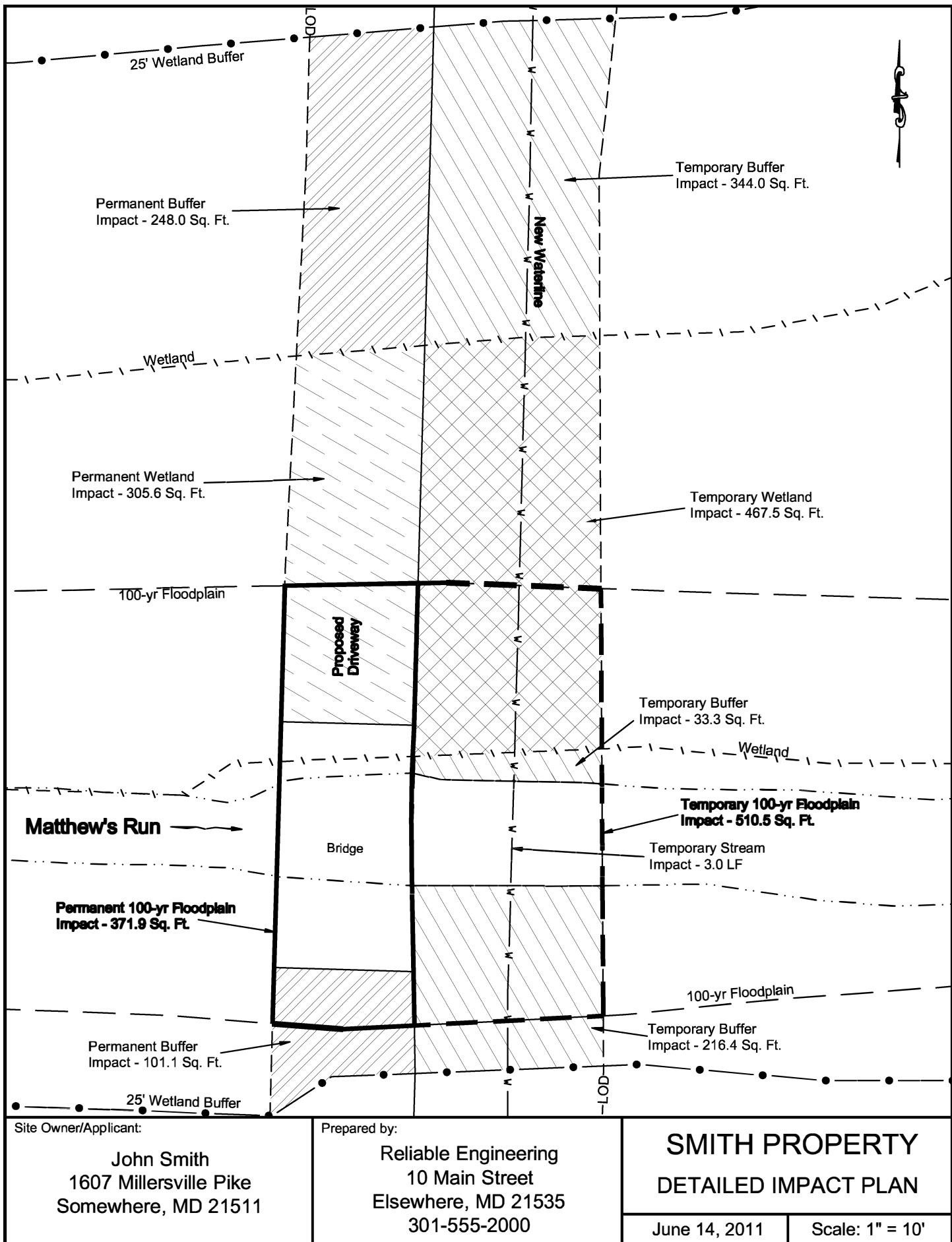
MD Dept. of the Environment
Water and Science Administration
Nontidal Wetlands and Waterways
Division
1800 Washington Blvd, Ste 430
Baltimore, MD 21230
Telephone: (410) 537-3571

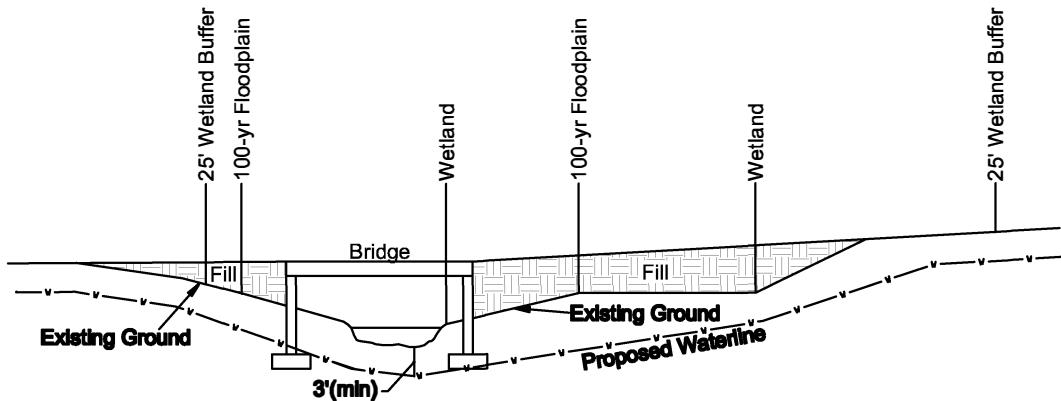
Samples and Checklists



Millersville Pike

Site Owner/Applicant: John Smith 1607 Millersville Pike Somewhere, MD 21511	Prepared by: Reliable Engineering 10 Main Street Elsewhere, MD 21535 301-555-2000	SMITH PROPERTY DRIVEWAY CROSSING PLAN
		June 14, 2011 Scale: 1" = 30'





STREAM CROSS-SECTION

Scale: 1" = 20'

IMPACTED AREA	PERMANENT IMPACTS		TEMPORARY IMPACTS	
	Sq. Feet	L.F.	Sq. Feet	L.F.
Emergent Wetland	305.6	-	467.5	-
Scrub - Shrub Wetland	0	-	0	-
Forested Wetland	0	-	0	-
25' Wetland Buffer	349.1	-	593.7	-
Stream	-	0	24.9	3.0
100-year Floodplain	371.9	-	510.5	-

IMPACT SUMMARY

Note:

Any work in-stream requires diversion of the stream flow and dewatering of the work area. Please refer to the Maryland Waterway Construction Guidelines for details.

Site Owner/Applicant: John Smith 1607 Millersville Pike Somewhere, MD 21511	Prepared by: Reliable Engineering 10 Main Street Elsewhere, MD 21535 301-555-2000	SMITH PROPERTY CROSS-SECTION & IMPACT SUMMARY
		June 14, 2011 Scale: 1" = 20'



Wetlands and Waterways Protection 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.

Wetlands and Waterways Protection Program: Checklist for Floodplain, Waterway or Nontidal Wetland Applications

Processing Fee Enclosed

Exempt from Processing Fee

Applicant's name, mailing address, telephone number, email address and fax number

Authorized agent's (or primary contact and other contact) names, mailing addresses, telephone numbers, email addresses and fax numbers

Any existing authorization numbers or previously assigned numbers

General description of project purpose and proposed activity.

The name of the city or town, waterbody, and county where the project is located

Clear directions to project site

Latitude and longitude from a central location within the project limits

Wetland, Waterway/Stream, Buffer, Floodplain Description

Itemized calculation of all permanent and temporary wetland, stream, buffer, floodplain impacts

A delineation report of the area of all wetlands and buffers on the site and associated wetland data sheets. The report map should include the location of all streams, 100-year floodplains, open water and other surface waters on the site the limits of Chesapeake Bay Resource Protection Areas (RPAs), Wetland types should be noted according to their Cowardin (USFWS-National Wetlands Inventory) classification or similar terminology.

Description of How Impacts were Avoided or Reduced

Mitigation Proposal, if applicable

Plans

A detailed vicinity map of the project area, including the project boundary. The map should identify the project site, property boundaries, and adjacent property owners

Plans showing distance of all proposed structures to all contiguous property lines and any appropriate County or State property line building restriction setbacks, right-of-ways and/or easements

A plan view depicting existing and proposed conditions and structures. All plan view sketches should include, but are not limited to: north arrow; existing and proposed contours and/or grades; limit of surface water areas; ebb and flow direction of all water bodies (e.g., streams, tidal waters); applicant name and address; all horizontal dimensions of all proposed structures and impacts, existing conditions of the project site which includes all existing structures at or near the project site including neighbors; existing areas of wetland vegetation or mapped wetlands and buffers; the project boundary and a boundary demarcating the limits of disturbance. A section view showing existing and proposed conditions and structures.

A description of construction access and methodology and a proposed construction schedule, with an estimated completion date

Description of stabilization for temporary impacts

ALL Non-Tidal Projects: Large-sized impacts map (at a scale no smaller than 1" = 200'); use match lines if the entire site cannot fit on one sheet at this scale