

**Contiguous Property Owner 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 property owners contiguous to my property located at the address listed below. **The property owners have been advised, in writing, that they have two weeks from 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 Sent

☐ 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 Sent

Project Site Address

(Name of Property Owner)

(Project Site Street Address)

(City, State, Zip Code)

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

Names

Addresses

_____	_____
_____	_____
_____	_____

(Signature)

(Printed Name)

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

Sample Letter for Notifying Contiguous
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
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Sincerely,