

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

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

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

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Jane Doe

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Tidal Wetlands Division
1800 Washington Blvd.
Baltimore, MD 21230
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Sincerely,