



**ANNUAL MARSH MONITORING REPORT SUBMISSION**  
**INSTRUCTIONS AND TEMPLATE**

**Marsh Monitoring Report Checklist and Report Template Instructions:** Brief, annual Marsh Monitoring Reports (Report) are to be submitted to MDE for years 2, 3, and 5 by the dates identified in the Marsh Maintenance Plan (Plan), *regardless if the project is completed or a healthy stand of wetland vegetation is present*. The Report may be brief and should include the following information, at a minimum:

- State Agency Interest Number, Tidal Wetlands License Number, and Site Address
  - ❖ *This information can be located on the first page of the Plan or at the top of the first page of the license.*
- Inspection Date
  - ❖ *The date the site is observed and photographed.*
- Project Completion Date
  - ❖ *Date the project was completed.*
  - ❖ *Projects that have not been completed, please indicate the current status of the project and disregard the remaining requirements. No formal report needs to be submitted for projects that have not been constructed. Submit notification via email to [tidalmmp.mde@maryland.gov](mailto:tidalmmp.mde@maryland.gov) with project status.*
- Vegetative Coverage
  - ❖ *Estimate the total percent plant coverage of the area.*
  - ❖ *Identify the percent coverage of native and non-native wetland plant species. If 85% coverage by native species is not obtained, please indicate the limiting factors to plant growth, and the steps that will be taken to meet the 85% coverage requirement.*
- Identify factors limiting establishment of a healthy stand of wetland vegetation and identify the maintenance activities necessary to mitigate the resulting stress.
  - ❖ *For example, if non-native, invasive species (such as Phragmites) have emerged and begun to crowd out the planted or volunteer native species, the invasive species should be physically removed or chemically controlled. If geese are predateding the plants, a goose exclusion fence should be erected.*
- Photographs
  - ❖ *Include multiple photographs that capture the current condition of all areas of the shoreline project.*
  - ❖ *Photographs should be taken from the same location each year.*
- Submit the annual report by the due date(s) identified in the Plan via email to [tidalmmp.mde@maryland.gov](mailto:tidalmmp.mde@maryland.gov) or by mail at the following address:

Maryland Department of the Environment  
WSA/WWP/Tidal Wetlands Division  
1800 Washington Blvd., Suite 430  
Baltimore, MD 21230



# Marsh Maintenance Report

**Agency Interest Number:**

**Tidal Wetlands License Number:**

**Licensee Name:**

**License Effective Date:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Inspection Date:**

**Project Constructed (Check one):** YES                      NO

*\*if no, then no additional information needs to be completed but the signature of the report*

**Project Completion Date:**

**Annual Report (check the correct year):** 2      3      5

**Total Vegetative Cover (%):**

**Vegetative Cover of Native Species (%):**

**Vegetative Cover of Non-native Species (%):**

**Identify Factors Limiting the Growth of the Marsh:**

**Identify Any Maintenance Necessary to Mitigate the Stressors Identified Above:**

**Attach Photos**

**I certify that the information in this report is true, accurate, and complete to the best of my knowledge.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_