

**WETLANDS AND WATERWAYS PROGRAM  
TIDAL WETLAND APPLICATION GUIDELINES**

**PROPOSED PIER PROJECT**

Check list outlines the minimum required information for a proposed project; additional information may required based on the project and/or the applicant's project site. Applicants are encouraged to schedule a pre-application meeting to answer questions, discuss the applicant's site, discuss the proposed project, and determine if any additional information/plan sheets are required due to the uniqueness of the applicant's site.

- Requires application processing fee
- Exempt from application processing fee

**\*Reference the fee guidelines and tables to determine appropriate application review fees.**

**GENERAL PLAN REQUIREMENTS**

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- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided; Plans are to be legible and not cluttered; usable written or visual scale no smaller than 1" = 50' on proposed plan sheets and a usable written or visual scale no smaller than 1" = 100' on existing plan sheets. 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.
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**VICINITY MAP & AERIAL PHOTO PLAN SHEET**

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- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided; 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.
  - Plan sheet should include the type of projects proposed by applicant i.e. pier, platform, mooring piles, and boat lift.
  - Plan sheet should include the name of the applicant(s) and mailing address including the town/city, county, state, and zip code.
  - Vicinity map and aerial photo should be sized to clearly depict the project site and surround area, but each map should no smaller than 4" by 4" in size.
  - Vicinity map should include a North arrow and be scaled to clearly show project site, general location on the waterway, the immediate surrounding area.
  - Aerial photograph should be no more than 10 years old from date of application.
  - Aerial photograph should, at a minimum, show the proposed project site (clearly marked) with any existing structures and the adjacent property owners' property with any existing structures.
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## PROJECT VICINITY CONDITIONS PLAN SHEET(S)

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- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided; Plans are to be legible and not cluttered; usable written or visual scaled appropriate for area of project vs. 8.5" x 11" sheet. 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.
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- Plan sheet should include the type of projects proposed by applicant i.e. pier, platform, mooring piles, and boat lift.
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- Plan sheet should include the name of the applicant(s) and mailing address including the town/city, county, state, and zip code.
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- Plan view should include the Mean High Water Line (MHWL) of project's shoreline and the distance to the opposite shoreline.
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- Plan view should include the name of the waterway, North arrow, and direction of ebb/flow tide.
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- Plan view should include water depths marked as either contours or spot depths that extend across the width of the waterway.
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- Plan view should include any marked or unmarked channels within the waterway and distance to the nearest edge of the channel.
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- Plan view should include the property lines (labeled) extended channelward.
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- Plan view should include all vegetated wetlands at the applicant's site.
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## EXISTING CONDITION PLAN SHEET(S)

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- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided; Plans are to be legible and not cluttered; usable written or visual scale no smaller than 1" = 100' on existing plan sheets. 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.
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- Plan sheet should include the type of projects proposed by applicant i.e. pier, platform, mooring piles, and boat lift.
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- Plan sheet should include the name of the applicant(s) and mailing address including the town/city, county, state, and zip code.
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- Plan view should include the Mean High Water Line (MHWL) and the Mean Low Water Line (MLWL; referenced to 0.0 feet).
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- Plan view should include water depths marked as either contours or spot depths that extend a minimum of 100' channelward from the end of the channelward most proposed work.  
**\*Narrow width waterways require water depths across the entire width of the channel.**
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- Plan view should include the name of the waterway, North arrow, and direction of ebb/flow tide.
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## EXISTING CONDITION PLAN SHEET(S) (CONTINUED)

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- Plan view should include the shoreline from property line to property line (property lines extended channelward and labeled) or if distance from the proposed project to property lines will not fit on the page using the allowable scale the distance to each property line from the proposed project should be indicated.
  - Plan view should include the applicant's property and directly adjacent riparian properties clearly labeled with their name, site address, town/city, county, state, and zip code.
  - Plan view should include all existing structures, including vegetated wetlands and SAV, on the applicant's property and adjacent riparian properties.
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## PROPOSED CONDITION PLAN SHEET(S)

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- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided; Plans are to be legible and not cluttered; usable written or visual scale no smaller than 1" = 50' on proposed plan sheets. 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.
  - Plan sheet should include the type of projects proposed by applicant i.e. pier, platform, mooring piles, and boat lift.
  - Plan sheet should include the name of the applicant(s) and mailing address including the town/city, county, state, and zip code.
  - Plan view should include the Mean High Water Line (MHWL) and the Mean Low Water Line (MLWL; referenced to 0.0 feet). *If the MHWL or the MLWL are to be altered during construction the proposed MHWL and MLWL should also be labeled.*
  - Plan view should include water depths marked as either contours or spot depths that extend a minimum to the channelward extent of the proposed project.
  - Plan view should include the name of the waterway, North arrow, and direction of ebb/flow tide.
  - Plan view should include the property lines (labeled) extended channelward.
  - Plan view should include the construction restriction set back lines extended channelward and labeled or if distance from the proposed project to the construction restriction set back lines will not fit on the page using the allowable scale the distance to each construction restriction set back line from the proposed project should be indicated.  
**\*Check with the county to determine the appropriate required set back distance for tidal wetland projects. In counties where no county set back is required, MDE requires a minimum of 10 feet or a variance from the county prior to issuance of a State license.**
  - Plan view should depict the proposed pier and all proposed associated structures including the channelward distance from the MHWL to each structure.
  - Plan view should depict proposed boat lift or PWC locations with an X connecting the boat lift piles. **\*Please provide, as a separate plan sheet, a schematic, plan, or typical photograph showing the type of boat lift or PWC lift that is proposed.**
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### CROSS-SECTION PLAN SHEET(S)

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- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided; Plans are to be legible and not cluttered. 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.

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  - Plan sheet should include the type of projects proposed by applicant i.e. pier, platform, mooring piles, and boat lift.

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  - Plan sheet should include the name of the applicant(s) and mailing address including the town/city, county, state, and zip code.

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  - Cross-Section views should include the Mean High Water (MHW), the Mean Low Water (MLW; referenced to 0.0 feet). Example: MLW = 0.0', MHW = + 1.9'

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  - Existing Cross-Section should depict width of pier decking (maximum 6.0 feet over open water tidal wetlands and a maximum of 3.0 feet over vegetated tidal wetlands).

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  - Proposed Cross-Section should depict the distance from the MLW to the bottom of the pier decking (minimum of 4 feet over open water tidal wetlands) or the distance from the substrate to the bottom of the pier decking (minimum of 3 feet over vegetated tidal wetlands).
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### TYPICAL BOAT LIFT PLAN SHEET(S)

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- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided; Plans are to be legible and not cluttered. 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.

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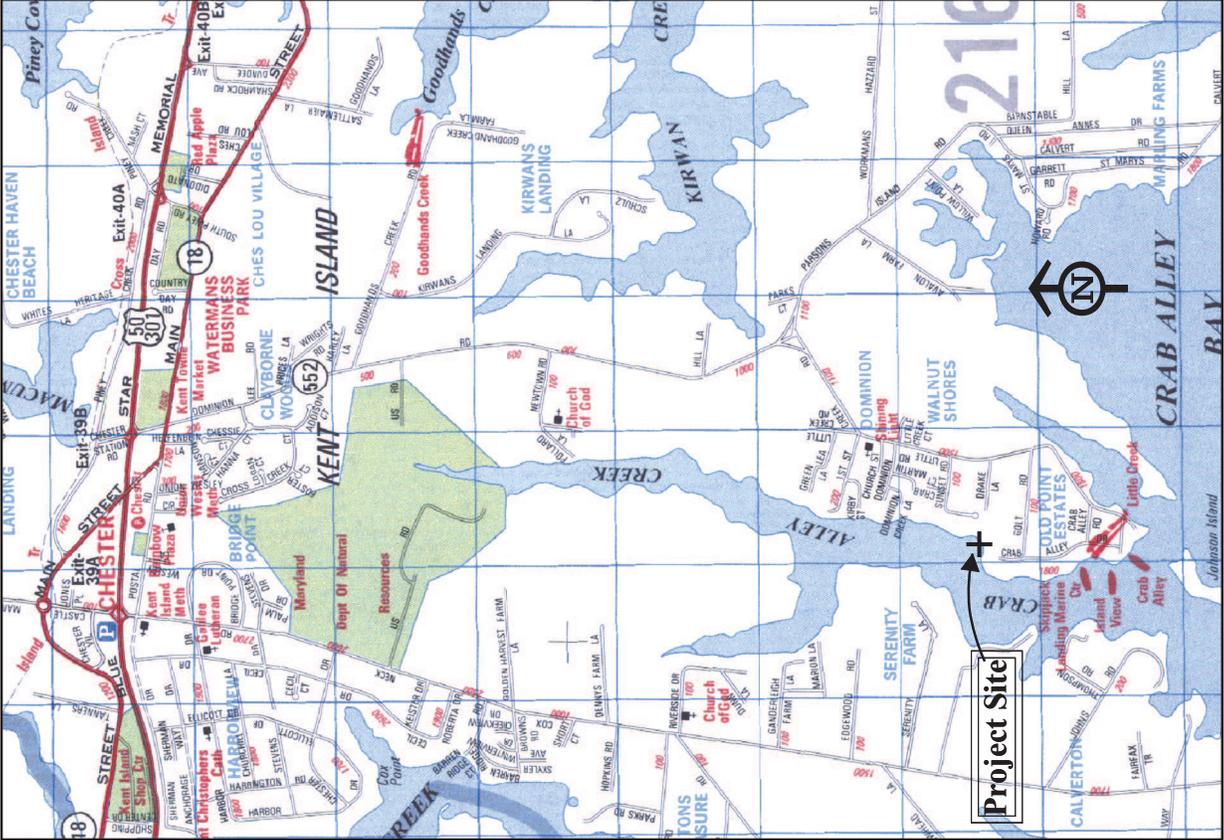
  - Plan sheet should include the type of projects proposed by applicant i.e. pier, platform, mooring piles, and boat lift.

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  - Plan sheet should include the name of the applicant(s) and mailing address including the town/city, county, state, and zip code.

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  - Plan sheet should depict a schematic, photograph, or plan of the type of boat lift proposed to be constructed at applicant's pier.
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**Vicinity Map & Aerial Photo**

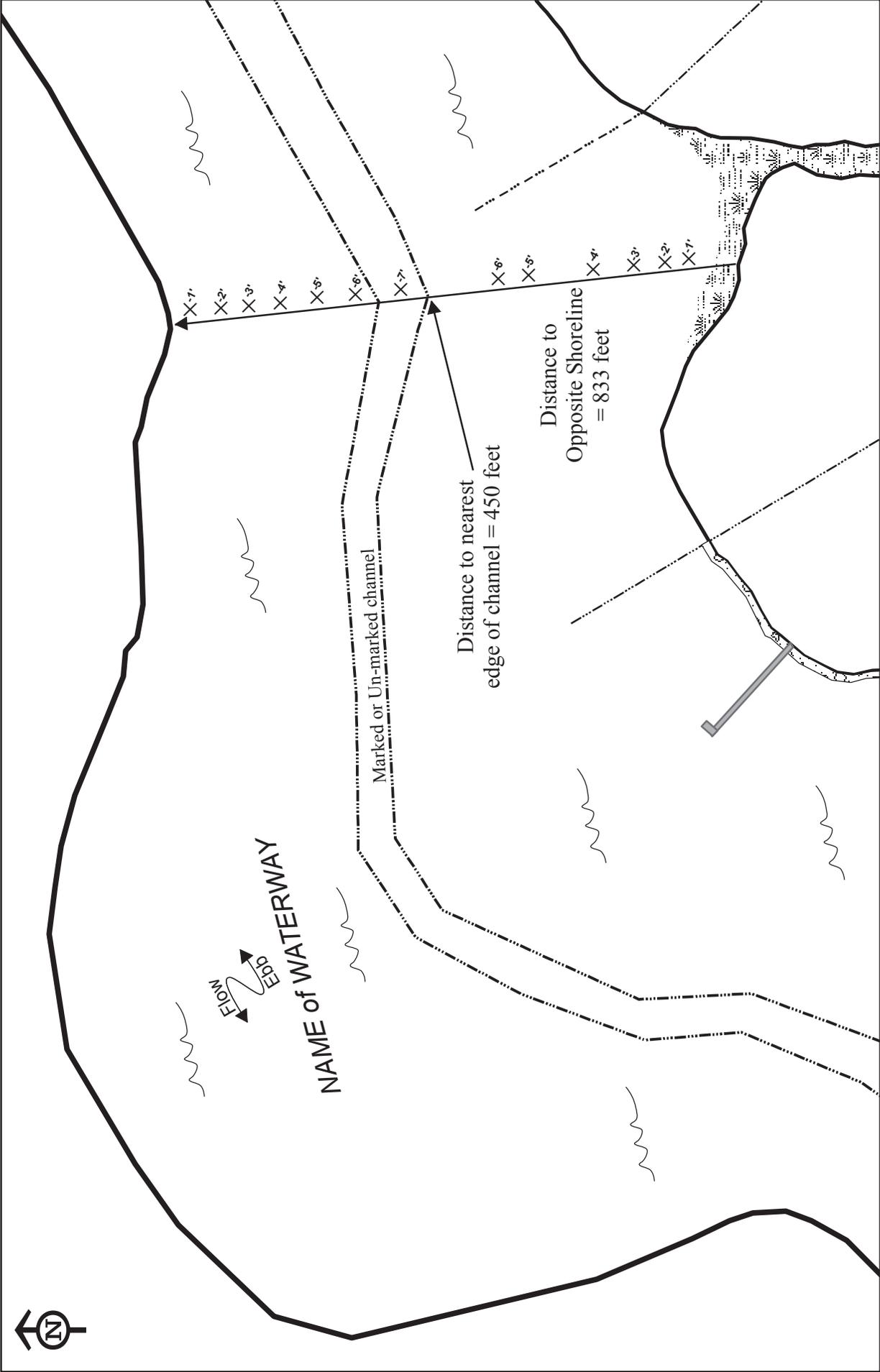
Project: [INSERT TYPE OF PROJECT]

Proposed Project for:  
Applicant NAME

Mailing Address, Town, County, State, Zip Code

**NOTES**

DATE, Page X of Y



**PROJECT NOTES:**



**Project Vicinity Conditions**

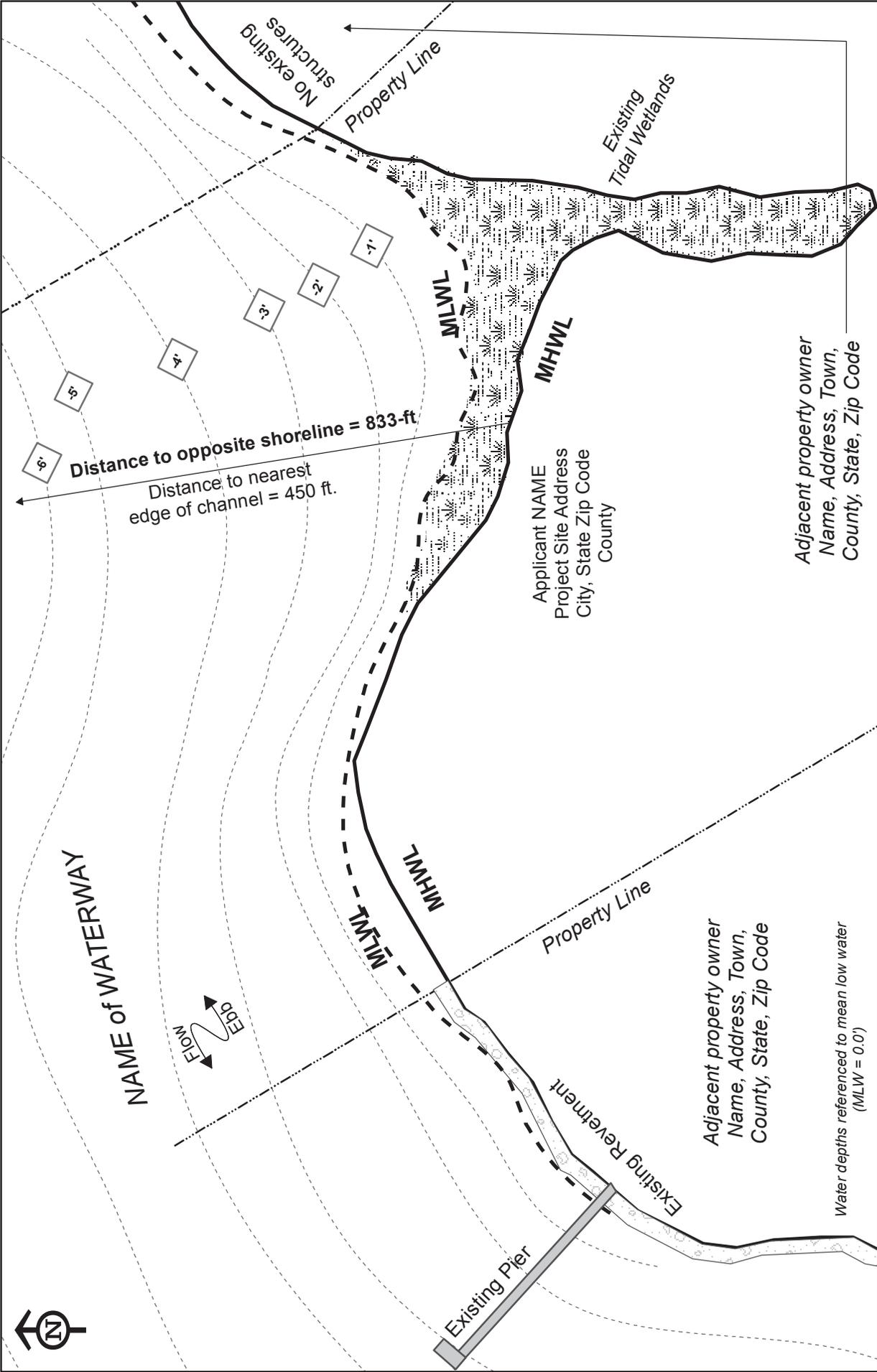
Project: Pier, Platform, Pilings, & Boatlift

Proposed Project for:

Applicant NAME

Mailing Address, Town, County, State, Zip Code

DATE, Page X of Y



**PROJECT NOTES:**



1 inch = 100 feet

**Existing Conditions**

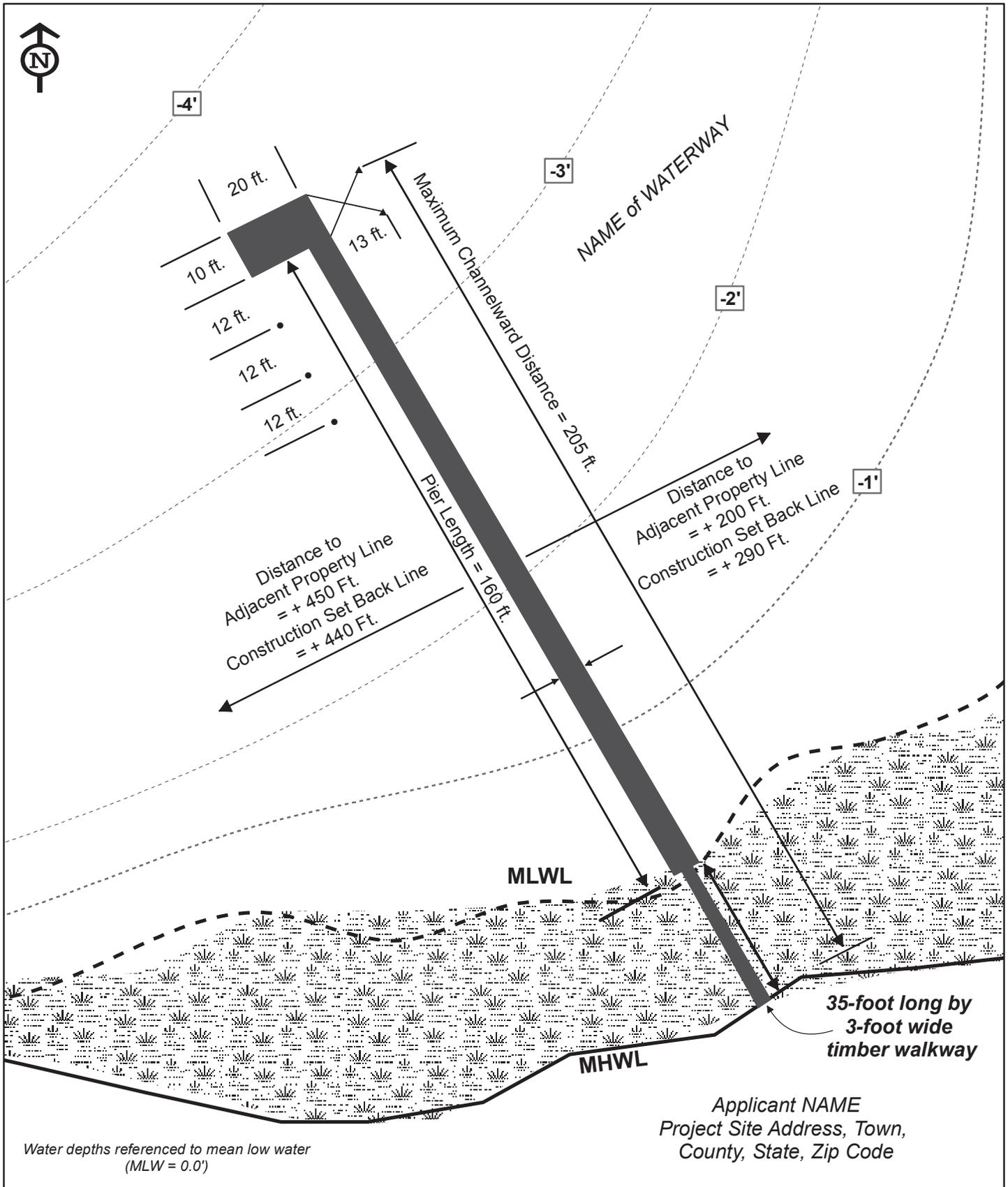
Project: Pier, Platform, Pilings, & Boatlift

Proposed Project for:

Applicant NAME

Mailing Address, Town, County, State, Zip Code

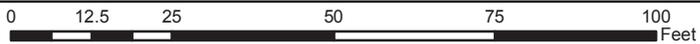
-  Existing Structure
-  Proposed Structure



Applicant NAME  
 Project Site Address, Town,  
 County, State, Zip Code

**Proposed Conditions**

Project: Pier, Platform, Pilings, & Boatlift



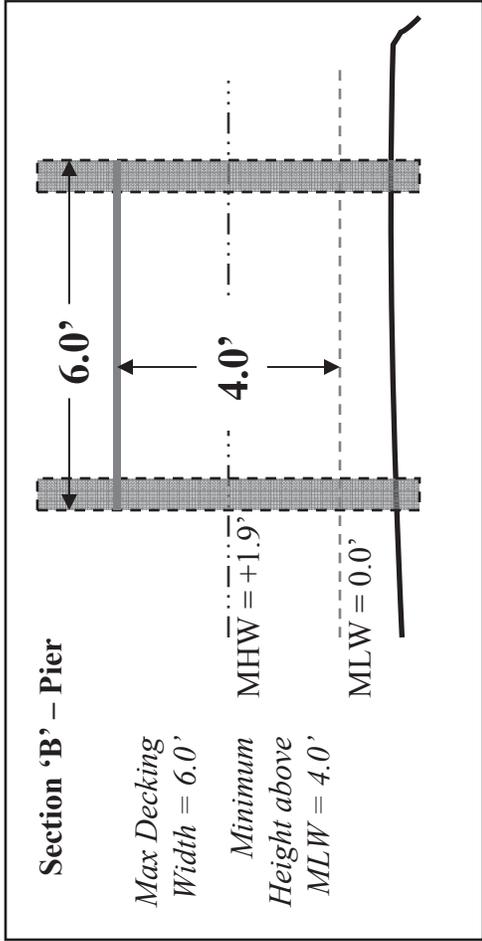
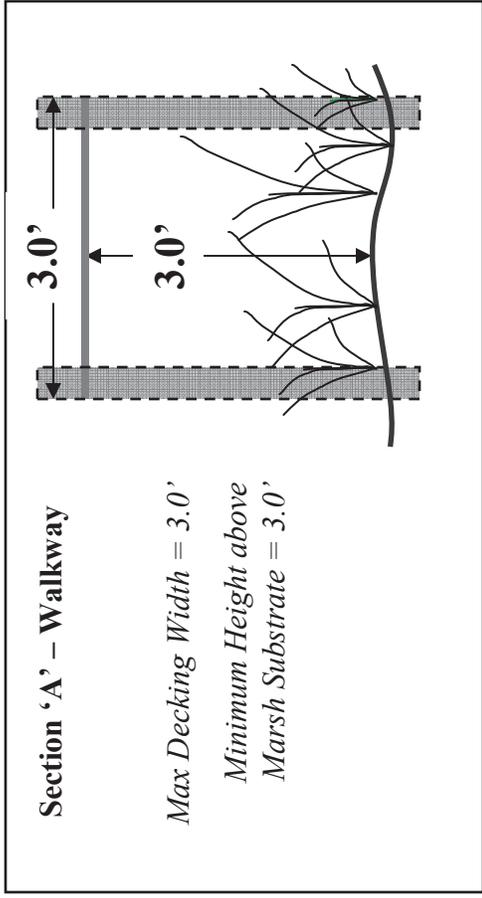
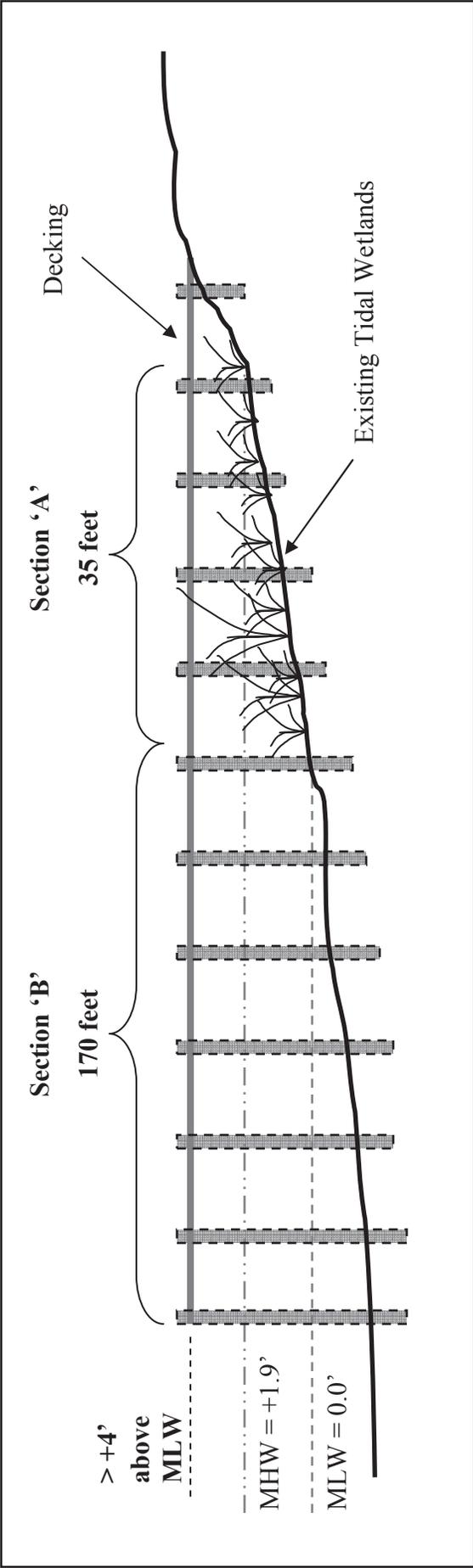
1 inch = 30 feet

**PROJECT NOTES:**

Proposed Project for:  
 Applicant NAME  
 Mailing Address, Town, County, State, Zip Code

● Mooring Piling	○ Existing Structure
▲ Boatlift Piling	● Proposed Structure

DATE, Page X of Y



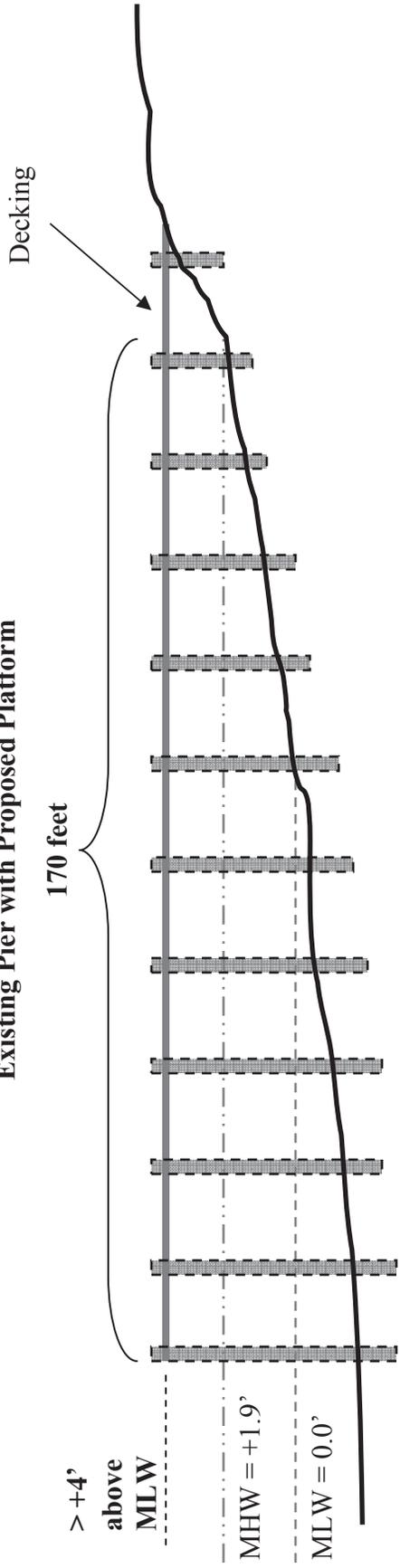
**Pier Project**

Proposed Project Cross-section for:  
 Applicant Name  
 Mailing Address, Town, County, State

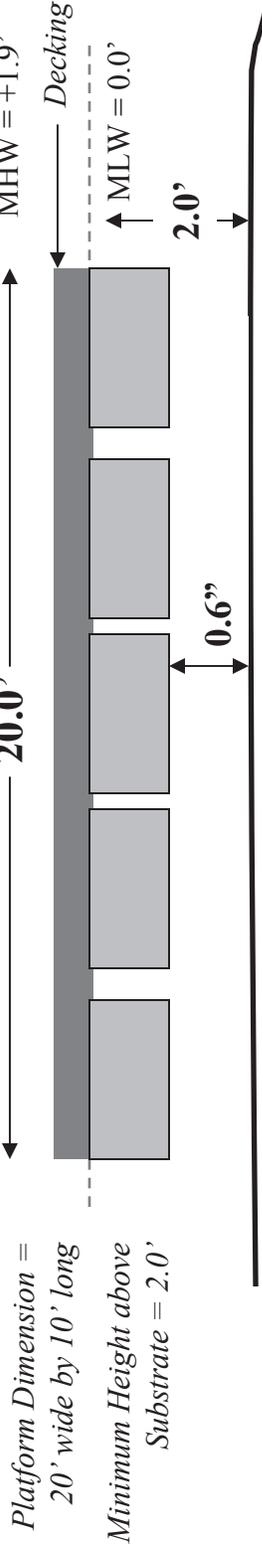
DATE, Page X of Y



**Existing Pier with Proposed Platform**



**Proposed Floating Platform**



**Platform on Existing Pier Project**

Proposed Project Cross-section for:  
Applicant Name  
Mailing Address, Town, County, State