Maryland Department of the Environment

Water Management Administration
Wetlands and Waterways Program
MDE's Wetlands and Waterways Program seeks to conserve valuable aquatic systems; providing for the environmental, economic and resource needs of Maryland.

- Regulations & Permits
- Conservation & Restoration
- Mitigation
- Education
Tidal Wetland Permits, Licenses and Certifications

(Permit Guide 3.18)

- Effective July 1, 2008, all applicants for wetlands and waterways authorizations issued by the Wetlands and Waterways Program of the Maryland Department of the Environment and Tidal Wetlands licenses issued by the Board of Public Works, must pay an application fee.
- Joint Federal/State Application for the Alteration of Any Tidal Wetland in Maryland a.k.a "Short Form" (For Tidal Projects Only). This is the recommended application for tidal projects
  - Download bundle of documents (.doc) (.pdf)
  - Download individual documents
    - Short Form (.doc) (.pdf)
    - Notice to Tidal Wetland Applicants on Publication of Proposed Project (.pdf)
    - Notice to Pier and Piling Applicants on Special and General Conditions for Construction/Installation of Such Structures on Tidal Wetlands (Required for Pier Projects) (.pdf)
    - Coniguous Property Owner and Appropriate Local Official Notification and Certification Form (Required for Pier Projects) (.pdf)
    - Continuous Property Owner Notification (Sample Letter) (.pdf)
    - Appropriate Local Official Notification (Sample Letter) (.pdf)
    - Instructions and examples for drawings of tidal projects
    - Shore Erosion Control Guidelines
    - Shoreline Stabilization Factsheets
- Joint Federal/State Application for the Alteration of Any Floodplain, Waterway, Tidal or Nontidal Wetland in Maryland - revised 3/07 (.doc) (.pdf)
- General Waterway Construction Permit (GWCP) (.pdf)
JOINT FEDERAL / STATE APPLICATION FOR THE ALTERATION OF ANY
TIDAL WETLAND IN MARYLAND

• All applications must be accompanied by plan drawings which show the location and character of the proposed work. For specific information on what is required on the plans, refer to the instruction package. 8-1/2” x 11” black & white drawings are required for every application. Full construction plans are required for projects submitted to the Waterway Permit Division.
• Any application which is not completed in full or is accompanied by poor quality drawings may be returned and will result in a time delay to the applicant.
• If you need help understanding how to fill out the application form, please refer to the instruction booklet.

APPLICATION NUMBER:
(To be assigned by the agency)

1. APPLICANT INFORMATION:
Name: ______________________________ Telephone: (____) ______________________.
Address: ______________________________ ______________________.
City: __________________ State: _______ Zip: ____________

2. AGENT / ENGINEER INFORMATION:
Name: ______________________________ Telephone: (____) ______________________.
Address: ______________________________ ______________________.
City: __________________ State: _______ Zip: ____________

3. PRINCIPAL CONTACT, if not the applicant:
Name: ______________________________ Telephone: (____) ______________________.

4. PROJECT DESCRIPTION:
____________________________________________________________________
____________________________________________________________________

5. PROJECT PURPOSE:
☐ Shore Erosion Control
☐ Utility Installation
☐ Create Waterfowl Habitat
☐ Temporary Construction
☐ Beach Nourishment
☐ Residential/Commercial Development
☐ Other (describe) _______________________________________________________
☐ Erosion/Sediment Control
☐ Improve Navigable Access
☐ Improve Fish Habitat
☐ Storm Drain/Stormwater Management
☐ Marinas
☐ Fill
☐ Bridge
☐ Dam
☐ Maintenance/Repair
☐ Small Pond
☐ Culvert

CERTIFICATION:
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 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 work may request information in addition to that set forth herein as may be deemed appropriate in considering this proposal. 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 the permit or license issued and will not begin work without the appropriate authorization. I also certify that the proposed works are not inconsistent with Maryland’s Coastal Zone Management Plan.

APPLICANT MUST SIGN: ________________________ Date ____________

PLEASE COMPLETE THE REVERSE SIDE
6. PROJECT LOCATION: This project is in □ Tidal  □ Non-Tidal Waters. (Plase check one)

County: ___________________ Name of Waterway: ___________________

Site Address or Location: ____________________________________________

Directions from nearest intersection of two state roads: _______________________

County Book Map (A.D.C.) Coordinates: Map ___________________ Letter: ________ Number: __________

7. TYPE OF PROJECT:

<table>
<thead>
<tr>
<th>Work Proposed</th>
<th>Overall Length</th>
<th>Average Width</th>
<th>Maximum Distance Channelward From Mean High Water For projects in tidal waters (in feet)</th>
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</thead>
<tbody>
<tr>
<td>□ Bulkhead</td>
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<td>□ Revetiment</td>
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<td>□ Vegetative Stabilization</td>
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<td>□ Groves</td>
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<td>□ Boat Ramp</td>
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<td>□ Pier</td>
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<td>□ Breakwater</td>
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<td>□ Road Crossing</td>
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<td>□ Utility Line</td>
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<td>□ Outfall Construction</td>
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<td>□ Dredging</td>
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<td>□ Hydraulic</td>
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<td>□ Mechanical</td>
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<tr>
<td>□ Other: For other projects, please supply project dimensions including the area of disturbance (acres/ha), volume of fill (cubic yard), type of fill, and area (acres/ha) of wetlands to be impacted.</td>
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</tbody>
</table>

8. PROPOSED STARTING DATE: ____________________________________________

9. CONTRACTOR’S NAME (if Known): ______________________________________

10. LAND USE:

Current Use Is: □ Agricultural □ Wooded □ Marsh/Swamp □ Meadow □ Developed

Future Zoning Is: □ Residential □ Commercial □ Agricultural □ Other: __________

11. OTHER PERMITS REQUIRED: □ Building Permit □ Soil Conservation District □ Other: _______________________

12. NOTIFICATION OF ADJACENT PROPERTY OWNERS:

The applicant agent will be informed by the permitting agencies when notification of adjacent property owners is required.

IMPORTANT: PLEASE MAIL FIVE COPIES OF THE APPLICATION, SITE PLAN, AND VICINITY MAP (WITH PROJECT LOCATION PINPOINTED) TO:

MDE, WATER MANAGEMENT ADMINISTRATION
REGULATORY SERVICES COORDINATION OFFICE
MONTGOMERY PARK BUSINESS CENTER – ST 430
1800 WASHINGTON BOULEVARD
BALTIMORE, MD 21202-1708
(410) 537-5762 OR 1-800-876-0200

_______________________________
SIGNATURE

_______________________________
DATE
Living Shorelines Parameters

- Navigation
- Bank
  - Water Depth
  - Elevation
  - Orientation
  - Grading
- Fetch
- Bottom Substrate
Marsh Creation With Sill and Existing Bulkhead
Marsh Creation Without Sill

End of Sill 35 ft from original MHW line

Spartina patens
18” O.C. Spacing

Spartina alterniflora
18” O.C. Spacing

Existing Grade

Proposed Grade

Sand Fill

MHW

MLW
Offset or Staggered Vented Sill
Short Joint Federal/State Application Is Preferred for Tidal Projects
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WHERE TO MAIL APPLICATION

Maryland Department of the Environment
Water Management Administration
Regulatory Services Coordination Office
1800 Washington Boulevard, Suite 430
Baltimore, Maryland 21230
Telephone: (410) 537-3762
1-800-876-0200
Application Fee

$750 along with a copy of the first page of the application must be sent to:

MDE
P.O. Box 2057
Baltimore, Maryland 21203-2057.

Your check should be made payable to MDE with the following numbers noted on the check: 13910/4142.
• Standard Turnaround Time
  Minor projects - 5 months
  Major projects - 10 months

• Account for local/county requirements
For More Information:

- http://www.mde.state.md.us/Programs/WaterPrograms/Wetlands_Waterways/index.asp
- http://www.mde.state.md.us/Programs/WaterPrograms/Wetlands_Waterways/permits_applications/tidal_permits.asp