

INSTRUCTIONS FOR COMPLETING A GEORGIA COASTAL MARSHLANDS PROTECTION PERMIT APPLICATION

Applicants proposing to impact areas below the ordinary high water mark need to complete these application forms. Each and every blank must be filled in completely. For questions that are not applicable to your project, write N/A in the blank. Only those applicants proposing to impact areas below the ordinary high water mark in Effingham, Long, Wayne, Brantley, Chatham, Glynn, Camden, McIntosh, Bryan, Liberty, or Charlton Counties need to complete the Revocable License request. This form requests permission to use publicly owned submerged lands. The Army Corps of Engineers can help you determine if you will need a water quality certification for your project. Contact the Ecological Services Section of the Coastal Resources Division, Georgia Department of Natural Resources at (912) 264-7218 for assistance with state requirements.

➤ Forms:

___ Joint Application for an ACOE Permit and GA CMPA Permit

___ Revocable License Request

___ Coastal Marina, Community or Commercial Dock Checklist

___ Request for JD line

➤ Project Summary:

___ Narrative with project details and dimensions, construction method(s), materials, and access points/locations. Narrative should identify all areas that are planned to be used in connection with the project.

___ Distance of the project into the waterway from MLW.

___ Distance of the project from the navigable channel.

___ Depths of the waterway at MLW.

___ Total width of the waterway from MLW to MLW.

___ Distance to the next structure to either side of the proposed project.

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➤ Project Drawings:

___ Plan or drawing showing the applicant's proposal and the manner or method by which such proposal shall be accomplished. Such plan shall identify all coastal marshlands, as verified by CRD staff, within the extended property lines of the project area.

*All drawings should be:

- a. Submitted on a registered survey (signed, stamped and dated) or on the recorded plat of the property.
- b. Submitted on 8 1/2 " by 11" paper or 11" by 17" (if needed to see details clearly), leave a 1" margin on the long side of each page for binding purposes.
- c. Drawn to scale. Include a bar scale or other graphic scale and a North arrow.

➤ Site plans:

___ Vicinity map that shows the location of the project, latitude and longitude, name of waterway, distance to nearest town or interstate highway and a North arrow.

Marshland Component of Project

___ DNR Marsh Jurisdiction Line (this line must be surveyed in by a registered surveyor), high and low waterlines and the method used to establish the waterlines. DNR staff must verify the Marsh Jurisdiction Line within the project area. Marsh jurisdiction line is validated for one year.

___ Existing features such as structures, boardwalks, etc. within jurisdiction.

___ Proposed features such as structures, boardwalks, etc. within jurisdiction.

___ Dimensions of the proposed structure/project that is the marshland component of the project. Marshland component is defined as the part of the project in an estuarine area or any structure on or over an estuarine area. The dimensions must consist of the distance the project will extend into the waterway, distance from the navigable channel, and the total width and depths of the waterway from MLW to MLW. Label existing structures in the navigable waters near the proposed activity.

___ Total square footage of proposed project footprint within jurisdiction and total square footage over vegetated marshlands.

___ Section/Elevation view showing a cross-section view of the project using the same water elevations as the Site Plan.

___ Depth of water at the water-ward face of the proposed project, the dimensions and names of structures supported on floats or piles, the distance between pilings, the number of pilings, and types of materials used.

* Include additional CONSTRUCTION DRAWINGS as needed to clearly show the proposed project and how the project will be completed. For SHORELINE ENGINEERING ACTIVITIES (bulkheads, revetments, etc.) show typical construction methods with respect to mean, sea level for tiebacks, footings/foundations, type of material, slope of face, etc. For Boardwalks (walkways, decks, etc.) and BRIDGES show typical arrangement of posts/beams/decking, height above the marsh vegetation, and height above any waters at both MLW and MHW.

Upland Component of the Project

_____ Delineation of the upland component of the project- Upland component is defined as, all those service areas, amenities, and recreational areas located inland of the CMPA jurisdiction line that serve or augment the functioning of the marshlands component of the project. Include any facilities adjacent to or in proximity to the marshlands component of the project that will serve exclusively or primarily the users of the marshlands component of the project.

_____ Existing features such as structures, roadways, parking areas, dry-stack storage, fueling facilities, etc.

_____ Proposed features such as structures, roadways, parking areas, dry-stack storage, fueling facilities, etc.

Marshlands Buffers for Upland Component

_____ Delineation of 50-foot marshlands buffer applicable to the upland component of the project as measured horizontally inland from the coastal marshlands-upland interface (verified JD line).

_____ Documentation of existing condition of delineated buffer.

_____ Description of buffer design, installation, and maintenance plans. Applicant should refer to the current edition of the Georgia Stormwater Management Manual for technical specifications and standards specific to buffers.

_____ Description and identification on site plan of any temporary structures proposed within the delineated buffer that are necessary for the construction of the marshlands component of the project.

_____ Description and identification on site plan of any permanent structures proposed within the delineated buffer that are necessary for the function of the marshlands component of the project.

_____ Description and identification on site plan of any permanent structures proposed within the delineated buffer that are required to provide permanent access to the marshlands component of the project.

_____ Description and identification on site plan of any vegetated plantings or grading of vegetation within the delineated buffer. Applicant is referred to the Georgia Stormwater Management Manual and the “Riparian Buffers in Your Backyard”. Note: Planting and grading within the buffer must be designed and installed to enhance stormwater treatment.

_____ Description and identification on site plan of pedestrian access for passive recreation to be located within the delineated buffer.

____ Description including dimensions and identification on the site plan of any existing impervious surfaces or structures pre-existing within the delineated buffer.

Stormwater Management Plan of the Upland Component

____ Description of Stormwater Plan for upland component of the project. Note: No discharge of untreated stormwater is allowed from developed or disturbed areas, whether surface or piped, to coastal marshlands from the upland component of the project, unless waiver is granted by Committee

____ If waiver is being requested, detailed description of the site or project characteristics that prohibit treatment, why there is no practicable alternative, and documentation demonstrating how the stormwater runoff will have minimal adverse impact.

Impervious Surface Calculations of the Upland Component

____ Description and delineation of the pervious surfaces and impervious surfaces proposed for the upland component of the project. Note: Pervious surfaces shall be used to the maximum extent practicable, and total impervious area shall be minimized with the goal of achieving no more than 15% effective impervious cover where practicable taking in account existing structures that are apart of the project and that available land area that is part of the upland component of the project.

____ Detailed documentation of the calculation of Effective Impervious Cover rate.

➤ Deed or other legal instrument:

____ A copy of the deed, or other legal conveyance, putting title to or an interest in the real property, into the name of the applicant, together with any plat(s) referenced in the deed or conveyance that show the boundaries of the real property conveyed.

____ Any later deed or conveyance whereby any full or partial interest, such as, an inter-spousal transfer, trust agreement, lease agreement, partnership, corporation, limited liability company or executor or decedent's estate took an ownership interest in the real property.

____ If the applicant is not the owner of the property, then provide a copy of the owner's deed or other legal conveyance **AND** the written permission from the owner to carry out the project on his/her land. The owner must acknowledge that it is aware of the application and that it is familiar with the applications plans for the property and that the owner gives permission to the applicant to carry out the project on his/her land as outlined in the application.

____ Specific plat(s) referenced in the vesting deed showing the upland boundary of the project area in relation to the natural resource coastal marshlands and tidal waterbottoms.

____ Identification of any marshlands within project area designated as Natural Heritage Preserve.

___ If the property was subdivided after the applicant acquired the property, then the new subdivision plat, in addition to the plat referenced in the vesting deed.

___ Corporate owners must submit their Articles of Organization or other legal documentation to show signatory's capacity to bind the corporation to the permit and/or waterbottoms lease.

___ Homeowners Association By-laws and Restrictive Covenants pertaining to the project area (upland and marsh component).

___ Conservation Easements or other easements pertaining to the project area (upland and marsh component).

___ Deed restrictions if applicable.

➤ **Adjoining Land Owners:**

___ List of all adjoining landowners together with such owners' addresses.

___ If the names or addresses of adjoining land owners cannot be determined, a sworn affidavit that a diligent search, including a search of the records of the county tax assessor's office, has been made but that the applicant was not able to ascertain the names or addresses of adjoining landowners.

➤ **Zoning Letter & Signed Drawings from Local Gov:**

___ Letter from the local zoning authority stating that this proposal is in compliance with any zoning laws. This letter must be specific to the project and cannot be conditional in any way.

___ Copy of the most current version of plans, signed and dated by the local zoning authority. If the project is redesigned, the zoning authority must sign the latest plans to ensure there is no confusion about which "version" of the project is approved.

➤ **Non-refundable Application Fee:**

___ Check or money order made payable to the GEORGIA DEPARTMENT OF NATURAL RESOURCES is required. Include the amount listed below for the type of project you are proposing. Renewal fees will be equal to application fees. This list does not include all possible projects and should be used only as a guide.

\$100 Routine: Simple modification, research, simple pier, bridge (no fill), deck, etc.

\$250 Moderate: Community dock, boat ramp, bridge (minor fill), culverts/gates, pier, etc.

\$500 Complex: Marina, marina modification, roadway, mosquito ditching, dredging, wastewater treatment, commercial dock, etc.

➤ **Alternative Analysis:**

____ Brief description of alternative sites the applicant considered and why they are not feasible. Include a discussion of why the permit should be granted. Describe water dependent nature of project.

➤ **Landfill or Hazardous Waste Statement:**

____ Statement from the applicant that he has made inquiry to the appropriate authorities that the proposed project is not over **landfill or hazardous waste sites** and that the site is otherwise suitable for the proposed project. Contact your local government engineer to find out if your site is over a hazardous waste site or landfill. If your county engineer is unable to answer your question, please check the following: For hazardous waste sites check with the GA Environmental Protection Division (EPD) Hazardous Waste Support Unit at (404) 656-7802, or <http://www.gaepd.org/Documents/hazsiteinv.html> for a complete list. For landfill sites check with the GA EPD Land Protection Branch at (404)362-2692, or http://www.gaepd.org/Documents/regcomm_lpb.html#sw under List of Closed Landfills.

➤ **Water Quality Certification:**

____ Copy of the water quality certification issued by EPD, if required for the proposed project. The USCAE determines whether a proposed project requires water quality certification under their 401 regulations.

*(Note: If required, certification **MUST** be issued prior to CMPC consideration of the project.)*

➤ **Erosion and Sedimentation Statement:**

____ Statement certifying that the project will be conducted in compliance with applicable erosion and sediment control responsibilities. Please refer to the section above regarding marshland buffers, stormwater management, and impervious surface calculations.

➤ Public Interest Statement:

Documentation how the project is not contrary to the public interest, specific to the following public interest considerations:

- a. Whether or not unreasonably harmful obstruction to or alteration of the natural flow of navigational water within the affected area will arise as a result of the proposal.
- b. Whether or not unreasonably harmful or increased erosion, shoaling of channels, or stagnant areas of water will be created.
- c. Whether or not the granting of a permit and the completion of the applicant's proposal will unreasonably interfere with the conservation of fish, shrimp, oysters, crabs, clams, or other marine life, wildlife, or other resources, including but not limited to water and oxygen supply.

WHERE TO MAIL COMPLETED APPLICATION PACKAGES

An application package cannot be considered until all of the items listed above are submitted. After the Department has reviewed your application materials, additional information may be required for the Coastal Marshlands Protection Committee to fully evaluate your permit request. Additionally, the 30-day public notice cannot be published until the application package is substantially complete.

Please submit ONE (1) original copy to the GA DNR-CRD, Habitat Management Program, ONE (1) original copy to US Army Corp of Engineers, Savannah District and one original copy to GA DNR-EPD, Water Protection Branch (three copies total). See addresses below.

<p>Karl Burgess Manager, Marsh & Shore Management Program Coastal Resources Division Georgia Department of Natural Resources One Conservation Way, Suite 300 Brunswick, GA 31520 http://www.coastalgadnr.org/msp/ap/marsh</p>	<p>Telephone: (912) 264-7218 Fax: (912) 262-3143</p>
<p>Regulatory Division Chief US Army Corps of Engineers Savannah District, Regulatory Branch 100 West Oglethorpe Avenue Savannah, GA 31401-3640</p>	<p>Telephone: (800) 448-2402 (912) 652-5279 Fax: (912) 652-5995</p>
<p>Bradley Smith Water Quality Certification EPD Water Protection Branch Georgia Department of Natural Resources 400 Commerce Drive Brunswick, GA 31523</p>	<p>Telephone: (912) 264-7284 Fax: (912) 262-3160</p>

JOINT APPLICATION
FOR
A DEPARTMENT OF THE ARMY, CORPS OF ENGINEERS PERMIT,
STATE OF GEORGIA MARSHLAND PROTECTION PERMIT,
REVOCABLE LICENSE AGREEMENT
AND REQUEST FOR
WATER QUALITY CERTIFICATION
AS APPLICABLE

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Every Applicant is Responsible to Complete The Permit Application and Submit as Follows: One copy each of application, location map, drawings, copy of deed and any other supporting information to addresses 1, 2, and 3 below. If water quality certification is required, send only application, location map and drawing to address No. 4.

1. For Department of the Army Permit, mail to: Commander, Savannah District, US Army Corps of Engineers, ATTN: CESAS-RD, 100 W. Oglethorpe Avenue, Savannah, Georgia 31401-3640. Phone (912) 652-5347 and/or toll free, Nationwide 1-800-448-2402.

2. For State Permit - State of Georgia (six coastal counties only) mail to: Habitat Management Program, Coastal Resources Division, Georgia Department of Natural Resources, 1 Conservation Way, Brunswick, Georgia 31523. Phone (912) 264-7218.

3. For Revocable License - State of Georgia (six coastal counties plus Effingham, Long, Wayne, Brantley and Charlton counties only) - Request must have State of Georgia's assent or a waiver authorizing the use of State owned lands. All applications for dock permits in the coastal counties or for docks located in tidally influenced waters in the counties listed above need to be submitted to Real Estate Unit. In addition to instructions above, you must send two signed form letters regarding revocable license agreement to: Ecological Services Coastal Resources Division, Georgia Department of Natural Resources, 1 Conservation Way, Brunswick, Georgia 31523. Phone (912) 264-7218.

4. For Water Quality Certification State of Georgia, mail to: Water Protection Branch, Environmental Protection Division, Georgia Department of Natural Resources, 4220 International Parkway, Suite 101, Atlanta, Georgia 30354 (404) 675-1631.

The application must be signed by the person authorized to undertake the proposed activity. The applicant must be the owner of the property or be the lessee or have the authority to perform the activity requested. Evidence of the above may be furnished by copy of the deed or other instrument as may be appropriate. The application may be signed by a duly authorized agent if accompanied by a statement from the applicant designating the agent. See item 6, page 2.

1. Application No. _____
2. Date _____
3. For Official Use Only _____
4. Name and address of applicant.
5. Location where the proposed activity exists or will occur.

Lat. _____ Long. _____

County	Military District	In City or Town
Near City or Town	Subdivision	Lot No.
Lot Size	Approximate Elevation of Lo	State
Name of Waterway	Name of Nearest Creek, River, Sound, Bay or Hammock	

6. Name, address and title of applicant's authorized agent for permit application coordination.

Statement of Authorization: I hereby designate and authorize the above named person to act in my behalf as my agent in the processing of this permit application and to furnish, upon request, supplemental information in support of this application.

Signature of Applicant

Date

7. Describe the proposed activity, its purpose and intended use, including a description of the type of structures, if any to be erected on fills, piles, of float-supported platforms, and the type, composition and quantity of materials to be discharged or dumped and means of conveyance. If more space is needed, use remarks section on page 4 or add a supplemental sheet. (See Part III of the Guide for additional information required for certain activities.)

8. Proposed use: Private Public Commercial Other (Explain)

9. Names and addresses of adjoining property owners whose property also adjoins the waterway.

10. Date activity is proposed to commence. _____

Date activity is expected to be completed. _____

11. Is any portion of the activity for which authorization is sought now complete YN

a. If answer is "Yes", give reasons in the remarks in the remarks section.
Indicate the existing work on the drawings.

b. If the fill or work is existing, indicate date of commencement and completion.

c. If not completed, indicate percentage completed.

12. List of approvals or certifications required by other Federal, State or local agencies for any structures, construction discharges, deposits or other activities described in this application. Please show zoning approval or status of zoning for this project.

Issuing Agency

Type Approval

Identification No. Date/Application

Date/Approval

13. Has any agency denied approval for the activity described herein or for any activity directly related to the activity described herein?
 Yes NO (If "yes", explain).

Note: Items 14 and 15 are to be completed if you want bulkhead, dredge or fill.

14. Description of operation: (If feasible, this information should be shown on the drawing).

a. Purpose of excavation or fill _____.

1. Access channel length _____ depth _____ width _____

2. Boat basin length _____ depth _____ width _____

3. Fill area length _____ depth _____ width _____

4. Other _____ length _____ depth _____ width _____

(Note: If channel, give reasons for need of dimensions listed above.)

b. If bulkhead, give dimensions _____

-- Type of bulkhead construction (material) _____

1. Backfill required: Yes _____ No _____ Cubic yards _____

2. Where obtained _____

c. Excavated material

1. Cubic yards _____

2. Type of material _____

15. Type of construction equipment to be used _____

a. Does the area to be excavated include any wetland? Yes No

b. Does the disposal area contain any wetland? Yes No

c. Location of disposal area _____

d. Maintenance dredging, estimated amounts, frequency, and disposal sites to be utilized: _____

e. Will dredged material be entrapped or encased? _____

f. Will wetlands be crossed in transporting equipment to project site? _____

g. Present rate of shoreline erosion (if known) _____

16. Description of Avoidance, Minimization and Compensation: Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also, provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

17. Water Quality Certification: In some cases, Federal law requires that a Water Quality Certification from the State of Georgia be obtained prior to issuance of a Federal license or permit. Applicability of this requirement to any specific project is determined by the permitting Federal agency. The information requested below is generally sufficient for the Georgia Environmental Protection Division to issue such a certification if required. Any item, which is not applicable to a specific project, should be so marked. Additional information will be requested if needed.

a. Please submit the following:

1. A plan showing the location and size of any facility, existing or proposed, for handling any sanitary or industrial waste waters generally on your property.
2. A plan of the existing or proposed project and your adjacent property for which permits are being requested.
3. A plan showing the location of all points where petro-chemical products (gasoline, oils, cleaners) used and stored. Any aboveground storage areas must be diked, and there should be no storm drain catch basins within the dike areas. All valving arrangements on any petro-chemical transfer lines should be shown.
4. A contingency plan delineating action to be taken by you in the event of spillage of petro-chemical products or other materials from your operation.
5. Plan and profile drawings showing limits of areas to be dredged, areas to be used for placement of spoil, locations of any dikes to be constructed showing locations of any weir(s), and typical cross sections of the dikes.

b. Please provide the following statements:

1. A statement that all activities will be performed in a manner to minimize turbidity in the stream.
2. A statement that there will be no oils or other pollutants released from the proposed activities which will reach the stream.
3. A statement that all work performed during construction will be done in a manner to prevent interference with any legitimate water uses.

18. Application is hereby made for a permit or permits to authorize the activities described herein; Water Quality Certification from the Georgia Environmental Protection Division is also requested if needed. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

Signature of Applicant

19. U.S.C. Section 1001 provides that: Whoever, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations, or makes or uses false writing or document knowing same to contain any false, fictitious or fraudulent statement or entry, shall be fined no more than \$10,000 or imprisoned not more than 5 years or both.

PRIVACY ACT NOTICE

The Department of the Army permit program is authorized by Section 10 of the Rivers and Harbors Act of 1899, Section 404 of the Clean Water Act and Section 103 of the Marine Protection, Research and Sanctuaries Act of 1972. These laws require permits authorizing structures and work in or affecting navigable waters of the United States, the discharge of dredged or fills material into waters of the United States, and the transportation of dredged material for the purpose of dumping it into ocean waters. Information provided will be used in evaluating the application for a permit. Information in the application is made a matter of public record through issuance of a public notice. Disclosure of the information requested is voluntary; however, the data requested are necessary in order to communicate with the applicant and to evaluate the permit application. If necessary information is not provided, the permit application cannot be processed nor can a permit be issued.

SUPPORTING REMARKS:

**U.S. Army Corps of Engineers
Regulatory Branch, Coastal Area Section
100 West Oglethorpe Avenue
Savannah, Georgia 31401-3640**

To Whom It May Concern:

This is to certify the work subject to the jurisdiction of the U.S. Army Corps of Engineers as described in my application dated _____, is to the best of my knowledge, consistent with the Georgia Management Plan.

Since my project is located in the Coastal Area of Georgia, I understand the U.S. Army Corps of Engineers must provide this statement to the Georgia Department of Natural Resources, Coastal Resources Division, Ecological Services Section (GADNR-CRD) for its review, and a Department of Army permit will not be issued until the GADNR-CRD concurs with my findings. I also understand additional information may be required by the GADNR-CRD to facilitate its review of my project and the additional information certifications may be required for other Federal or State authorizations.

Signature of Application: _____

Date: _____

Printed Name of Applicant: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Fax Number: _____

E-Mail Address: _____

**For questions regarding consistency with the Georgia Coastal Management Program,
Please contact Kelie Moore, GADNR-CRD, (912) 264-7218.**

Coastal Marina, Community or Commercial Dock Checklist

(fill in the blanks as indicated or answer yes or no)

LOCATION:

County _____
Municipality _____

Landmarks _____
Waterway _____

FACILITY:

Facility Type _____ Private _____ Public _____ Commercial _____ Other _____
Dock Space _____ Leased _____ Sold _____ Rented _____ Other _____

Size of Upland Area (sq. ft.) _____ Size of Submerged Area (sq. ft.) _____

WATERWAY INFORMATION:

open water _____ river _____ creek _____ basin _____

Tidal Range (ft MLW) _____ Water Depth (ft. MLW) _____
Channel Width (ft. MLW) _____ Depth of Dredging (ft. MLW) _____

Distance facility will extend into the waterway beyond MLW _____

EXISTING OR PLANNED SERVICES IN JURISDICTION:

_____ boat ramp	_____ hoist	_____ mobile lift	_____ vessel TV hookup
_____ railway	_____ fuel	_____ propeller repair	_____ electrical repair
_____ pump-out vessels	_____ hull repair	_____ engine repair	_____ vessel electric hookup
_____ boat building	_____ ship's store	_____ dockmaster's office	_____ fire protection
_____ restrooms	_____ showers	_____ restaurant	_____ laundromat
_____ hotel	_____ # of vehicle parking spaces		_____ # of trailer parking spaces

DREDGING/FILLING/ShORELINE STABILIZATION:

_____ Will dredging be required for the access channel?
_____ Will dredging be required for boat basin?
_____ Is filling proposed in tidal wetlands?
_____ Is filling proposed in open water?
_____ Will dredge disposal sites be required?
_____ Have future dredge disposal sites been identified?
_____ Have future dredge spoil sites been set aside with deeds or easements?
_____ Is shoreline stabilization proposed? If so, what type? _____
_____ Is the project in or near a US Army Corps of Engineers maintained channel or basin with an authorization depth of 12 feet or greater? (if so, contact the Corps of Engineers)

HABITAT/WILDLIFE/CULTURAL RESOURCES: (contact GADNR Wildlife Resources Division, US Fish & Wildlife Service, GADNR Coastal Resources Division- Marine Fisheries, National Marine Fisheries Service OR GADNR Historic Resources)

_____ Is this site located near a wildlife refuge, wilderness area, special management area, or other area specifically located for the protection of fish and wildlife?
If yes, what is the distance? _____

_____ *Is this habitat identified as “essential fish habitat”?

_____ Are rare, threatened, endangered or otherwise designated unique or outstanding aquatic or terrestrial species or their habitats known to be present at or near the project site?

_____ Do oyster or clam beds occur in or near the project site or access channels?
If yes, what is the distance? _____ If yes, what is the acreage? _____

_____ *Is project site near active crabbing areas?

_____ *Is the project site in designated bait zones?

_____ Is the project site in or near an area of historic, archeological, or scenic value?
If yes, explain _____

* GA DNR Coastal Resources Division’s Marine Fisheries staff can direct the applicant to appropriate source materials.
