

# INSTRUCTIONS FOR COMPLETING A GEORGIA SHORE PROTECTION ACT PERMIT APPLICATION

Coastal sand dunes, beaches, sandbars and shoals comprise a vital natural resources system and provide critical habitat for living resources. This sand-sharing system acts as a buffer to protect real and personal property and natural resources from the damaging effects of floods, winds, tides and erosion. The State of Georgia only allows activities and alterations, which are in the public interest, and do not substantially impair the values of functions of the sand-sharing system. The Department should be consulted on any project or modification proposed near the beach to verify the need for a Shore Protection Permit and to identify the Shore Protection jurisdiction. Shore Protection lines are generally valid for a one-year period and must be updated if any changes are proposed.

## DESIGN STANDARDS

In considering your project request, the Shore Protection Committee may only issue a permit if certain design criteria are met.

*Construction impacts must be minimized and temporary. Areas must be completely restored as appropriate. The project must maintain the normal functions of the sand-sharing system in minimizing damage from storms, waves and erosion for both yours and neighboring properties.*

- ❖ **A permit will not be issued for buildings or land alteration in the dynamic dune field unless the following additional provisions are met:**
  1. the proposed project must occupy the landward area of the parcel, and if feasible, landward of sand dunes
  2. at least 1/3 of the parcel is retained in its naturally vegetated and topographic condition
  3. the proposed project is designed to meet applicable hurricane-resistant standards
- ❖ **Buildings will not be permitted on beaches, eroding sand dune areas, or submerged lands.**

Piers, boardwalks or crosswalks may be permitted if the functions of the sand-sharing system are maintained and the area is fully restored.
- ❖ **Beach restoration and nourishment techniques are preferred to structural shoreline stabilization. A permit for shoreline engineering activities or land alteration on beaches, sand dunes, and submerged lands will not be issued unless the following additional provisions are met:**
  1. the project will minimize effects to the sand-sharing system
  2. No reasonable or viable alternative exists. If shoreline stabilization is necessary, either low-sloping, porous rock structures or other techniques, which maximize dissipation of wave energy and minimize shoreline erosion, shall be used.

## FORMS TO SUBMIT

1. **SIGNED SHORE PROTECTION ACT PERMIT APPLICATION**  
If you wish to have another party handle any part of the permitting process, you must formally designate the party as an agent.
2. **SIGNED STATE OF GEORGIA REVOCABLE LICENSE REQUEST**  
Applicants proposing to impact areas below the mean high waterline need to complete this application form. This form requests permission to use publicly-owned submerged lands.

## SUPPORTING APPLICATION MATERIALS TO SUBMIT

### Non-Refundable Application Fee:

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

<b>\$100 Routine</b>	Simple modification, crossover, gazebo, deck, simple roadway, landscaping, simple sand dune construction, research project, etc.
<b>\$250 Moderate</b>	Single lot revetment, single residence, public pier, parking area, commercial alteration, etc.
<b>\$500 Complex</b>	Beach restoration, shoreline stabilization, multi-residence, subdivision, beach renourishment, erosion control, commercial structure, etc.

### Written Description of the Project:

1. **Basic Project Details**  
Prepare a narrative with project details and location. Be sure to include the lot and house number, street name, subdivision name, city and county. Provide project dimensions, construction method(s), materials, and access for jurisdictional areas. Describe the intended use (private, public or commercial) and provide an estimation of the size of any areas to be cleared, excavated, graded, filled, or bulkheaded. Discuss how your project meets or exceeds the design standards listed above, including the requirement to retain at least 1/3 of the parcel in its naturally vegetated and topographic condition.
2. **Description of Alternatives Considered**  
Write a brief description of alternative methods, designs, and locations you have considered before deciding on the particular project for which you are requesting a permit and describe why you feel the permit should be granted. Please review the design standards listed above when formulating your review of alternatives considered.

**3. Landfill/Hazardous Waste Statement**

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, you may contact the State Hazardous Sites Response Program at (888) 373-5947. You can also check the internet at [www.dnr.state.ga.us/dnr/environ](http://www.dnr.state.ga.us/dnr/environ) then select Georgia Environment followed by Hazardous Sites. Provide a statement that you have inquired about the location of your site with respect to hazardous waste or landfills.

**4. Public Interest Statement**

Provide a statement demonstrating that *each* of the following public interests have been considered:

- a. Whether or not unreasonably harmful, increased alteration of the dynamic dune field or submerged lands, or function of the sand-sharing system will be created
- b. Whether or not the granting of a permit and the completion of the applicant's proposal will unreasonably interfere with the conservation of marine life, wildlife, or other resources
- c. Whether or not the granting of a permit and the completion of the applicant's proposal will unreasonably interfere with access by and recreational use and enjoyment of public properties impacted by the project

**Drawings of the Proposed Project:**

All drawings should be:

- a. Submitted on a registered survey or on the recorded plat of the property
- b. Submitted on 8 ½ " by 11" paper or 11" X 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 should depict:

- a. Existing and proposed features, including streets, utilities, structures, boardwalks, etc.
- b. Any applicable local government building setbacks in the project area
- c. Erosion control devices, significant natural vegetation, landscaping, topographical features, significant drainage patterns
- d. DNR Shore Jurisdiction Line (**DNR staff must verify the Shore Jurisdiction Line and this line must be surveyed in by a registered surveyor**), the ordinary high and low waterlines and the toe of the dune
- e. Dimensions of the structure/project
- f. Square footage calculations will be helpful in understanding the proposal:
  1. Total sq. ft of the property
  2. Total sq. ft of the proposed project footprint
  3. Total sq. ft of the jurisdictional area
  4. Total sq. ft of proposed project in jurisdictional area
- g. Distance of the project into the waterway and to the navigable channel. Label existing structures in the navigable waters near the proposed activity.
- h. A Section/Elevation View should show a cross-section view of the project using the same water elevations as the Site Plan.
- i. Also show the 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, types of materials used and construction techniques.

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 *PIERS* show typical arrangement of posts/beams/decking, height above the dunes and existing vegetation, the height above any waters and the details of how and where boardwalks leave and meet the ground. For Parking Lots and other site improvements, show the type of surfacing, extent of curbing, drainage system, curb cuts, planting schemes, etc. Include the amount of fill and grading work that will take place. Indicate this graphically on the drawings and give total volume amounts.

**Deed or Other Instrument of Title or Permission and Property Plat:**

Provide a copy of the warranty deed or other legal instrument under which you claim title to the property and a plat of the project area. If the applicant is not the owner of the property, provide a copy of the owner's deed and written permission from the owner to carry out the project on his land. If the deed references a specific plat, it must also be included.

**Vicinity Map and Directions to the Project Site:**

Include a 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. Please provide driving directions to your project site.

**Adjoining Property Owners**

On a copy of the plat, please show the names and addresses of adjacent property owners (include owners across the waterway). If the names of these property owners cannot be determined, you must provide an affidavit that you have diligently but unsuccessfully searched for this information. This search must include records of the local government's tax assessor's office.

**Zoning Letter and Signed Drawings from Local Government:**

Have your plans reviewed by the local government and submit:

1. a letter from the local zoning authority stating that this proposal does not violate any zoning laws. This letter must be specific to the project and cannot be conditional in any way.
2. a copy of the most current version of your plans, signed and dated by the local zoning authority. If the project is redesigned, the zoning authority must sign the latest plans. This ensures that there will be no confusion about which "version" of the project was approved.

**Certification that Project Meets Hurricane Design Standards**

Have your project engineer or architect certify that the project has been designed to meet applicable hurricane-resistant building standards. Your project engineer or architect must be registered and licensed in the state of Georgia.

## **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 Shore Protection Committee to fully evaluate your permit request. Additionally, the 30-day public notice cannot be published until the application package is substantially complete.

**Submit one original copy of the application package to:**

**Karl Burgess**

Georgia Department of Natural Resources  
Coastal Resources Division  
One Conservation Way  
Brunswick, Georgia 31520

Telephone: (912) 264-7218

Fax: (912) 262-3143

**IMPORTANT- If your project is proposed in waters of the United States:**

You **MUST** also contact the **United States Army Corps of Engineers, Savannah District, Regulatory Branch**, for additional authorization: **(800) 448-2402**

The Georgia Department of Natural Resources, Coastal Resources Division,  
compiled this instruction package. Last Updated June 2003.

**Shore Protection Act Permit Application**  
**O.C.G.A. 12-5-230**

Date: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Location:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Name, address, and title of authorized agent for application coordination (if desired):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Names and addresses of adjoining property owners (attach additional sheets as needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the proposed activity (attach additional sheets as needed):

Statement: I have made inquiry to the appropriate authorities that the proposed project is not over landfill or hazardous waste site and that the site is otherwise suitable for the proposed project.

Signature of Applicant (not agent): \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF GEORGIA

REVOCABLE LICENSE REQUEST FOR THE USE OF TIDAL WATERBOTTOMS

APPLICANTS NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

PROJECT ADDRESS/LOCATION: \_\_\_\_\_

COUNTY: \_\_\_\_\_ WATERWAY: \_\_\_\_\_ DATE: \_\_\_\_\_

LOT, BLOCK & SUBDIVISION NAME FROM DEED: \_\_\_\_\_

Georgia Department of Natural Resources  
Coastal Resources Division  
One Conservation Way  
Brunswick, Georgia 31520-8687

I am requesting that I be granted a revocable license from the State of Georgia to encroach on the beds of tidewaters, which are state owned property. Attached hereto and made a part of this request is a copy of the plans and description of the project that will be the subject of such a license. I certify that all information submitted is true and correct to the best of my knowledge and understand that willful misrepresentation or falsification is punishable by law.

I understand that if permission from the State is granted, it will be a revocable license and will not constitute a license coupled with an interest. I acknowledge that this revocable license does not resolve any actual or potential disputes regarding the ownership of, or rights in, or over the property upon which the subject project is proposed, and shall not be construed as recognizing or denying any such rights or interests. I acknowledge that such a license would relate only to the property interests of the State and would not obviate the necessity of obtaining any other State license, permit or authorization required by State law. I recognize that I waive my right of expectation of privacy and I do not have the permission of the State of Georgia to proceed with such project until the Commissioner of DNR or his/her designee has signed a copy of this request.

Sincerely,

By: \_\_\_\_\_  
(Applicant), title if applicable

By: \_\_\_\_\_  
(Applicant), title if applicable

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The State of Georgia hereby grants you a revocable license not coupled with an interest as provided in your request. This area may now or in the future be utilized by boats employing power drawn nets under the provisions for commercial or sport bait shrimping. In its occupancy and use of the premises, licensee shall not discriminate against any person on the basis of race, gender, color, national origin, religion, age, or disability. This covenant by licensee may be enforced by termination of this license, by injunction, and by any other remedy available at law to the Department. The project proposed for this license must be constructed and completed within **the specified timeframe associated with the authorization and/or transmittal letter associated with this revocable license** and must be maintained in serviceable condition. Otherwise, action will be initiated to revoke this license and all structures must be removed immediately at the licensee's expense.

STATE OF GEORGIA  
Office of the Governor

By: \_\_\_\_\_  
For: Mark Williams, Commissioner-DNR

Date: \_\_\_\_\_