



## **INSTRUCTIONS FOR COMPLETING AN INDIVIDUAL PERMIT APPLICATION PRIVATE RECREATIONAL DOCK PERMIT APPLICATION TO THE GADNR COASTAL RESOURCES DIVISION AND US ARMY CORPS OF ENGINEERS**

Use this application when proposing to modify an existing dock or proposing a new dock that exceeds the current PGP0083 size restrictions. Please refer to the PGP0083 application for the specific regulations regarding size restrictions.

**Use the checklist below to ensure you have submitted all the required documents to complete your application. You may be requested to provide additional information, such as a survey or scaled drawings, to complete your application. Your Permit Coordinator will inform you if additional information is required.**

### **Dock Permit Applicant Checklist**

- \_\_\_\_\_ **Joint Application (4 pages)** - This application is intended for private, single-family or multi-family recreational docks in Chatham, Bryan, Liberty, McIntosh, Glynn, Camden, Long, Effingham, Wayne, Brantley, and Charlton Counties. All owners listed on the deed of the property must sign the application.
  
- \_\_\_\_\_ **Revocable License (RL) Request (1 page)** - All owners listed on the deed of the property must sign the RL. Please ensure that all of the requested information at the top of the sheet is provided.
  
- \_\_\_\_\_ **Adjacent Owner Notification Sheets - (1 page for each adjacent owner)**
  - a) Applicant can submit sheets **signed by both** upstream and downstream property owners.
  - OR-**
  - b) Applicant can submit **Certified Mail** (date stamped) receipts which were addressed to upstream and downstream property owners.
  - OR-**
  - c) Adjacent owners may email/fax your Permit Coordinator directly with comments.
  
- \_\_\_\_\_ **Copy of the Deed and Plat of the subject parcel** - the applicant must be the current owner.
  
- \_\_\_\_\_ **Drawing of the Proposed Dock** - At least one **clean, legible drawing** on an 8"x 11" sheet to include:
  - a) Dimensions for each component, i.e. Fixed deck, float, ramp, hoist, walkway, etc. If permit is being modified and components are being added, please indicate on the

- drawing which components exist and which components are proposed. The drawing must indicate the exact configuration of the structure components.
- b) Waterway width at Mean Low Water (MLW) and Mean High Water (MHW). Indicate grass to grass measurement if channel is dry or mostly dry at MLW.
  - c) Extent of dock past MLW line.
  - d) Distance from each side of dock to extended property lines.
  - e) Any specific characteristic of the site should be identified with the proposed structure in place, i.e. a bend in the channel, a tidal creek or slough in proximity of the proposed structure, dock corridors that have been recognized by the Department.
  - f) When using previously submitted drawings or drawings from other sources, please ensure that all information matches the request.

**Note:** Professional drawings may be required depending on the proposed structure.

All documents must be submitted to the Permit Coordinator before your application can proceed through the process. The application will be put on hold if all of the required documents have not been submitted. Any applications put on hold due to missing documents will be considered withdrawn after 90 days after the initial submittal unless other arrangements have been made with your Permit Coordinator. At least 10 days prior to beginning construction, you must complete a Private Dock Construction Notification Form and submit it to your Permit Coordinator.

**Mail all application materials to the following:**

**Dock Permit Coordinator  
Georgia Department of Natural Resources  
Coastal Resources Division  
One Conservation Way  
Brunswick, GA 31520**

**AND**

**Commander, Savannah District  
US Army Corps of Engineers  
ATTN: CESAS-RD  
100 W. Oglethorpe Avenue  
Savannah GA, 31401**

For general questions about dock permits, the status of a pending application, see our web page at <http://www.coastalgadnr.org/> or call (912)264-7218 to speak with the Permit Coordinator for your county.

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 \_\_Y \_\_N

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 to 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.

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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:**

STATE OF GEORGIA

REQUEST FOR A REVOCABLE LICENSE FOR THE USE OF TIDAL WATERBOTTOMS

APPLICANT NAME(S): \_\_\_\_\_

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

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

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

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 executed a revocable license in accordance with this request.

Sincerely,

By: \_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
Title, if applicable

By: \_\_\_\_\_  
Signature of Applicant

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

\_\_\_\_\_  
Title, if applicable

Attachments

**ADJACENT PROPERTY OWNER NOTIFICATION  
NOTICE OF INTENT TO CONSTRUCT A PRIVATE,  
SINGLE/MULTI FAMILY RECREATIONAL DOCK**

DATE OF NOTICE \_\_\_\_\_

This notification is to advise you that \_\_\_\_\_ has applied for a recreational dock facility. The Georgia Department of Natural Resources and U.S. Army Corps of Engineers require that you, as an adjacent property owner, be notified. The applicant or agent for the applicant has been instructed to provide you with a copy of the project drawings along with this document.

PROJECT LOCATION \_\_\_\_\_

PROJECT TYPE \_\_\_\_\_

\_\_\_\_\_ As an adjacent property owner, I have been notified of the proposed work and reviewed the plans and do NOT object to the issuance of a permit for the project, as proposed.

\_\_\_\_\_ As an adjacent property owner, I have been notified of the proposed work and reviewed the plans and object to the issuance of a permit for the project, as proposed, for the following reasons.

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

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Adjacent Property Owner Signature

\_\_\_\_\_  
Date



**ADJACENT PROPERTY OWNER NOTIFICATION  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Adjacent Property Owner Signature

\_\_\_\_\_  
Date



## Private Dock Construction Notification Form

At least **10 days prior to construction**, the permittee must complete and sign the form, and return it to: Associate Permit Coordinator, GADNR-CRD, One Conservation Way, Brunswick, GA 31520, or as a PDF to your individual permit coordinator's email address.

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

**Permittee Name** \_\_\_\_\_

**Permittee Address** \_\_\_\_\_

**Project Street Address** \_\_\_\_\_

**Project County** \_\_\_\_\_ **Project Waterway** \_\_\_\_\_

**Permit/Revocable License Issue Date** \_\_\_\_\_

**Date to Begin Work** \_\_\_\_\_ **Expected Date of Completion** \_\_\_\_\_

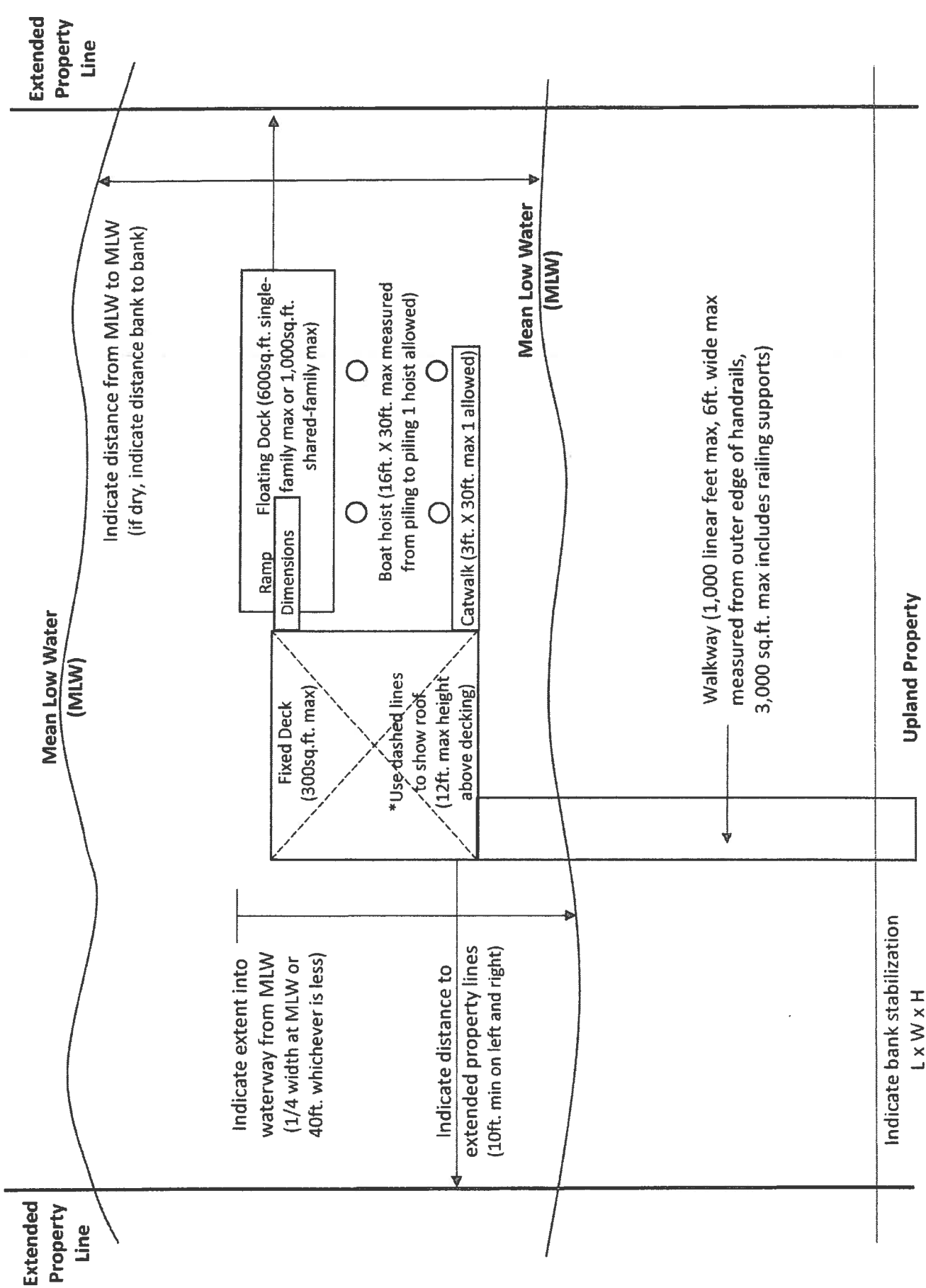
**Contractor Name** \_\_\_\_\_

**Contractor Address** \_\_\_\_\_

**Contractor Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

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

Through the above signature I am certifying that the information contained in this form is true, complete, and accurate and that I am the current owner of the project property.



Extended Property Line

Mean Low Water (MLW)

Extended Property Line

Indicate distance from MLW to MLW (if dry, indicate distance bank to bank)

Indicate extent into waterway from MLW (1/4 width at MLW or 40ft. whichever is less)

Indicate distance to extended property lines (10ft. min on left and right)

Fixed Deck (300sq.ft. max)

\*Use dashed lines to show roof (12ft. max height above decking)

Ramp Dimensions

Floating Dock (600sq.ft. single-family max or 1,000sq.ft. shared-family max)

Boat hoist (16ft. X 30ft. max measured from piling to piling 1 hoist allowed)

Catwalk (3ft. X 30ft. max 1 allowed)

Mean Low Water (MLW)

Walkway (1,000 linear feet max, 6ft. wide max measured from outer edge of handrails, 3,000 sq.ft. max includes railing supports)

Indicate bank stabilization L x W x H

Upland Property