

**APPLICATION**  
**FOR**  
**CONSTRUCTION LETTER OF APPROVAL**



**DEPARTMENT OF NATURAL RESOURCES AND**  
**ENVIRONMENTAL CONTROL**

**DIVISION OF WATERSHED STEWARDSHIP**

**SHORELINE AND WATERWAY MANAGEMENT SECTION**

State of Delaware  
Department of Natural Resources & Environmental Control  
**Division of Watershed Stewardship**

Office of the  
Director

89 Kings Highway  
Dover, Delaware 19901

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**APPLICATION FOR CONSTRUCTION LETTER OF APPROVAL**

This application form is provided for construction activities within the defined beach area and landward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Letter of Approval, as outlined in Part 4 of the Regulations Governing Beach Protection and the Use of Beaches. Copies of individual Building Line Maps are available for planning by request to the Shoreline & Waterway Management Section.

**Please answer all questions thoroughly and provide the applicable drawings on 11" x 17" or smaller paper. Incomplete applications will be returned.**

**Name of Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

**Name of Authorized Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Numbers: A/C ( ) \_\_\_\_\_ Residence A/C ( ) \_\_\_\_\_ Office

**Location of proposed work:**

Lot(s) Number: \_\_\_\_\_ Block Number: \_\_\_\_\_

Street address: \_\_\_\_\_

Subdivision/Community: \_\_\_\_\_

Tax Map #: \_\_\_\_\_

**Type of work proposed:** (i.e., Construction of a dwelling, commercial building, subdivision, addition, deck, dune crossover, septic system, shore protection structure, storage facility, placement of utilities, placement of fill or hardscaping (placement of a driveway, retaining wall, pavers, fence) etc.)

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**Please submit the following information with the application**

- Surveys must be originals signed and sealed by a professional surveyor licensed in the State of Delaware**
- 1) Copy of deed, lease, sales contract or County certificate showing ownership or legal interest in the property.
- 2) Four copies of a Topographic Survey of the lot (at one foot intervals) which includes the following information:
- a. The location and dimensions of the proposed structure, modifications and/or additions drawn to scale, including but not limited to: the dwelling, decks, porches, stairs, septic systems and tanks, roof lines, heat/air condition systems, walkways and driveways.
  - b. Distance to the DNREC Building Line and the DNREC Easement Line (if applicable) from the landward property boundary.
  - c. Setback distances from front, back and side lot boundaries required by local municipalities, subdivisions or the County.
  - d. The area of disturbance. This area must be limited to the area located landward of the DNREC Building Line and/or landward of the DNREC Easement Line (if applicable).
  - e. The location of existing and proposed septic systems including seepage bed, tanks and dosing chamber. New construction must meet all the isolation distances from the septic system required by the Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems.
  - f. A **profile view** of the proposed construction (include area below first living floor) showing proposed foundation, Base Flood Elevation existing and proposed grade, first floor elevation, elevation of lowest horizontal member, roof line, and all amenities including showers, heat pumps, steps, fences, walkways, etc.

- 3) Applications for construction of a cantilevered deck which extends seaward of the DNREC Building Line must include the following information on the survey:
  - a. The location of the building or deck of a similar nature on the adjacent property to which the deck is being cantilevered out to must be located on the survey. The distance from the landward property boundary of the adjacent deck must be clearly indicated on the survey.
  - b. Deck construction plans certified by an Architect or Engineer registered in the State of Delaware. All structural support for the cantilevered deck must be above Base Flood Elevation if located seaward of the DNREC Building Line and all space below the deck must remain open and free of obstruction.

**Please address all questions**

**Site Work: Placement or Removal of sand from the site is prohibited without prior approval**

Will there be any lot clearing or excavation at the site? \_\_\_\_\_

If so, will any sand be removed from the site? \_\_\_\_\_

Where will the sand be taken? \_\_\_\_\_

Will sand or fill be added to the site? \_\_\_\_\_ How much? \_\_\_\_\_

What will be the source of the material? \_\_\_\_\_

**Indicate on the plans where the fill will be placed.**

Will there be any landscaping? \_\_\_\_\_ If so, will you be bringing in top soil? \_\_\_\_\_

Are there any structures included in your landscape design? \_\_\_\_\_

**Please indicate their location on the plans.**

Are all of the plants native to the beach and dune environment? \_\_\_\_\_

**Activities Seaward of the Building Line are restricted**

**Placement of construction equipment or materials or disturbance of the area seaward of the DNREC Building Line is prohibited. The Building Line must be staked prior to initiation of construction. Erection of sand fencing will be required to mark the Building Line to prevent disturbance and damage to the dune or vegetation during construction.**

**Flood Zone Requirement/Construction Below Base Flood Elevation:**

**Construction Seaward of the Building Line must be located above Base Flood Elevation.**

What NFIP Flood Zone is the property located in (e.g. V, A, B, etc.)? \_\_\_\_\_

What is the Base Flood Elevation (NAVD88)? \_\_\_\_\_

**This information can be obtained from the applicable Town or County.**

**Please verify that all local Flood Zone requirements and ordinances are being met.**

**Flood Zone Requirement/Construction Below Base Flood Elevation (continued):**

Will any enclosures, such as entrances, storage areas, elevators, showers, skirting, utilities etc., be constructed below the first living floor? \_\_\_\_\_ **If so, indicate their location on the plans.**

**These structures must be located landward of the Building Line or elevated above Base Flood Elevation.**

Will any concrete, brick or asphalt be used for flooring, driveways, side walks, etc.? \_\_\_\_\_

**Indicate their location on the plans. These structures must be located landward of the Building Line.**

**Additional Information:**

Are there any wetlands on this lot? \_\_\_\_\_ **Please indicate their location on the plans.** If you propose to construct in wetlands, please include copies of written approvals from the Division of Water Resources - Subaqueous Lands Section and/or the U. S. Army Corps of Engineers.

Is there an existing septic system on the lot? \_\_\_\_\_ **Please indicate the location of the septic tank, dosing chamber and drain field on the plans.** If you are connecting to an existing system, please provide written approval from the Division of Water Resources. New construction must meet all the isolation distances from the septic system required by the Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems.

## SIGNATURE PAGE

As legal property owner, I (we) accept the legally binding nature of the Construction Letter of Approval application and enclosed plans for construction and acknowledge the ultimate responsibility of the owner in executing the conditions of the approval. I (we) also understand that any unauthorized additions or modifications of the final approved construction plans will be considered a violation of the Construction Letter of Approval and the Regulations and are therefore subject to penalties found in the Beach Preservation Act and the Regulations. I (we) also understand that submission of an application does not signify that I (we) have approval to begin construction or that an approval is guaranteed.

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**Signature of Property Owner(s)** **Date**

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**Signature of Property Owner(s)** **Date**

### Statement of Agent Authorization

I hereby designate and authorize \_\_\_\_\_  
to act in my behalf as my agent in the processing of this Construction Letter of Approval application and to furnish, as requested, supplemental in support of this application.

As legal property owner, I (we) accept the legally binding nature of this Construction Letter of Approval application and enclosed plans for construction and acknowledge the ultimate responsibility of the owner in executing the conditions of the approval. I also understand that this authorization does not transfer ultimate responsibility for this approval to the agent

Major modifications or subsequent additions involving horizontal or vertical expansion of the initial construction must be entered as a new application subject to conditions for construction outlined in the Regulations. Copies of the Regulations are available upon request from the Shoreline and Waterway Management Section.

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**Signature of Property Owner(s)** **Date**

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**Signature of Property Owner(s)** **Date**

Application is hereby made for a beach construction Letter of Approval in the State of Delaware. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge; such information is correct and complete. I further certify that I am authorized to undertake the proposed activities or I am acting as the duly authorized agent for the applicant.

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**Signature of Authorized Agent** **Date**