

**COASTAL CONSTRUCTION PERMIT APPLICATION  
FOR  
CONSTRUCTION SEAWARD OF THE DNREC  
BUILDING LINE**



**DEPARTMENT OF NATURAL RESOURCES AND  
ENVIRONMENTAL CONTROL**

**DIVISION OF WATERSHED STEWARDSHIP**

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

Office of the  
Director

89 Kings Highway  
Dover, Delaware 19901

Telephone: (302) 739-9921  
Fax: (302) 739-6724

**APPLICATION FOR CONSTRUCTION PERMIT**

This application form is provided for construction activities within the defined beach area and seaward of the DNREC Building Line as shown on maps prepared by the Shoreline & Waterway Management Section, and for construction activities requiring a Permit, 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. (Phone # (302) 739-9921)

**Please answer all questions thoroughly and provide the applicable drawings and plans. An application fee of \$150.00 in check form payable to the State of Delaware must accompany the application. Incomplete applications will be returned.**

All Permit applications will be advertised in two papers of State wide circulation. Twenty (20) calendar days from the date of advertisement must pass, in order to receive comments, before a decision will be rendered. A thirty (30) day appeal period follows issuance of the permit.

**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: \_\_\_\_\_

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

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

**Type of work proposed:**

(Construction of a dwelling, commercial building, subdivision, addition, shore protection structure, pedestrian dune crossover, septic system, storage facility, placement of utilities, placement of fill etc.).

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

**Site Work:**

**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 this environment? \_\_\_\_\_**

**Activities Seaward of the Building Line and on the dune:**

**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? \_\_\_\_\_

What is the effective/revised date of the FIRM panel used for flood zone determination? \_\_\_\_\_

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

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.? \_\_\_\_\_

**If so, indicate their location on the plans. These structures must be located landward of the Building Line.**

**Placement of construction equipment or materials seaward of the DNREC Building Line is prohibited. Erection of sand fencing will be required to mark the Building Line.**

What mitigating measures will be taken in order to prevent disturbance and damage to the dune during construction? \_\_\_\_\_  
\_\_\_\_\_

Following construction, what steps will be taken to replant vegetation disturbed during construction or to vegetation bare areas in the dune and on the lot? \_\_\_\_\_  
\_\_\_\_\_

**Please supply the following information:**

**All surveys must be originals, signed and sealed by a professional surveyor licensed in the State of Delaware. All plans must be approved by a registered professional engineer or architect licensed in the State of Delaware. Cantilevered decks must be designed and certified by an Architect or Engineer licensed in the State of Delaware.**

1. Copy of deed, lease, sales contract or other instrument showing legal interest of the property upon which work is to take place.
2. Four copies of a **8 1/2" X 11"** plan (drawn to scale)(see attached examples), indicating:
  - a. A Topographic survey of the lot (at one foot intervals), both plan and profile views, which indicates the location of the DNREC Building Line with regard to the proposed structure on the lot. If a cantilevered deck is proposed as part of the construction, the survey must also show the seaward extent of the building or deck on the adjacent lot.
  - b. Foundation pile layout plan and detail of pile to beam attachment approved by a registered professional engineer or architect licensed in the State of Delaware, certifying compliance with local flood hazard zoning and construction ordinances.
  - c. The location and dimensions of the proposed structure, modification, or additions, on the lot or parcel, clearly showing setback distances from front, back and side boundary lines.
  - c. A profile view of the proposed construction (include area below first living floor) showing existing grade, proposed fill, proposed foundation, first floor elevation, stairs, heat pumps, etc.
3. Information regarding the average square footage (of the footprint of the living space) of adjacent structures as required by Step 3 of the 4 Step Process.
4. For work other than construction of buildings, alternative or additional information may be required. Please contact the Division of Watershed Stewardship at (302) 739-9921 for additional information.
5. List names, Lot numbers and mailing addresses of all owners of property immediately adjacent to the project site.

# SIGNATURE PAGE

All signatures must be in original ink

As legal property owner, I (we) accept the legally binding nature of the Construction Permit 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 Permit and the Regulations and are therefore subject to penalties found in the Beach Preservation Act and the Regulations.

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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 Permit application and to furnish, as requested, supplemental information in support of this application.

As legal property owner, I (we) accept the legally binding nature of this Construction Permit 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 & 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 Permit 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**

## CHECKLIST

1. \_\_\_\_\_ Name and address of applicant/property owner and/or authorized agent.
2. \_\_\_\_\_ Authorization statement for agent.
3. \_\_\_\_\_ Copy of document showing legal interest of owner.
4. \_\_\_\_\_ Pile layout plan and attachment detail approved by Registered Engineer or Architect.
5. \_\_\_\_\_ Profile and plan view survey prepared by licensed surveyor, locating the DNREC established Beach Preservation Building Line with regard to proposed structure on lot.
6. \_\_\_\_\_ Plan view of proposed structure clearly indicating placement on lot, proposed distances from property lines, and parking areas.
7. \_\_\_\_\_ Profile view of proposed structure including all proposed construction below first living floor and grading plan, if any.
8. \_\_\_\_\_ Information regarding the average square footage (of the footprint of the living space) of adjacent structures as required by Step 3 of the 4 Step Process
9. \_\_\_\_\_ Names and addresses of adjacent property owners.
10. \_\_\_\_\_ Signatures of applicant/property owner and/or authorized agent.
11. \_\_\_\_\_ Application fee enclosed.