

APPLICATION
FOR
CONSTRUCTION LETTER OF APPROVAL



DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL

DIVISION OF SOIL AND WATER CONSERVATION

SHORELINE AND WATERWAY MANAGEMENT SECTION

State of Delaware
Department of Natural Resources & Environmental Control
Division of Soil and Water Conservation

Office of the
Director

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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 and plans. 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: _____

Subdivision/Community: _____

Tax Map #: _____

Type of work proposed:

(Construction of a dwelling, commercial building, subdivision, addition, 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? _____

Flood Zone/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? _____

(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.

Activities Seaward of the Building Line and on the dune

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? _____

Additional Information:

Are there any wetlands on this lot?___ **If so, 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 a septic system on the lot? _____ **If so, please indicate the location of the septic tank, dosing chamber, and drain field on the plans.** 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.

Please supply the following information:

All 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 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 on the lot.
(Applicable for lots which are intersected by or located seaward of the DNREC Building Line.)
 - b. 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 proposed foundation, existing grade, first floor elevation, elevation of lowest horizontal member and all amenities including showers, heat pumps, steps, fences, walkways, etc.
 - d. The area of disturbance.
3. Applications for construction of a cantilevered deck which extends seaward of the DNREC Building Line **must be designed and certified** by an Architect or Engineer registered in the State of Delaware. The survey required in item #2 above must also indicate the location of the structure on the adjacent property to which the deck is being cantilevered out to.

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.

Signature of Property Owner(s)

Date

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 information 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 & Waterway Management Section.

Signature of Property Owner(s)

Date

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.

Signature of Authorized Agent

Date

