

## Wetlands and Waterways Program: Checklist for Floodplain, Waterway or Nontidal Wetland Applications

- Processing Fee Enclosed
- Exempt from Processing Fee

- Applicant's name, mailing address, telephone number, email address and fax number
- Authorized agent's (or primary contact and other contact) names, mailing addresses, telephone numbers, email addresses and fax numbers
- Any existing authorization numbers or previously assigned numbers
- General description of project purpose and proposed activity.
- The name of the city or town, waterbody, and county where the project is located
- Clear directions to project site
- Latitude and longitude from a central location within the project limits

### Wetland, Waterway/Stream, Buffer, Floodplain Description

- Itemized calculation of all permanent and temporary wetland, stream, buffer, floodplain impacts
- A delineation report of the area of all wetlands and buffers on the site and associated wetland data sheets. The report map should include the location of all streams, 100-year floodplains?, open water and other surface waters on the site the limits of Chesapeake Bay Resource Protection Areas (RPAs), Wetland types should be noted according to their Cowardin (USFWS-National Wetlands Inventory) classification or similar terminology.
- Description of How Impacts were Avoided or Reduced
- Mitigation Proposal, if applicable

## Plans

- A detailed vicinity map of the project area, including the project boundary. The map should identify the project site, property boundaries, and adjacent property owners
- Plans showing distance of all proposed structures to all contiguous property lines and any appropriate County or State property line building restriction setbacks, right-of-ways and/or easements
- A plan view depicting existing and proposed conditions and structures. All plan view sketches should include, but are not limited to: north arrow; existing and proposed contours and/or grades; limit of surface water areas; ebb and flow direction of all water bodies (e.g., streams, tidal waters); applicant name and address; all horizontal dimensions of all proposed structures and impacts, existing conditions of the project site which includes all existing structures at or near the project site including neighbors; existing areas of wetland vegetation or mapped wetlands and buffers; the project boundary and a boundary demarcating the limits of disturbance. A section view showing existing and proposed conditions and structures.
- A description of construction access and methodology and a proposed construction schedule, with an estimated completion date
- Description of stabilization for temporary impacts
- ALL Non-Tidal Projects:** Large-sized impacts map (at a scale no smaller than 1" = 200'); use match lines if the entire site cannot fit on one sheet at this scale