



Department of Planning, Housing, and Zoning

PIER PERMIT CHECKLIST

Kent County Department of Planning, Housing and Zoning

Kent County Government Center
400 High Street • Chestertown, MD 21620
410-778-7423 (phone) • 410-810-2932 (fax)

Attached you will find the application packet for the construction of a new pier. If you have any questions, please don't hesitate to call the Department of Planning, Housing and Zoning at 410-778-7423. Please return the completed application and fee with the following:

1. A Kent County permit will not be issued until a copy of the joint permit from the Maryland Department of the Environment, Water Management Administration is received.
2. Permit Fee
3. Kent County Building Permit Application
4. Two sets of construction plans indicating types of material, size of structural materials, lumber, hardware, and spacing of materials.
5. Site Plan
6. Buffer Enhancement/Management Plan
7. Letter of authorization (*if applying on behalf of the property owner*)

WORK CANNOT BEGIN UNTIL THE PERMIT HAS BEEN REVIEWED, APPROVED, & ISSUED.

_____ 1. For your convenience, the following is the contact information necessary to acquire a joint permit from the **Maryland Department of the Environment**, Water Management Administration. For the construction of or addition to piers call 1-800-633-6101 or visit MDE online at

https://mde.maryland.gov/programs/Water/WetlandsandWaterways/PermitsandApplications/Pages/tidal_permits.aspx [tidal]

and

https://mde.maryland.gov/programs/Water/WetlandsandWaterways/PermitsandApplications/Pages/nontidal_permits.aspx [nontidal].

_____ 2. **Permit Fees:**

Kent County Building Permit
(check payable to the County Commissioners of Kent) \$100.00

Kent County Environmental Health Department (*if the property is served by private well and/or private septic*, check payable to the Kent County Environmental Health Dept.)
\$100.00

_____ 3. **Kent County Building Permit Application.** Please pay particular attention to the following:

- all contact and property location information
- side yard setbacks measured from the outermost piling and the side property lines extended
- proposed tree removal
- pier length/dimensions
- all improvements such as electric, plumbing

_____ 4. **Two (2) sets of construction plans** indicating types of material, size of structural materials, lumber, hardware, and spacing of materials. This information should be contained within the MDE Joint Application and may be used for County review purposes.

_____ 5. **Site Plan Requirements (a survey may be necessary)**

Extended Property Lines: Locate the distance from your outermost structure including your vessel (if moored beyond the outermost point of the structure) from property lines extended to the proposed pier and mooring pilings. Mooring piles are considered part of the structure. No pier, measured from the outermost piling, may be closer to the side property line than the required side yard width of the district in which it is located. A pier shall not be closer to the sideline or its extension over water than the required side yard width of the district in which it is located.

- _____ ▪ Channel, especially the entrance to any nearby coves or creeks: Locate the distance from your outermost structure to the channel. The channel is that part of the waterway where the largest class vessel that could use such waterway is required to navigate because of shallowness of water on both sides of such part, or as delineated on an approved plan or navigational chart.
- _____ ▪ Water depths: Indicate on the plan water depths (referenced to mean low water -0.0) at 1-foot contour intervals across the waterway or to a distance of 100 feet beyond the channelward extent of the proposed structure.
- _____ ▪ Width of the waterway: Indicate on the plan the mean high water line on the opposing shoreline at the narrowest point and note the width of the waterway. The measurement is made at the shoreline location of the pier and the narrowest width of the waterway from that point.
- _____ ▪ Pier length: The proposed pier length may not to exceed 25% of the width of the waterway, the edge of the channel, or 150 feet in length, whichever is less. Pier length is determined by the straight line distance between the mean high water mark and the outermost piling.
- _____ ▪ Location of house, well and septic in reference to the proposed pier: Accurately depict all your proposed and existing structures on the plans that may be pertinent to this application, including adjacent property owners' piers.

- _____ ▪ Show proposed land access including but not limited to stairs, paths, and structural walkways. Show any trees or vegetation proposed for removal.

- _____ 6. **Buffer Enhancement/Management Plan**—see attached sample Plan (Before any trees can be removed or before any disturbance occurs within the 100 foot Critical Area Buffer, a buffer plan must be obtained from the Department of Planning, Housing, and Zoning.)

- _____ 7. **Letter of Authorization**, if applying on behalf of the property owner

MAJOR BUFFER ENHANCEMENT/MANAGEMENT PLAN

Please attach site plan.

Property Owner _____

Address of property _____

Election District _____ Map _____ Grid _____ Parcel _____ Lot _____

Size of property _____ Acres

Total area of new lot disturbance: _____ square feet

Total area of tree/vegetation removal: _____ square feet X 2= _____ square feet

Understory to be removed (See the Mitigation Requirements on the back of this sheet to calculate replacement requirements).

Canopy trees to be removed (See the Mitigation Requirements on the back of this sheet to calculate replacement requirements).

In accordance with the Critical Area Program Habitat Protection Area requirements, the buffer, if not fully forested or is not fully established in woody or wetland vegetation, shall be established to the extent required in the following table (if the buffer is fully established, an area onsite or offsite must mitigated; a fee in lieu will be considered only if planting options do not exist and the fee has been established at \$1.50/square foot):

Development Category	Extent of buffer establishment required
New development on a vacant lot (prior to April 12, 1988)	Establish the buffer based on total lot coverage outside the buffer
New development on vacant lot (after April 12, 1988)	Fully establish the buffer
New subdivision or new lot	Fully establish the buffer
New lot with an existing dwelling unit	Establish the buffer based on total lot coverage outside the buffer
Conversion of a land use on a parcel or lot to another land use	Fully establish the buffer
Addition or accessory structure	Establish the buffer based on net increase in lot coverage outside the buffer
Substantial alteration	Establish the buffer based on total lot coverage

Signature _____ Printed name _____

Mailing address _____

Email address: _____ Daytime phone _____

BUFFER ENHANCEMENT/MANAGEMENT PLAN MITIGATION REQUIREMENTS

In accordance with the applicable activity located within the buffer, the following mitigation ratios apply (measurements based upon canopy calculation or square footage of disturbance):

Activity	Mitigation Ratio	
	Permanent Disturbance	Temporary Disturbance
Septic on a lot created before local program approval if located in existing grass or if clearing is not required	Not applicable	0
Septic system in a forest or developed woodland on a lot created before local program approval of clearing is required	1 :1	Not applicable
Shore erosion control	1:1	1:1
Riparian water access	2:1	1:1
Development or redevelopment of a water-dependent facility	2:1	1:1
Variance	3:1	1:1
Violation	4:1	Not applicable

The following planting credits for the type and size of the vegetation may be calculated as follows:

<http://www.nativeplantcenter.net/>

Vegetation Type	Minimum Size Eligible for Credit	Maximum Credit Allowed (Square Feet)	Maximum Percent of Credit
Canopy tree	2-inch caliper	200	Not applicable
Canopy tree	3/4-inch caliper	100	Not applicable
Understory tree	3/4-inch caliper	75	Not applicable
Large shrub	3 feet high	50	30
Small shrub	18 inches high	25	20
Herbaceous perennial*	1 quart or based on the area covered by plugs or seed mix	2	10
Planting Cluster 1*	1 canopy tree plus 3 large shrubs or 6 small shrubs of sizes listed above	300	Not applicable
Planting Cluster 2*	2 understory trees plus 3 large shrubs or 6 small shrubs of sizes listed above	350	Not applicable

* These options are available only for buffer establishment and buffer mitigation of less than 1/2 acre. 100% dead does not require replanting. Area must be stabilized with native vegetation or ground cover.

PROPOSED MAINTENANCE PLAN

Area to be planted within two growing seasons on or before _____ per approved plan and maintained thereafter.

Large/small shrubs to be planted (you may also list any herbaceous perennials here):

Canopy trees to be planted:
