



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 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 side line 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