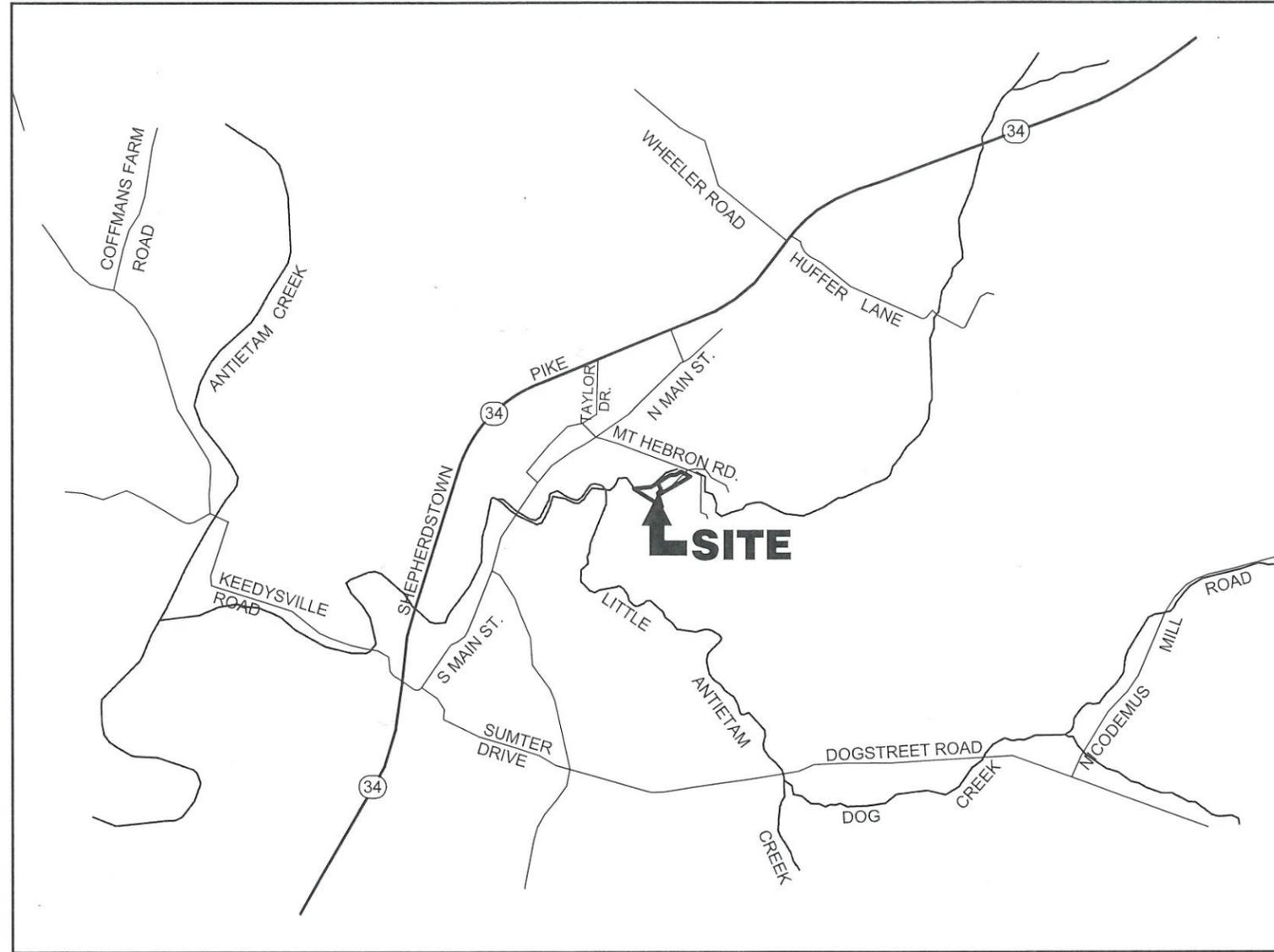
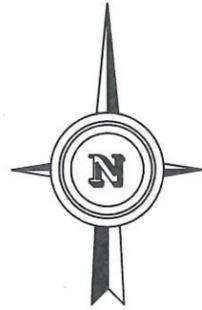




SITE PLAN
1" = 500'



LOCATION MAP
1" = 2000'

TRIAD ENGINEERING, INC.

1075-D SHERMAN AVENUE
HAGERSTOWN, MD 21740

PH: 301.797.6400 FAX: 301.797.2424

OFFICE LOCATIONS
MARYLAND o PENNSYLVANIA o VIRGINIA o WEST VIRGINIA

CADD FILE:

JOB NO:
03-19-0088-103019

DRAWN BY: STAFF
CHECKED BY: BJS

DATE: 1-17-2020
SCALE: 1"=20'

**EXHIBIT TO ACCOMPANY
JOINT PERMIT APPLICATION
KEEDYSVILLE SPRING HOUSE
WASHINGTON COUNTY, MARYLAND**



SHEET NUMBER:
JP-1
FILE NO.: 03-19-0088
JOB NO.: 03-19-0088

TRIAD ENGINEERING, INC.

1075-D SHERMAN AVENUE
HAGERSTOWN, MD 21740

PH: 301.797.6400 FAX: 301.797.2424

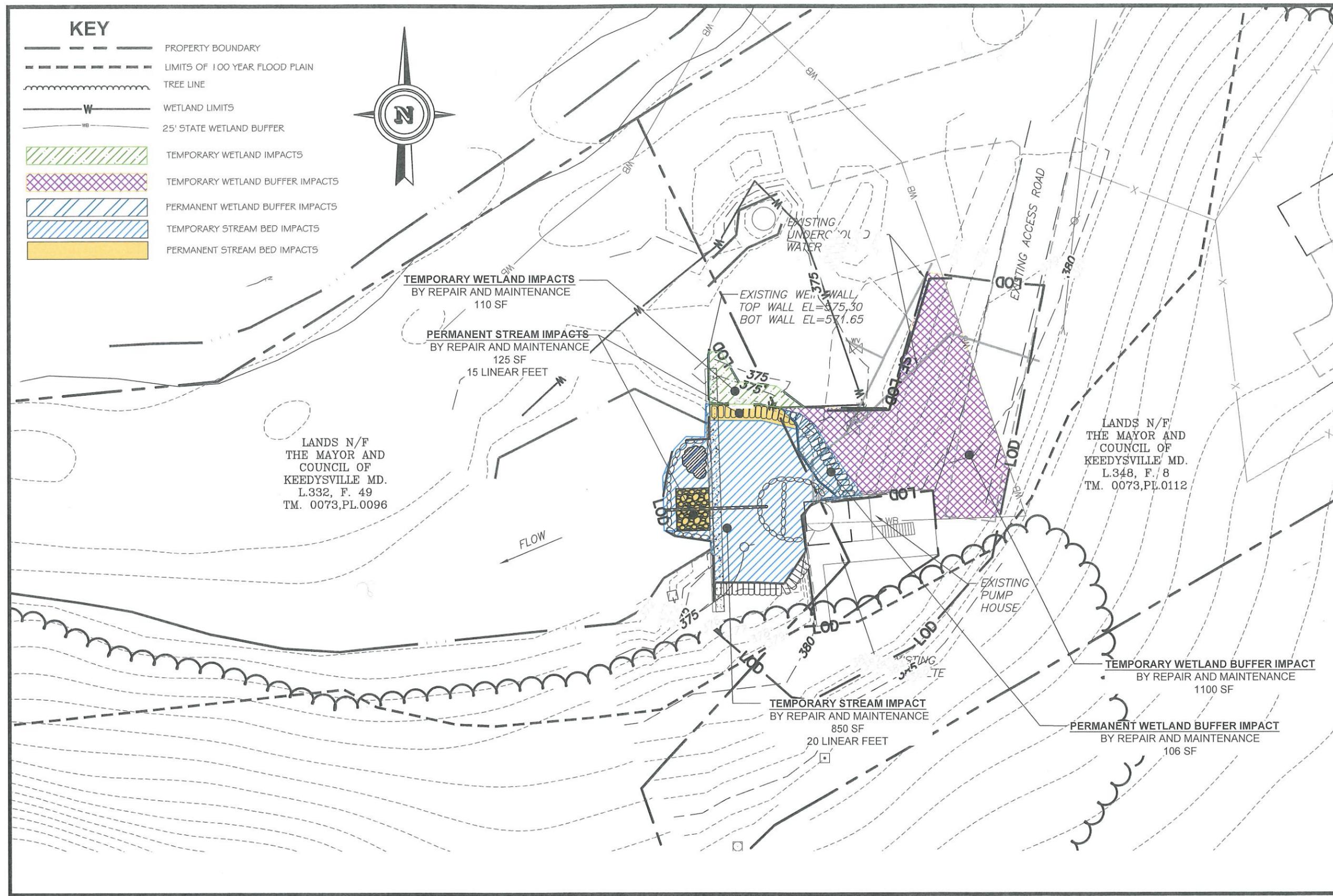
OFFICE LOCATIONS
MARYLAND • PENNSYLVANIA • VIRGINIA • WEST VIRGINIA

CADD FILE:	JOB NO: 03-19-0088-103019	CHECKED BY: BUS	SCALE: 1"=20'
	DRAWN BY: STAFF	DATE: 1/17/2020	

**EXHIBIT TO ACCOMPANY
JOINT PERMIT APPLICATION
KEEDYSVILLE SPRING HOUSE
WASHINGTON COUNTY, MARYLAND**



SHEET NUMBER:
JP-2
FILE NO.: 03-19-0088
JOB NO.: 03-19-0088



**Instructions for the
JOINT FEDERAL/STATE APPLICATION FOR THE ALTERATION OF ANY FLOODPLAIN,
WATERWAY, TIDAL OR NONTIDAL WETLAND IN MARYLAND**

NOTE: A *new* question has been added to the application form.

Please refer to the following question, located on the application under (2) Project Description, (a) Give written description of project:

Will there be temporary or permanent tree clearing occurring on the overall project site (i.e., uplands and wetlands), including but not limited to, tree clearing for site development, road/highways, utilities, mining, stormwater management, restoration, energy production and transmission, etc.)? _____ Yes ___x___ No

If yes, total estimated acres of tree clearing for the overall project site:
_____ acres

Instructions: Please indicate "Yes" or "No" if temporary or permanent tree clearing is proposed on the overall project site (i.e., uplands and wetlands). Tree clearing may be proposed as part of the overall project construction activities, including but not limited to site development, construction of roads or highways, stormwater management facilities and best management practices, aquatic resource restoration and enhancement, energy production activities and installation of utilities. If you checked "Yes" that permanent or temporary tree clearing is proposed as part of the overall project scope, please fill in the blank and identify the total estimated acres of tree clearing for the overall project site, including upland and wetland areas. If you need further clarification, please contact the Army Corps of Engineers at 410-962-3670.

*****IMPORTANT ANNOUNCEMENT*****

**New State Procedures for Application Processing
Wetlands and Waterways Program**

**Water Management Administration
Maryland Department of the Environment**

Effective **August 1, 2011**, the Maryland Department of the Environment (MDE) implemented new procedures for application review and communication with applicants designed to improve and expedite permit application processing. These procedures are intended to clarify the steps in the review process, promptly communicate the need for specific additional information and add certainty to the permit process by adhering to published permit turn-around times. MDE's ability to meet these new turn-around times for permit decisions depends on the submission of a carefully prepared application and the provision of any additional information determined by MDE to be necessary to complete an application review and render a decision. Providing additional information when requested is critical to the success of MDE in rendering a timely permit decision.

What is the Current Procedure?

All applicants for a wetlands and waterways authorization currently receive a "45-day letter" notifying the applicant that the activity is either authorized to proceed, or that the additional information described in the letter is needed to complete the application and enable MDE to render a decision. Past practice has been to allow the applicant an indefinite period of time to provide this information, resulting in thousands of pending applications upon which MDE could take no action.

What has Changed as of August 1, 2011?

The new process provides only one opportunity for an applicant to supplement an application with additional information. This change in procedure, which is applicable to all applications received on or after August 1, 2011, places a deadline by which the additional information requested in the "45-day letter" must be provided to MDE. Since each "45-day letter" will include a deadline for the submission of requested information, it is important to maintain a dialogue with the project manager assigned to your project prior to responding.

What Happens If Applicants Do Not Provide Sufficient Information or MDE Fails to Meet Deadlines?

If an applicant fails to provide the additional requested information or if the information provided within the requested time frame is insufficient, MDE will deny the permit application due to insufficient information upon which to make a favorable decision. The applicant may re-apply as allowed under State law. Resubmission of a permit application is considered a new application and fees will be due and payable upon resubmission of the application. As is currently done, if the Department fails to request additional information in the 45-day letter, the application is considered complete and the review will continue.

Note: If an application meets certain criteria for requiring additional time for review, such as a scientific study requested by MDE, resolution of legal or local governmental matters or other factors beyond the control of the applicant or the Department, this new procedure will not apply. The applicant will be notified if the application meets these criteria in the 45-day letter.

How Can an Applicant Ensure an Expedited Review Process?

Applicants are advised to obtain information and guidance by calling 410-537-3745 or 800-633-6101. Another option is to schedule a pre-application meeting by filling out the Pre-Application Meeting Request Form available at the following web address:

<http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Documents/preAppMeetingRequest.pdf>

In addition to providing the information requested in the application, be sure to include all of the information discussed during the telephone call or at the pre-application meeting. It is advisable to delay submitting an application until all of the required information can be provided. Additional information is available on the Program's website:

<http://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/index.aspx>

JOINT FEDERAL/STATE APPLICATION FOR THE ALTERATION OF ANY FLOODPLAIN, WATERWAY, TIDAL OR NONTIDAL WETLAND IN MARYLAND

FOR AGENCY USE ONLY

Application Number _____ Date Determined Complete _____
Date Received by State _____ Date(s) Returned _____
Date Received by Corps _____
Type of State permit needed _____ Date of Field Review _____
Type of Corps permit needed _____ Agency Performed Field Review _____

+++++

- Please submit 1 original and 6 copies of this form, required maps and plans to the Wetlands and Waterways Program as noted on the last page of this form.
- Any application that is not completed in full or is accompanied by poor quality drawings may be considered incomplete and result in a time delay to the applicant.

Please check one of the following:

RESUBMITTAL: _____ APPLICATION AMENDMENT: _____ MODIFICATION TO AN EXISTING PERMIT: _____
JURISDICTIONAL DETERMINATION ONLY: _____ APPLYING FOR AUTHORIZATION: X
PREVIOUSLY ASSIGNED NUMBER (RESUBMITTALS AND AMENDMENTS) _____

DATE 1/17/2020

1. APPLICANT INFORMATION:

APPLICANT NAME:

A. Name: Town of Keedysville B. Daytime Telephone: 301-432-5795
C. Company: Attn: Rick Bishop, Town Administrator D. Email Address: townhall@keedysvillemd.com
E. Address: P.O. Box 359
F. City: Keedysville State: Maryland Zip: 21756

AGENT/ENGINEER INFORMATION:

A. Name: Billie Swailes, P.E. B. Daytime Telephone: 301-797-6400
C. Company: Triad Engineering, Inc. D. Email Address: bswailes@triadeng.com
E. Address: 1075 Sherman Avenue #D
F. City: Hagerstown State: Maryland Zip: 21740

ENVIRONMENTAL CONSULTANT:

A. Name: Billie Swailes, P.E. B. Daytime Telephone: 301-797-6400
C. Company: Triad Engineering, Inc. D. Email Address: bswailes@triadeng.com
E. Address: 1075 Sherman Avenue #D
F. City: Hagerstown State: Maryland Zip: 21740

CONTRACTOR (If known): _____

A. Name: _____ B. Daytime Telephone: _____
C. Company: _____ D. Email Address: _____
E. Address: _____
F. City: _____ State: _____ Zip: _____

PRINCIPAL CONTACT:

A. Name: Paul Mantello, Town Manager B. Daytime Telephone: 301-432-7600
C. Company: Town of Boonsboro D. Email Address: townmanager@townofboonsboro.com
E. Address: 21 North Main Street
F. City: Boonsboro State: Maryland Zip: 21713

2. PROJECT DESCRIPTION

a. GIVE WRITTEN DESCRIPTION OF PROJECT:

The Keedysville Springhouse has a weir wall that creates a pool for the suction line, into the Regional Water System. Erosion below the wall has occurred and created a bypass, under the weir wall. This project will repair the bypass and stabilize the banks of the pool.

Has any portion of the project been completed? Yes No If yes, explain _____

Is this a residential subdivision or commercial development? Yes No
 If yes, total number of acres on property _____ acres

Will there be temporary or permanent tree clearing occurring on the overall project site (i.e., uplands and wetlands), including but not limited to, tree clearing for site development, road/highways, utilities, mining, stormwater management, restoration, energy production and transmission, etc.)? Yes No
 If yes, total estimated acres of tree clearing for the overall project site: _____ acres

b. ACTIVITY: Check all activities that are proposed in the wetland, waterway, floodplain, and nontidal wetland buffer as appropriate.

- A. filling
- B. dredging
- C. excavating
- D. flooding or impounding water
- E. draining
- F. grading
- G. removing or destroying vegetation
- H. building structures

Area for item(s) checked: Wetland $\frac{110(\text{tmp})}{0(\text{perm})}$ (sq. ft.) Buffer (Nontidal Wetland Only) $\frac{1100(\text{tmp})}{106(\text{perm})}$ (sq. ft.)
 Expanded Buffer (Nontidal Wetland Only) 0 (sq. ft.)
 Area of stream impact 975 (sq. ft.)
 Length of stream affected 35 (linear feet)

c. TYPE OF PROJECTS: Project Dimensions

For each activity, give overall length and width (in feet), in columns 1 and 2. For multiple activities, give total area of disturbance in square feet in column 3. For activities in tidal waters, give maximum distance channelward (in feet) in column 4. For dam or small ponds, give average depth (in feet) for the completed project in column 5. Give the volume of fill or dredged material in column 6.

	Length (Ft.) 1	Width (Ft.) 2	Area (Sq. Ft.) 3	Maximum/Average Channelward Encroachment 4	Pond Depth 5	Volume of fill/dredge material (cubic yards) below MHW or OHW 6
A. <input type="checkbox"/> Bulkhead						
B. <input checked="" type="checkbox"/> Revetment	65	5				10
C. <input type="checkbox"/> Vegetative Stabilization						
D. <input type="checkbox"/> Gabions						
E. <input type="checkbox"/> Groins						
F. <input type="checkbox"/> Jetties						
G. <input type="checkbox"/> Boat Ramp						
H. <input type="checkbox"/> Pier						
I. <input type="checkbox"/> Breakwater						
J. <input checked="" type="checkbox"/> Repair & Maintenance	60	3	180			6
K. <input type="checkbox"/> Road Crossing						
L. <input type="checkbox"/> Utility Line						
M. <input checked="" type="checkbox"/> Outfall Construction	8	8	64			
N. <input type="checkbox"/> Small Pond						
O. <input type="checkbox"/> Dam						
P. <input type="checkbox"/> Lot Fill						
Q. <input type="checkbox"/> Building Structures						
R. <input type="checkbox"/> Culvert						
S. <input type="checkbox"/> Bridge						
T. <input type="checkbox"/> Stream Channelization						
U. <input type="checkbox"/> Parking Area						
V. <input type="checkbox"/> Dredging						

1. New 2. Maintenance 3. Hydraulic 4. Mechanical
 W. Other (explain) _____

d. **PROJECT PURPOSE:** Give brief written description of the project purpose:

Project entails excavating the bypass-cavity, from the downstream-side, and filling with flowable concrete. To prevent further Erosion, the upstream side will be excavated and a concrete will be installed to extend the base of the weir wall to sound rock. To prevent erosion around the weir wall and the banks of pool, the banks of the pool will be stabilized with imbricated riprap.

3. **PROJECT LOCATION:**

a. **LOCATION INFORMATION:**

A. County: Washington B. City: Keedysville C. Name of waterway or closest waterway Unnamed tributary to Little Antietam Creek

D. State stream use class designation: Class III P

E. Site Address or Location: 33 Mt. Hebron Road Keedysville, MD 21756

F. Directions from nearest intersection of two state roads: Maryland Rt. 34 (Potomac St.) from Boonsboro to Keedysville. Left Onto Keedy Drive, right on Main Street, left onto Mt Hebron Road, and spring is on the right.

G. Is your project located in the Chesapeake Bay Critical Area (generally within 1,000 feet of tidal waters or tidal wetlands)?:
Yes X No

H. County Book Map Coordinates (Alexandria Drafting Co.); Excluding Garrett and Somerset Counties:
Map: 31 Letter: H Number: 6.5 (to the nearest tenth)

I. FEMA Floodplain Map Panel Number (if known): 2400750001B

J. 1. 39°-29'-15" latitude 2. 77°-41'-34" longitude

b. **ACTIVITY LOCATION:** Check one or more of the following as appropriate for the type of wetland/waterway where you are proposing an activity:

- | | | |
|--|---|--|
| A. <input type="checkbox"/> Tidal Waters | F. <input type="checkbox"/> 100-foot buffer (nontidal wetland of special State concern) | H. <input type="checkbox"/> 100-year floodplain (outside stream channel) |
| B. <input type="checkbox"/> Tidal Wetlands | G. <input checked="" type="checkbox"/> In stream channel | I. <input type="checkbox"/> River, lake, pond |
| C. <input type="checkbox"/> Special Aquatic Site (e.g., mudflat, vegetated shallows) | 1. <input type="checkbox"/> Tidal 2. <input checked="" type="checkbox"/> Nontidal | J. <input type="checkbox"/> Other (Explain) |
| D. <input checked="" type="checkbox"/> Nontidal Wetland | | |
| E. <input checked="" type="checkbox"/> 25-foot buffer (nontidal wetlands only) | | |

c. **LAND USE:**

A. Current Use of Parcel Is: 1. Agriculture: Has SCS designated project site as a prior converted cropland? Yes No
2. Wooded 3. Marsh/Swamp 4. Developed
5. Other Spring intake for water supply system.

B. Present Zoning Is: 1. Residential 2. Commercial/Industrial 3. Agriculture 4. Marina 5. Other

C. Project complies with current zoning Yes No

THE FOLLOWING INFORMATION IS REQUIRED BY THE STATE (blocks 4-7):

4. **REDUCTION OF IMPACTS:** Explain measures taken or considered to avoid or minimize wetland losses in F. Also check Items A-E if any of these apply to your project.

A. Reduced the area of disturbance

B. Reduced size/scope of project

C. Relocated structures

D. Redesigned project

E. Other _____

F. Explanation Project was redesigned to use riprap, rather than concrete, to reinforce the pool banks and prevent erosion, immediately downstream from the weir. Also, to dewater the work area, water will be piped, rather than pumped.

Describe reasons why impacts were not avoided or reduced in Q. Also check Items G-P that apply to your project.

- G. Cost
- H. Extensive wetlands on site
- I. Engineering/design constraints
- J. Other natural features
- K. Parcel size
- L. Other regulatory requirement
- M. Failure to accomplish project purpose
- N. Safety/public welfare issue
- O. Inadequate zoning
- P. Other _____

Q. Description _____

5. LETTER OF EXEMPTION: If you are applying for a letter of exemption for activities in nontidal wetlands and/or their buffers, explain why the project qualifies:

- A. No significant plant or wildlife value and wetland impact
 - 1. Less than 5,000 square feet
 - 2. In an isolated nontidal wetland less than 1 acre in size
- B. Repair existing structure/fill
- C. Mitigation Project
- D. Utility Line
 - 1. Overhead
 - 2. Underground
- E. Other (explain) Work proposed is considered a maintenance procedure on the existing water source. No significant impacts are expected.

F. Check here if you are not applying for a letter of exemption.

IF YOU ARE APPLYING FOR A LETTER OF EXEMPTION, PROCEED TO BLOCK 10

6. ALTERNATIVE SITE ANALYSIS: Explain why other sites that were considered for this project were rejected in M. Also check any items in D-L if they apply to your project. (If you are applying for a letter of exemption, do not complete this block.)

- A. 1 site
- B. 2 - 4 sites
- C. 5 or more sites
- D. Cost
- E. Lack of availability
- F. Failure to meet project purpose
- G. Located outside general/market area
- H. Greater wetlands impact
- I. Water dependency
- J. Inadequate zoning
- K. Engineering/design constraints
- L. Other _____
- M. Explanation: _____

7. PUBLIC NEED: Describe the public need or benefits that the project will provide in F. Also check Items in A-E that apply to your project. (If you are applying for a letter of exemption, do not complete this block.)

- A. Economic
- B. Safety
- C. Health/welfare
- D. Does not provide public benefits
- E. Other _____
- F. Description _____

8. **MITIGATION PLAN:** Please provide the following information. (If you are applying for a letter of exemption, do not complete this block.)

- a. Description of a monetary compensation proposal, if applicable (for state requirements only). Attach another sheet if necessary. _____

- b. Give a brief description of the proposed mitigation project. _____

- c. Describe why you selected your proposed mitigation site, including what other areas were considered and why they were rejected. _____

- d. Describe how the mitigation site will be protected in the future. _____

9. **HAVE ADJACENT PROPERTY OWNERS BEEN NOTIFIED?** A. _____ Yes B. _____ No
 Provide names and mailing addresses below (Use separate sheet, if necessary). (If you are applying for a letter of exemption, do not complete this block.)

- a. _____
- b. _____
- c. _____

10. **OTHER APPROVALS NEEDED/GRANTED:**

A. Agency	B. Date Sought	C. Decision		D. Decision Date	E. Other Status
		1. Granted	2. Denied		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

11. **HISTORIC PROPERTIES:** Is your project located in the vicinity of historic properties? (For example: structures over 50 years old, archeological sites, shell mounds, Indian or Colonial artifacts). Provide any supplemental information in Section 12.

- A. Yes B. _____ No C. _____ Unknown

12. **ADDITIONAL INFORMATION:** Use this space for detailed responses to any of the previous items. Attach another sheet if necessary:

The Keedysville Spring has been used by the Towns of Keedysville & Boonsboro, since the 1960s. The proposed work is repair and stabilization maintenance, only. Impacts are limited to previously disturbed areas.

Check box if data is enclosed for any one or more of the following (see checklist for required information):

- | | | |
|---|---|--|
| A. <input type="checkbox"/> Soil borings | D. <input type="checkbox"/> Field surveys | G. <input checked="" type="checkbox"/> Site plan |
| B. <input type="checkbox"/> Wetland data sheets | E. <input type="checkbox"/> Alternate site analysis | H. <input type="checkbox"/> Avoidance and
minimization analysis |
| C. <input type="checkbox"/> Photographs | F. <input type="checkbox"/> Market analysis | |
| I. <input type="checkbox"/> Other (explain) _____ | | |

CERTIFICATION:

I hereby designate and authorize the agent named above to act on my behalf in the processing of this application and to furnish any information that is requested. I certify that the information on this form and on the attached plans and specifications is true and accurate to the best of my knowledge and belief. I understand that any of the agencies involved in authorizing the proposed works may request information in addition to that set forth herein as may be deemed appropriate in considering this proposal. I certify that all Waters of the United States have been identified and delineated on site, and that all jurisdictional wetlands have been delineated in accordance with the Corps of Engineers Wetlands Delineation Manual (Wetlands Research Program Technical Report Y-87-1). I grant permission to the agencies responsible for authorization of this work, or their duly authorized representative, to enter the project site for inspection purposes during working hours. I will abide by the conditions of the permit or license if issued and will not begin work without the appropriate authorization. I also certify that the proposed works are consistent with Maryland's Coastal Zone Management Plan. All information, including permit applications and related materials, submitted to MDE may be subject to public disclosure consistent with the Maryland Public Information Act, §4-101 *et seq.*, General Provisions Article of the Maryland Code and the Freedom of Information Act, 5 USC Section 552 *et seq.* Pursuant to Clean Water Act Section 404(o), 33 USC 1344 (o), permit applications and permits will be available to the public. I understand that I may request that additional required information be considered confidential under applicable laws. I further understand that failure of the landowner to sign the application will result in the application being deemed incomplete.

LANDOWNER MUST SIGN: _____ DATE: _____

WHERE TO MAIL APPLICATION

Maryland Department of the Environment
Water and Science Administration
Regulatory Services Coordination Office
1800 Washington Boulevard, Suite 430
Baltimore, Maryland 21230
Telephone: (410) 537-3762
1-800-633-6101

BEFORE YOU MAIL... DON'T FORGET...

- **SIGN AND DATE THE APPLICATION. THE LANDOWNER MUST SIGN.**
- **SEVEN (7) COPIES OF ALL DOCUMENTS (APPLICATION, PLANS, MAPS, REPORTS, ETC.) MUST BE RECEIVED TO BEGIN OUR REVIEW.**
- **INCLUDE SEVEN (7) COPIES OF A VICINITY MAP (LOCATION MAP) WITH THE PROJECT SITE PINPOINTED.**
- **SEND AN APPLICATION FEE OF \$750 ALONG WITH A COPY OF THE FIRST PAGE OF THE APPLICATION TO MARYLAND DEPARTMENT OF THE ENVIRONMENT, P.O. BOX 2057, BALTIMORE, MD 21230-2057. PLEASE REFER TO OUR WEBSITE <http://www.mde.maryland.gov> FOR FURTHER INSTRUCTIONS.**

SUPPLEMENTAL INFORMATION TO BE INCLUDED ON PLANS, DRAWINGS, OR VICINITY MAPS

In addition to the information indicated on the previous pages, you should include the following on the 8 1/2 x 11 site plans and any blueprints you have submitted:

1. Delineation of any wetland buffers or expanded buffers, clearly marked and differentiated.
2. Location of mitigation area, if proposed on the same site as the project.

Note: If you are proposing a complex project you may wish to submit engineering blueprints of your project with the application form to expedite review.

Mitigation Location Map: If you are proposing that nontidal wetland mitigation be done at a different location than the proposed project, you should submit a map showing the location of the mitigation site in relation to the proposed nontidal wetland losses.

WETLAND DELINEATION

Wetlands should be identified according to methods described in the publication Corps of Engineers Wetlands Delineation Manual (Wetlands Research Program Technical Report Y-87-1). Copies of the manual may be obtained by calling the U. S. Government Printing Office at 202-783-3238 and requesting document #024-010-00-683-8 at a cost of \$7.50. Wetlands must be shown on all plans submitted with the application. All wetlands on site must be delineated and shown on the overall site plan. 8½ x 11 inch plans with topography showing relation of the wetlands and project impacts must be submitted. Copies of the wetland reports and data sheets used in making the determination must be included with your application submittal.

Regulatory Agencies

Federal Permits

U.S. Army Corps of Engineers
Baltimore District
Attention: CENAB-OPR
2 Hopkins Plaza
Baltimore, MD 21201
Telephone: (410) 962-3670

State Authorizations

MD Dept. of the Environment
Water and Science Administration
Tidal Wetlands Division
1800 Washington Blvd, Ste 430
Baltimore, MD 21230
Telephone: (410) 537-3837

Coastal Zone Consistency Statement

MD Dept. of the Environment
Water and Science Administration
Wetlands and Waterways Program
1800 Washington Blvd, Ste 430
Baltimore, MD 21230
Telephone: (410) 537-3745

MD Dept. of the Environment
Water and Science Administration
Nontidal Wetlands and Waterways
Division
1800 Washington Blvd, Ste 430
Baltimore, MD 21230
Telephone: (410) 537-3571

Wetlands and Waterways Program: Checklist for Floodplain, Waterway, Tidal 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.

ALL Tidal Projects

- Plan sheets should be on 8.5" x 11" paper, black and white, and single sided. Plans should be legible and not cluttered; proposed plan sheets should contain a written or visual scale no smaller than 1" = 50' (Use match lines if the entire project site cannot fit on one sheet at this scale); existing plan sheets should contain a written or visual scale no smaller than 1" = 100' (Use match lines if the entire project site cannot fit on one sheet at this scale)
- All plan notes should be placed at the bottom of the page or on a separate page. The plan sheets should be numbered to reference the plan sheet in relation to the total number of plan sheets i.e. Page 1 of 3, Page 2 of 3, etc.
- Dimensions of all proposed structures must be represented.
- ALL** plan view sheets should include Mean High Water Line (MHWL) and Mean Low Water Line (MLWL; referenced to 0.0 feet). *If a project proposes to alter the MHWL and/or MLWL during construction then they should be depicted and labeled.*
- Plan views should include water depths marked as either contours or spot depths that extend across the width of the waterway.
- Plan views should include the maximum channelward extent beyond mean high water of all proposed structures and impacts.
- Plan views should include the distance across the waterway, perpendicular to the proposed worksite, to the opposite shoreline and maximum fetch for the project worksite; *include multiple bearings and/or summer-winter wind direction if possible.*
- Dredge material management plan (for dredging projects only) including type of dredging, location of dredged material placement site, handling and transport method for dredge material, the dimensions and detailed design of the proposed dredged material placement site including a plan and cross-sections drawing of dewatering area (if proposed), maximum volume of dredged material, and an acceptance letter from the operator of the dredged material placement site.