

STAFF ONLY
 Zoning _____
 Topo # _____
 Pier Width/Length _____
 Setbacks _____



STAFF ONLY
 Permit No. _____
 Revision No. _____
 Date _____
 MDE # _____

Residential Pier Permit
Submission Checklist

Anne Arundel County Code requires that private piers, wharves, and mooring pilings shall be limited to the lesser of:

1. One-half the distance from the mean high water line to the center line of the body of water upon which is it situated. (One-quarter distance across the body of water **as measured to the closest point across.**)
2. Three hundred feet (300') from the waterfront at mean high tide.

The location of piers and mooring pilings shall be DETERMINED BY THE DEPARTMENT OF PLANNING AND ZONING and is limited only to the alternatives set forth immediately hereafter which would cause the least interference to neighboring uses. Said pier and/or pilings shall be located not less than fifteen feet (15') from a line extended: (see attached illustrations)

1. From the side property line at a ninety degree right angle to the shoreline; or
2. From the extension of the last course of the said property line into the water; or
3. From the side property line to the center of cove; or
4. From the side property lines generally parallel with existing piers located on the adjacent properties.

* A pier permit may include up to ten (10) feet of walkway to the pier. Walkway in excess of ten (10) feet will require a separate permit. Bulkheads and other shoreline protection measures also require a separate permit.

Instructions: All submissions shall be submitted as indicated below. Any submissions brought to the Permit Application Center with missing or incomplete packages, may be rejected, or set aside until all necessary information has been provided. Incomplete submissions will not be logged into the system until the date that all of the necessary information has been supplied to the Permit Application Center. Additional information may be required.

Applicant shall place one of the following marks (as appropriate) on each line.
 N/A – not applicable ✓ – provided

Department of Inspections and Permits – Development Division – Zoning Package

- ___ 1. A principle structure (dwelling) must be located on the property before a pier, pier extension, or mooring piling can be built or placed in the water.
- ___ 2. Riparian rights are required. If the applicant does not have riparian rights to the waterfront area, the applicant and the community association or developer must create a Pier Construction Agreement authorizing the construction of a pier across the property owned by the community. The aforementioned parties must sign the agreement, and the signatures must be notarized. The agreement must then be recorded at the Court House, and a copy of the recorded agreement provided with the application, or prior to the issuance of the permit.
- ___ 3. One (1) copy of the Building Permit Application form, with original notarized signatures of applicant and owner(s) and the required permit fee(s). (NOTE: Cash, check, or money order in the amount of the permit fee, plus a non-refundable \$25.00 application processing fee.)
- ___ 4. If the property consists or more than one lot a Lot Merger Agreement is required in accordance with Article 18, Title 2, Subtitle 203 (c), of the Anne Arundel County Code. This agreement may be obtained from the Anne Arundel County website at www.aacounty.org .
- ___ 5. FOUR (4) SETS of the following:
 - ___ a) Clearly legible blue or black line site plan, drawn to an Engineer's Scale* in its entirety, as the cover for the submittal, which must include the following:
 - ___ i) A drawing of the entire lot showing its exact dimensions;
 - ___ ii) The exact location of the proposed and/or existing pier, and/or pier extension (if applicable), including all dimensions;
 - ___ iii) The exact location of any proposed or existing mooring pilings, or boatlift pilings, showing the distance of these pilings from the pier;
 - ___ iv) The distance of proposed and/or existing structures from the side property lines extended; (See # 6 and the attached drawings for further explanation)
 - ___ v) The location(s) and dimensions of any pier(s) and/or mooring piles on either abutting lot.
 - ___ b) A Vicinity Map of the general area **with the exact location of the property clearly marked.**
 - ___ c) A pier location survey may be required for the replacement of, or addition to, an existing non-conforming pier or piling(s).
- ___ 6. One (1) copy of any prior Variance Decision, Special Exception, or any other Hearing Officer's Decision Letter, if applicable, must be provided.
- ___ 7. Approval from the Maryland Department of the Environment and the Army Corps of Engineers is required BEFORE beginning construction. **To obtain a joint State/Federal Application, please call: MDE at (410) 537-3837, or the Army at (410) 962-4252.** A copy of this approval, including approved site plan(s), may be required prior to the issuance of this permit.

* An **Engineer's Scale** is typically a three-sided, multi-scaled measuring device, which can be obtained from any office supply store.

Applicant's Certification

I, the undersigned, hereby certify that the attached Pier submittal includes all items required by Article 28 of the Anne Arundel County Code. I understand that if any of the items required are found to be missing from the submittal, the permit plan will not be acceptable for review and will be returned as incomplete. The applicant is aware of these criteria, and will accept all responsibility for delays due to incomplete submittals.

Applicant's Signature _____ Date _____

Permit Processor's Initials _____ Date _____