



City of Annapolis
Department of Planning and Zoning
 145 Gorman Street Fl 3
 Annapolis, MD 21401-2529

Permitting@annapolis.gov • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • www.annapolis.gov

Port Wardens Application

1. Pick up an application at the Office of Code Enforcement and return with:
 - a. Application fee per current FY Fee Schedule
 - b. 12 copies of the application
 - c. 12 copies of building and/or grading permit
2. Detailed application information is found in the City Code [Title 15](#) available on the City's web site.
3. After staff review and approval, the application will be placed on the agenda of the Board of Port Wardens for their next hearing. Applicants will be notified of the hearing date.
4. The property must be posted at least 10 days prior to the hearing, with a sign facing the street and a sign facing the water. Signs are available for \$10 each from P&Z and should be purchased at the time the application is submitted.
5. At least 10 days prior to the hearing you must notify by mail all property owners within 150 feet if your application is for a working boatyard or private pier with 4 or fewer slips; or within 500 feet for all other applications. The mailing must include a site plan and complete description of the application and the date and time for the hearing. For those properties requiring notification that are multi-family dwellings, notification may be made to the board members of the unit owners association and/or property manager in lieu of notification of all property owners. Certificates of mailing shall be submitted to the Port Wardens at the hearing.
6. If your application includes any structures that encroach within 5 feet of the lateral line, you must obtain a written letter of no objection from the affected adjacent property owner. Letters of no objection must be submitted with the completed application.
7. Decisions are generally made by the Board at the hearing but become official only after Findings of Fact are approved by the Board at the following hearing. The 30 days after the Findings are approved are set aside for any appeals to the decision.
8. A city permit may be issued only if:
 - a. Both the Corps of Engineers and MDE permits are delivered to the Office of Environmental Programs.
 - b. All advertising fees are paid to the Capital Newspaper.

Filling Out and Submitting the Port Wardens Application

1. This application is required for any construction, modification or enlargement of any structure installed or intended to be installed in the waterway, and any dredging or filling. This application is not required for repair or reconstruction of legally existing structures that have been damaged or destroyed within the last year. However, a building permit application is required.
2. Please refer to City Code [Title 15 Division III Chapter 15.20](#) for complete application information. The City Code is accessible from the City's web site www.annapolis.gov under Government or by clicking [here](#).
3. The City requires 12 copies of your application and drawings to be submitted to the Office of Code Enforcement. If you do not submit the required number of copies, fees, or essential information, your application will not be processed.

4. The following items are required:
 - a. Drawings and construction details in 8 1/2 by 11 format. Larger projects may submit blueprints.
 - b. City plat showing harbor lines, lateral lines, water depths, and existing waterway structures. Harbor line maps are available from the City's Survey Office.
 - c. City quad sheet (1 inch to 40 ft scale, available from the City's Survey Office) showing the proposed improvements and their relationship to adjoining properties.
 - d. The drawings must show a relationship between the proposed construction and a fixed object on shore. The fixed object should be clearly identified, indicating the distance between it and the proposed construction.
 - e. Any other information as may be required by [Title 15](#).
5. Other details:
 - a. Completed applications and the filing fee are to be submitted to the Office of Code Enforcement at the address above. Checks are to be made payable to the *City of Annapolis*.
 - b. Applications are processed by City staff for the Port Wardens hearings, which occur on the 4th Tuesday of each month. Complete staff review can take several weeks and revisions will occasion further delays.
 - c. The City will notify the applicant before the hearing at which the application will be heard.
 - d. The applicant or an authorized representative must be present at the hearing.
 - e. All property owners within 150 ft for working boatyards and private piers with four or fewer slips, and 500 feet for all other applicants, including commercial marinas, Yacht Clubs, and all private marinas with more than four slips, must be notified in writing by the applicant by mail so that they will have the opportunity to attend the hearing.
 - f. A notice of public hearing will be placed by the City in the local newspaper in conformity with notification provisions of City Code [Title 15](#). The applicant will be billed by the newspaper, and the City permit cannot be issued until the newspaper has been paid.
 - g. Signs must be posted on the site at least 10 days prior to the hearing. Signs are available from the City.
6. The application must reflect the construction desired. Subsequent changes must be submitted to City staff for review and approved by the Port Wardens in a public hearing.
7. A completed City Building Permit application must be submitted with the hearing application for all proposed marine construction. A completed City Grading Permit application must be submitted for any dredging, filling, or placement of stone.
8. The City will publish a Notice of Decision in the newspaper, and the applicant is responsible for payment.
9. Appeals to a decision of the Port Wardens must be made within 30 days and are to the Circuit Court of Anne Arundel County.
10. Following payment of all advertising costs and the receipt of both State and Federal approvals, the application will be processed for permit issue. The applicant will be notified when the permit is ready for pick-up.

Joint State and Federal Tidal Wetlands License:

MDE, Water Management Administration
 Regulatory Service Coordination Office
 1800 Washington Boulevard Suite 430
 Baltimore, MD 21230-1708
 Telephone 410 537-3762 or 800 876-0200

11. The City may issue a permit before the appeal period expires. If this occurs, work may commence at the applicant's risk.
12. If you have any questions regarding your Port Wardens application, please contact Planning and Zoning at 410-260-2200.

Description and drawing of proposed work

This is one of the most important parts of your application. Your description should give a clear idea of the proposed work. Your diagram should show the water depth to the nearest foot along the length of your proposed and existing dock, platform, and mooring pilings. It should show the location of the proposed slips and/or boat lifts as well as the distance of proposed construction to the lateral lines and harbor line. All of this should appear on a single, accurate drawing; however, you may use a second drawing to show the location of your property. Photographs of your existing property may also help. Drawings and photos may be appended to this application if room here is not sufficient.

Piers and Pilings

NOTE: Copy of MDE and Federal permits or letters of exemption required before issuance of a City permit.

Proposed length and width of new piers and platforms:

Distance from fixed object on shore (please identify object):

Number and type of proposed mooring pilings in this application:

Existing docks, Mooring pilings, Bulkheads, Other structures on the site:

Boats, Boat Slips, Boat Lifts

NOTE: MDE and Federal permits or letters of exemption are required before issuance of a City permit. Electrical lifts require electrical permits.

Currently existing slips _____	Slips are requested for _____	Private	Commercial
Number of slips requested	_____		
Number of boat lifts requested	_____		
Total slips proposed at site (existing plus requested)	_____		
Total water frontage of property	_____		
Total parking spaces	_____		

(Residentially zoned property allows 1 slip for each 25 feet of water frontage: Commercially zoned property allows slip density at a ratio of 1 slip for 2 parking spaces)

Water depth at slips _____ (If a site plan is referenced, it must have water depth noted)

Non-commercial use: Boat length and registration number(s)

Non-commercial use: Boat ownership

If yours is a privately owned, legally installed residential pier, vessels other than your own are allowed to temporarily use your pier but you cannot receive any form of payment in return as it violates the City zoning code.

Bulkhead Applications

NOTE: MDE and Federal permits or letters of exemption are required before the issuance of a City permit.

Rebuild Existing Bulkhead

New Construction

Fill behind old or new structure? If so, a City grading permit is required.

Dredging Applications

NOTE: A City grading permit is required. Dredging is not allowed in City waters between April and October 15 and may be further restricted depending upon fish spawning, subaquatic vegetation, other shallow water habitat. State and Federal approvals are required. Contact MDE at 410-631-8645 or USACOE at 410-962-6011. Drawings submitted with application must show scaled cross section.

Cubic yards of material to be dredged _____ Control depth of cut _____ at MLW

Material to be deposited on site _____ % Material to be taken to another site _____ %

Name and address of deposit site _____

Dredged from Shore Barge Removed by Truck Barge

Filling Applications

NOTE: A City grading permit is required for the deposition of any fill material below the mean high tide line. State and Federal approvals are also required. Stone revetments, groins and any other stone structures must be underlain with filter cloth. Fills behind bulkheads and for wetlands creation must be clean sand. Drawings submitted with application must show scaled cross section.

Cubic yards of material deposited _____ Deposition from Shore Barge

Adjoining Property Owners

<i>Name</i>	<i>Property and or Mailing Address</i>
_____	_____
_____	_____
_____	_____

If any part of your project is within 5 feet of the lateral line, then the affected adjacent property owner must agree to give you a letter of no objection which you must attach to this application. Your application can not be heard by the Port Wardens unless such letters are provided.

Additional Information:

1. Fees, per [Chapter 15.16.040](#) (upon passage of [O-13-13](#)), are not refundable. The hearing filing fee is in the current FY [Fee Schedule](#). There are also fees for each permit.
2. Revisions may cause delays in your project.
3. No work may commence until the appropriate permit has been issued.
4. Permits will not be issued until:
 - a. Copies of the MDE and COE permits/approvals have been provided to the City by the applicant;
 - b. All advertising costs have been paid to the newspaper;
 - c. All permit fees have been paid at the time of permit pick up.

5. A permit will become invalid if:
 - a. Work is not commenced within 90 days, or as otherwise approved by the Department of Neighborhood and Environmental Programs;
 - b. Work is not completed within 2 years of issue date.
6. No construction work or noise from machinery shall be allowed earlier than 7:00 a.m. or later than dusk.
7. Please refer to City Code [Title 15](#) (Harbors and Waterfront Areas) and [Title 21](#) (Zoning) for additional requirements, accessible at the City's web site www.annapolis.gov.
8. Falsification or misrepresentation, and in some cases, omission, of information material to this application discovered before the hearing will result in the immediate cessation of the review process. If discovered after the hearing but prior to permit issue, the applicant will be required to resubmit an amended application for a second Port Wardens hearing. If discovered after issuance of the permit, the permit will be revoked.

Signature of Owner or Authorized Agent

The applicants certify & agree as follows: (1) that they are authorized to make this application; (2) that the information is correct; (3) that they will comply with regulations of the City of Annapolis which are applicable hereto; (4) that they will only perform work on the above property specifically described in this application; and (5) that they grant City officials the right to enter onto the property for the purpose of inspecting the work permitted and posting notices.

Print name _____

Signature _____ Date _____



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Maritime Use Permit
 Per City Code [Chapter 15.20](#)

Property owner _____

Property address _____

Type of use Residential Commercial Other _____

Zoning designation _____ Waterfront property footage _____

1. If residential use, answer the following:

Number of boat slips _____ Pier length _____ Date built _____

Slip use: Family Business Other, please specify _____

Registration numbers of boats occupying slips:

2. If commercial use, answer the following:

Type of facility Marina Yacht/Boatyard Yacht Club Yacht/Boat sales Yacht/Boat rental
 Other, please specify _____

Date of original construction _____ Number of slips _____

Date of new construction _____ Number of slips _____

Number of boats in dry storage _____ Number of parking spaces _____

Number of boat ramps _____ Number of travel lifts _____

Business name _____

Address _____

City _____ ST _____ Zip _____

Service establishment name _____

Address _____

City _____ ST _____ Zip _____

3. If "other" use, answer the following:

Type of facility Apartment Marina Condominium Marina Neighborhood Marina
 Sailing/Boating school Other, please specify _____

Date of original construction _____ Number of slips _____

Date of new construction _____ Number of slips _____

Number of boats in dry storage _____ Number of parking spaces _____

Number of boat ramps _____ Number of travel lifts _____

Does facility have Alcoholic beverage license Snack bar Restaurant None of the above

I hereby certify that I am the owner or authorized agent who is qualified to complete this application and that the facts and declaration of intent set forth above are true and are intended to be relied upon by the designated officials of the City Of Annapolis.

Print name _____

Signature _____ Date _____

FOR CITY USE ONLY

Permit number _____ Date issued _____

Reviewed and Approved by:

DNEP _____ Date _____

Planning & Zoning _____ Date _____

Fire _____ Date _____