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*The following is meant to be a permitting guide for homeowners who are interested in installing a living shoreline on their property in Alabama.*

# Permitting Agencies

*Alabama Department of Conservation  
and Natural Resources State Lands  
Division (ADCNR-SL)*

31115 Five Rivers Bend  
Spanish Fort, AL 36527  
(251) 621-1238

[www.outdooralabama.com](http://www.outdooralabama.com)



*U.S. Army Corps of Engineers  
(USACE)*

P.O. Box 2288

Mobile, AL 36628-0001

(251) 690-2658

[www.sam.usace.army.mil/](http://www.sam.usace.army.mil/)



*Alabama Department of Environmental  
Management (ADEM)*

*Mobile Coastal Field Office*

3664 Dauphin Street, Suite B

Mobile, AL 36608

(251) 304-1176



# Permit Application Checklist

*To apply for a living shoreline permit, the following documents must be completed and turned in to the U.S. Army Corps of Engineers. Copies of these documents also need to be given to the Alabama Department of Environmental Management and the Alabama Department of Conservation and Natural Resources State Lands Division.*

- |  |                                       |                          |
|--|---------------------------------------|--------------------------|
| 1. ADCNR-SL Division<br>Notice to Impact<br>State-Owned<br>Submerged Lands | 3. Survey                             | 6. Vicinity Map          |
| 2. Documentation of<br>Upland Interest                                     | 4. Notarized State<br>Lands Affidavit | 7. Site Plan             |
|  | 5. USACE/ADEM<br>Joint Application    | 8. Cross-Section Drawing |

## Notice to Impact State-Owned Submerged Lands

- ❖ Land below the mean high water (MHW) line is state-owned submerged land.
- ❖ Notice to the ADCNR State Lands Division of any proposed activity on state-owned submerged lands.
- ❖ Basic information about the waterfront owner (e.g., name, address, contact information).
- ❖ Basic information about the proposed activity (e.g., project location, description, adjacent water body).
- ❖ Additional required documentation:
  1. Satisfactory Documentation of Upland Interest
  2. Survey
  3. USACE/ADEM Joint Application
  4. Vicinity Map
  5. Site Plan
  6. Notarized State Lands Affidavit

# Attachments to the Notice to Impact State-Owned Submerged Lands

## *Satisfactory Documentation of Sufficient Upland Interest*

- ❖ Demonstrates control and legal interest in the land adjacent to the project area.
- ❖ May be a property deed or other legal documentation of land ownership.

## *Survey*

- ❖ Copy of land survey prepared by a licensed Alabama state surveyor.
- ❖ Must depict a legal description of the property, property boundaries, location of mean high water (MHW), and location of structures existing on state submerged lands.

## *Notarized State Lands Affidavit*

- ❖ Shows that the applicant is aware of state regulations and setback requirements, and is the property owner.
- ❖ Must be notarized.

# USACE/ADEM Joint Application

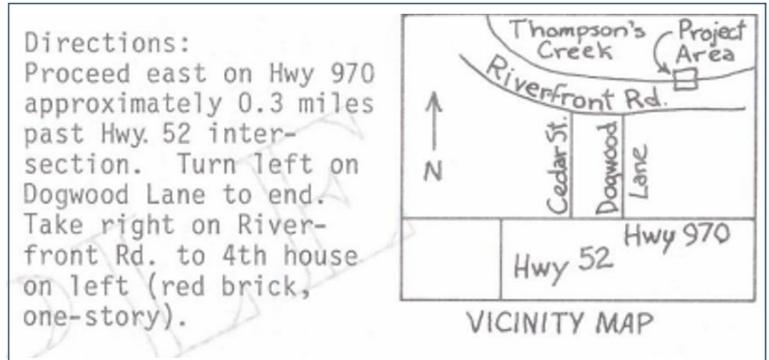
## *Form requires:*

- ❖ General information about the permit applicant (e.g., name, address).
- ❖ List of adjacent property owners.
- ❖ Basic project information (e.g., location, materials).
- ❖ List of certifications applied for from federal, state, and local authorities
- ❖ Optional: agent authorization if an agent is to fill out the paperwork for the property owner.
- ❖ Required attachments (vicinity map, site plan, and cross-section drawing)
- ❖ Applicant's signature

Form can be found at <http://www.adem.alabama.gov/DeptForms/Form166.pdf>.

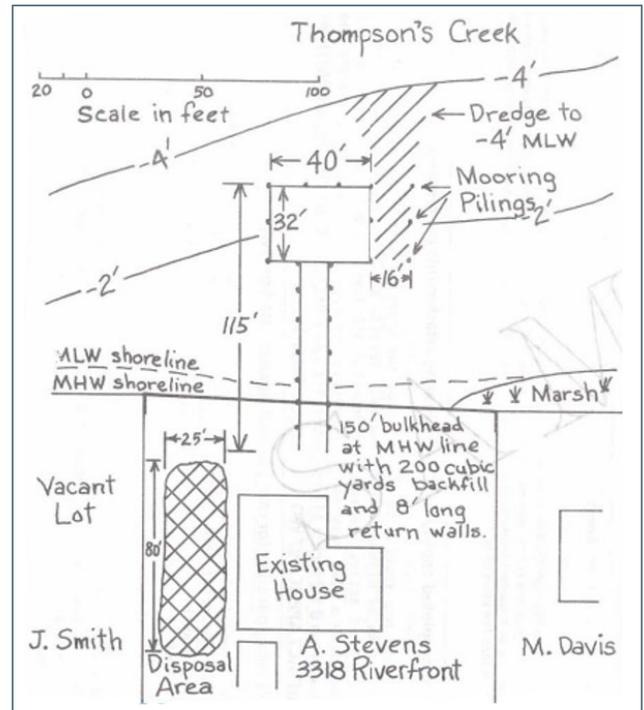
# Vicinity Map

- ❖ Accurately shows the location of the proposed living shoreline.
- ❖ Includes a written description of directions to the proposed location from major landmarks or highways.
- ❖ Internet-sourced maps, such as Google Maps, are acceptable.
- ❖ Can be made on the computer or drawn by hand.
- ❖ Must be drawn to scale or have dimensions written on the drawing.
- ❖ Must be in black and white.
- ❖ Must be done on 8½-by-11-inch white paper.



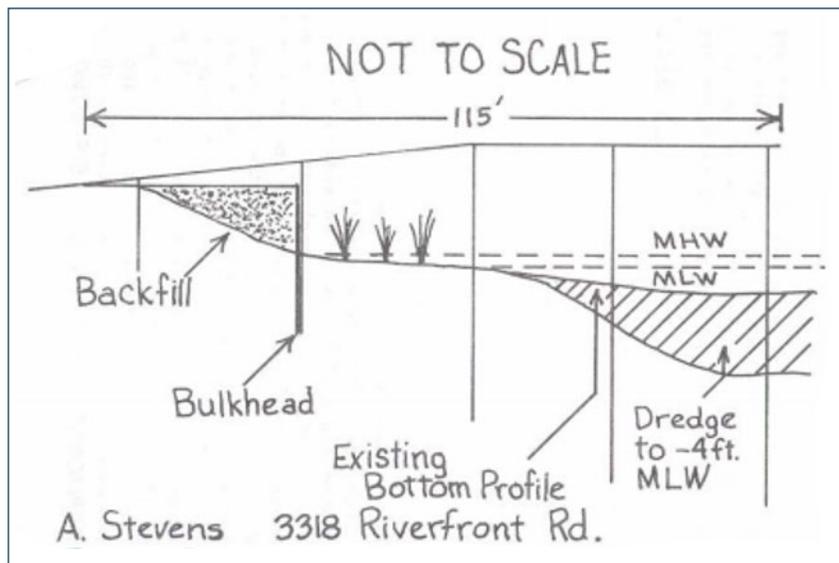
# Site Plan

- ❖ Shows existing structures and proposed activities in detail.
- ❖ Must include the mean high water (MHW) and mean low water (MLW) line.
- ❖ Must include the name and width of the water body on which the proposed activity is located.
- ❖ Must include, with dimensions, all wetlands or submerged grasses on the property.
- ❖ Must include adjacent property owners.
- ❖ Must include a north arrow.
- ❖ Can be made on the computer or drawn by hand.
- ❖ Must be drawn to scale or have dimensions written on the drawing.
- ❖ Must be in black and white.
- ❖ Must be done on 8½-by-11-inch white paper.



# Cross-Section Drawing

- ❖ Shows the side view and elevation of proposed work.
- ❖ Must include the mean high water (MHW) line, mean low water (MLW) line, and water depths.
- ❖ Must include, with dimensions, all wetlands and submerged grasses on the property.
- ❖ Can be made on the computer or drawn by hand.
- ❖ Must be drawn to scale or have dimensions written on the drawing.
- ❖ Must be in black and white.
- ❖ Must be on 8½-by-11-inch paper.



# Tips to Submitting a Successful Permit Application

## *Top 5 Mistakes that Lead to Permit Application Rejection*

1. Application does not contain a full, narrative description of the proposed project.
2. Drawings do not display the mean high tide (MHT).
3. Drawings are not on 8½-by-11-inch paper, in grayscale (black and white).
4. Application does not list longitude/latitude and section/township/range of the project site.
5. Drawings are not drawn to scale or they do not show accurate dimensions of proposed work.

## *Helpful Hints to Obtaining a Living Shoreline Permit*

### **START EARLY**

Be prepared to submit your permit application at least 90 days before construction is planned to begin.

### **BE PREPARED**

Schedule a pre-application meeting with DMR to clear up any questions and to address possible complications.

### **BE PATIENT**

The permit application may have to be approved by several agencies, so the approval process takes time.

# Additional Living Shorelines Resources

*For additional information on living shoreline permitting:*

- ❖ <http://www.sam.usace.army.mil/Missions/Regulatory/how-do-I-apply-for-a-permit.aspx>
- ❖ [masglp.olemiss.edu/living\\_shorelines.pdf](http://masglp.olemiss.edu/living_shorelines.pdf)

*To learn more about the benefits of living shorelines:*

- ❖ Mississippi-Alabama Sea Grant ([masgc.org/living-shorelines](http://masgc.org/living-shorelines))
- ❖ [Livingshorelinesacademy.org](http://Livingshorelinesacademy.org)
- ❖ [Wetland.org](http://Wetland.org)

*For any additional questions, contact:*

*Mississippi State University Coastal Research & Extension Center*

1815 Popps Ferry Road • Biloxi, MS

(228) 388-4710

[www.coastal.msstate.edu](http://www.coastal.msstate.edu)

## Example Living Shorelines Permit Application

*What remains of this guide is an example permit application that resulted in a permit being issued. The permit application contains the following documents:*

1. State Lands Application
2. Documentation of Upland Interest
3. Property Survey
4. State Lands Affidavit
5. USACE/ADEM Joint Application
6. Vicinity Map
7. Site Plan
8. Cross-Section Drawing

# Notice to Impact State-Owned Submerged Lands



STATE OF ALABAMA  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
STATE LANDS DIVISION  
5 Rivers – Alabama’s Delta Resource Center  
31115 – 5 Rivers Boulevard  
Spanish Fort, Alabama 36527  
(251) 621-1238  
(251) 621-1331 Fax  
[www.outdooralabama.gov](http://www.outdooralabama.gov)

## NOTICE OF INTENT TO IMPACT STATE OWNED SUBMERGED LANDS

Request is made for review and approval of the following activities pursuant to State Lands Division Regulation 03-SL-01, Rule 220-4-09: Placement and Configuration of Piers and other Improvements on State Submerged Lands:

Name of Riparian Owner(s): \_\_\_\_\_

Signature of Riparian Owner: \_\_\_\_\_ Date: \_\_\_\_\_

(By the above signature, the Riparian Owner affirms that all information provided pertaining to this application is true, correct and accurate.)

Mailing Address: \_\_\_\_\_

(Street) (City) (Zip code)

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Contactor#: \_\_\_\_\_

Project Location: \_\_\_\_\_

(Street) (City) (Zip Code)

Tax Parcel ID No.: \_\_\_\_\_

Brief Project Description: Create living shoreline; plant marsh grasses (black needle rush) secured by coir logs & NTE 50 cu yds. Sand backfill. Mean high tide line will NOT be changed. SAI 1000 sq. ft

### Residential (Check all that apply):

Dock \_\_\_ Pier \_\_\_ Bulkhead \_\_\_ Walk Way \_\_\_ Boathouse \_\_\_ Dredge/Fill \_\_\_ Pavilion \_\_\_  
Deck \_\_\_ Piling/Pilings \_\_\_ Boat Slip \_\_\_

### Nonresidential Facilities (Check all that apply):

Marina Complex \_\_\_ Condominium \_\_\_ Bulkhead \_\_\_ Dredge/Fill Coir & Fill  
Dock \_\_\_ Pier \_\_\_ Walk Way \_\_\_ Boathouse \_\_\_ Pavilion \_\_\_ Deck \_\_\_ Piling/Pilings \_\_\_  
Boat Slip \_\_\_

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Water Body: \_\_\_\_\_

Department Use Only

# Documentation of Upland Interest

<b>Prepared By</b> Name: _____ Address: _____ State: _____ Zip Code: _____	
<b>After Recording Return To</b> Name: _____ Address: _____ State: _____ Zip Code: _____	
Space Above This Line for Recorder's Use	
<b><u>ALABAMA QUIT CLAIM DEED</u></b>	
STATE OF ALABAMA	
_____ COUNTY	
KNOW ALL MEN BY THESE PRESENTS, That for and in consideration of the sum of _____ (\$ _____) in hand paid to _____, a _____, residing at _____, County of _____, City of _____, State of _____ (hereinafter known as the "Grantor(s)") hereby conveys and quitclaims to _____, a _____, residing at _____, County of _____, City of _____, State of _____ (hereinafter known as the "Grantee(s)") all the rights, title, interest, and claim in or to the following described real estate, situated in _____ County, Alabama to-wit:	
_____ _____ _____	
<b>[INSERT LEGAL DESCRIPTION HERE OR ATTACH AND INSERT]</b>	
<b>To have and to hold</b> , the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever for the said first party, either in law or equity, to the only proper use, benefit and behoof of the said second party forever.	
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# USACE/ADEM Joint Application page 1

**JOINT APPLICATION AND NOTIFICATION  
U. S. DEPARTMENT OF ARMY, CORPS OF ENGINEERS  
ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**

This form is to be used for proposed activities in waters of the United States  
within the political boundaries of the State of Alabama.

PLEASE TYPE OR PRINT IN INK

1. Date: _____ month      day      year	APPLICATION NUMBER (TO BE ASSIGNED BY CORPS) _____
2. Applicant: _____ Name and Address: _____  Telephone Number and Email during business hours: A/C ( _____ ) Residence A/C ( _____ ) Office Email- _____	Official Use Only  COE _____ ADEM _____ ADCNR _____ State Clearinghouse _____ Date Received _____
3. Designation of Agent, Statement of Authorization, I hereby designate and authorize _____  _____  to act on my behalf in the processing of this permit application and to furnish, upon request, supplemental information in support of the application.  _____ Signature of Applicant                      Date	Agent: _____ Name and Address: _____  _____ Telephone Number during business hours: A/C ( _____ ) A/C ( _____ ) Email- _____

4. Project Location: \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/Community \_\_\_\_\_  
 Name of Waterway \_\_\_\_\_ Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
 Geographic Location: Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ County \_\_\_\_\_  
 Loran C coordinates (if applicable) \_\_\_\_\_  
 County Parcel Identification Number (PID)- \_\_\_\_\_  
 (located on property tax receipt ) \_\_\_\_\_

5. Project Description, including all aspects of the project. Describe completely and in detail. Include any structures such as piers, wharfs, bulkheads, pipelines, boathouses, boatramps, groins, jetties, and appurtenances, as well as any dredging, excavation, or fill activities. Attach additional sheets if necessary.

\_\_\_\_\_

# USACE/ADEM Joint Application page 2

5. Project Description (continued)

---

6. Dredging Project Specifications (Show locations and dimensions of proposed dredge areas on attached plans. Include existing and proposed depths.)

New Work N/A Maintenance Work N/A  
 Cubic yards of material to be removed N/A Type of material \_\_\_\_\_  
 Surface area (square feet) impacted N/A (sand, muck, hard bottom, etc.)  
 Method of excavation N/A  
 Nature of area to be dredged (check all that apply) Upland  Wetland  Waterbottom   
 Other (explain) \_\_\_\_\_

---

7. Specifications for Discharge of Dredged or Fill Material (Show locations and dimensions of all disposal or fill areas on attached plans.)

Cubic yards of fill 50 cu yds Type of fill Native sand  
 Surface area (square feet) impacted 1,000 sq ft. (200 x 5)  
 Source of fill material (check all that apply) Commercially obtained  Dredged material  Borrowed on-site   
 Other (explain) \_\_\_\_\_  
 How will discharged material be contained? (Include erosion control measures, levees, etc.) \_\_\_\_\_  
 Nature of disposal/fill areas (check all that apply) Upland  Wetland  Waterbottom   
 Other (explain) \_\_\_\_\_

---

8. Additional information relating to the proposed activity.

Are oyster reefs located within or near the project area? Yes  No  If yes, explain: \_\_\_\_\_

Will this project result in the siting, construction, and/or operation of an energy-related facility? Yes  No

Is the project area greater than 25 acres in size? Yes  No

Is any portion of the activity for which authorization is sought now complete? Yes  No  If yes, explain: \_\_\_\_\_

Month and year activity took place \_\_\_\_\_

If project is for maintenance work of existing structures or existing channels, describe legal authorization for the existing work. Provide permit number, dates or other form of authorization \_\_\_\_\_

---

9. Describe the purpose and public benefit, if any, of the project. Describe the relationship between the project and any secondary or future development the project is designed to support. \_\_\_\_\_

Intended use: Public  Private  Commercial  Other (explain) \_\_\_\_\_

---

10. Project Schedule:  
 Proposed start date \_\_\_\_\_ Proposed completion date \_\_\_\_\_

---

11. Names and address of adjoining property owners, lessees, etc. whose property also adjoins the waterway. Also identify the owners on the plan views in attachment.

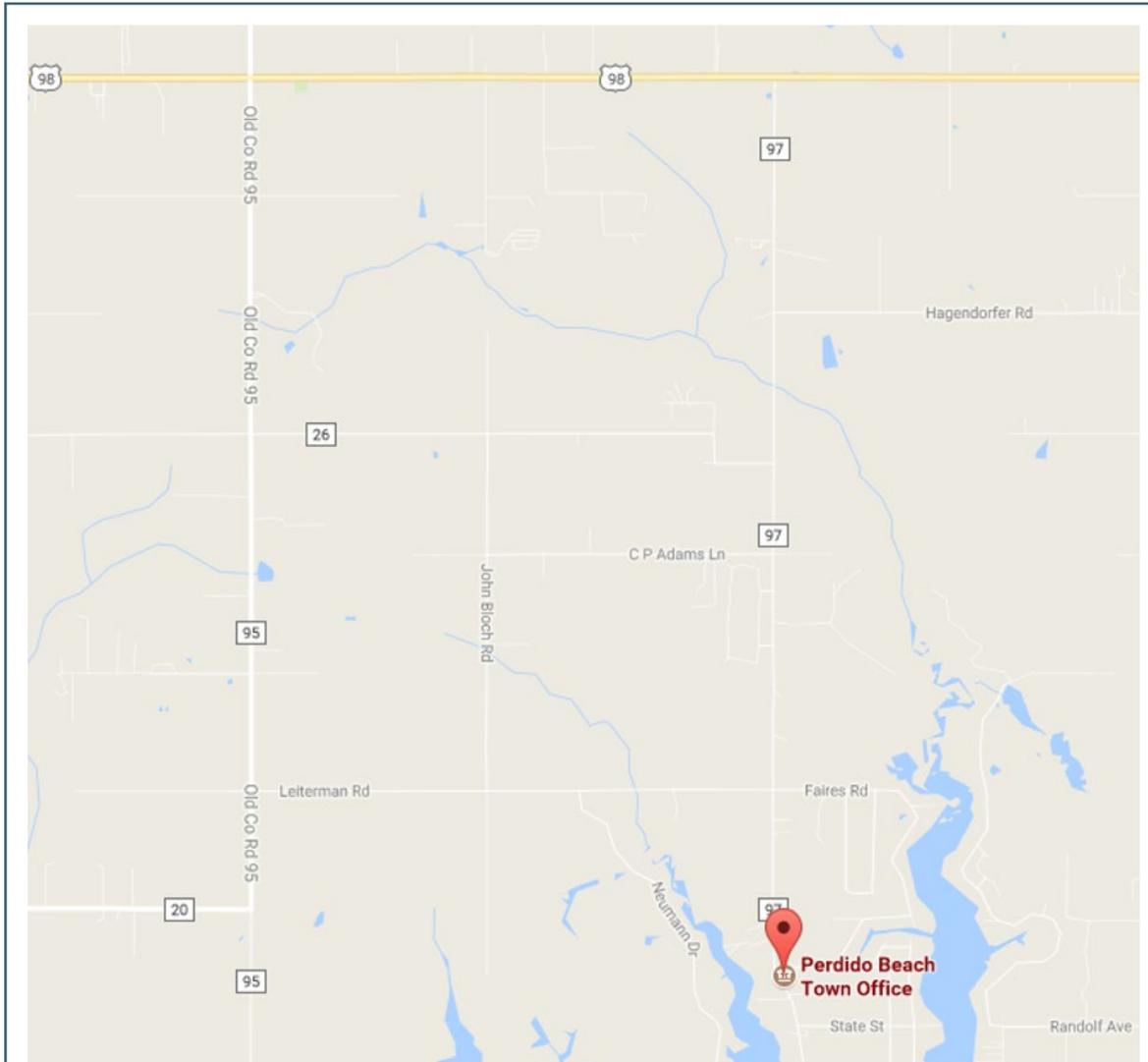
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12. List all authorizations or certifications received or applied for from federal, state or local agencies for any Structures, construction, discharges, deposits or other activities described in or directly related to this application. Note that the signature in Item 13 certifies that application has been made to or that permits are not required from the following agencies. If permits are not required place NA in space for Type Approval.

Agency	Type Approval	Identification No.	Date of Application	Date of Approval	Date of Denial
AL Dept. of Environmental Management					
U. S. Army Corps of Engineers					
AL State Lands Division					
Alabama State Docks					
City/County					
Other					

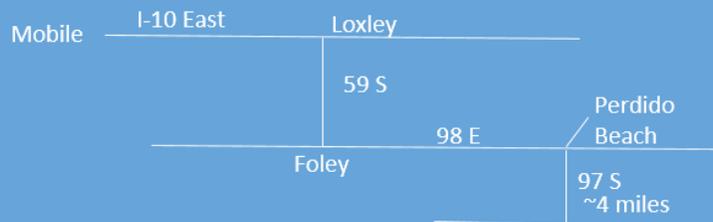
ADEMForm166 5/14 m2 ADEM-COE Joint 404-401 application Page 2 of 4

# Vicinity Map



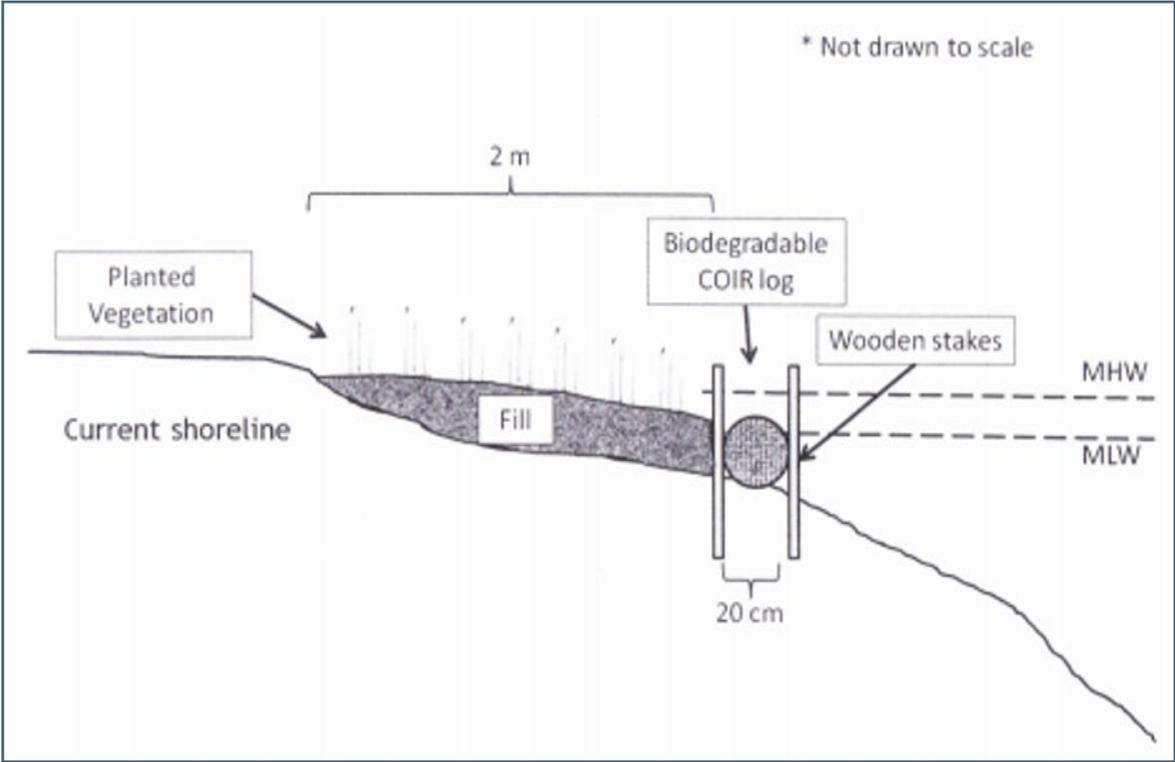
## Directions

- 1) Proceed East on I-10
- 2) Turn right/South on 59 S @ Loxley/Gulf Shores Exit
- 3) Turn left/East on 98 at Foley
- 4) Turn right/South on 97 at Perdido Beach Exit
- 5) Destination is on the left





# Cross-Section Drawing







Cover photo credits: Eric Sparks (top left), NOAA (top right), Eric Sparks (bottom left), North Carolina Coastal Federation (bottom right).

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**MASGC-17-068**

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