

**SOUTH CAROLINA
DEPARTMENT OF HEALTH AND ENVIRONMENTAL
CONTROL**

OFFICE OF OCEAN AND COASTAL RESOURCE MANAGEMENT



**PERMIT APPLICATION INFORMATION
FOR ACTIVITIES IN THE
SOUTH CAROLINA CRITICAL AREAS**



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NOTE: All applications for beachfront projects must include a certified copy of a plat which delineates the location of the baseline, and setback line on the subject property. Beachfront lines are available in survey packets using [South Carolina Beachfront Jurisdiction web application](#).

Processing times as listed in R61-30(H)(3)(Critical Area Permits):

Minor Activities 30 days; Major Activities 90 days; extensions or transfers of minor activities 15 days; extensions of major activities, 30 days; amendments of minor activities 30 days; amendments of major activities 90 days. Major activities requiring other State actions (i.e. 401 Water Quality Certification) will require longer processing times. Incomplete applications, illegible drawings, or incorrect fees will delay processing.



ADMINISTRATIVE FEE SCHEDULE FOR PERMIT APPLICATIONS

*****Please note that SCDHEC – OCRM can not accept Cash for Fees*****

MINOR ACTIVITY FEES: (non-oceanfront erosion control structures & private docks)

All defined minor activities including private docks with walkways 101' and longer, additions not covered or applicable under the dock general permit (including any type of boat storage dock, floating jet dock, etc) and erosion control devices= **\$250.00**

Private docks with walkways 100' or less = **\$150.00**

Amendments for minor activities requiring public notice = **\$100.00**

Transfers and Extensions for minor activities = **\$25.00**

MAJOR ACTIVITY FEES: (ANY structures/activity that is not defined as a 'minor activity', but are for example bridges (vehicular and nonvehicular), boat ramps, marinas, residential or commercial dredging, community docks, community facilities etc...)

All major activities = **\$1000.00**

Amendments for major activities requiring public notice = **\$1000.00**

Transfers and Extensions for major activities = **\$100.00**

NOTE: Permit fees for blanket dock applications: Each individual dock will be assessed using the fee schedule listed above. If a community dock or boat ramp (or other defined major activity) is bundled with a private dock application, then the fee for the community dock and/or a community boat ramp will apply **IN ADDITION** to the fees for all of the private docks. For example, the fee for an application that includes 10 private docks over 100' in length, a community dock, and a community boat ramp will be \$4500.

ALL OTHER FEES:

Local Agency = \$250.00

State Agency = No fee

Dock General Permit = \$100.00 **

** Activities authorized under dock general permit GP-03-001 can be found at www.scdhec.gov/ocrm. However, the Agency reserves the right to require a full critical area permit application at its discretion.

Applications will not be processed until the appropriate administrative fee is received. This fee is non-refundable and has no bearing on the outcome of the application.

This fee schedule is subject to change by SCDHEC's OFFICE OF OCEAN AND COASTAL RESOURCE MANAGEMENT.

All checks should be made payable to SCDHEC – OCRM.



PERMIT APPLICATION
INFORMATION
Instructions

Office of Ocean and Coastal
Resource Management

IMPORTANT: Read this page before attempting to complete this application.

All activities which result in the alteration of the coastal waters, tidal wetlands and beach/dune system require authorization from the SCDHEC Office of Ocean and Coastal Resource Management.

Permit Application Checklist:

- 1. The non-refundable administrative application fee (see fee schedule on page 2). Make checks payable to SCSCDHEC OCRM.
- 2. [Affidavit of Ownership or Control](#) form completed, signed and notarized, including one of the following: 1) Legal description and/or copy of the certified plat of the property 2) A certified copy of the deed, lease, easement, or other instrument under which the applicant claims title, or permission from the owner of the property to carry out the proposed activity. Please note that professional dock drawings do not satisfy the proof of ownership requirement.
- 3. As of JULY 24, 2006, all drawings submitted as required by any application/amendment request must be produced, stamped and signed by one of the following professional groups: registered land surveyors, registered professional engineers, registered landscape architects. These individuals must be licensed in the state of South Carolina. OCRM will not accept hand drawings or other drawings not meeting these criteria. Applications with drawings judged to be inexact and unprofessional will not be placed on public notice and will be returned to the applicant.
- 4. A location map(s) showing the location of the proposed activity. (See requirements and instructions on page 5.)
- 5. Submit 1-5 above to SCSCDHEC OCRM through ePermitting. An OCRM project manager may require additional information.
- 6. Run newspaper public notice (see page 7) and when available submit the affidavit of publication to OCRM through ePermitting. ****The newspaper notice must run within fifteen days of the OCRM public notice. Affidavits of Publication outside of this window will be returned and a new ad will need to be placed in the appropriate newspaper.**



NOTIFICATION OF NEWSPAPER NOTICE

As required in Section 14(C) of Act 123 of 1977, applicants for Office of Ocean and Coastal Resource Management permits must publish a notice in an appropriate newspaper. For a minor activity, this notice must run in a newspaper published in the county where the activity is taking place. A minor activity is defined as a private, recreational dock or non-oceanfront erosion control structure, such as a bulkhead or revetment. Any activity which does not meet the definition of a minor activity is classified as a major activity. Applications for a major activity must be advertised both in a newspaper published in the county where the activity is taking place and a newspaper of statewide circulation (The State, The Greenville News, or The Post and Courier). If the county newspaper is the Post and Courier, then only one (1) advertisement is required. The newspaper notice need only run one time, but applications should be submitted to the Office of Ocean and Coastal Resource Management prior to the ad placement. After the ad(s) have been run, the newspaper will send the applicant an affidavit of publication, which must be forwarded to the Office of Ocean and Coastal Resource Management. A permit cannot be issued until the proof of publication is received. The following form shall be used for newspaper publication: (NOTE – this ad must run in the paper for ONE DAY with the appropriate comment time inserted)

PUBLIC NOTICE

(**Applicant**) will apply (**has applied**) to the South Carolina Department of Health and Environmental Control, Office of Ocean and Coastal Resource Management for a permit to (**specific description of work**) for (**public/private**) use, at/in (**street address or lot/block number and name of waterway**). Comments will be received by the Office of Ocean and Coastal Resource Management , (**insert appropriate address - see below**) by (**insert date, 10 days after date of publication for minor activity and 15 days after publication date for a major activity**).



DRAWING / LOCATION MAP REQUIREMENTS

GENERAL

1. Submit one original copy of all drawings, surveys, and maps on the blank sheets provided or on **8 ½ by 11-inch plain white paper** (unruled) with a one-inch margin left at the top edge of each sheet for binding purposes and a 1/2-inch margin on the other three sides. Submit the fewest number of sheets necessary to adequately show the proposed activity and its location. Show scale or indicate that drawing is not to scale.
2. Registered surveys, drawings and maps should include a label indicating applicant, location, county, activity and date. The P/N # will be added by OCRM.
3. Since drawings and maps must be reproduced photographically, color shading cannot be used. Drawings may show work as dot shading, hatching, cross-hatching or similar graphic symbols. Do not use pencil or blue ink. Use black ink only.
4. Clearly show and label any existing or previously permitted structures or activity.
5. Clearly and completely label all components of drawings and maps.
6. For beachfront activities, the drawing must show the location of baseline and setback lines.

LOCATION MAP (Must be sufficient for field personnel to locate site. This may require more than one map and should include written directions. Include gate codes if in a gated community).

1. Show location of activity with a clearly seen site arrow and label and show name of waterway. Include, when possible, written directions on map with landmarks noted.
2. Include a plat map or more specific map of the area or subdivision if available.
3. Identify map or chart from which vicinity map(s) was taken, if applicable.
4. Show north arrow.

REGISTERED DRAWINGS FOR PLAN VIEW

1. Show critical area line (shoreline) in relation to the proposed activity and any adjacent existing structures. Show all upland property boundaries and width of property at critical area line (shoreline).
2. Show north arrow and direction of flood and ebb tide.
3. Show name of waterway and mean high and mean low water lines.
4. Show edge of marshgrass and distance of structure from edge of marshgrass.
5. Show distance from marshgrass to marshgrass or distance across channel or to navigation channel where applicable. Show all water bodies within the extended property lines.
6. Show dimensions of structures and distance from property lines, extended property lines or dock corridor lines.
7. Show and label adjacent property owners.
8. For applications involving beachfront activity, a certified plat must be submitted which clearly shows the location of the baseline, and setback lines.
9. For beachfront applications involving rebuilding, a certified plat must be submitted which show the previous improvements.

REGISTERED DRAWINGS FOR SIDE VIEW

1. Show high and low water and distance above high water.
2. Show critical area line (shoreline) in relation to structure.
3. Show edge of marshgrass and distance of structure from edge of marshgrass.
4. See 8 and 9 under Plan View.

Note: Additional information may be required depending on the nature of the project.



DRAWING / LOCATION MAP REQUIREMENTS
Continued

Additional Submittal Requirements for Projects Involving Coastal Islands

Pursuant to an opinion from Attorney General Henry McMaster, SCDHEC OCRM will require additional information. This additional information will be required for those applications proposing work on all coastal islands:

- A copy of the document upon which you rely for the original grant of the marsh island from the State or predecessor sovereign (e.g. a King's grant or Lord Proprietors' grant)
- An attorney's title opinion
- The accompanying abstract of title

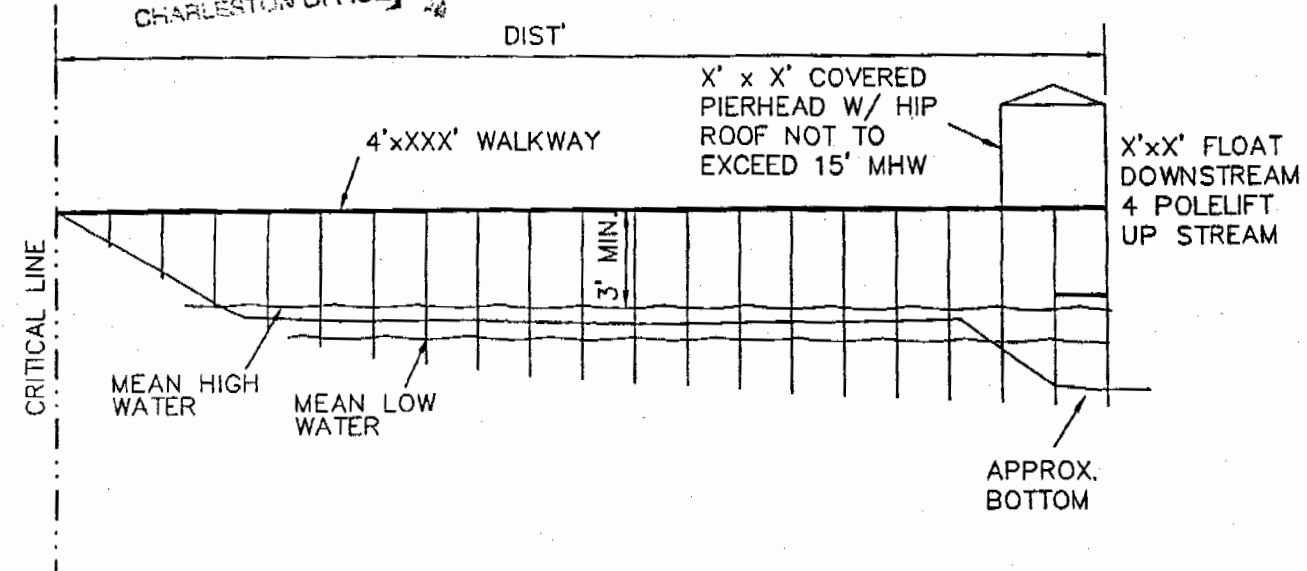
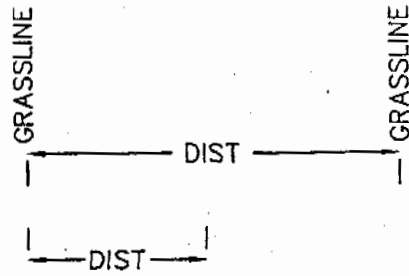
SCDHEC OCRM will forward this submitted information to the South Carolina Attorney General's office for their appropriate review of title claim. SCDHEC OCRM will place your application on public notice, but *will not* process your application to a conclusion until we have received the title opinion from the Attorney General.

Coastal Island as defined in Regulation 30-1(D)(10) - an area of high ground above the critical area delineation that is separated from other high ground areas by coastal tidelands or waters. An island connected to the mainland or other island only by a causeway is also considered a coastal island. The purpose of this definition is to include all islands except those that are essentially mainland, i.e., those that already have publicly accessible bridges and/or causeways. The following islands shall not be deemed a coastal island subject to this section due to their large size and developed nature: Waites Island in Horry County; Pawleys Island in Georgetown County; Isle of Palms, Sullivans Island, Folly Island, Kiawah Island, Seabrook Island, Edisto Island, Johns Island, James Island, Woodville Island, Slann Island and Wadmalaw Island in Charleston County; Daniel Island in Berkeley County; Edisto Beach in Colleton County; Harbor Island, Hunting Island, Fripp Island, Hilton Head Island, St. Helena Island, Port Royal Island, Ladies Island, Spring Island and Parris Island in Beaufort County.

AS-BUILT REQUIREMENTS

Any applications marked July 1, 2005 and after will require as-built surveys on every issued dock permit. Surveys must include all components of the constructed structure with appropriate offsets and water body criteria, and also must include the walkway start and end point located with a Global Positioning System (GPS) and shown in State Plane Coordinate datum. This survey must be submitted no later than **90 days** after the completion of construction..

RECEIVED
 JUL 28 2005
 DHEC-OCRM
 CHARLESTON OFFICE



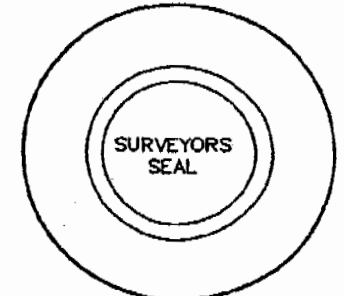
APPLICANT: ANY BODY
 STREET ADDRESS
 SUBDIVISION
 MUNICIPALITY
 COUNTY
 TMS#
 WATERBODY

 OCRM DOCK

PRIVATE
 RECREATIONAL DOCK

 DATE: ANYDAY

 NOT TO SCALE

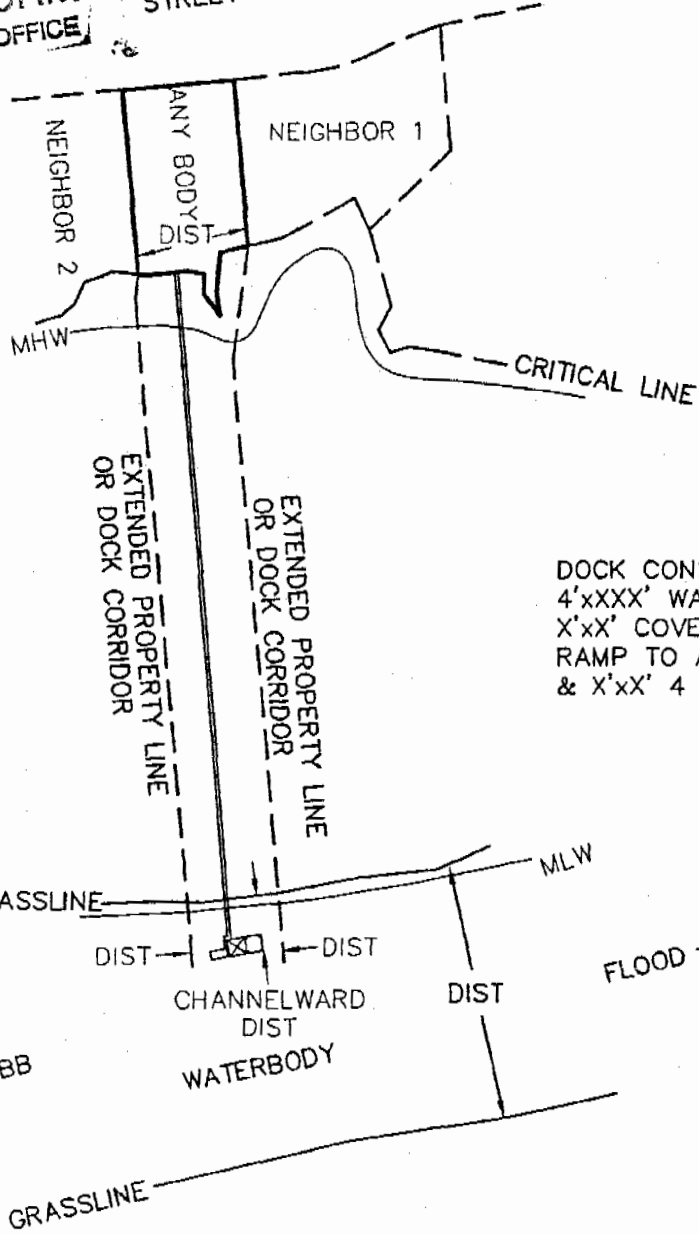


RECEIVED

JUL 28 2005

OCRM
CHARLESTON OFFICE

STREET NAME



DOCK CONSISTS OF:
 4'xxxx' WALKWAY
 X'xX' COVERED PIERHEAD
 RAMP TO A X'xX' FLOAT
 & X'xX' 4 POLE BOATLIFT

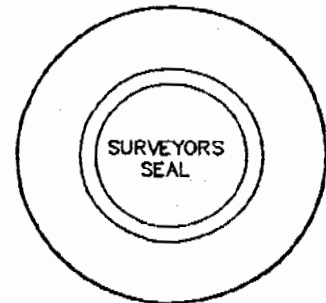
APPLICANT: ANY BODY
 STREET ADDRESS
 SUBDIVISION
 MUNICIPALITY
 COUNTY
 TMS#
 WATERBODY

PRIVATE
 RECREATIONAL DOCK

DATE: ANYDAY
 SCALE: 1" = 000'



000 0 000



OCRM DOCK