

Critical Sand Dune and Coastal Pre-application Meeting

Land and Water Management Division

Level I – In Office Discussion

FREE

The purpose of the Level I pre-application is to provide general coastal regulatory requirements for a given parcel. A meeting can be held between Land and Water Management Division (LWMD) staff and the applicant at the appropriate DEQ District office, or as an alternative, the applicant may submit the information to LWMD District staff by mail or email and a written response will be provided.

Applicant: Provides the site location, including parcel number, site address, directions to site, location map and property survey with the request for the Level I review.

DEQ: Provides a written response indicating all the following:

- Whether or not site is within CDA and/or HREA
- General CDA and/or HREA requirements
- 30-Year and 60-Year setback distances
- Explanation of multipliers if bluff height is greater than 25 feet.
- Elevation contour (EC),
- Definition of erosion hazard line (EHL)
- Definition of readily moveable structures (RMS), including examples
- Slope protection requirements for excavation adjacent to dune slopes.
- Potential for Threatened or Endangered Species to occur on the site based a review of the database

Level II – On Site Meeting – basic requirements discussed FEE: \$400 for the first acre plus \$50 per acre or fraction thereof for sites over 1 acre up to a maximum fee of \$1000

The purpose of the level II assessment is to provide site-specific coastal regulatory requirements for an identified area as well as general information. It is assumed the applicant has little or no details regarding the proposed development. A meeting will be held between LWMD staff and the applicant on the property.

Applicant: Provides parcel number, site address, directions to site, location map, property survey and fee with the Level II request. The applicant may also elect to provide a topographical survey and local applicable zoning requirements.

DEQ staff will meet the applicant or agent on-site and determine any applicable information from Level I plus the following information if it pertains to the site in question:

- Crest location
- Location of EC and EHL (explains which one is to be used for measuring setbacks in the follow-up letter) and bluff height.
- Generally identify potential building site(s) and other potential uses
- Identify areas of existing impact that may meet Section 35306 criteria
- Potential vehicle access.
- Potential staging area for equipment/materials
- Areas of the property outside the Critical Dune Boundary

The follow-up letter would also include general information regarding the regulations, as described in the Level I pre-application meeting.

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The DEQ will not typically measure slopes on a Level II Pre-application meeting but the written report will provide a general description of steep sloped areas and will indicate areas of steep slopes on the property survey or topographical map.

Level III – Site Review of a Proposed Project Fee: \$500 for the first acre plus \$50 per acre or fraction thereof for sites over 1 acre, up to a maximum fee of \$1100.

The purpose of the Level III assessment is to provide site-specific Coastal regulatory requirements for a specific use proposal, identified by the applicant.

Applicant: Provides completed pre-application form, including parcel number, site address, directions to site, location map and property survey. Applicant also stakes a proposed use (building site, driveway, and septic site, etc.) and provides to-scale property survey showing staked areas. **The applicant shall provide a topographical survey depicting where slopes greater than 1 on 4 and greater than 1 on 3 exist related to the proposed uses (buildings, drives, septic system, etc.) using methodology provided to the surveyor by the MDEQ.**

DEQ staff will meet the applicant or agent on-site and determine all information identified in a Level II applicable to the site in question plus the following

- DEQ staff will measure or verify the slopes within the staked area and immediately adjacent to the proposed use
- DEQ staff will provide a general written description of the slope locations outside of the stakes of the proposed use
- Whether proposed permanent structures within the staked area meets the appropriate setback distance if the property is in a designated high risk erosion area

General Information about the Pre-Application program

If staff has to do a second pre-application site inspection (due to the applicant or consultant revising plans, revising the staked area, or providing other inaccurate information) to reconfirm regulatory issues, an additional charge of half the application fee will need to be submitted prior to staff returning to the site.

The DEQ will guarantee the site-specific information for 2 years. This site specific information includes the slopes measured or verified for each proposed use, the location of the crest of the dune, the elevation contour, the erosion hazard line, and the high risk erosion area setback distances, if applicable to the site. The pre-application information does not guarantee issuance of a permit.

DEQ staff shall schedule a meeting with the applicant at a mutually agreed upon time.