

April 15, 2025

ERI # 1114#1330

Mr. Matthew Jones, Program Manager  
Delaware Department of Natural Resources and Environmental Control  
Division of Water Resources  
Wetlands and Waterways Section  
89 Kings Highway  
Dover, Delaware 19901

**RE: Subaqueous Land Lease Renewal SL-240/04**  
**Tax Map Parcel 234-17.00-55.00**  
**Bay Hollow Homeowners Association**  
**Community Pier**  
**Indian River Hundred, Sussex County, Delaware**

Dear Mr. Jones,

Environmental Resource Insights (ERI) is writing to you as the agent working on behalf of the Bay Hollow Homeowners Association in order to request renewal of Subaqueous Land Lease SL-240/04 for an existing community pier on the southernly bank of Hopkins Prong. The existing community pier is located on community open space tax parcel 234-17.00-55.00 at the 32519 Bay Hollow Drive.

The Wetland and Waterway Section (WAS) issued a Statewide Activity Approval (SA-091/23) on August 31, 2023, allowing for the in place reconstruction of the community pier. I have included the site plan and cross section that your office approved. The Bay Hollow Homeowners Association is requesting a lease renewal for the community pier as it exists. The community pier can be described as follows:

Extending channelward of the Hopkins Prong mean high water line, the community docking facility consists of a 78.5 foot-long by 4.0 foot-wide pier with two (2) 10 foot-long by 2 foot-wide fingers piers and two (2) stand-alone mooring piles.

Mr. Michael Sullivan, HOA president is listed as such on the enclosed deed.

Upon your review of the enclosed materials, please let me know if you or your staff need any additional information in support of this request. On behalf of the applicant, thank you in advance for your time and attention to this request.

Sincerely,  
ENVIRONMENTAL RESOURCE INSIGHTS

Edward M. Launay  
Cc: Michael Sullivan, HOA President



# Lease Renewal Application

for Structures/Fill in Public Subaqueous Lands



In order to ensure that your lease renewal application is processed in a timely manner, please be sure to provide complete, accurate, and current information for each of the questions below. Incomplete applications may be returned for additional information which will delay the renewal process. This application will be placed on public notice with a 20 day public comment period following publication. Remember that a valid lease is required to continue to maintain your structures/fill on public land. If you need assistance or have any questions about this application or the renewal process, please don't hesitate to contact the Wetlands and Subaqueous Lands Section at 302/739-9943.

## 1. Applicant Information (mailing address and contact information)

|  |   |
|--|---|
| Name: Bay Hollow Homeowners Association<br>Attn: Michael Sullivan, HOA President | Telephone: 302-436-1815   |
| Address: 32506 Bay Hollow Drive  |   |
| City/Zip: Millsboro, Delaware 19966  | Email: <a href="mailto:Michael.Sullivan@delmarva.com">Michael.Sullivan@delmarva.com</a> |

## 2. Existing Authorized Structures/Fill

Please fill in the dimensions for all of your leased structures/fill (i.e. docks, piers, boatlifts, boat ramps, etc.). The dimensions identified below should describe the structures/fill as they exist today. If the list below does not include your authorized structure, please identify the structure(s) in the blank space provided or on a separate page.

| Object             | Length         | Width | Linear Object  | Linear Feet | Diameter |
|--------------------|----------------|-------|----------------|-------------|----------|
| Pier               | 78.5'          | 4'    |                |             |          |
| Finger Pier        | 10'            | 2'    |                |             |          |
| Mooring Piles (2)  | 24'            | 0.8'  |                |             |          |
|                    |                |       |                |             |          |
|                    |                |       |                |             |          |
|                    |                |       |                |             |          |
|                    |                |       |                |             |          |
|                    |                |       |                |             |          |
| Freestanding Piles | Quantity:<br>2 |       | Boat/PWC Lifts | Quantity:   |          |

3. Please provide the distance between the point on your structure which is the farthest channelward and the nearest navigation channel, whether the channel is marked or not:

+/- 220 feet.

4. Project Location/Address (so that we can find the property)

|   |                                 |
|---|---------------------------------|
| Street Address: 32519 Bay Hollow Drive  |                                 |
| <i>(Please do not use a PO Box or Lot # unless that number is visible somewhere on the property.)</i> |                                 |
| City/Zip: Millsboro, Delaware 19906   | Subdivision: Bay Hollow Estates |
| Waterbody: Hopkins Prong  | TMP: 234-17.00-55.00            |

5. Please provide directions from the nearest State or county roads (for example, 1.3 miles north of State Route 99 on county road 999). List a permanent landmark if one is nearby.

From DE-24 E (John J Williams Hwy, Turn right onto Rd298 (Banks Rd) and after 220' turn

Left onto Creekview Dr. After 0.2 miles, turn left onto Bay Hollow Dr and the site is located at

The end of the cul-de-sac at 32519 Bay Hollow Dr.

6. Please list the name and complete mailing address of the adjacent property owners contiguous to your parcel on all sides (attach extra sheets if necessary).

|                          |                 |
|--------------------------|-----------------|
| Name: SEE ATTACHED SHEET | Name:           |
| Street Address:          | Street Address: |
| City/Zip:                | City/Zip:       |
|                          |                 |

7. Please describe the purpose/use of the structure. If it is a dock and/or pier, identify the number of vessels typically berthed there.

Community Pier

Four Boat Slips

| First Owner        | Second Owner       | Address Line 1      | Address Line 2 | Town      | State | Zipcode |
|--------------------|--------------------|---------------------|----------------|-----------|-------|---------|
| Janet Oliva        | Paul Oliva Sr      | 24206 Big Oak Lane  | -              | Millsboro | DE    | 19966   |
| Anthony Calise     | Katherine M Calise | 314 Brighton Ter    | -              | Holmes    | PA    | 19043   |
| Clarence W Vandyke | Carol Ann Vandyke  | 21468 Creek View Dr | -              | Millsboro | DE    | 19966   |



8. Please fill in your County Tax Parcel Number. If you do not know the number contact your County's Recorder of Deeds at the phone numbers provided or find the information online from your counties website. See the example, below.

Example based on the fictitious tax parcel identification number "1-51-37-00-0026-01-0000" from Sussex County:

-   -   .   -     .   -

<---district---> <-----map-----> <-----parcel-----> <-----unit----->

**New Castle County:** (302) 395-7700

<http://www.nccde.org/parcelview/>

-    .   -    .  -

<district> <-----map page number-----> <-----parcel number-----> <-----subparcel----->

*required* *required* *required* *if relevant*

**Kent County:** (302) 744-2300

<http://400.co.kent.de.us/PropInfo/PIMap.HTM>

.   -   -   -  -  -   .

<---map page number---> <-hundred-> <-town-> <block> <-----lot number----->

*required* *required* *if relevant* *required* *required*

**Sussex County:** (302) 855-7600

<http://www.sussexcountyde.gov/e-service/propertytaxes/>

-   -   .   -     .   -

<---district---> <-----map-----> <-----parcel-----> <-----unit----->

*required* *required* *required* *if relevant*

9. Applicant Signature and Certification

I hereby certify that the information on this form and the attached plans are true and accurate to the best of my knowledge. I understand that DNREC may request additional information as necessary to consider this application. I grant permission for the authorized DNREC representative(s) to enter upon the premises for the purpose of inspecting the leased structures during working hours. I will abide by all conditions of the reauthorized lease.

*Michael P Sullivan*

HOA President

4/21/2025

Applicant Signature

Date

Bay Hollow Homeowners Association Attn. Michael Sullivan

Applicant Name (Printed or Typed)

Co-Applicant Signature

Date

Co-Applicant Name (Printed or Typed)

10. Agent Authorization

If you elect to complete this section, all future correspondence may be signed by the duly authorized agent. In addition, the agent will become the primary point of contact for all correspondence from DNREC regarding this application.

I, Bay Hollow Homeowners Association, hereby designate and authorize Edward M. Launay, ERI

Applicant

Name of Agent

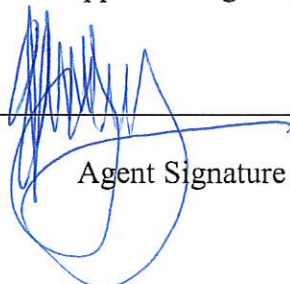
to act on my behalf in the processing of the application and to furnish any information that is requested.

*Michael P Sullivan*

4/21/2025

Applicant Signature

Date



Agent Signature

Date

4/21/2025

## **FINAL CHECKLIST**

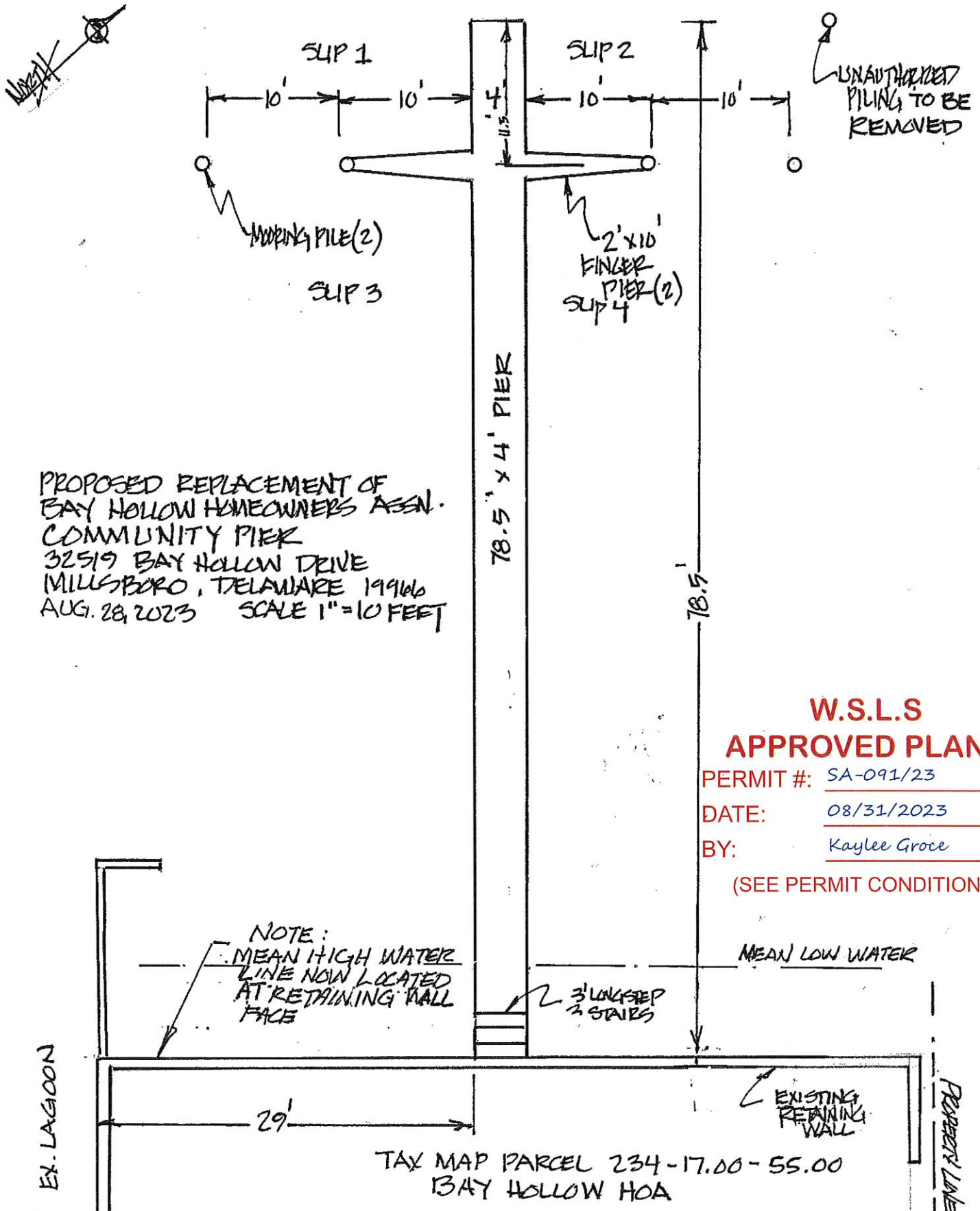
Please include 2 copies of the following items to complete your application:

1. A copy of your property deed and property survey showing all legal boundaries that abut the leased structure(s)/fill.
2. A scaled drawing of the existing structure(s)/fill location. Include the current configuration with all dimensions, piling, and other significant features. Indicate the approximate location of the mean high tide line and the mean low tide line on your drawing.
3. All pages of this renewal form, after completing and signing (be sure to include the original form with original signatures and a copy).
4. The application fee of \$225.00. Checks should be made payable to the State of Delaware.

Return this application with the above information and fee to the following address:

**DNREC  
Wetlands and Subaqueous Lands Section  
89 Kings Highway  
Dover, Delaware 19901**

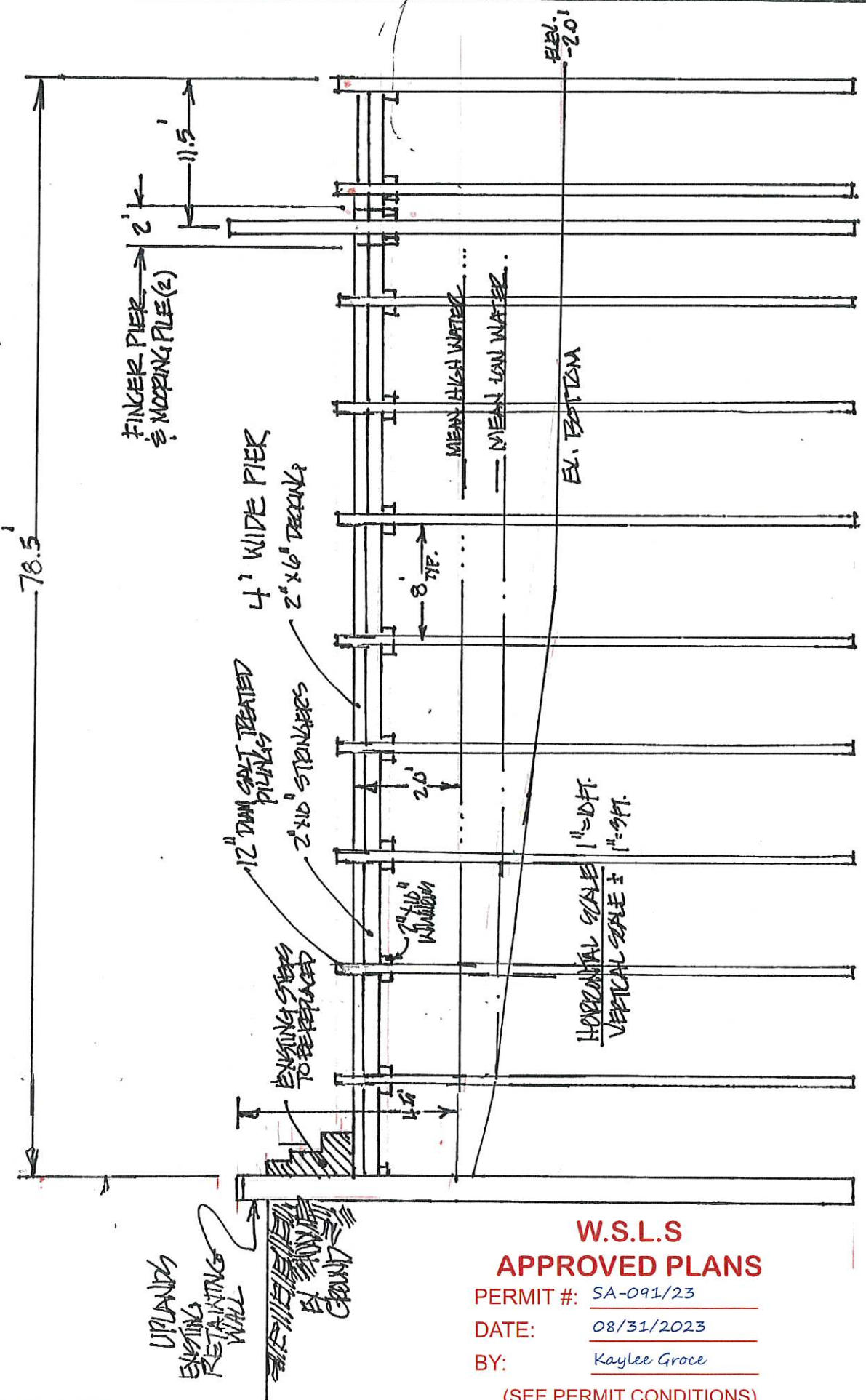
# HOPKINS PRONG





# CROSS SECTION

PROPOSED REPLACEMENT OF BAY HOLLOW HOMEOWNER ASS.  
COMMUNITY DOCK TAX MAP PARCEL 234-17.00-55.00  
MILLS RD DE  
HOPKINS TRAIL



SHEET 2

**W.S.L.S**  
**APPROVED PLANS**  
PERMIT #: SA-091/23  
DATE: 08/31/2023  
BY: Kaylee Groce  
(SEE PERMIT CONDITIONS)

AUG 28, 2023

# APPROVED PLANS

PERMIT #: SA-091/23

DATE: 08/31/2023

BY: Kaylee Groce

## STATE OF DELAWARE REPAIR SAA AUTHORIZATION FORM



(SEE PERMIT CONDITIONS)

| Applicant Name and Address          | Contractor Name and Address      |
|-------------------------------------|----------------------------------|
| Bay Hollow Home Owner Association   | Unknown at this time (Applicant) |
| c/o Michael Sullivan, HOA President |                                  |
| 32506 Bay Hollow Drive              |                                  |
| Millsboro, DE 19966                 |                                  |
|                                     |                                  |

Applicant Phone (302) 436-1815 Contractor Phone ( )

### Site Address

|                        |
|------------------------|
| 32519 Bay Hollow Drive |
| Millsboro, DE 19906    |
|                        |
|                        |
|                        |
|                        |

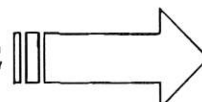
- a) Existing Subaq. Lands Lease/Permit # SL-240/04  
b) Name on Lease/Permit Bay Hollow Estates HOA  
c) Existing structure dimensions same as permitted?  
Y ☒ N ☐ Unknown ☐  
d) Is structure grandfathered? Y N x If yes, estimate year originally constructed: \_\_\_\_\_  
e) How close will structure be to property boundaries extended? Right side <sup>22</sup> \_\_\_\_\_ Left <sup>18</sup> \_\_\_\_\_  
f) Tax Parcel # 234-17.00-55.00  
g) Name of Waterbody Hopkins Prong  
h) Complies with GP-20? Yes ☒ No ☐

### Structure Type (Dock, Pier, etc.)      Dimensions (feet)      Proposed Material      # of Each

|             |               |                     |   |
|-------------|---------------|---------------------|---|
| PIER        | L 78.5    W 4 | salt treated timber | 1 |
| FINGER PIER | L 10    W 2   | salt treated timber | 2 |
| MOORING     | L 24    W 0.8 | salt treated pile   | 2 |
|             | L    W        |                     |   |
|             | L    W        |                     |   |
|             | L    W        |                     |   |

### Additional Information:

OVER TO NEXT PAGE



## Application Signatures:

Applicant's Signature: Michael P Sullivan

Date: 5/23/2023

I hereby certify that the information on this form and on the attached plans are true and accurate to the best of my knowledge. I understand that the Department may request information in addition to that set forth herein if deemed necessary to appropriately consider this application. I grant Permission to the authorized Department representative(s) to enter upon the premises for inspection purposes during working hours.

Contractor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I hereby certify that the information on this form and on the attached plans are true and accurate to the best of my knowledge. I understand that the Department may request information in addition to that set forth herein if deemed necessary to appropriately consider this application.

Owner of Underwater  
Land's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lease SL-240-04

Prepared By Edward M. Launay, Environmental Resources, Inc.

Date: May 12, 2023

*For official use only*

## Special Conditions

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scientist's

Signature: Kaylee Groce

Issue Date: 8/31/2023

**W.S.L.S**  
**APPROVED PLANS**

PERMIT #: SA-091/23

DATE: 08/31/2023

BY: Kaylee Groce

Expiration Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received date: \_\_\_\_\_



TAX MAP #234-17.00-55.00, -293.00, -294.00

PREPARED BY/RETURN TO:  
SCOTT and SHUMAN, P.A.  
33292 Coastal Highway  
Middlesex Plaza - Suite 3  
Bethany Beach, DE 19930-3703  
(302) 537-1147  
KWS

**NO TITLE OR LIEN SEARCH REQUESTED OR PERFORMED**

**DEED**

**THIS DEED** is made as of the 8<sup>th</sup> day of April, 2022,  
between **BAYVIEW CAPITAL III, L.L.C., a Delaware limited liability  
company**, of 2500 Wrangle Hill Road, Suite 101, Bear, Delaware 19701, party  
of the first part (hereinafter "Grantor") and **BAY HOLLOW OWNERS  
ASSOCIATION INC.**, c/o Michael Sullivan, 32506 Bay Hollow Drive, Millsboro,  
Delaware 19966, party of the second part (hereinafter "Grantee").

**WITNESSETH**, that the said party of the first part, for and in  
consideration of the sum of Ten Dollars (\$10.00), lawful money of the United  
States of America, the receipt whereof is hereby acknowledged, hereby grants  
and conveys unto the said party of the second part, and its successors and  
assigns, in fee simple, the following-described lands, situate, lying and being in  
**Sussex County**, State of Delaware:

**ALL THOSE CERTAIN** lots, pieces or parcels of land situate, lying and  
being in Lewes and Rehoboth Hundred, Sussex County, State of Delaware,  
being known and designated as **Community Open Spaces** (consisting of  
20,149 square feet +/- and 28,916 square feet +/-), **Outlots** (consisting of  
8,993 square feet +/-, 12,564 square feet +/-, and 3,911 square feet +/-)  
**S.W.M. Outlot** (consisting of 36,991 square feet +/-), and those private streets  
designated as **Creek View Drive, Austin Drive and Bay Hollow Drive, BAY  
HOLLOW ESTATES**, as shown on the plot entitled "BAY HOLLOW ESTATES",  
prepared by LAND TECH LLC, dated September 30 2002, as filed for record in  
the Office of the Recorder of Deeds, aforesaid, on January 27, 2003, in Plot



Book 78 at page 53, as "Common Areas" as defined by the Declaration as defined hereinbelow.

**BEING A PART** of the lands conveyed unto BAYVIEW CAPITAL III, L.L.C., a Delaware limited liability company, by Deed dated May 21, 1999, of VIRGILE E. BANKS, JR. and JANET S. BANKS, as filed for record in the Office of Recorder of Deeds, aforesaid, in Deed Book 2390 at page 70.

**THIS CONVEYANCE IS MADE SUBJECT TO** the Declaration of Covenants, Conditions and Restrictions for Bay Hollow Estates, dated March 12, 2003, as filed for record in the Office of the Recorder of Deeds, aforesaid, on March 19, 2003, in Deed Book 2815 at page 1 ("Declaration").

**THIS CONVEYANCE IS FURTHER SUBJECT TO** any and all restrictions, reservations, conditions, easements and agreements of record in the Office of the Recorder of Deeds in and for Sussex County, at Georgetown, Delaware.

THE ROADS in Bay Hollow Estates are private and maintenance of the roads is the responsibility of the developer and the Bay Hollow Owners Association, as set forth in the Declaration.

This property is located in the vicinity of an established Agricultural Preservation District and/or land used primarily for agricultural purposes on which normal agricultural uses and activities have been afforded the highest priority use status. It can be anticipated that such agricultural uses and activities may now or in the future involve noise, dust, manure and other odors, the use of agricultural chemicals and nighttime farm operations. The use and enjoyment of this property is expressly conditioned on acceptance of any annoyance or inconvenience which may result from such normal agricultural uses and activities.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.  
SIGNATURE PAGE FOLLOWS.

**IN WITNESS WHEREOF**, the said BAYVIEW CAPITAL III, L.L.C., has caused its name to be hereunto set, and its common and corporate seal to be hereunto affixed, as of the day and year first above written.

BAYVIEW CAPITAL III, L.L.C., a Delaware limited liability company

By:  (SEAL)  
Robert L. Sipple, Member

STATE OF Delaware :  
: ss.  
COUNTY OF Sussex :

BE IT REMEMBERED, that on this 8 day of April, 2022, personally came before me, the Subscriber, a Notary Public for the State and County aforesaid, Robert L. Sipple, Member of BAYVIEW CAPITAL III, L.L.C., party to this Deed, known to me personally to be such, and acknowledged this Deed to be his act and deed, and the act and the deed of the company; that the signature of the said Member is in his own proper handwriting and the seal affixed is the common and corporate seal of the company, and that his act of signing, sealing, acknowledging and delivering said Deed was first duly authorized by the limited liability company.

GIVEN under my Hand and Seal of Office the day and year aforesaid.

  
Notary Public

[Notary Seal]

My Commission Expires: 3-2-2024

