

# General Permit (GP) Checklist

Please read General Permit (GP) Checklist in its entirety before submitting your application. If further assistance is needed in preparing your application, please contact an environmental consultant of your choice.

- **General Permit (GP) Application**

- Ensure name on General Permit (GP) Application matches the name represented on the deed provided with the application.
- Provide signatory authority if the deed is in the name of an entity. (i.e. Trust, LLC, Inc.)
- Provide HOA / Community approval (if applicable)
- Provide adjacent landowner approval (required if proposed structure is within 10' of adjacent property line)
- Select one or more of the following applicable Federal Authorizations on the GP Application:
  - [State Programmatic General Permit 20 \(SPGP-20\)](#) Applicable to certain existing and proposed piers, docks, mooring piles, boat lifts, breakwaters, and the replacement of existing serviceable bulkhead structures in navigable waters of the United States within the geographic boundaries of the Philadelphia District Corps of Engineers in the State of Delaware.
  - Individual Permit provided by Army Corp of Engineers
    - Applicable to projects on the Lewes and Rehoboth Canal

- **Supporting Documentation:**

- **General Permit (GP) Instructions**
- **Compliance with the DNREC, DFW time of year restriction from March 1 to October 15 for any project proposing piling installation.**
- **Vicinity Map:** A satellite aerial image of the project location in relation to the adjoining property and to the nearest existing street or road intersection, and the specific location of all proposed activities.
- **Scaled Plan View Drawing (Birds Eye View):**
  - Must include representation of:
    - Property lines (adjacent and rear)
    - All in-water structures (labeled with dimensions)

- Mean high and low water lines (for tidal waterways)
  - Waterbody width between mean low water lines
  - 10' setbacks from adjacent property lines
- **Scaled Section View Drawing (Cross Section View):**
  - Must include representation of:
    - All in-water structures (labeled with dimensions)
    - Mean high and low water lines (for tidal waterways)
- **Certified Copy of Deed:**
  - Copies of Certified Deeds are available via the respective county websites linked below:
    - [New Castle County](#)
    - [Kent County](#)
    - [Sussex County](#)
- **Copy of the property survey**
- **Provide one of the following authorizations for the existing structure:**
  - **Subaqueous Lands Permit**
    - Copies of prior Wetlands and Waterways Section authorizations can be obtained via the [Division of Water Permit Document Search](#)
  - **Valid Subaqueous Lands Lease** (in the name of the current owner)
    - Copies of prior Subaqueous Lands Lease authorizations are available where applicable via respective county Recorder of Deeds:
      - [New Castle County](#)
      - [Kent County](#)
      - [Sussex County](#)
- **Provide all of the following applicable Vessel Documentation** (must include boat length):
  - Current boat registration
  - US Coast Guard Certificate
  - Bill of Sale
  - Signed Quote
- **Completed General Permit Checklist** (This document)
- **A \$250 DNREC Application Fee:**
  - [Digital DNREC Online Portal](#)

- Payment will be prompted via email once application is deemed administratively complete.
- Or if mailing an application, a check made out to State of Delaware and mailed to:

DNREC – Division of Water  
Attention: Wetlands and Waterways Section  
89 Kings Hwy.,  
Dover, DE 19901