

Statewide Activity Approval (SAA)

Permitting Checklist

Please read SAA Permitting 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.

- **SAA Application**

- Ensure name on SAA 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 underwater landowner approval (if applicable)
- Provide HOA / Community approval (if applicable)
- Provide adjacent landowner approval (required for proposed structure within 10' of adjacent property line(s))
- Select one or more of the following applicable Federal Authorizations on the SAA Application:
 - [State Programmatic General Permit 18 \(SPGP-18\)](#)
 - Applicable to substantially developed artificial tidal lagoons
 - [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.
 - [Nationwide Permit \(NWP\)](#)
 - If the project doesn't meet the requirements for an SPGP-18 or SPGP-20 permit, please contact the United States Army Corp of Engineers (215-656-2676) for further information and guidance in utilizing a Nationwide Permit (NWP) where applicable.

- **Supporting Documentation:**

- **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:
 - All relevant property lines
 - All existing and proposed in-water structures (labeled with dimensions)
 - Mean high and low water lines (for tidal waterways) or ordinary high water lines (for nontidal waterways)
 - Waterbody width - mean high to mean high and mean low to mean low.
 - 10' setbacks from adjacent property lines (only required for boat docking facilities)
- **Scaled Section View Drawing (Cross Section View):**
 - Must include representation of:
 - All existing and proposed in-water structures (labeled with dimensions)
 - Mean high and low water lines (for tidal waterways) or ordinary high water lines (for nontidal 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](#)
- **Certified copy of a survey or plot plan**
- **Copy of Prior Authorization** (if applicable):
 - Copies of prior Wetlands and Waterways Section authorizations can be obtained via the [Division of Water Permit Document Search](#)
 - Copies of prior Subaqueous Lands Lease authorizations are available where applicable via respective county Recorder of Deeds:
 - [New Castle County](#)
 - [Kent County](#)
 - [Sussex County](#)
- **Completed Statewide Activity Approval (SAA) Permitting 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