



State of Delaware
Department of Natural Resources and Environmental Control
Division of Watershed Stewardship

285 Beiser Blvd. Suite 102, Dover, DE 19904
302-739-9921 FAX 302-739-6724

APPLICATION FOR LETTER OF APPROVAL FOR PLACEMENT OF SAND OR FILL

This application form is to be used by individual property owners or condominium owners for requests for placement of sand, fill or gravel in parking areas and driveways or to fill small areas near the beach or in the dune with sand. No materials may be placed on the beach without prior approval from the Shoreline and Waterway Management Section

Please answer all questions thoroughly and provide the applicable drawings. Incomplete applications will be returned.

Name of Property Owner: _____

Mailing Address: _____

City/State/Zip Code: _____

E-mail : _____

Telephone Numbers: (____) _____ Residence (____) _____ Office

Name of Authorized Agent: _____

Mailing Address: _____

City/State/Zip Code: _____

E-mail : _____

Telephone Numbers: (____) _____ Residence (____) _____ Office

Location of proposed work:

Lot(s) Number: _____ Block Number: _____

Street: _____

Subdivision/Community: _____

Tax Map #: _____

Reason for placement of sand or fill?: _____

What is the source of the sand or fill material? _____

Who will be conducting the work? Name: _____ Telephone
Number: _____

What is the volume of sand or fill that will be placed?: _____

What method will be used to deposit the material? Is road approval necessary? (Check with local
officials.) _____

Are there any wetlands on this lot? _____ Please indicate their location on the plans. If you propose to
construct in wetlands, please include copies of written approvals from the Division of Water – Wetlands
and Subaqueous Lands Section and/or the U. S. Army Corps of Engineers.

Please supply the following information:

1. Copy of deed, lease, sales contract or other document showing legal interest of the property upon
which the work is to take place.

2. An **8 1/2" X 11"** plan (drawn to scale), indicating:

- a. Location of existing structures
- b. Area where sand or fill will be placed.
- c. Profile view of completed project.
- d. Location of Wetlands if applicable

SIGNATURE PAGE

As legal property owner, I (we) accept the legally binding nature of this application for placement of sand or fill and acknowledge the ultimate responsibility of the owner in executing the conditions of the approval. I (we) also understand that any unauthorized additions or modifications of the final approval will be considered a violation of the Letter of Approval for Placement of Sand or Fill and the Regulations Governing Beach Protection and the Use of Beaches and are therefore subject to penalties found in the Beach Preservation Act and the Regulations.

Signature of Property Owner

Date

Statement of Agent Authorization

I hereby designate and authorize _____ to act in my behalf as my agent in the processing of this application for Letter of Approval for Placement of Sand or Fill and to furnish, as requested, supplemental information in support of this application. As legal property owner, I (we) accept the legally binding nature of this application for Letter of Approval for Placement of Sand or Fill and enclosed plans and acknowledge the ultimate responsibility of the owner in executing the conditions of the approval. I also understand that this authorization does not transfer ultimate responsibility for this approval to the agent

Major modifications or subsequent additions of the initial project must be entered as a new application subject to conditions outlined in the Regulations. Copies of the Regulations are available upon request from the Shoreline & Waterway Management Section.

Signature of Property Owner

Date

Application is hereby made for a Letter of Approval for Placement of Sand or Fill in the State of Delaware. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge; such information is correct and complete. I further certify that I am authorized to undertake the proposed activities and I am acting as the duly authorized agent for the applicant.

Signature of Authorized Agent

Date