

## GENERAL INFORMATION

### **SPECIAL NOTE: ALL APPLICATIONS AND SUBMITTALS MUST BE SENT DIGITALLY IN PDF FORM to [Cferber@oceancitymd.gov](mailto:Cferber@oceancitymd.gov)**

- This is presented only as a guide to your application process. More complete details may be found in Chapter 106 of the CODE OF THE TOWN OF OCEAN CITY, MD. [Here is the link to our specific code; 106.31 - 106.44](#)
- The Board meets at 2:00 p.m., the second Thursday of each month.
- Applications for **Minor Construction** (i.e., work within 6' of the mean high water) and fee of \$138.00 and application for **Major Construction** (i.e., all other work) and fee of \$287.00 must be received 28 days prior to the meeting date. Check or Credit Card
- Applications to the **MDE, (Maryland Department of the Environment) and the Army Corp of Engineers must also be applied for prior to building permit submittal. All information is provided at the state link: <https://mde.maryland.gov/programs/water/pages/index.aspx>**
- After all approvals have been received by the Board of Port Wardens and the State of Maryland, a Building Permit may then be applied for through the Planning and Community Development Department.

### **Applications must be accompanied by a site plan including the following: Incomplete or unclear drawings will be subject to refusal.**

1. A clear and legible scale—and North arrow.
2. Title block with the name of applicant and/or property owners, name of subdivision, lot(s) and block(s) numbers, address, scale, and date.
3. All properties with riparian rights within one hundred and fifty (150) lineal feet of the subject site, including existing structures within the waterways extending there from and streets.
4. **Width of waterways or channels**, mean high water (MWH) and mean low water (MLW) lines.
5. Dimensions of all docks, piers, “T” or “L” extensions, mooring piles and buoys, groins, jetties, rip rap, bulkheads, boat ramps, etc., within 150' of the navigation area—all referenced to the property lines and bulkhead face. And the height of bulkhead face from mud line to the top whaler—and the depth of water below MHW at the outward most point of the intended structure.
6. If the application indicates conditions beyond the scope of the existing construction standard of the board, the applicant must submit construction details certified by a registered professional engineer in the State of Maryland experienced in the related type of work.
7. In congested areas, corners, lagoon ends, etc., refer to the Code (106-36.2) as to the rules for developable waterway areas.