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# Private Dock Permit Application

COASTAL ZONE  
INFORMATION CENTER



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1980

South Carolina Coastal Council  
Center - 19 Hagood Avenue  
South Carolina 29403 803-792-5808

South Carolina Coastal Council

A NOTE TO THE PERSPECTIVE BUILDER OF A PRIVATE DOCK OR PIER

This booklet is designed to make applying for a permit easy. Everything you need to know is explained in the first few page. The remainder shows copies of necessary forms and examples of other materials required to complete your application.

The blank forms in the booklet are to be removed and submitted as your application. Do not hesitate to call the Charleston Office of the Coastal Council, 792-5808, if you need clarification or additional information concerning the application process.

THANK YOU

## WHEN IS A PERMIT REQUIRED?

Whenever the construction of a dock or pier on certain coastal waters and wetlands of South Carolina is planned, a PERMIT PRIOR TO CONSTRUCTION is required from the South Carolina Coastal Council. A permit may also be required from the Charleston District office of the U.S. Army Corps of Engineers for certain projects.

THE COASTAL COUNCIL IS THE ONLY GOVERNMENTAL (STATE/FEDERAL) BODY WHICH REQUIRES A PERMIT APPLICATION IF:

--a person wishes to construct a private, non-commercial, single-family dock or pier along coastal waters and wetlands

and

--the proposed dock or pier falls within the guidelines set forth in the section entitled Special Conditions (on page 4).

GO NOW to page 4 and read the "Special Conditions". Determine whether your proposed project fits within those guidelines.

If, after reading the "Special Conditions", you find that your proposed project DOES NOT fit entirely within one or more of those conditions, you will have to apply to the U.S. ARMY CORPS OF ENGINEERS for your permit. To do this, call 724-4330 for permit application instructions, and DISREGARD THE REMAINDER OF THIS BOOKLET. \*

If, after reading the "Special Conditions", you find that your proposed project DOES fit within all the conditions, you are required to file a permit application only with the COASTAL COUNCIL.

IMPORTANT: In order to save yourself time and effort in applying for your permit, we strongly recommend that you acquaint yourself with the Guidelines used by the Coastal Council in approving dock and pier construction projects. You will find them on page 16.

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\*Though a permit is required from the Coastal Council for ALL dock and pier projects, it is not necessary in this case for you to apply directly to the Coastal Council. The Corps will send a copy of your application to the Coastal Council. (This process of simplifying your application procedure is called Joint Permitting.) A decision from each governmental body will be mailed to you. A permit from one does NOT imply permission from the other.

PLEASE READ CAREFULLY

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STEPS IN APPLYING FOR A PERMIT

1. Read "When Is A Permit Required?" and "Special Conditions" on pages 2 and 4.

BEFORE YOUR PERMIT APPLICATION CAN BE CONSIDERED COMPLETE, EACH OF THE FOLLOWING ITEMS MUST BE SUBMITTED TO THE COASTAL COUNCIL. USE THIS FORM AS YOUR CHECKLIST TO MAKE SURE YOU ARE INCLUDING EVERYTHING.

2. Fill out "Private Dock/Pier Application" form on page 6. (Form must be complete.)
3. Place a Public Notice in the newspaper of the county in which the dock or pier is to be built. Instructions are found on page 7. This may be done within seven days before or after the application is actually filed with the Coastal Council. However, no permit can be issued until ten days after the date on which the public notice appeared in the newspaper. After your notice has appeared, the newspaper will send you certification. (A sample is shown on page 8.) Send this directly to the Coastal Council.
4. Fill out the "Affidavit of Ownership Or Control". Be sure to follow the directions on page 9.
5. Submit drawings of the proposed dock or pier. Be sure to include all of the information called for on the "Checklist for Drawings" on page 11. (A sample is shown on page 13.) You may use pages 14 and 15 for your drawings.
6. Submit a good location map. (The Coastal Council will send an inspector to your lot prior to permit approval so it's important that he knows how to find your lot. See page 12 for a sample.) This may also be accompanied by written directions, if necessary.

THE COASTAL COUNCIL IS THE ONLY GOVERNMENTAL (STATE OR FEDERAL) BODY WHICH WILL REQUIRE A PERMIT APPLICATION IF YOUR PROPOSED DOCK OR PIER FITS WITHIN THESE CONDITIONS.

(If you would like clarification on any of these points, call the U. S. Army Corps of Engineers, Charleston District, 724-4330)

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SPECIAL CONDITIONS

While reading this page, determine whether your proposed dock or pier will satisfy each condition. If so, apply directly to the Coastal Council. When finished, go back to "When Is A Permit Required?" on page 2 and follow the instructions.

- a. Docks must be for non-commercial, single-family use.
- b. Private (single-family use), non-commercial docks are limited to 576 square feet for a fixed dock and/or 288 square feet for a floating dock, exclusive of the dock approach (fixed walkway).
- c. The maximum width for the dock approach (fixed walkway) should be restricted to four (4) feet. (The Coastal Council requires a maximum approach width of four (4) feet.) The channelward extension of the fixed and/or floating dock cannot exceed 15% of the width of the waterway or 25 feet, whichever is less. The width is measured perpendicular from the mean low water line on one side to the mean low water line on the opposite side. In addition, the channelward extension shall be in line with existing docks adjacent to it, provided the specifications stated herein are not exceeded.
- d. The dock must be structurally adequate and aesthetically compatible with other existing docks. No dock may be located within ten (10) feet of the riparian (legal) limits of adjacent properties.
- e. Flotation units of floating facilities must be constructed of material which will not become waterlogged or sink when punctured.
- f. The dock must not be used for human habitation, nor shall waste materials be discharged from the dock into the water. There must be no covered or screened-in dock houses.
- g. There must be no toilets or fueling facilities on the structures.
- h. No structure will be built within 100 feet of the near edge of the channel of any authorized Federal navigation project.
- i. No registered properties or properties listed as eligible for inclusion on the National Register of Historic Places will be affected.

(continue to next page)

j. Prohibited Construction: The following are not covered under this General Permit, and will require a permit from the U.S. Army Corps of Engineers: marinas, commercial piers, multiple-family structures, dredging, bulkheading, commercial boat ramps, marine railways, hoists, storage houses, fueling facilities, toilet facilities, filling of submerged lands or wetlands, and any structures exceeding the prescribed limits and dimensions stated under the "Special Conditions".

Note: Any potential project falling within the following areas must receive a permit directly from the Army Corps of Engineers:

Atlantic Intracoastal Waterway  
Atlantic Ocean  
Adams Creek  
Charleston Harbor  
Cooper River  
Georgetown Harbor  
Little River Inlet  
Murrells Inlet  
Port Royal Harbor  
Savannah Harbor  
Savannah River  
Shipyard River  
Town Creek  
Village Creek  
Waccamaw River

EVERY ITEM ON THIS APPLICATION MUST BE COMPLETED

PRIVATE DOCK/PIER APPLICATION

Date \_\_\_\_\_

Name and mailing address of applicant: \_\_\_\_\_

Telephone number (business) \_\_\_\_\_ (home) \_\_\_\_\_  
Name and mailing address of authorized agent (when applicable): \_\_\_\_\_

Agent's telephone number (business) \_\_\_\_\_ (home) \_\_\_\_\_  
Describe the dimensions and general specifications of the proposed dock/pier: \_\_\_\_\_

Names and mailing addresses of adjoining property owners: \_\_\_\_\_

Location of proposed dock/pier: (Coastal Council staff members must be able to find the property in question when they field-check the site. Therefore, it is important to give the clearest location possible. Street addresses and/or lot numbers are required.) \_\_\_\_\_

County \_\_\_\_\_ Nearest town \_\_\_\_\_

Name of waterway or wetland \_\_\_\_\_

Additional remarks: \_\_\_\_\_

I certify that the information contained in this application is true, complete and accurate to the best of my knowledge and belief. I assume any liability that may arise from any misrepresentation or misinformation contained herein.

\_\_\_\_\_  
Signature of Applicant

Applicant's signature denotes permission for the Coastal Council staff to enter the property for the express purpose of inspecting the proposed project site.

Applicant recognizes that this application is a matter of public record and open to public inspection.

PUBLIC NOTICE MUST BE MADE OF YOUR INTENTION TO BUILD. SEE PAGE 3 OF THIS BOOKLET FOR INSTRUCTIONS.

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#### NEWSPAPER PUBLICATION

As required in Section 14(C) of Act 123 of 1977, applicants for permits to construct a private dock/pier shall publish a notice at least once in a newspaper of local circulation in the county of the proposed activity.

No permit may be issued by the Council until at least 10 days following the date of the newspaper notice. The following form shall be used for newspaper publication.

#### PUBLIC NOTICE

(Name of applicant) (will apply) (has applied)  
to the South Carolina Coastal Council for a  
permit to construct a dock and/or pier for  
private use, at/in (location and name of  
waterway). Comments will be received by  
The South Carolina Coastal Council, Summerall  
Center, 19 Hagood Avenue, Suite 802,  
Charleston, South Carolina 29403 until  
(insert date, 10 days after date of this  
newspaper notice).

THIS IS A SAMPLE OF THE CERTIFICATION WHICH THE NEWSPAPER  
WILL SEND TO YOU AFTER PUBLICATION OF THE PUBLIC NOTICE.  
PLEASE SEND IT DIRECTLY TO THE COASTAL COUNCIL.

State of South Carolina }  
COUNTY OF CHARLESTON }

Personally appeared before me

Z

..... advertising Clerk  
of The Charleston Evening Post, a newspaper published  
in the City of Charleston, County and State aforesaid.  
who, being duly sworn, says that the advertisement of

H H

.....  
appeared in the issues of said newspaper on the follow-

ing day(s):

>

Subscribed and sworn to }  
before me this ..... day }  
of ..... }  
A. D. 19..... }

H

.....  
NOTARY PUBLIC, S.C.

PROOF OF OWNERSHIP MUST BE SUBMITTED WITH  
YOUR APPLICATION.

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Please submit the Affidavit Of Ownership or Control" on page 10. A copy of the deed, a lease, or other instrument of record may be included in addition to the affidavit, if desired. The affidavit must be signed. The following information must be included:

1. The "Affidavit Of Ownership or Control" should be signed by at least one owner of the property, lessee, or easement holder.
2. Under the section "Description", describe the location and boundaries of the property with as much precision as possible.
  - If subdivided, the property should be described by lot number, block number (if any), name of subdivision, and plat book number and page, where recorded.
  - If unplatted, the property should be described by section, township and range, and subdivision of section.
  - If the description is based on courses and distances not following the plan coordinates, the point of beginning should be identified.
3. Make sure the affidavit is signed and notarized.

FILL THIS OUT AND RETURN IT WITH YOUR PERMIT APPLICATION. SEE PAGE 9.

AFFIDAVIT OF OWNERSHIP OR CONTROL

TO THE SOUTH CAROLINA COASTAL COUNCIL

I hereby certify that I am the (check one):

.....	record owner	_____
.....	lessee	_____
.....	record easement holder	_____
.....	applicant to record owner for easement	_____

of the below described property situated in \_\_\_\_\_ County, South Carolina; and that said property is all of the property that is contiguous to and landward of the area in which the work proposed in the permit application is to be conducted. Furthermore, I certify that as record owner, lessee, or record easement holder I have, or will have prior to undertaking the work, necessary approvals or permission from all other persons with a legal interest in said property to conduct the work proposed in the permit application.

DESCRIPTION

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me at \_\_\_\_\_  
\_\_\_\_\_ County, \_\_\_\_\_, this \_\_\_\_\_  
day of \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:

PLEASE READ BEFORE ATTEMPTING DRAWINGS.

You may use and submit pages 14 and 15 for your drawings.  
A sample location map is presented on page 12.  
A sample drawing is presented on page 15.

GENERAL GUIDELINES

- Submit original drawings.
- Submit each drawing on 8 1/2 X 11 inch paper. (Extra sheets may be included if needed.)
- Leave a 1-inch margin at top of each sheet.
- Do not use pens with blue ink. Do not submit drawings on paper with a colored background.
- Do not employ color shading. (Use dot shading, hatching or cross-hatching if shading is necessary.)

PLAN VIEW

Please show:

- Distance across channel or to navigation channel
- Methods of construction and types of equipment used
- Existing shorelines
- Direction of ebb and flood of tide, if applicable
- North arrow
- Graphic scale
- Mean high and low water lines
- Principal dimensions and materials used in construction of structure
- Structures (if any) in navigable waters immediately adjacent to the proposed activity, including permit numbers, if known
- Property lines and names and addresses of adjacent landowners. (On narrow waterways the property owner on the opposite shore must also be identified.)

CROSS SECTION

Please show:

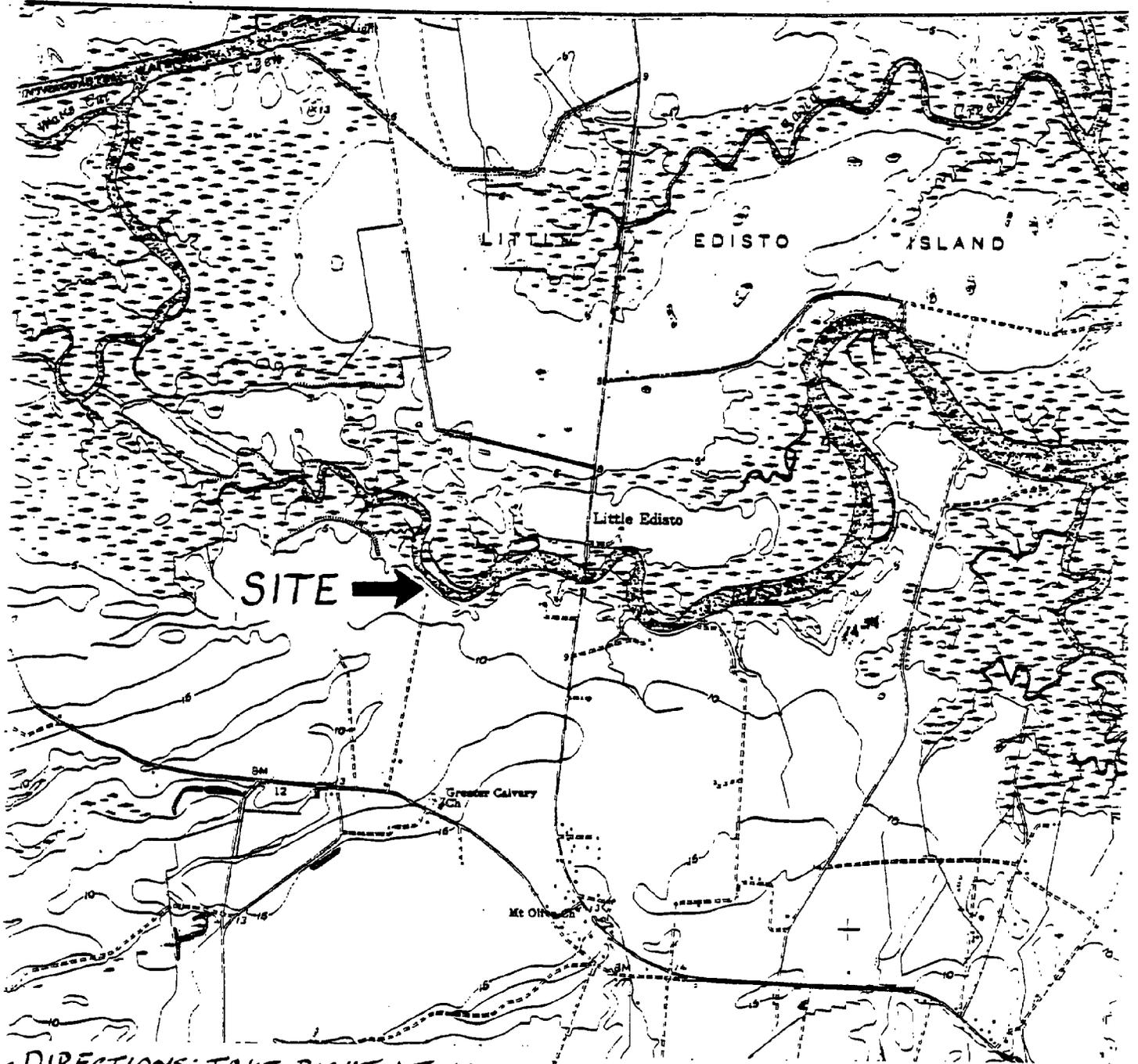
- Mean high and low water lines
- Height of structure above mean high water
- Principal dimensions of structure

LOCATION MAP (Must be sufficient for field personnel to locate site. Include written directions, if necessary.)

- Latitude and longitude, if known
- Waterways and highways labeled
- Name and distance to local town, community, or other identifying location
- Identify map or chart from which map was taken, if applicable
- North arrow

IMPORTANT: The Coastal Council realizes that not everyone possesses the skills of a professional draftsman, but we do feel that anyone can make an adequate drawing with a little effort. The main point is to make sure that ALL of the information on this page appears on the final drawing.

SAMPLE LOCATION MAP



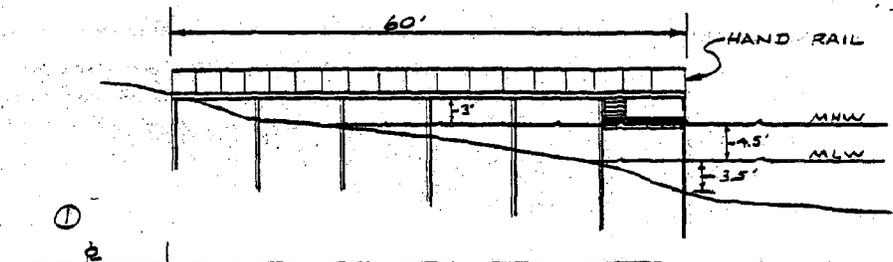
DIRECTIONS: TAKE RIGHT AT MT.  
OLIVE CHURCH OFF OF HWY 174.  
TAKE FIRST RIGHT ONTO DIRT  
ROAD AT BLACK MAILBOX. GO  
TO END OF ROAD. SITE IS AT  
WHITE FRAME HOUSE.

APPLICANT: JOHN DOE  
ACTIVITY: PRIVATE DOCK  
COUNTY: CHARLESTON  
DATE: 3-12-80  
SOURCE: USGS - EDISTO ISLAND

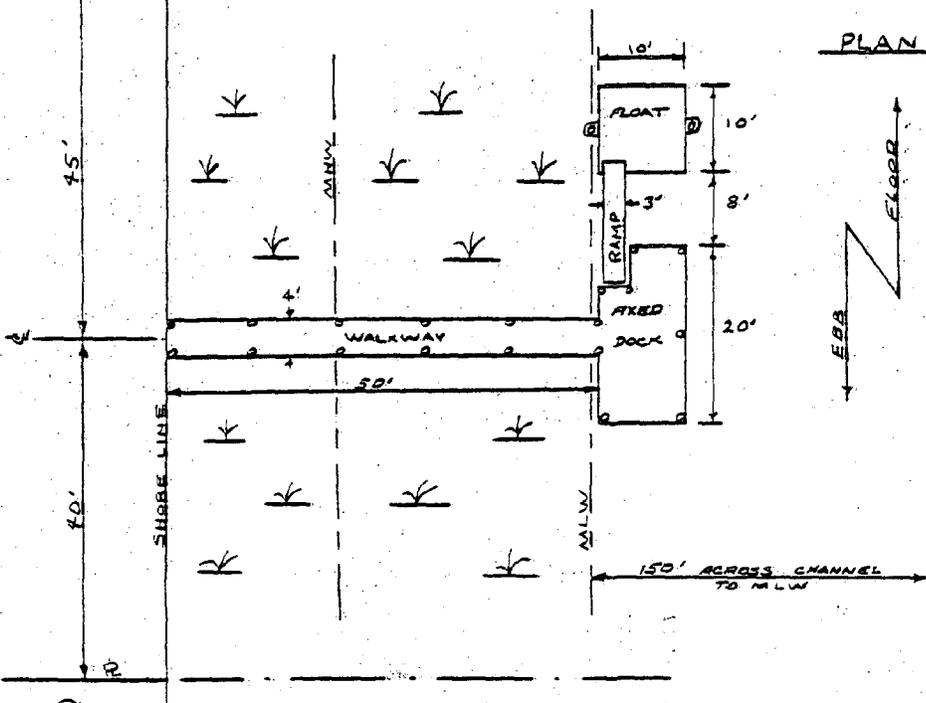
Scalawan Island

SAMPLE CROSS SECTION AND PLAN VIEWS

CROSS SECTION



PLAN VIEW



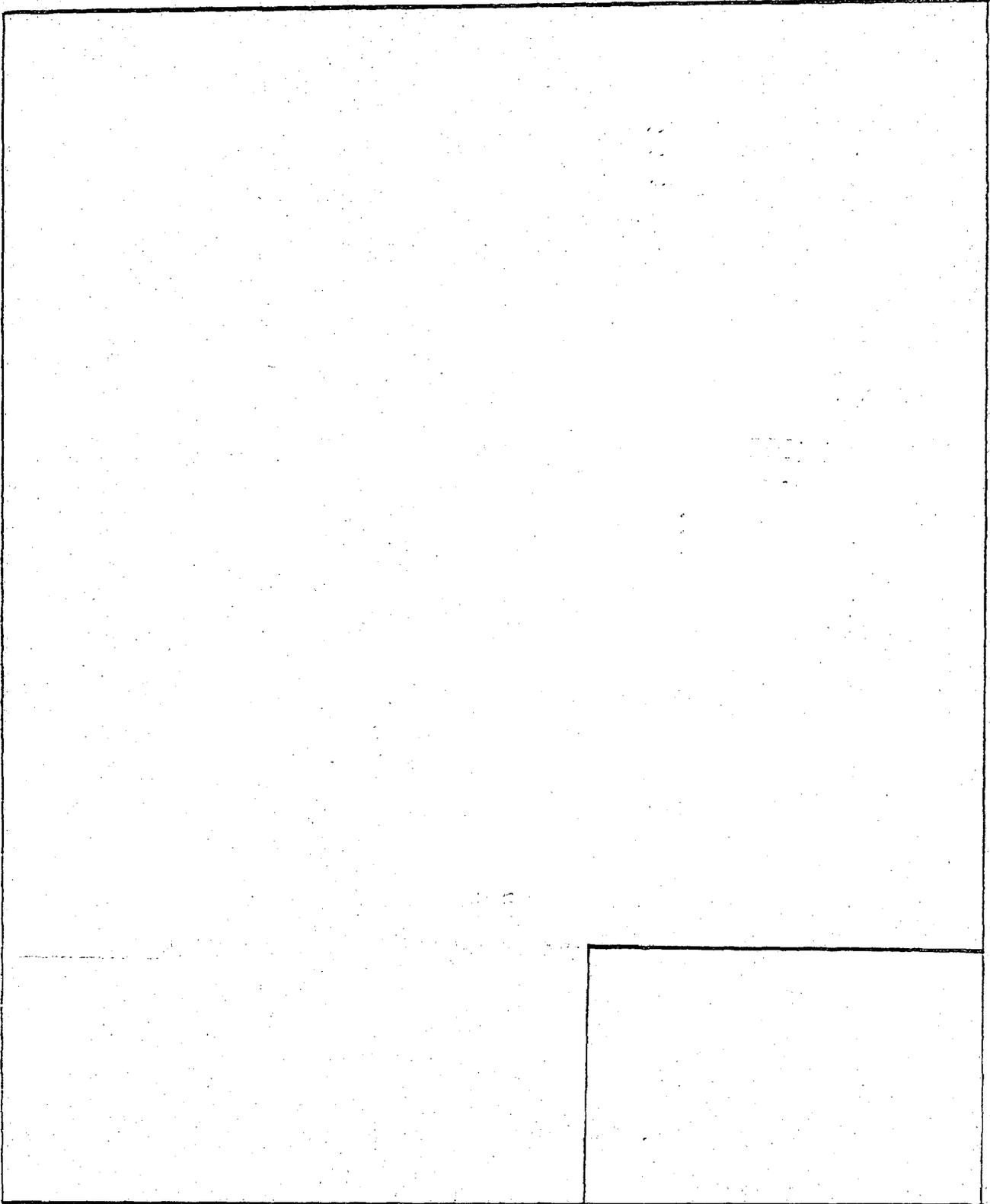
0 5 0 10 20  
Scale in Feet

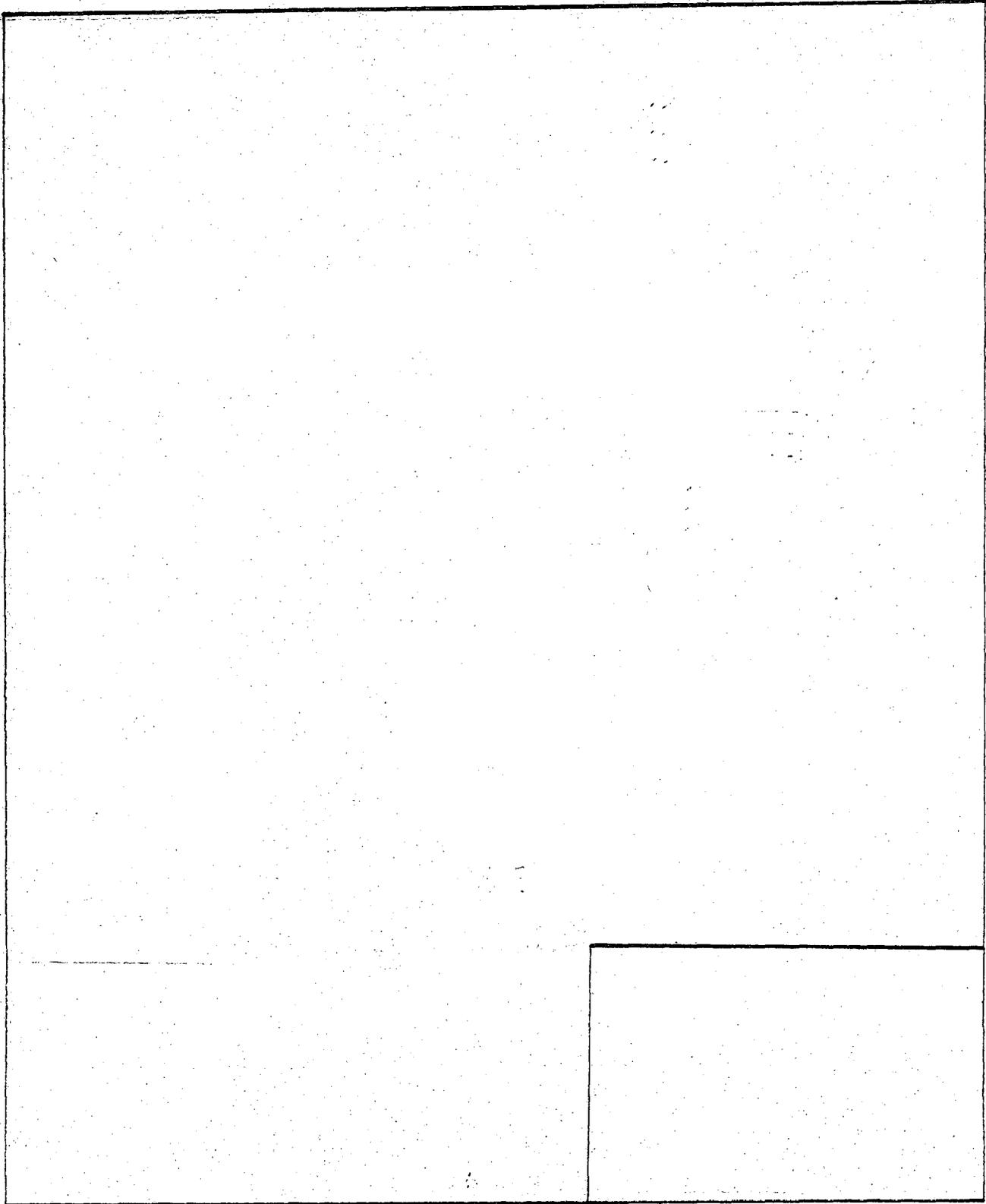
ADJOINING PROPERTY OWNERS:

1. (Names & Addresses)
- 2.

Applicant: William Penn  
 Activity: Private Dock  
 County: Georgetown  
 Date: July 10, 1978

SAMPLE





THESE ARE SOME OF THE GUIDELINES THE COASTAL COUNCIL USES  
IN CONSIDERING YOUR PERMIT APPLICATION. PLEASE ACQUAINT  
YOURSELF WITH THEM BEFORE COMPLETING YOUR PERMIT APPLICATION.

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### GUIDELINES

#### DOCKS AND PIERS

- 1) A dock or pier is a structure built over and/or floating on water and is generally used for the mooring of boats. Docks and piers are the most popular method of gaining access to deep water. Although they are least objectionable from an ecological point of view, docks and piers do sometimes pose navigational problems, restrict public use of the waters and, under certain circumstances, possess potential for creating environmental problems.
- 2) There are certain standards that should be followed in constructing such facilities:
  - a) docks and piers shall not impede navigation or restrict the reasonable public use of waters;
  - b) Docks and piers shall be constructed in a manner that does not restrict waterflow;
  - c) The size and extension of a dock or pier should be limited to that which is reasonable for the intended use;
  - d) To preclude the adverse effects of shading marsh vegetation, walkways which are built over vegetated marsh and lead to the dock or pier shall not exceed four feet in width (unless the applicant can justify a need for a wider structure) and should be elevated at least three feet above mean high water;
  - e) Dry storage in uplands will be encouraged in preference to moorage in crowded areas;
  - f) Developers of subdivisions, motels, and multiple-family dwellings will be encouraged to develop single, joint-use moorage facilities while their plans are in the development stage;
  - g) Project proposals shall include facilities for the proper handling of litter, waste, refuse, and petroleum products, where applicable;
  - h) Where docks and piers are to be constructed over bottoms under lease by the State for shellfish culture or other mariculture activity, the Council will consider rights of the lessee prior to approval or denial.



Private Dock Permit Application for  
South Carolina Coastal Waters and Wetlands