

PREPARATION OF MAPS, PLATS, AND PROJECT PLANS

The following information should be submitted with the application. Each map or plat should be prepared to the following specifications:

1. Each map or plat should be at least 8.5" x 11".
2. A 1" margin should be left at the top edge of each sheet for binding purposes.
3. Since drawings may be reproduced photographically, color shading cannot be used. Drawings may show work as dot shading, hatching, cross-hatching, or similar graphic symbols.
4. Each map drawing or plat should have a simple title to identify the project or work and must include the name of the applicant, name of the waterbody, river mile (if applicable), county, state, page number, total number of pages, and date drawing was prepared.
5. The scale for all project plan maps must be indicated.
6. **Plat of Survey Maps:**
Upon receipt of the application, the General Land Office may require plat of survey maps showing the location of the proposed work on state-owned lands. Plat of survey maps must be prepared as directed by the General Land Office, if required.
7. **Vicinity Maps:**
A map showing the location of the proposed work is required. The map may be drawn on a separate sheet, or may be drawn as an inset map on a corner of the sheet showing the details of the project or work. The map should show pertinent access roads (by name and number) and geographical features and the site should be shown by an arrow so that the project site can be located by field representatives. The vicinity map must have a meridian arrow showing north. The vicinity map should also include the following: latitude, longitude, GPS, river mile (if known), name of waterbody, and a numeric or graphic scale. Examples of acceptable maps include U.S.G. and G.S. Navigational Charts, U.S.G.S. Quadrangle Maps, or State Highway Maps.
8. **Project Maps:**
Top view and cross-sectional drawings and descriptions of all existing and proposed structures are required. The dimensions of all existing and proposed structures must be shown on all drawings.

Top view drawings must also include:

- a. the shoreline
- b. the ebb and flow in tidal waters (mean high, mean low, maximum (spring) high tide line) and direction of flow in rivers (include ordinary high and low water lines)
- c. a meridian arrow showing North
- d. the location of property lines (if applicable)
- e. the location of any marshes, submerged grass flats or oyster reefs in the project area
- f. name of waterbody and river mile (if known)
- g. average water depths around proposed activity
- h. distance proposed activity extends, from the high water line, into the water

- i. distance to nearby Federal projects (if applicable)
- j. distance between proposed activity and navigation channel (where applicable)
- k. location of adjacent structures (if any)
- l. if dredged material is involved, description of type and amount of material, method of handling, and location of fill and spoil disposal area. The drawing should show proposed retention levees, weirs and/or other means of retaining hydraulically placed materials
- m. mark drawings to indicate previously completed portions of the project
- n. registration, easement, or lease numbers for existing structures issues by the General Land Office (if applicable)

Cross-section drawings must also include:

- a. the bottom profile of state-owned lands
- b. the mean high water, mean low water and ordinary high water lines (if applicable)
- c. water depth at waterward face of proposed activity or, if dredging, is proposed, dredging and estimated disposal grades
- d. distance from mean high water line/high tide line or ordinary high water line, for proposed fill, float, or pile supported platform.

NOTE: Photographs of the site are not required; however, pictures are helpful and may be submitted as part of any application