



C. Earl Hunter, Commissioner

*Promoting and protecting the health of the public and the environment.*

## ***Public Notice Wetland Section***

### ***Re: SCDHEC-OCRM Critical Area Permit Applications***

In order to facilitate efficient processing of critical area permit applications, beginning **September 22, 2008**, SCDHEC-OCRM will screen critical area applications more stringently for administrative completeness. An application will be deemed administratively incomplete unless all requisite items are submitted to the Department. The requisite items are listed in the Critical Area Regulations under R.30-2.B

Staff will determine the completeness of an application upon receipt and will notify the applicant (or agent of record) in writing if the application is **incomplete**. The notification will identify deficiencies on an accompanying checklist. Additionally, the fee check will be voided and returned with the notification. SCDHEC-OCRM will hold the incomplete submittal for **thirty days** from the date of the notification. If after thirty days, SCDHEC-OCRM has not received all of the requisite information, the application will be deemed withdrawn and the submittal will be destroyed. SCDHEC-OCRM will not keep copies. For informational purposes, the checklist from the current critical area permit application package is attached.

SCDHEC-OCRM's technical review for each application will begin only when a complete application package has been submitted. The assigned project manager may require additional technical information prior to being able to place the project on SCDHEC-OCRM public notice. The required newspaper notice must meet the requirements of R.30-2.B(7). The project manager for the region will coordinate with the applicant/agent on when to timely publish the newspaper notice.

The critical area permit application is available at local SCDHEC-OCRM offices or on-line at [http://www.scdhec.net/environment/OCRM/permit/docs/FORMS/Critical\\_Area/DHEC\\_3898.pdf](http://www.scdhec.net/environment/OCRM/permit/docs/FORMS/Critical_Area/DHEC_3898.pdf)

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As of **September 22, 2008**, SCDHEC-OCRM will require an OCRM-approved critical area line to be shown on the submitted application drawings. An approved critical area line must be depicted on a survey performed by a professional surveyor and reviewed by the Department in order for the Department to validate the location of the boundaries of the coastal waters or tidelands critical area on the survey. Department Staff must approve the line prior to submittal of the permit application. Furthermore, the as-built survey should also reflect this line.

You may contact the Wetland Section Coordinator at 843-953-0233 if you have any questions about this notice.



**PERMIT APPLICATION  
PACKET  
Instructions**

S. C. Department of Health and Environmental Control  
Office of Ocean and Coastal Resource Management  
Charleston      Beaufort      Myrtle Beach  
953-0200      846-9400      238-4528  
953-0201 (fax)      846-9810(fax)      238-4526(fax)

**IMPORTANT: Read this page before attempting to complete this application.**

All activities which result in the alteration of the coastal waters, tidal wetlands and beach/dune system require authorization from the SCDHEC Office of Ocean and Coastal Resource Management.

**Permit Application Checklist:**

1. Two page application form (pages 4 and 5) filled out completely, **signed by the applicant and the agent (if there is an agent)**. Print clearly and use black ink. (See examples on pages 9 and 10)
2. The non-refundable administrative application fee (see fee schedule on page 2). Make checks payable to SCDHEC-OCRM.
3. Affidavit of Ownership or Control form (page 6) completed, signed and notarized, including one of the following: 1) Legal description and/or copy of the certified plat of the property 2) A certified copy of the deed, lease, easement, or other instrument under which the applicant claims title, or permission from the owner of the property to carry out the proposed activity. Please note that professional dock drawings do not satisfy the proof of ownership requirement.
4. **As of JULY 24, 2006, all drawings submitted as required by any application/amendment request must be produced, stamped and signed by one of the following professional groups: registered land surveyors, registered professional engineers, registered landscape architects. These individuals must be licensed in the state of South Carolina. OCRM will not accept hand drawings or other drawings not meeting these criteria. Applications with drawings judged to be inexact and unprofessional will not be placed on public notice and will be returned to the applicant.**
5. A location map(s) showing the location of the proposed activity. (See requirements and instructions on page 5.)
6. Submit 1-5 above to SCDHEC-OCRM. An OCRM project manager may require additional information.
7. Run newspaper public notice (see page 7) and when available submit the affidavit of publication to OCRM. **\*\*The newspaper notice must run within fifteen days of the OCRM public notice. Affidavits of Publication outside of this window will be returned and a new ad will need to be placed in the appropriate newspaper.**

South Carolina Department of Health and Environmental Control  
Office of Ocean and Coastal Resource Management  
1362 McMillan Ave., Suite 400  
Charleston, South Carolina 29405

South Carolina Department of Health and Environmental Control  
Office of Ocean and Coastal Resource Management  
927 Shine Ave  
Myrtle Beach, SC 29577

South Carolina Department of Health and Environmental Control  
Office of Ocean and Coastal Resource Management  
104 Parker Drive  
Beaufort, South Carolina 29906