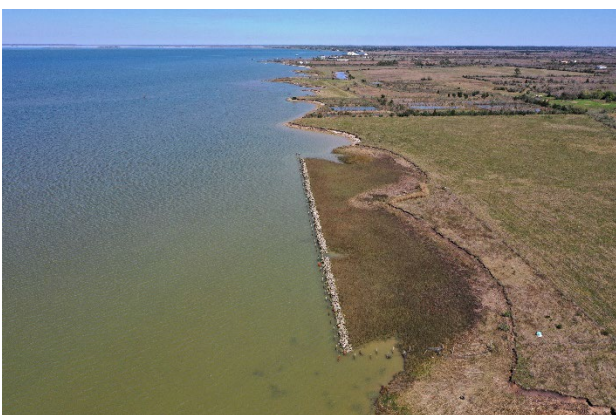


LIVING SHORELINES: A PERMITTING GUIDE FOR TEXAS LANDOWNERS



Imagery, clockwise: Living shorelines located in Redfish Bay, Trinity Bay (photo courtesy of Galveston Bay Foundation), Copano Bay, Eckert Bayou (photo courtesy of GBF), Trinity Bay (photo courtesy of GBF), and Mud Lake (photo courtesy of GBF)

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Introduction

This document provides guidance on how to navigate the state and federal permitting processes for implementing a living shoreline, focused on projects constructed by individual landowners along their shoreline. The term *living shoreline* is defined in the Texas Administrative Code (TAC) 31 TAC § 155.1 as “Alternatives to traditional armoring shoreline stabilization techniques such as bulkheads. Living shorelines incorporate substantial natural or nature-based features, potentially combined with hard structural components as approved by the Texas General Land Office, to provide shoreline protection and stabilization while maintaining shoreline ecosystem functions.”

This document will give an overview of the required living shoreline project applications, permits, and leases, how to apply, and what to expect from the different agencies as the application is processed. Please note that while this information covers what is required for most landowner living shoreline projects, there may be additional information or processing required due to a site location or project components. We strongly urge early coordination with the GLO Permit Service Center for a landowner considering implementing a living shorelines project on their property.

Required Authorizations Overview

Any area under Texas General Land Office (GLO) jurisdiction must have written authorization in the form of a lease prior to any construction activity. A US Army Corps of Engineers permit will also be needed, and potentially a Texas Parks and Wildlife Department (TPWD) Planting Permit or Gravel Permit. This section describes the overall process for these entities. See [Leasing and Permitting Processes](#) for detailed instructions on each agency's process.



Texas General Land Office Overview

Most coastal submerged areas of Texas bays and tidally influenced rivers belong to the State of Texas and are managed by the Texas General Land Office (GLO). These 'state-owned submerged lands' require a lease from the GLO for construction activities, planting, and structure placement. The State also requires a Coastal Boundary Survey (CBS) prior to construction. If activity occurs on submerged land that is not state owned, i.e., proven to be owned by a navigation district or municipality, a lease is not required from the State. Also, a CBS may not be required for projects not located on State owned submerged land. The GLO Permit Service Center (PSC) can help determine if the project area is on State-owned submerged land. Their information can be found in under [Contacts](#). See the 'TGLO Living Shorelines Information Sheet' for quick facts and living shoreline project qualifying criteria.

US Army Corps of Engineers Overview

The US Army Corps of Engineers (USACE) has jurisdiction over waters of the US, including wetland areas. A permit is required from the USACE for living shoreline projects. Depending on the components and specifications of the project, it may qualify for a *Nationwide Permit*, *Letter of Permission*, or *Individual Permit*. The Nationwide Permit (NWP) does not require extensive review if certain criteria are met; these permits are issued much faster than individual permits. A Letter of Permission (LOP) is an abbreviated procedure to authorize projects and is issued at the discretion of the USACE. Individual Permits (IP) are issued when a project does not fit the criteria of a NWP or LOP, requires extensive inter-agency review, posting of public notice, and may take 12 to 24 months to obtain. Landowners are encouraged to design projects that fit within the restrictions of the *Nationwide Permit 54 – Living Shorelines* for ease of permitting.

Texas Parks and Wildlife Overview

Living shorelines projects that involve planting aquatic plants or oyster seeding require a Texas Parks and Wildlife *TPWD Application for Permit to Introduce Fish, Shellfish, or Aquatic Plants into Public Waters*. This permit describes when and where the plants will be placed, the purpose of the project, and what species will be used. Most projects will require this permit.

Projects that involve dredging marl, sand, gravel, shell, or mudshell in a streambed or navigable state waterway require a *Marl, Sand, Gravel, Shell or Mudshell Permit* from TPWD. This permit describes the volume and surface area of material to be disturbed, the purpose of the project, and other project specifications. Projects that involving moving sediment in a stream may require this permit.

Leasing and Permitting Processes

This section describes in detail the agencies' processes for evaluating and authorizing living shorelines projects. Please note that the list is not all-inclusive; certain site characteristics and project components or design may be subject to further evaluation.

GLO Lease Process

The GLO leasing process is initiated through the Permit Service Centers (PSC), located in Galveston and Corpus Christi (Figure 1). The PSC will determine if the project location is on State-owned submerged land, provide the applications, and provide guidance on the federal and state permitting processes. The application typically used for landowner implemented living shorelines is the *Residential Application Packet*, which is a Joint Permit Application Form (JPAF) of the GLO and USACE.

When the *Residential Application Packet* is completed and returned to the GLO PSC, the PSC will send the application to the USACE office and the GLO Field Office staff (Figure 2). The GLO has two field offices, the upper coast office located in La Porte and the lower coast office located in Corpus Christi. The upper coast covers the area from the Sabine River to Live Oak Bayou; the lower coast covers the area from the Colorado River to South Padre.

GLO Field Office staff will determine what type of lease is required, if a CBS is required, conduct a site visit, discuss project specifications and any concerns associated with the project, and process the lease. The lease will be issued after the GLO's field office and internal legal review. Projects that meet certain criteria (i.e., over 500 linear feet project length or with over 200 square feet of fill) will require approval through the School Land Board (SLB) before the GLO lease contract is executed. The GLO will present the project for approval through an internal process.

No construction may begin until the lease contract is executed. Contracts are typically executed within 3 months of the GLO receiving all the necessary lease application information. There is a \$25 application fee; however, depending on the components of the living shoreline, the project may qualify for zero rent. Coordination with the GLO will clarify rental fees.

The USACE will contact the individual landowner directly with any questions pertaining to their permitting process, and for any additional details that may be needed. See USACE Permit Process section below for further information.

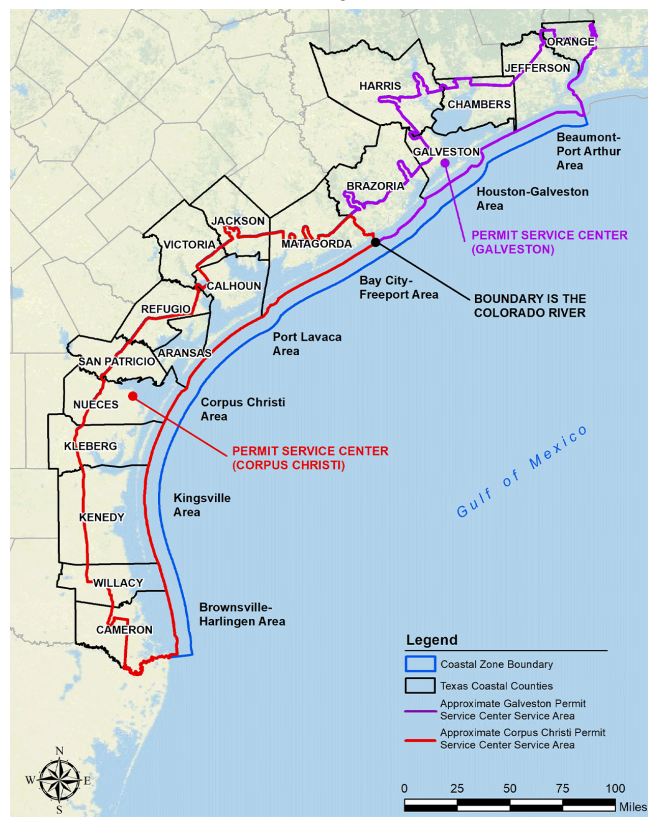


Figure 1. Permit Service Center Areas



Figure 2. Application Process through the GLO PSC

GLO Coastal Boundary Survey Process

All living shorelines projects on State owned submerged land require a Coastal Boundary Survey (CBS). Projects located outside State land may or may not require a CBS, depending on state mineral rights, project parameters, and other considerations. The GLO will determine if a CBS is needed, in accordance with Texas Natural Resources Code §33.136. Early coordination with the PSC is recommended to determine the necessity of a CBS; the CBS process typically takes 6 to 12 months. The cost varies based on the size and complexity of the survey needed.

If a CBS is required, the survey must be completed by a licensed state land surveyor (LSLS) or the county surveyor of the county in which the land is located. Information and a list of LSLS surveyors can be found through the Texas Board of Professional Land Surveying at <https://pels.texas.gov/>. The surveyor is required to discuss with the GLO Survey Sciences Division the appropriate survey methodology prior to conducting the survey. The surveyor must certify on his/her survey plat and report that the littoral boundary is located in accordance with the approved methodology for the project and that the best of the surveyor's knowledge no fill or buildup is located in within the area surveyed. In cases where fill or buildup does exist, the surveyor must locate and survey both the natural littoral boundary and the boundary of the area of fill or buildup.

Upon the filing of the survey, the shoreline depicted on the survey is a fixed line for the purpose of locating a shoreline boundary, subject to movement landward of that line. See 'TGLO Coastal Boundary Survey Information Sheet' for further details.

Steps to Completing a Coastal Boundary Survey

1. Hire licensed state land surveyor (LSLS) or county surveyor of the county in which the land is located.
2. Surveyor coordinates with GLO Survey division regarding location, scope, and methodology.
3. Surveyor conducts coastal boundary survey.
4. Surveyor submits preliminary plat to GLO Survey for review.
5. GLO Survey reviews the plat. A survey that does not include all the required information and certifications shall be deemed administratively incomplete and the GLO will inform the surveyor in writing of the information required to complete the survey.
6. Surveyor returns plat with corrections.
7. The GLO Survey approves and informs surveyor in writing.
8. Surveyor takes two sets (plat, fieldnotes, and report) of the CBS to the County Clerk.
9. Both sets need to be stamped and recorded by the County Clerk where the project site is located. The county archives one set.
10. Surveyor returns one set to the GLO's Survey Sciences Division for archiving.

11. The GLO will provide notice of the approval within 30 days after approval by publication in the Texas Register, and publication for two consecutive weeks on the Internet website of the GLO.

USACE Permit Process

The Nationwide Permit (NWP) 54 – Living shorelines is the USACE general permit for living shorelines in Texas. Depending on the project specifications, a project may also qualify for the NWP 27 or NWP 13.

- NWP 54 – Living Shoreline
- NWP 27 – Aquatic Habitat Restoration, Enhancement, and Establishment Activities
- NWP 13 – Bank Stabilization

These “General Permits” (Nationwide Permits or NWPs) do not require individual review and are processed through an abbreviated environmental review. Once the applicant has returned the *Residential Application Packet* to the GLO PSC, the PSC reviews it for completeness and sends it to the appropriate USACE office. The USACE will determine if the project fits within NWP parameters or should be processed as a Letter of Permission (LOP) or Individual Permit (IP). When designing their project, landowners should note that the NWP 54 limits a living shoreline project to 500 linear feet and no more than 30 feet from mean low water line; however, these limitations may be waived by the USACE at their discretion. For projects falling under a NWP or LOP, the USACE will contact the applicant directly with any questions or concerns, and for permit processing.

Projects that cannot be processed as an NWP or LOP must obtain an IP. The IP process requires review by additional federal and state agencies including the Texas Commission of Environmental Quality (TCEQ), the Texas Historical Commission (THC) and the National Marine Fisheries Service (NMFS). The IP may require habitat surveys or other resources surveys for approval and includes issuance of a public notice. An IP may take 12 to 18 months to obtain. The USACE will coordinate directly with the applicant for additional information needed to complete the IP.

TPWD Permit Process

For living shorelines projects involving planting, the applicant will need to submit the *TPWD Application for Permit to Introduce Fish, Shellfish, or Aquatic Plants into Public Waters* application directly to TPWD at a minimum of 30 days prior to the proposed introduction. Earlier submittal is recommended. Consultation with TPWD staff is recommended prior to application submittal. There is no application fee. TPWD staff will review the application and contact the applicant directly with any questions or concerns. The form may be accessed at https://tpwd.texas.gov/publications/pwdforms/media/pwd_1019_t3200_app_permit_stock_public_waters.pdf.

The *Marl, Sand, Gravel, Shell or Mudshell Permit* is not applicable for the majority of living shorelines projects; however, if the project involves dredging marl, sand, gravel, shell, or mudshell in a streambed, the applicant will need to submit the *TPWD Sand and Gravel Permit Application* directly to TPWD at a minimum of 60 days prior to construction. Earlier submittal is recommended. Consultation with TPWD staff is recommended prior to application submittal. The fee is \$250. TPWD staff will review the application and contact the applicant directly with any questions or concerns. The form and additional information may be accessed at https://tpwd.texas.gov/faq/landwater/sand_gravel/#dig3

Project Checklist for Permitting and Leasing

1. Contact the GLO PSC.
 - a) Will your project be on State-owned submerged land?
 - b) Does your project require a Coastal Boundary Survey (CBS)?
 - c) Verify which application form should be filled out; typically, this will be the *Residential Application Packet*.
 - d) Obtain application.
 - e) Is a TPWD planting permit or sand gravel permit required? If yes, obtain permit applications.
2. Submit *Residential Application Packet* to PSC.
 - a) Submit completed application signed by the property owner.
 - b) Include proof of ownership to the littoral property (i.e., copy of warranty deed or current tax statement)
 - c) Include drawing(s) of all existing or proposed structures at the property which extend onto State land in accordance with the Preparation of Maps, Plats, and Project Plans section of the packet. Dimensions of all structures must be included on all project plans. Approximate line of high tide must be included on all project plans.
 - Vicinity map
 - Project map plan view
 - Project map cross sectional view
 - Property plat if requested
 - d) Do design parameters fall under USACE NWP 54, 27, or 13? Note this will be a preliminary answer, because the final determination will be made by the USACE. The PSC will send the permit application to the USACE on the landowner's behalf.
3. Conduct CBS and submit to GLO Survey as directed (see *GLO Coastal Boundary Survey Process*, Steps to Completing a Coastal Boundary Survey section).
 - a) File signed and sealed survey plat in the county in which the land is located.
4. Respond to any inquiries from the USACE office regarding permit processing.
5. Respond to any inquiries from the GLO regarding lease processing.
6. Submit *TPWD Application for Permit to Introduce Fish, Shellfish, or Aquatic Plants into Public Waters* to appropriate TPWD office, if applicable.
7. Submit *TPWD Sand and Gravel Permit Application* to TPWD, if applicable.
8. Once all permits and leases are approved, in writing, construction may begin.

Agency Contacts

General Land Office PSC, Upper Coast (Sabine River to Live Oak Bayou)

Texas A&M University Galveston Campus
1001 Texas Clipper Road, Building 3025,
Room 123
Galveston, Texas 77553
409-741-4057
866-894-7664 (toll free)
permitting.assistance@glo.texas.gov

USACE Regulatory Office, Upper Coast – Galveston

Office: (409) 766-3869
PO Box 1229
Galveston, TX 77553-1229
ceswg-pe-r@usace.army.mil

TPWD Planting Permit, Upper Coast (Sabine — Matagorda Bays)

Lindsey Savage
1502 FM 517 East
Dickinson, TX 77539
Office: (281) 534-0107
Lindsey.Savage@tpwd.texas.gov

TPWD Sand, Marl, and Gravel Permit (entire Texas coast)

Tom Heger, Permit Manager
4200 Smith School Road
Austin, TX 78744
Office: (512) 389-4583
tom.heger@tpwd.texas.gov

General Land Office PSC, Lower Coast (Colorado River – South Padre)

602 N. Staples St., Suite 240
Corpus Christi, Texas 78401
361-886-1630
361-888-9305 (fax)
permitting.assistance@glo.texas.gov

USACE Regulatory Office, Lower Coast – Corpus Christi

Office: (361) 814-5847
ceswg-pe-r@usace.army.mil

TPWD Planting Permit, Lower Coast (San Antonio Bay – Lower Laguna Madre)

Cindy Adams-Smith
1409 Waldron Road
Corpus Christ, TX 78418
Cindy.Adams-Smith@tpwd.texas.gov

Resources

GLO Coastal Boundary Survey Information Sheet

<https://www.glo.texas.gov/livingshorelines/documents/coastal-boundary-survey-info-sheet.pdf>

GLO Home Page <https://www.glo.texas.gov/index.html>

GLO Lease Application and Instructions https://www.glo.texas.gov/coast/coastal-management/forms/files/Residential_Application_Packet.pdf

GLO Living Shorelines Information Sheet

<https://www.glo.texas.gov/livingshorelines/documents/living-shorelines-requirements.pdf>

GLO Living Shorelines Website <https://www.glo.texas.gov/livingshorelines/build/permitting-process.html>

Permitting

<https://www.glo.texas.gov/livingshorelines/build/permitting-process.html>

A Guide to Living Shorelines in Texas (Living Shorelines manual)

<https://www.glo.texas.gov/livingshorelines/documents/guide-to-living-shorelines-in-texas.pdf>

GLO Permit Service Center contact information and downloadable leasing & permitting forms

<https://www.glo.texas.gov/coast/coastal-management/permitting/index.html>

Texas Board of Professional Land Surveying <https://pels.texas.gov/>

TPWD Application for Permit to Introduce Fish, Shellfish, or Aquatic Plants into Public Waters

https://tpwd.texas.gov/publications/pwdforms/media/pwd_1019_t3200_app_permit_stock_public_waters.pdf

USACE NWP 13 – Bank Stabilization

<https://www.swt.usace.army.mil/Portals/41/docs/missions/regulatory/2021%20NWP/NWP-13.pdf?ver=kECSoyWczdusPynQeNdrCQ%3D%3D>

USACE NWP 27 – Aquatic Habitat Restoration, Enhancement, and Establishment Activities

https://www.swt.usace.army.mil/Portals/41/docs/missions/regulatory/2021%20NWP/NWP-27.pdf?ver=2Lce-C9I_3zKSuzfvgv-lw%3D%3D

USACE NWP 54 – Living Shoreline

<https://www.swt.usace.army.mil/Portals/41/docs/missions/regulatory/2021%20NWP/NWP-54.pdf?ver=5LdLM2jDQyrn9GykSMxjKw%3D%3D>

USACE Permit Application Form

<https://www.glo.texas.gov/coast/coastal-management/forms/files/JPAFCOE4345.pdf>

USACE Permit Application Form Instructions

<https://www.glo.texas.gov/coast/coastal-management/forms/files/COE-Instructions.pdf>



Figure 3. Landowner Living Shoreline in Laffite's Cove, Galveston. Photo Courtesy of Galveston Bay Foundation.

Appendix A: Step by Step Guide to GLO Residential Application Packet Joint Application Form

The Texas General Land Office issues different types of leases for coastal projects. A living shoreline constructed by a private landowner will typically be a Coastal Easement. **Contact the Permit Service Center (PSC) to verify requirements prior to filling out forms.** The 'Residential Application Packet' document is a Joint Permit Application Form for the GLO and USACE; it contains the Coastal Easement application and USACE application. Once the applicant has returned the completed packet to the GLO PSC, the GLO leasing office will send the application to the GLO Field Office and to the USACE.

The Residential Application Packet (Figure 2) can be found on the GLO website, <https://www.glo.texas.gov/coast/coastal-management/permitting/index.html>, under 'Forms'.




RESIDENTIAL APPLICATION PACKET

This application packet applies to construction of residential (single-family use) noncommercial structures, including normal appurtenances such as fish cleaning tables, watercraft storage facilities, stairways, and finger piers, etc.

Figure 4. Header for Residential Application Packet, Joint Permit Evaluation Form

Follow the step-by-step instructions below for filling out Residential Application Packet.

 STATE OF TEXAS GENERAL LAND OFFICE RESIDENTIAL APPLICATION	FOR GLO USE	
	Working File #	<input type="text"/>
	Initials	<input type="text"/>
APPLICANT		
Applicant Name:	<input type="text"/>	
Entity Contact:	<input type="text"/>	Cell Phone: <input type="text"/>
Email Address:	<input type="text"/>	Fax: <input type="text"/>
Home Phone:	<input type="text"/>	Work Phone: <input type="text"/>
Mailing Address:	<input type="text"/>	City, State, Zip: <input type="text"/>

APPLICANT

Applicant Name: name of the property owner(s)

Entity Contact: name of primary contact for the project

Email Address: entity contact email address

Home Phone: entity contact home phone or N/A

Mailing Address: applicant mailing address; this may be different than site address

Working file #: leave blank

Initials: leave blank

Cell Phone: entity contact cell phone

Fax: entity contact fax number or N/A

Work Phone: entity contact work phone

City, State, Zip: mailing address

AGENT (only complete if authorizing agent to obtain authorization on your behalf)

Agent Name:	<input type="text"/>	Mailing Address:	<input type="text"/>
Email Address:	<input type="text"/>		
Business Phone:	<input type="text"/>	Cell Phone:	<input type="text"/>

AGENT

If the project authorizations are being obtained by an 'agent' on the landowner's behalf, put their information here. An agent may be a consulting firm or engineering firm, or a different individual than the landowner. If an agent is not being used, fill in these section blanks with N/A.

LAND/PROJECT

<input type="checkbox"/> I currently own this property	Date of Purchase:	<input type="text"/>	Name(s) of previous owner(s):	<input type="text"/>
<input type="checkbox"/> Please indicate if an owner of the property is 65 or older			Name/Address of adjacent property owner(s):	<input type="text"/>
<input type="checkbox"/> Real Estate Agent/Contractor acting on behalf of the owner or purchaser			Name/Address of adjacent property owner(s):	<input type="text"/>
<input type="checkbox"/> Commercial construction or activity				
<input type="checkbox"/> Homeowners Association				
<input type="checkbox"/> Property is leased as a vacation rental (daily/weekly/monthly)				
<input type="checkbox"/> Structure is existing, I am proposing modifications at this time				
<input type="checkbox"/> Structure is existing, I am not proposing modifications at this time				
Current COE Permit # (if known):	<input type="text"/>	Current GLO ID (if known):	<input type="text"/>	
Site Address:	<input type="text"/>	Legal Description and/or Parcel ID:	<input type="text"/>	
Waterbody:	<input type="text"/>	County:	<input type="text"/>	

LAND/PROJECT

Check 'I currently own this property' and all other applicable check boxes.

Date of Purchase: enter the date the property was purchased

Current COE Permit # (if known): leave blank unless project is already permitted through the USACE

Site address: address at which project will be constructed

Waterbody: the bay in which the property is located

Name of previous owner and adjacent property owners: if unknown, look up in County Appraisal District (CAD) database

Current GLO ID (if known): N/A

Legal Description and/or Parcel ID: if unknown, look up in County Appraisal District (CAD) database

County: County where project site is located

Type(s) of Structure(s)

Proposed Existing Pier Dock Boat Lift Walkway Rip Rap Other

Description of Structure:

[Redacted description box]

I HEREBY ATTEST THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.

[Redacted signature box]

Signed By (Property Owner - required)

[Redacted date box]

Date

[Redacted signature box]

Signed By (Agent - if applicable)

[Redacted date box]

Date

Type(s) of Structure(s): Check "proposed" for the new project; if any of the other structures listed are on the property, or the applicant plans to install recreational structures in addition to the living shoreline, check the appropriate boxes

Description of structure: Give a broad statement describing the project – i.e., "rock rubble breakwater and marsh grass planting to create a living shoreline"

Sign form

(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)			
1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
(ITEMS BELOW TO BE FILLED BY APPLICANT)			
5. APPLICANT'S NAME		8. AUTHORIZED AGENT'S NAME AND TITLE (agent is not required)	
First- [Redacted]	Middle- [Redacted]	Last- [Redacted]	[Redacted]
Company- [Redacted]		Company- [Redacted]	
E-mail Address - [Redacted]		E-mail Address - [Redacted]	
6. APPLICANT'S ADDRESS:		9. AGENT'S ADDRESS:	
Address- [Redacted]		Address- [Redacted]	
City- [Redacted]	State- [Redacted]	Zip- [Redacted]	Country- [Redacted]
7. APPLICANT'S PHONE NOs. w/AREA CODE		10. AGENTS PHONE NOs. w/AREA CODE	
a. Residence [Redacted]	b. Business [Redacted]	c. Fax [Redacted]	[Redacted]
STATEMENT OF AUTHORIZATION			
11. I hereby authorize, [Redacted] to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.			
[Redacted Signature Box]		[Redacted Date Box]	
SIGNATURE OF APPLICANT		DATE	

Blocks 1 through 4: to be completed by Corps of Engineers

Block 5. Applicant's Name: Enter the name and the E-mail address of the responsible party or parties. If the responsible party is an agency, company, corporation, or other organization, indicate the name of the organization and responsible officer and title. If more than one party is associated with the application, please attach a sheet with the necessary information marked Block 5.

Block 6. Address of Applicant: Please provide the full address of the party or parties responsible for the application. If more space is needed, attach an extra sheet of paper marked Block 6.

Block 7. Applicant Telephone Number(s): Please provide the number where you can usually be reached during normal business hours.

Blocks 8 through 11: To be completed, if you choose to have an agent.

Block 8. Authorized Agent's Name and Title: Indicate name of individual or agency, designated by you, to represent you in this process. An agent can be an attorney, builder, contractor, engineer, or any other person or organization. Note: An agent is not required.

Blocks 9 and 10. Agent's Address and Telephone Number: Please provide the complete mailing address of the agent, along with the telephone number where he / she can be reached during normal business hours.

Block 11. Statement of Authorization: To be completed by applicant, if an agent is to be employed.

NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY	
12. PROJECT NAME OR TITLE (see instructions)	
13. NAME OF WATERBODY, IF KNOWN (if applicable)	14. PROJECT STREET ADDRESS (if applicable) Address
15. LOCATION OF PROJECT Latitude: ° N Longitude: ° W	City - State- Zip-
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions)	
State Tax Parcel ID	Municipality
Section -	Township - Range -
17. DIRECTIONS TO THE SITE	

Block 12. Proposed Project Name or Title: Please provide name identifying the proposed project, e.g., Landmark Plaza, Burned Hills Subdivision, or Edsall Commercial Center.

Block 13. Name of Waterbody: Please provide the name of any stream, lake, marsh, or other waterway to be directly impacted by the activity. If it is a minor (no name) stream, identify the waterbody the minor stream enters.

Block 14. Proposed Project Street Address: If the proposed project is located at a site having a street address (not a box number), please enter it here.

Block 15. Location of Proposed Project: Enter the latitude and longitude of where the proposed project is located. If more space is required, please attach a sheet with the necessary information marked "Block 15".

Block 16. Other Location Descriptions: If available, provide the Tax Parcel Identification number of the site, Section, Township, and Range of the site (if known), and / or local Municipality that the site is located in.

Block 17. Directions to the Site: Provide directions to the site from a known location or landmark. Include highway and street numbers as well as names. Also provide distances from known locations and any other information that would assist in locating the site. You may also provide a description of the proposed project location, such as lot numbers, tract numbers, or you may choose to locate the proposed project site from a known point (such as the right descending bank of Smith Creek, one mile downstream from the Highway 14 bridge). If a large river or stream, include the river mile of the proposed project site if known

18. Nature of Activity (Description of project, include all features)

Block 18. Nature of Activity: Describe the overall activity or project. Give appropriate dimensions of structures such as wing walls, dikes (identify the materials to be used in construction, as well as the methods by which the work is to be done), or excavations (length, width, and height). Indicate whether discharge of dredged or fill material is involved. Also, identify any structure to be constructed on a fill, piles, or float-supported platforms. The written descriptions and illustrations are an important part of the application. Please describe, in detail, what you wish to do. If more space is needed, attach an extra sheet of paper marked "Block 18".

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

Block 19. Proposed Project Purpose: Describe the purpose and need for the proposed project. What will it be used for and why? Also include a brief description of any related activities to be developed as the result of the proposed project. Give the approximate dates you plan to both begin and complete all work.

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED		
20. Reason(s) for Discharge		
21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:		
Type Amount in Cubic Yards	Type Amount in Cubic Yards	Type Amount in Cubic Yards
22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)		
Acres or Linear Feet		
23. Description of Avoidance, Minimization, and Compensation (see instructions)		

Block 20. Reasons for Discharge: If the activity involves the discharge of dredged and/or fill material into a wetland or other waterbody, including the temporary placement of material, explain the specific purpose of the placement of the material (such as erosion control).

Block 21. Types of Material Being Discharged and the Amount of Each Type in Cubic Yards: Describe the material to be discharged and amount of each material to be discharged within Corps jurisdiction. Please be sure this description will agree with your illustrations. Discharge material includes: rock, sand, clay, concrete, etc.

Block 22. Surface Areas of Wetlands or Other Waters Filled: Describe the area to be filled at each location. Specifically identify the surface areas, or part thereof, to be filled. Also include the means by which the discharge is to be done (backhoe, dragline, etc.). If dredged material is to be discharged on an upland site, identify the site and the steps to be taken (if necessary) to prevent runoff from the dredged material back into a waterbody. If more space is needed, attach an extra sheet of paper marked "Block 22".

Block 23. Description of Avoidance, Minimization, and Compensation: Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

24. Is My Portion of the Work Already Complete? <input type="radio"/> Yes <input type="radio"/> No IF YES, DESCRIBE THE COMPLETED WORK

Block 24. Is Any Portion of the Work Already Complete?: Provide any background on any part of the proposed project already completed. Describe the area already developed, structures completed, any dredged or fill material already discharged, the type of material, volume in cubic yards, acres filled, if a wetland or other waterbody (in acres or square feet). If the work was done under an existing Corps permit, identify the authorization, if possible.

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here please attach a supplemental 11st).

a. Address- [Redacted]
 City- [Redacted] State- [Redacted] Zip- [Redacted]

b. Address- [Redacted]
 City- [Redacted] State- [Redacted] Zip- [Redacted]

Block 25. Names and Addresses of Adjoining Property Owners, Lessees, etc., Whose Property Adjoins the Project Site: List complete names and full mailing addresses of the adjacent property owners (public and private) lessees, etc., whose property adjoins the waterbody or aquatic site where the work is being proposed so that they may be notified of the proposed activity (usually by public notice). If more space is needed, attach an extra sheet of paper marked Block 24. Information regarding adjacent landowners is usually available through the office of the tax assessor in the county or counties where the project is to be developed.

26. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for permit or permits to authorize the work described in this application. I certify that this information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

[Redacted] [Redacted] [Redacted] [Redacted]

SIGNATURE OF APPLICANT DATE SIGNATURE OF AGENT DATE

The Application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

Block 26. Information about Approvals or Denials by Other Agencies: You may need the approval of other federal, state, or local agencies for your project. Identify any applications you have submitted and the status, if any (approved or denied) of each application. You need not have obtained all other permits before applying for a Corps permit.

Block 27. Signature of Applicant or Agent: The application must be signed by the owner or other authorized party (agent). This signature shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with special conditions, mitigation, etc.).

Appendix B: Example GLO Residential Application Packet Joint Application Form (JPAF)

APPLICANT			
Applicant Name:	Sandy Marsh		
Entity Contact:	Sandy Marsh	Cell Phone:	### ### ####
Email Address:	sandymarsh@email.com	Fax:	N/A
Home Phone:	N/A	Work Phone:	### ### ####
Mailing Address:	000 Easy Street	City, State, Zip:	Beach City, TX, 78645
AGENT (only complete if authorizing agent to obtain authorization on your behalf)			
Agent Name:	N/A	Mailing Address:	N/A
Email Address:	N/A	Cell Phone:	N/A
Business Phone:	N/A		
LAND/PROJECT			
<input checked="" type="checkbox"/> I currently own this property	Date of Purchase:	04/22/2015	Name(s) of previous owner(s):
<input type="checkbox"/> Please indicate if an owner of the property is 65 or older			Shelly Dolphin
<input type="checkbox"/> Real Estate Agent/Contractor acting on behalf of the owner or purchaser			Name/Address of adjacent property owner(s):
<input type="checkbox"/> Commercial construction or activity			Tim Tuna 001 Jellyfish St Marlin TX, 70010
<input type="checkbox"/> Homeowners Association			Name/Address of adjacent property owner(s):
<input type="checkbox"/> Property is leased as a vacation rental (daily/weekly/monthly)			Lisa Lamprey 003 Jellyfish St Marlin TX, 70010
<input type="checkbox"/> Structure is existing, I am proposing modifications at this time			
<input type="checkbox"/> Structure is existing, I am not proposing modifications at this time			
Current COE Permit # (if known):	No	Current GLO ID (if known):	N/A
Site Address:	002 Jellyfish Street, Marlin TX, 70010	Legal Description and/or Parcel ID:	Lot No. 13-B Copano Village
Waterbody:	Copano Bay	County:	Aransas
<u>Type(s) of Structure(s)</u>			
<input checked="" type="checkbox"/> Proposed	<input type="checkbox"/> Existing	<input type="checkbox"/> Pier	<input type="checkbox"/> Dock
<input type="checkbox"/> Boat Lift	<input type="checkbox"/> Walkway	<input type="checkbox"/> Rip Rap	<input type="checkbox"/> Other
Description of Structure:	Rock rubble breakwater and Spartina alterniflora planting to create living shoreline		
I HEREBY ATTEST THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT.			
Signature	Date	Signature	Date
Signed By (Property Owner - required)	Date	Signed By (Agent - if applicable)	Date

**US ARMY CORPS OF ENGINEERS
APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT**
33 CFR 325. The proponent agency is CECW-CO-R.

*Fonn Approved -
OMB No. 0710-0003
Expires: 30-SEPTEMBER-2015*

Public reporting for this collection of information is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.

PRIVACY ACT STATEMENT

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and/or instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.

(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
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(ITEMS BELOW TO BE FILLED BY APPLICANT)

5. APPLICANT'S NAME First- Sandy Middle- Shelly Last- Marsh Company- N/A E-mail Address sandymarsh@email.com			8. AUTHORIZED AGENT'S NAME AND TITLE (agent is not required) First- N/A Middle- N/A Last- N/A Company- E-mail Address -		
6. APPLICANT'S ADDRESS: Address- 000 Easy Street City- Beach City State- TX Zip- 786 Country- US			9. AGENT'S ADDRESS: Address- City- State- Zip- Country -		
7. APPLICANT'S PHONE NOS. w/AREA CODE a. Residence ### b. Business ### c. Fax ###			10. AGENTS PHONE NOS. w/AREA CODE a. Residence b. Business c. Fax		

STATEMENT OF AUTHORIZATION

11. I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.



SIGNATURE OF APPLICANT

DATE

NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY

12. PROJECT NAME OR TITLE (see instructions) Private Living Shoreline at Copano Bay			
13. NAME OF WATERBODY, IF KNOWN (if applicable) Copano Bay		14. PROJECT STREET ADDRESS (if applicable) Address 002 Jellyfish Street	
15. LOCATION OF PROJECT Latitude: N 27.712191 Longitude: W -97.314529		City- Marlin State- TX Zip- 70010	
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions) State Tax Parcel ID Municipality Section- Township- Range -			

17. DIRECTIONS TO THE SITE

Head north from Olivia park on HWY 172, until you go 3 miles. Turn left on the dirt road after County Road 2345. In about 1 mile you will cross a gated property with a cattle guard, the shoreline is just beyond this. Project site is in front of the large live oak on the shoreline.

18. Nature of Activity (Description of project. Include all features)

A rock rubble breakwater will be built 30 feet from mean high tide line to decrease wave action. The breakwater will be 6' x 150'. Following construction, a 10' wide band of *Spartina alterniflora* (smooth cordgrass) plugs will be planted at 3' intervals along the shoreline mean high water mark.

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

The shoreline is eroding, project purpose is to slow down erosion and provide habitat. Construction start date is March 2024, to be completed 2 weeks from start date.

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED

20. Reason(s) for Discharge

No dredge or fill planned

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type Amount In Cubic Yards	Type Amount In Cubic Yards	Type Amount In CubicYards

22. Surface Area In Acres of Wetlands or Other Waters Filled (see instructions)

Acres or Linear Feet	
----------------------------	--

23. Description of Avoidance, Minimization, and Compensation (see instructions)

24. Is My Portion of the Work Already Complete? Yes No IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental 11x1).

a. Address- 001 Jellyfish St Marlin TX, 70010
 City- Beach City State- TX Zip- 70001

b. Address- 003 Jellyfish St Marlin TX, 70010
 City- Beach City State- TX Zip- 70001

c. Address-
 City- State- Zip-

d. Address-
 City- State- Zip-


e. Address-
 City- State- Zip-

26. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED
N/A					

* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for permit or permits to authorize the work described in this application. I certify that this information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

			
SIGNATURE OF APPLICANT	DATE	SIGNATURE OF AGENT	DATE

The Application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

Appendix C: Maps, drawings, and illustrations

Instructions for preparation of maps, project plans, and drawings can be accessed through the GLO website at <https://www.glo.texas.gov/coast/coastal-management/permitting/index.html>.

Instructions and examples are as follows.

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

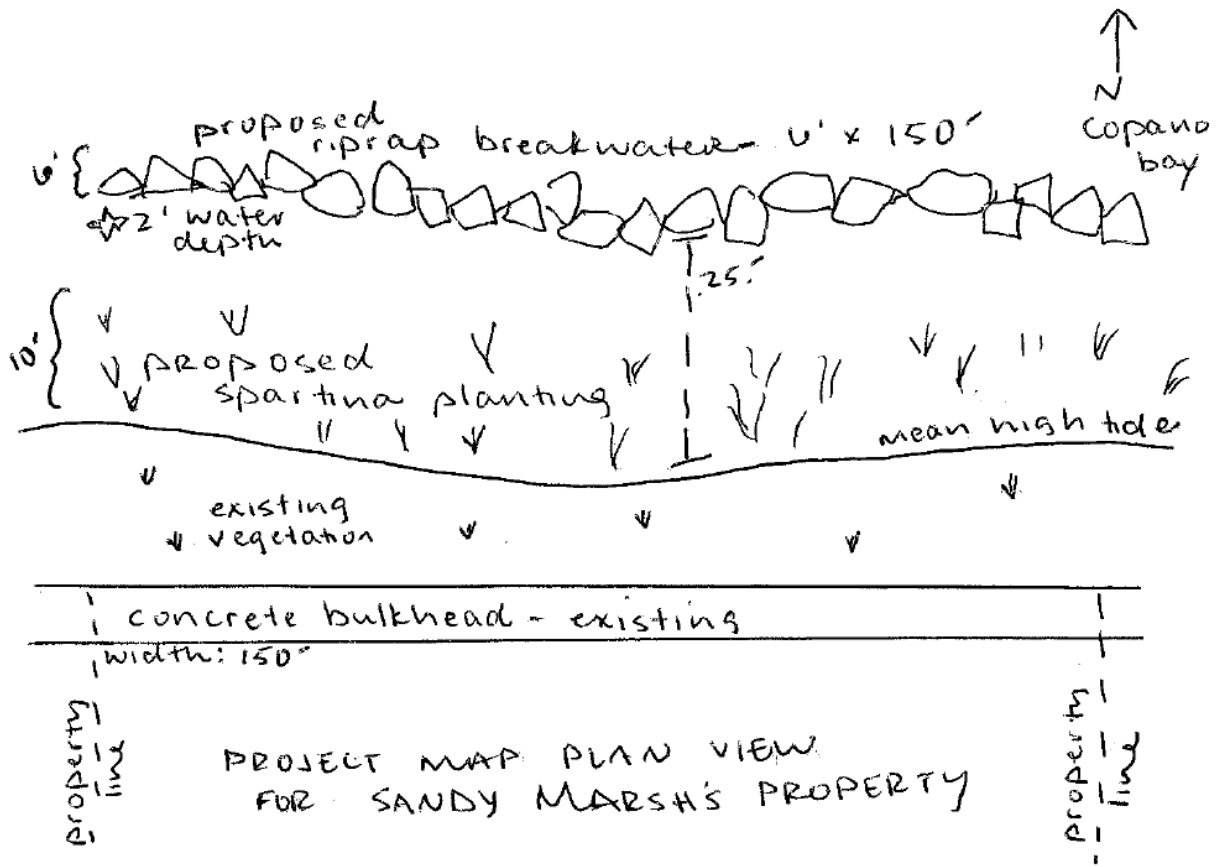


Figure 5. Example of Project Map, Plan View

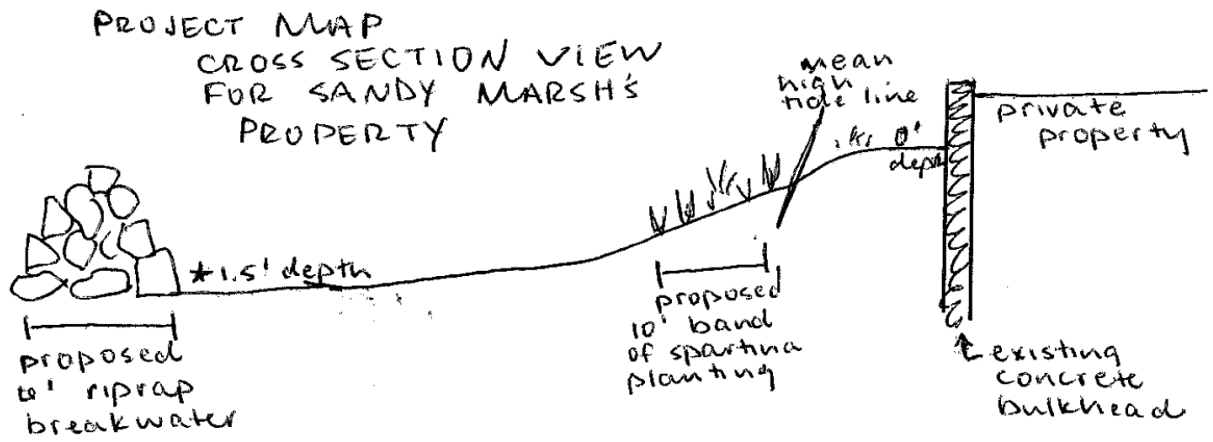


Figure 6. Example of Project Map, Cross Section View

Vicinity Map for Sandy Marsh
pg 1 of 1
3/16/2023
Attachment 1

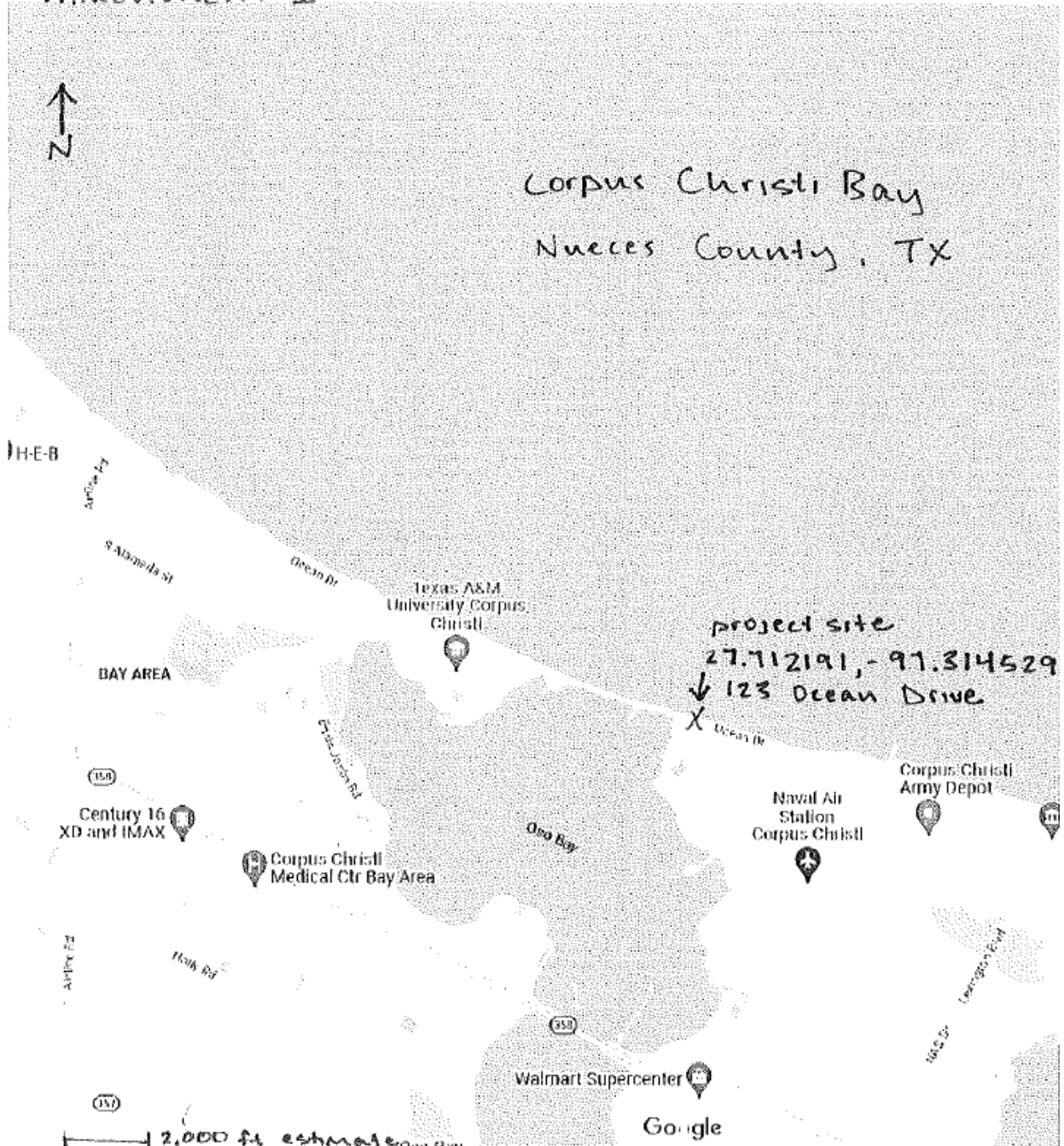


Figure 7. Example of Vicinity Map