

# Guide to Filling in the Residential Dock and Pier Database

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Coastal Programs Division  
and  
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## **GUIDE TO FILLING IN RESIDENTIAL DOCK & PIER DATABASE**

### **What it is:**

- The database was developed at the suggestion of state coastal managers and permitting staff who wanted information about how other coastal states address dock and pier management issues in a consolidated, searchable, web-accessible, format.
- The database is intended to be a useful guide to provide state and local coastal planners, permit staff, and others with a sample of the management tools that are in use manage residential docks and piers.
- The database will provide a **brief** summary of how states manage small docks and piers. Focus areas will include: permitting, planning and zoning, leasing, acquisition, dock siting, design & construction requirements, and other information such as outreach materials or standard operation procedures available.

### **What it is not:**

- The database is **NOT** a dock and pier encyclopedia. Instead, the database is designed to offer a “flavor” of the different types of approaches that can be taken. It by no means begins to provide an exhaustive list of every single dock management program that exists at the state, regional and/or local level. For example, there are many states where counties and municipalities have authority over docks and piers. However, it is impossible to capture the hundreds of local programs in this database. In addition, while encouraged, entering information into the database is voluntary. Therefore, not all states may be represented or have complete entries.
- The database is not designed to contain every detail on dock and pier management within a state. The entries are meant to be brief and many program or regulatory nuances may be omitted or glossed over. Please contact the state directly if you would like to learn more detail about a specific program or regulation.

## **NAVIGATING THROUGH THE DATABASE**

You can view the information in the database by browsing through the entire database or by performing specific queries in order to get a quick response to a particular question.

### **BROWSING**

To browse through the database:

1. Select the state you are interested in from the drop down box in the upper right hand corner.
2. Click on the tab across the top of the screen to view the information contained on that page. The types of information that can be found under each tab are as follows:
  - Overview: General contact information; Estimate of no. of dock permits issued/received each year; definition of a dock; brief overview of state's entire dock management program.
  - Regulatory: Information on up to three authorities/programs used to regulate docks at the state, regional or local level (title, legal basis, methodologies used to evaluate site suitability, description of regulatory program and permitting process, amount of permit fee, description of enforcement procedures, link to statute/regulation); description of court cases that have challenged/supported authority.
  - Planning & Zoning: Information on up to three authorities/programs used in planning/zoning for docks at the state, regional or local level (title, legal basis, methodologies used to evaluate site suitability, description of program, link to plan and/or authority); description of court cases that have challenged/supported authority; list of other regional/local governments or organizations using planning and zoning to manage docks and piers.
  - Leasing: Information on submerged lands leasing program or similar program used to manage docks at the state, regional or local level (title, legal basis, description of how program is used to manage docks, amount of least fee, term of lease, link to authority); description of court cases that have challenged/supported authority.
  - Acquisition: If applicable, a brief description of how the state uses a land acquisition program (fee simple or less than fee simple) to manage docks and piers. Contact information for the land acquisition program.
  - Siting Criteria: Prohibitions on, setbacks from or established standards for siting docks near or in: shellfish beds; submerged aquatic vegetation; emergent vegetation; fish runs; mud or sandflats; recreational areas; mooring areas; public accessways; navigation channels; historic or cultural features; scenic areas/viewsheds; existing docks/dock density; special management areas; property lines; seasonal; vs. permanent docks; maximum number of docks per lot.
  - Design Criteria: Design standards for: length; height; width; total square feet; orientation; plank spacing; pile size and placement; railings; floats/floating docks; boathouses; boat hoists; enclosures; roofs; maximum number of slips; material allowed/required; preservatives allowed/prohibited.
  - Construction Criteria: Established standards for preferred/required building materials; construction BMPs; temporal/seasonal requirements; community dock requirements; reconstruction requirements.

- Miscellaneous: In applicable, brief description of state's dock registration program; description and link to available outreach materials (SOPs, checklists, FAQs, BMP guidelines, factsheets etc.); the three top emerging dock and pier management issues in the state; the top three emerging research issues/needs in the state related to dock and pier management; other remarks.

## **QUERIES**

To perform specific queries of the database:

1. Select the "Search" button to navigate to the Query page.
2. Select query you would like to perform from the query page. Some queries will take you to an additional query page that will allow you to narrow your search further.
3. After you have selected the query you would like to perform, select the "query" button to perform to search.
4. Query results will have a brief summary of the results organized by state. A link will also be provided to take you to the full entry in the database to learn more.
5. Note: The database, by no means begins to provide an exhaustive list of every single dock management program that exists at the state, regional and/or local level. In addition, while encouraged, entering information into the database is voluntary. Therefore, not all states may be represented or have complete entries. Just because the state is not listed in the query results does not mean they do not have a program, standard etc, applicable to that query.

## **ENTERING INFORMATION INTO THE DATABASE**

### **GENERAL GUIDANCE**

1. Responses should be brief (**2000 character limit for most entries**) yet provide some description of the program/regulation. There is no need to provide pages of information for an entry. Summarize as much as possible. If there are many caveats/exceptions that make a program or regulation difficult to explain in a short space, consider highlighting one or two of the most important caveats and simply state that other exceptions exist depending upon size, location, or whatever that may be etc. If someone is interested in learning all the details, they can read the regulation or talk to the contact person directly.
2. We realize that there may not be enough space provided to describe all the programs/regulations that may exist in your state on dock and pier management. For the purposes of this database, please select the best examples and/or the ones that represent different/unique approaches.

3. Entering information into the database is voluntary. If you don't have information for a particular field or if its not readily available, just indicate it by entering "not available" or "not readily available" or "in process of acquiring information," etc.
4. If you are unsure of the type of information that is requested for a particular field, select the help button or read below for additional explanations.
5. **DON'T FORGET TO SAVE!!!** Please press the SAVE button before exiting each subpage. Hitting the SAVE button will **ONLY** save the information for that particular page—not for new information you have entered on other tabs.

### **OVERVIEW TAB**

**Date State information last updated:** Enter the date that you updated any one or more of the pages of information. There is only one date field for the state's entire entry.

**Lead agency:** Enter the contact information for the lead agency that deals with dock and pier management issues in the State.

**Secondary Agency:** If applicable, enter the contact information for the secondary agency that handles dock and pier management issues. If none exists, leave the fields blank.

**Other:** If applicable, enter the contact information for any other agency that has a role in dock and pier management. If more then one exists, pick the one with more most responsibility.

**List any other agencies that may play a role in dock and pier management:** List any agencies that may fit this description but do not provide contact information. If all (or almost all) local governments have a role, you do not need to list all municipalities. Simply state "All local governments" or "Almost all local governments."

**Number of dock and pier permits received annually:** If available, include information on the number of dock and pier permits received annually by all relevant agencies. Use the information for the most current year or for whatever annual cycle the information is reported.

**Number of dock and pier permits issued annually:** Identify, if possible, how many of those permits received are actually issued. Please convert percentages to numbers.

**Number of dock and pier permits denied annually:** Identify, if possible,

how many permits are denied each year. Please convert percentages to numbers.

**Definition of residential dock and piers that State uses:** Enter the definition of docks and piers as defined in State regulation or policy. If the State has several different regulations that define docks differently, please state the regulation followed by the definition.

**General Description of the Management Program:** Please provide a **BRIEF**, general overview of the State's dock and pier management program. This should consist of a short narrative (1-2 paragraphs) that will give an outsider an overview of the various components (regulatory, planning, acquisition, etc.) that are used to manage docks and piers and the roles for the state, regional entities, or local governments. Think thumbnail sketch, not term paper. **(2000 character limit)**

### **REGULATORY PROGRAMS TAB**

Select the three main authorities used to carry out dock permitting programs at the State, Regional, or Local level. Please list state authorities first, followed by regional and then local authorities. If more than three authorities exist, please select the three most important or highlight one from each level of government. If the State does not have three separate authorities, leave any unneeded fields blank.

**Title of authority:** Enter the title of the regulatory authority you use to carry out a dock permitting program.

**Legal basis:** Specify the legal basis for the authority (police powers, public ownership, etc.)

**Permits issued at State, Regional or Local Level:** Enter "state" if permits are issued at the State level, "regional" for regional level and "local" for local level.

**Brief Description of Methodologies:** Provide a BRIEF description of the methodologies used to assess or evaluate impacts from residential docks and piers or to identify suitable/unsuitable sites. **(2000 character limit)**

**Brief Description of Regulatory Program:** Provide a **BRIEF** description of the regulatory program, e.g. how it works, which agency has the lead, etc. **(2000 character limit)**

**Authority addresses siting/design/construction aspects:** Select the check box if the authority can be used to address siting, design or construction

aspects, respectively. For example, can the authority be used to decide where a dock can and cannot be placed or how a dock can be constructed (timing, equipment, materials)? Can the authority be used to constrain the dock design –height, width, terminal structures, etc?

**Addresses impacts from construction activities/presence of structures/contaminants/boat operations:** Select the check box if the authority can be used to address impacts from construction activities, presence of structures, contaminants, or boat operations. For example, can the authority be used to control boat operations near the dock? Can it address potential impacts from contaminants that may be associated with wood preservatives, boat paint, or boat fuel?

**Addresses impacts to habitat/navigation/public access aesthetics:** Select the check box if the authority can be used to address impacts to habitat, navigation or public access. For example, can the authority be used to minimize impacts to wetlands, seagrass beds, shellfish beds, upland habitat, fish or bird species? What about impacts to navigation channels or paddle craft navigation? Can the authority be used to minimize impacts to public access sites such as existing public access siting and walking along the waterfront.

**General permit or expedited permit process:** Click the check box if the State has a general permit or expedited permit process (e.g. permit-by-rule) in affect for this authority.

**Are permit fees assessed?** Click the check box if the State assesses permit fees.

**Amount of permit fee:** Enter the amount of the permit fee. If permit fees vary, enter the range of fees (e.g. from \$100-\$700).

**Brief description of enforcement procedures:** Provide a brief description of the enforcement procedures the State uses to ensure that permits are being followed (e.g. fly overs, random site visits, respond to citizen complaints) and an estimate of how many inspections or enforcement actions occur each year.

**(2000 character limit)**

**Additional comments/caveats:** If needed or desired, use this space to provide any additional information about the authority such as why permit fees vary, the threshold for an expedited permit process, etc. Keep in mind that if someone wants to find out more about a particular regulation they can always read the statute/regulation or contact the State for additional information. Short and simple is the key. **(2000 character limit)**

**Link to statute/regulation:** If available, provide the web address of the

statute or regulation. The field is a hyperlink and will link directly to the entered webpage.

**Controlling or critical court cases/decisions:** If available, list the court case(s) that may have challenged the authority and their decision. Unless you feel like it, do not spend time researching the legal record. If you know of a critical court case, enter the information. If not, leave the section blank. **(2000 character limit)**

### **PLANNING AND ZONING TAB:**

**Title of authority/program:** Enter the title of the authority you use to carry out planning or zoning programs that can be used to address dock and pier management issues.

**Legal basis:** Specify the legal basis for the authority (police powers, public ownership, etc.)

**Implemented at State, Regional and/or Local level:** Enter "state" if the program is carried out at the State level, "regional" for regional level, and "local" for local level.

**Brief description of planning authority or program:** Provide a **BRIEF** description of the planning authority or program, e.g. what area does it pertain to, what things does the plan address, and who is the lead agency, etc. **(2000 character limit)**

**Brief description of methodologies used to assess, or evaluate impacts or identify suitable/unsuitable sites:** **BRIEFLY** describe how potential impacts from docks are evaluated or appropriate areas for docks are identified during the planning/zoning process. For example, is a ranking system used to identify the most sensitive habitat types, important cultural and/or viewshed areas? Are public opinion surveys used, etc.? **(2000 character limit)**

**Authority addresses siting/design/construction aspects:** Select the check box if the authority can be used to address siting, design or construction aspects, respectively. For example, can the authority be used to decide where a dock can and cannot be placed or how a dock can be constructed (timing, equipment, materials)? Can the authority be used to constrain the design of the dock—height, width, terminal structures, etc?

**Addresses impacts from construction activities/presence of structures/contaminants/boat operations:** Select the check box if the authority can be used to address impacts from construction activities, presence of structures, contaminants, or boat operations. For example, can the authority



be used to control boat operations near the dock? Can it address potential impacts from contaminants that may be associated with wood preservatives, boat paint, or boat fuel?

**Addresses impacts to habitat/navigation/public access aesthetics:**

Select the check box if the authority can be used to address impacts to habitat, navigation or public access. For example, can the authority be used to minimize impacts to wetlands, seagrass beds, shellfish beds, upland habitat, fish or bird species? What about impacts to navigation channels or paddle craft navigation? Can the authority be used to minimize impacts to public access sites such as existing public access sites or walking along the waterfront.

**Additional comments/caveats:** If needed, use this space to provide any additional information about the authority or planning program. Keep in mind that if someone wants to find out more about a particular authority or program they can always read the statute/regulation, the plan (if available on-line), or contact the State for additional information. Short and simple is the key.

**Link to plan:** If available, provide the web address of the plan or zoning ordinance that was developed to address dock and pier issues. If more than one Plan was developed under the same program/authority, select one Plan to include in the link. If desired, you can use the "additional comments/caveats" field to list other Plans that are available.

**Link to authority:** If available, provide the web address of the statute or regulation. The field is a hyperlink and will link directly to the entered webpage.

**Controlling or critical court cases/decisions:** If available, list the court case(s) that may have challenged the authority and their decision. Unless you feel like it, do not spend time researching the legal record. If you know of a critical court case, enter the information. If not, leave the section blank. **(2000 character limit)**

**List of other counties or municipalities using planning and zoning to manage docks:** Because there is only space to highlight three planning or zoning programs. Use this field to list the other counties or municipalities that have developed planning and/or zoning programs to manage docks and piers.

**LEASING**

**Title of leasing authority:** If applicable, enter the title of the authority you use to carry out a leasing program that can be used to address dock and pier management issues. For example, leasing programs could include a submerged lands lease or similar program.

**Legal basis:** Specify the legal basis for the authority (police powers, public

ownership, etc.)

**Implemented at State, Regional and/or Local level:** Enter "state" if the program is carried out at the State level, "regional" for regional level, and "local" for local level.

**Brief description of how leasing program is used to manage docks and piers:** Provide a **BRIEF** description of how the leasing program is used to management docks and piers and who is the lead agency for the program. **(2000 character limit)**

**Are lease fees collected?** Click the check box if lease fees are collected.

**Amount of lease fee or formula for assigning lease fees:** Enter the amount charged for the lease fee. If a formula is used, entire the formula.

**Term of lease:** How long does the lease last? Specify if the number is in years or months.

**Lease Programs used to address siting/design/construction aspects:** Select the check box if the authority can be used to address siting, design or construction aspects, respectively. For example, can the authority be used to decide where a dock can and cannot be placed or how a dock can be constructed (timing, equipment, materials)? Can the authority be used to constrain the design of the dock—height, width, terminal structures, etc?

**Lease Programs used to address construction activities/presence of structures/contaminants/boat operation:** Select the check box if the authority can be used to address impacts from construction activities, presence of structures, contaminants, or boat operations. For example, can the authority be used to control boat operations near the dock? What about address potential impacts from contaminants that may be associated with wood preservatives, boat paint, or boat fuel?

**Lease Program addresses impacts to habitat/navigation/public access/aesthetics:** Select the check box if the authority can be used to address impacts to habitat, navigation or public access. For example, can the authority be used to minimize impacts to wetlands, seagrass beds, shellfish beds, upland habitat, fish or bird species? What about impacts to navigation channels or paddle craft navigation? Can the authority be used to minimize impacts to public access sites such as existing public access sites or walking along the waterfront.

**Link to authority:** If available, provide the web address of the statute or regulation. The field is a hyperlink and will link directly to the entered webpage.

**Controlling or critical court cases:** If available, list the court case(s) that may have challenged the authority and their decision. Unless you feel like it, do not spend time researching the legal record. If you know of a critical court case, enter the information. If not, leave the section blank. **(2000 character limit)**

## **ACQUISITION TAB**

### **Is land acquisition used as a management tool for docks and piers?**

Click the check box if land acquisition is used as a management tool for docks and piers. Land acquisition can include fee simple, less than fee simple, or other programs such as conservation easements.

**If yes, briefly describe the acquisition program and how it is used to manage docks and piers:** Provide a BRIEF (couple of sentence) description of the acquisition program and how it is used to manage docks and piers.

**Acquisition Program Principle Contact:** Enter the contact information for the principle contact for land acquisition programs that address dock and pier management in the State.

## **SITING TAB**

In the appropriate fields, **BRIEFLY** describe any requirements your State may have for the categories listed below. If the requirements vary at the local or regional level, either pick one jurisdiction to highlight or pick and choose requirements from several different jurisdictions to capture any innovative or noteworthy approaches. If requirements from multiple jurisdictions are used, please include the jurisdiction name in parentheses at the end of the description. A few categories that may need to be clarified, include:

*Emergent Vegetation:* both emergent wetlands and upland vegetation.

*Recreation Areas:* e.g., parks, swimming beaches, fishing sites and other designated recreation areas.

*Public Accessways:* e.g., beach access ways, community piers, overlooks, boat launch sites, shoreline passage.

*Season vs. Permanent Docks:* are seasonal or permanent docks preferred in a particular area or subject to different siting conditions?

## **DESIGN CRITERIA**

In the appropriate fields, **BRIEFLY** describe any requirements your State may have for the categories listed below. If the requirements vary at the local or regional level, either pick one jurisdiction to highlight or pick and choose requirements from several different jurisdictions to capture any innovative or noteworthy approaches. If requirements from multiple jurisdictions are used,

please include the jurisdiction name in parentheses at the end of the description.

### **CONSTRUCTION CRITERIA**

In the appropriate fields, **BRIEFLY** describe any requirements your State may have on: (1) preferred/required building materials; (2) construction BMPs used; (3) temporal/seasonal requirements for construction activities; (4) reconstructing/repairing docks. If the requirements vary at the local or regional level, either pick one jurisdiction to highlight or pick and choose requirements from several different jurisdictions to capture any innovative or noteworthy approaches. If requirements from multiple jurisdictions are used, please include the jurisdiction name in parentheses at the end of the description.

### **MISCELLANEOUS INFORMATION**

**Dock Registration Programs:** If applicable, **BRIEFLY** (in 1 or 2 sentences) describe the dock registration program in your state. **(2000 character limit)**

**Standard Operation Procedures:** If applicable, enter the title and/or **BRIEF** description of the standard operating procedures the State uses to evaluate dock permit applications. If the SOP is available on-line, provide a link to the document. **(2000 character limit)**

**Related Checklist(s):** If applicable, enter the title and/or **BRIEF** description of the checklist(s) the State has developed to aid dock permit reviews and placement. If the checklist(s) is(are) available on line, provide a link to the document. **(2000 character limit)**

**Outreach Materials/FAQ or other:** If applicable, enter the title and/or **BRIEF** description of "frequently asked questions" sheets the State may have developed related to dock and pier management programs/regulations. If the FAQs are available on-line, provide a weblink. **(2000 character limit)**

**Outreach Materials/BMP Guidelines:** If applicable, enter the title and/or **BRIEF** description of any Dock and Pier BMP Guidelines the State may have developed. If the BMP Guidelines are available on-line, provide a weblink. **(2000 character limit)**

**Outreach Materials/Fact Sheets:** If applicable, enter the title and/or **BRIEF** description of any other Dock and Pier outreach materials such as fact sheets, brochures etc, that the State may have developed. If the materials are available on-line, provide a weblink. **(2000 character limit)**

**Emerging Dock and Pier Management Issues:** **BRIEFLY** describe any emerging dock and pier management issues in your State. For example,

emerging issues could include developing a visual impact assessment program, developing a new special area management plan that will address dock and pier issues, or updating dock and pier permits, etc. **(2000 character limit)**

**Emerging Research Issues:** **BRIEFLY** describe any emerging research issues in your State. This could be either research needs that you need answered or studies that the State is embarking on themselves to improve dock and pier management. **(2000 character limit)**

**Other Remarks:** Use this field to enter in any other relevant information you would like to share about your State's dock and pier management program that was not covered in any other tab in this database. **(2000 character limit)**