

**REQUEST FOR APPROVAL  
OF TIMING OF ACTIVITY  
(DMR)**

This form is for use in obtaining approval from the **Department of Marine Resources (DMR)** for the timing of certain projects in accordance with Chapter 305 Permit by Rule Standards. For more information you may contact [environmentalreview.dmr@maine.gov](mailto:environmentalreview.dmr@maine.gov).

**To be filled out by applicant:** (Instructions are on the back of this form)"

1. **Applicant's name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**telephone:** \_\_\_\_\_

**Agent Email:** \_\_\_\_\_

2. I plan to perform the following activity (please check the appropriate box):

**Sec. 3 Intake pipes** (tidal waters only)

**Sec. 4 Replacement of structures** (tidal waters only)

**Sec. 7 Outfall pipes** (tidal waters only)

**Sec. 9 Utility crossings** (any location if performed between Oct. 2 and July 14)

**Sec. 12 Restoration of natural areas** (tidal waters only)

**Sec. 15 Public boat ramps** (tidal waters only)

**Sec. 18 Maintenance dredging** (tidal waters only)

3. Brief description of project: [please include the name of the stream or waterbody, if known]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I plan to perform this activity between the dates of \_\_\_\_\_ and \_\_\_\_\_.  
(start date) (end date)

5. I have included a map showing the location of my project.

**\*[Please note that if no location map is provided, no approval will be granted by DMR]**

6. Send completed form to: DMR Environmental Coordinator  
P.O. Box : .West Boothbay Harbor, ME 22: /26797

**For agency use only:**

The Department has reviewed the proposed timing of the activity identified above and:

approves of the project's timing as proposed.

requires that the project's timing be changed to occur between \_\_\_\_\_ and \_\_\_\_\_  
(start date) (end date)

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DMR Environmental Coordinator

\_\_\_\_\_  
Date

# Getting Approval

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## 1. When do I need to get approval from the Department of Marine Resources (DMR) before filing a Permit by Rule Notification Form with the DEP?

You need to get DMR approval for the timing of your project if it involves:

- installing an intake or outfall pipe in tidal waters (Sections 3 & 7 of PBR),
- replacing a structure in tidal waters (Section 4 of PBR),
- constructing a submerged utility crossing between October 2 and July 14 (Sections 9 of PBR)
- restoring a natural area (fill or structure removal) in tidal waters (see Section 12 of PBR),
- constructing a boat ramp in tidal waters (Section 15 of PBR), or
- maintenance dredging in tidal waters (Section 18 of PBR),

## 2. Why does the DMR care about when I construct my project?

DMR is responsible for managing Maine's marine resources including species that spend part of their life cycle in fresh water (anadromous fish; alewives, blueback herring, shad, rainbow smelt, striped bass, sea-run trout, sturgeon, salmon, and catadromous eels). As part of that responsibility, DMR is also concerned with the habitat utilized by those species. Adverse impacts to marine resources can be minimized by appropriate timing of projects.

## 3. How do I get DMR approval?

Simply fill out the applicant section of the form: write your name and address; check the box in front of the activity you are proposing; write a brief description of what your project involves; and fill in the dates when you plan to do the work. Then mail this form to the address shown along with a location map. **[Without a location map, DMR cannot properly review your project and it will be returned to you unapproved.]** Once received, a DMR biologist will check the location of your project. If there are concerns about your project's impact on fish or other aquatic species during the time you propose to construct your project, DMR will recommend an alternative time to construct the project. If there are no concerns, DMR will simply check off the form and return it to you: no change in plans will be required of you.

## 4. How long will it take to get DMR approval?

The DEP has asked that DMR staff review the "Request for Approval" within 2 weeks of receiving it. Once reviewed, DMR will return the form directly to you. You then submit the form to the department along with the PBR Notification Form.

## 5. What if DMR doesn't approve the timing of my project?

If the dates you propose for construction are not approved, DMR will recommend another time frame when the work can take place. If you do not feel you can construct your project during the new time frame recommended by DMR, you will need to contact the Environmental Coordinator at DMR at [environmentalreview.dmr@maine.gov](mailto:environmentalreview.dmr@maine.gov). It may be possible for you and the DMR to agree on a different time frame if certain aspects of your project are changed.