



Requirements for Submitting Jurisdictional Determinations to the Charleston District / Army Corps of Engineers – a Checklist & Guide for Environmental Consultants

The Charleston District of the Army Corps of Engineers has responsibility for issuing federal permits for the placement of dredged or fill materials in all *Waters of the United States* (which includes wetlands) within the state of South Carolina. For most permits, mapped documentation of the District's jurisdiction (ie: the extent of wetlands, or other *Waters*) on a project site is required.

The following elements are required for efficient processing of Jurisdictional Determination (JD) requests:

• Jurisdictional Determination (JD) Request Form

All JD requests must include a Charleston District *Request for Jurisdictional Determination* form. A copy can be found on the District internet site: http://www.sac.usace.army.mil/permits/form_JDRequest.pdf. A cover letter from your firm describing site features, project specifics or other information may be attached. The person signing this form must be the present property owner or have the specific authority of the property owner to authorize Corps of Engineers employees or their agents to enter onto the property for onsite investigations if such is deemed necessary.

Do not sign the Request Form unless you are the property owner, or have the specific authority of the owner.

Guide Notes:

- All JD requests should include a property plat or accurate boundary depiction, a project area location map (county road or topo map) *and* an approximate sketch of the extent of wetlands on the site.

• Required Features of Survey Plats for a Verified Accurate JD

- Title Block, to include county and state¹
- Vicinity map¹
- North arrow / compass rose¹
- Distance scale¹
- Preparation date, original signature and the raised-seal stamp of a SC-Registered Land Surveyor¹
- SC Office of Ocean & Coastal Resource Management (OCRM) signature block, signed, for tracts containing "critical line" boundaries and/or acreage
- Solid, bold line demarking *closed polygon* project area boundaries; w/ supporting graphics at surveyor's discretion
- Pairs of locations labeled as *up* or *wet* data points where field-data was collected. They should match the "plot ID #'s" on *Data Form Routine Wetland Determination*, ie: "DP1A-B", "DP2A-B", see note below
- Surveyed wetland lines w/ alpha-numeric labels; "floating" polygons must be tied to a referenced survey point
- Survey data table, listing prominent labeled polygon point locations, expressed in *Metes & Bounds* or *State-Plane coordinates*
- Acreage Summary Table, to include itemized wetland polygon acreage, upland acreage & total site acreage
- Clear labeling of all pertinent features, such as *waters of the US*, *jurisdictional* or *non-jurisdictional wetlands*, "uplands", "borrow pit", "jurisdictional ditch", etc.
- Labeled names of significant adjacent and/or internal roads, water bodies or other unique reference features

• Data Form(s) - Routine Wetland Determination

- For Verified Accurate JD's, a pair of Data Forms is required (one on each side of the line) for each wetland type on the site. A copy can be found on the District internet site: <http://www.wetlands.com/pdf/wldetfm1.pdf>

• Required Features of Mapping for an Approximate JD

- Title Block, to include county and state
- Name, date of preparation
- Solid, bold line demarking project area boundaries, in reasonable proportions, preferably based on copies of property plats, topo maps, real estate maps, or ground-truthed measurements
- Reasonably accurate distance and/or length labels for major features
- Clearly marked wetland(s) / upland(s) boundaries
- Clearly labeled acreage estimates and acreage summary

All initial project correspondence should be mailed to:

Army Corps of Engineers
attn: JD Request
69A Hagood Avenue
Charleston, South Carolina 29403

M-F / 8-4pm business phone:

843/329.8044 fax line: 843/329.2332
866/329.8187 toll-free

Guide Notes:

- Prior to site verification, the property corners should be marked for field inspection.
- Labeled landscape photograph prints, film or digital, taken from the data point locations, will facilitate JD processing
- All original JD request submissions and documentation should be hardcopy posted to District HQ **- no fax or email submissions, please**

¹ req'd by SC Dept of Labor, Licensing & Regulation (statutory authority: 1976 Code Sections 40-22-130) for all SC survey plats