

# Checklist for Individual Permit Applications

**U. S. Army Corps of Engineers**  
Charleston District, Regulatory Branch  
69A Hagood Avenue, Charleston, South Carolina 29403-5107

Pursuant to State and Federal joint processing procedures, an application will be determined to be complete when sufficient information is received to issue a public notice. The public notice is the primary method of advising all interested parties of the proposed activity for which a permit is sought and of soliciting comments and information necessary to evaluate the probable impact on the public interest. The notice must include sufficient information to give a clear understanding of the nature and magnitude of the activity for development of meaningful comment.

The following items will normally be required as the minimum information necessary to consider an individual permit application complete. A or means that the marked item is needed to complete your application. Be careful to reference the applicant name, project title, and applicable file number on all submittals.

**Basics.** The following marked items are required.

A completed application form.

The name and address of the applicant.

The location, purpose, intended use and need for the proposed activity.

The names and addresses of adjoining property owners.

The location and dimensions of adjacent structures.

Scheduling of the activity.

**Authorizations.** A list of other government authorizations obtained, requested, or required from other federal, interstate, state, or local agencies, including all approvals received or denials already made.

**Signature.** The application must be signed by the person who desires to undertake the proposed activity (i.e. the applicant) or by a duly authorized agent. When the applicant is represented by an agent, that information must be included on the application or by a separate written statement. An application may include the activity of more than one owner provided the character of the activity of each owner is similar, in the same general area, and each owner submits a statement designating the same agent.

**Maps.** A location map showing the site of the proposed activity must be furnished. The site must be clearly marked and shown relative to the nearest major waterways, roads, and cities in the area. The source and date of the map used must be written on the map. Maps are considered drawings and must conform to the general requirements given for drawings (8.5 x 11" paper, no coloring, title block, etc.). Maps must have a title block similar to other drawings and must be included in the drawing numbering scheme (sheet \_\_ of \_\_). Do not provide large size maps. A copy of a portion of a large map is acceptable. Acceptable map sources include:

- a. United States Coast and Geodetic Survey Charts.
- b. United States Geological Survey Maps.
- c. Other Federal maps or charts available to the public.
- d. State or County maps.

**CZM Certification.** For non-federal applications in the Coastal Zone, the application must include a statement on compliance with the Coastal Zone Management Plan. A sample statement of compliance is provided. You may use the enclosed sample statement or prepare one of your own.

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**General Drawing Requirements.** A complete description of the proposed activity including drawings sufficient for public notice (detailed Engineering plans and specs are not required). Drawings must meet the following minimum requirements:

Plans must be drawn with dark pencil or black ink on 8.5 x 11" paper. Leave at least a 0.25" unused border area on each sheet. All drawings and writings must be clear, readable, and reproducible using standard, non-color, office copy machines. Do not duplex drawings.

Drawings must be in black and white only. Do not use colored inks or pencils. Instead use shading, hatching, or other annotated graphic symbology.

Drawings should not show the approval, comments, or action of any government agency.

A title block is required for each drawing sheet (including maps). The title block must include the applicant's name, project name, project location, drawing date, drawing number (e.g. sheet \_\_ of \_\_), and sufficient unused space for future revision dates and a 12 digit tracking number.

Drawings must have all relevant dimensions shown for each view. It is desirable that a graphic drawing scale be shown. Do not use ratio scales (e.g., 1" = 80 ') on plans which will be reduced because ratio scaling will give inaccurate information on the reduced copy. Mark and label all important dimensions.

**Plan View and Cross-Section View Drawing Requirements.** Plan and elevation drawings showing the general and specific site location and character of all proposed activities, including the size relationship of the proposed structures to the size of the impacted waterway and depth of water in the area. At a minimum, the drawings must include the following:

Plan and cross section views for each work, structure, fill, and excavation proposed.

In tidal waters, the direction of tidal ebb and flow must be shown.

In non-tidal waters, the direction of flow must be shown.

Existing and proposed ground contours must be shown on each cross section view.

Contour and datum elevation references must be shown as follows:

- *Tidal Waters.* For tidal areas show the existing and proposed water depths and land elevations relative to the nearby mean low water (MLW) elevation contour. Show the MLW and mean high water (MHW) contours on all views.
- *Non-Tidal Navigable Waters.* In federally navigable non-tidal waters show the existing and proposed water depths and land elevations relative to mean sea level (MSL). Also show the ordinary high water (OHW) contour on all views. In lakes, the normal high water (NHW) level of the lake must be shown on the plans.
- *Non-Tidal Non-Navigable Waters.* In federally non-navigable waters show the existing and proposed water depths and land elevations relative to MSL or to the nearby OHW contour. Also show the OHW contour on all views. In lakes, the NHW level of the lake must be shown on the plans.

Any existing marsh or wetland areas within the project boundaries or impacted by the work must be delineated on the plans.

Each proposed structure, work, fill, or excavation must be clearly shown and located with respect to either a plat line or some fixed immovable object.

Disposal areas for all dredged or fill material must be shown. Cross hatching or shading and appropriate notes must clearly show these areas.

Any proposed or existing retaining structures (e.g. embankments, bulkheads) for dredged or fill material must be shown.

Property boundaries and names of adjacent property owners must be shown on the plans.

For projects which encroach upon or lie adjacent to a site on which the Federal government has an easement to either deposit dredged material or excavate to improve channel operations, the drawings must clearly show the extent of encroachment or indicate if none is intended.

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**Territorial Seas.** For activities occurring in the territorial seas or ocean waters, a description of the activity's relationship to the baseline from which the territorial sea is measured must be provided.

**Section 103.** For Section 103 (ocean dumping) activities the application must include:

The specific location of the proposed disposal site and its physical boundaries;

A statement as to whether the proposed disposal site has been designated for use by the Administrator, EPA, pursuant to section 102(c) of the Act;

If the proposed disposal site has not been designated by the Administrator, EPA, a description of the characteristics of the site and an explanation as to why no previously designated disposal site is feasible;

A brief description of known dredged material discharges at the proposed disposal site;

Existence and documented effects of other authorized disposals that have been made in the disposal area (e.g., heavy metal background reading and organic carbon content);

An estimate of the length of time during which disposal would continue at the proposed site;

Information on the characteristics and composition of the dredged material.

**Dredging.** For dredging in navigable waters of the United States, the application must include:

The method of dredging;

The site and plans for disposal of the dredged material;

A description of the type, composition and quantity of the material to be dredged.

**Fills and Platforms.** For construction of a filled area or platform supported by piles or floats, the project description must include:

The use of the fill or platform;

Specific structures to be erected on the fill or platform.

**Discharges.** For the discharge of dredged or fill material into waters of the United States or transportation of dredged material for disposal in ocean waters, the application must include:

The source of the material;

The purpose of the discharge;

A description of the type, composition and quantity of the material;

The method of transportation and disposal of the material;

The location of the disposal site.

**Impoundment Structures.** For activities involving the construction of an impoundment structure, the applicant must demonstrate that the structure complies with established state dam safety criteria or that the structure has been designed by qualified persons and independently reviewed (and modified as the review indicates) by similarly qualified persons. No specific design criteria will be prescribed nor will an independent detailed Engineering review be made by the District Engineer.

**Artificial Reefs.** For activities involving construction or placement of an artificial reef, as defined in 33 CFR 322.2(g), in the navigable waters of the United States or in the waters overlying the outer continental shelf, the application must include provisions for siting, constructing, monitoring, and managing the reef.

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**Large Size Plans.** If large sized plans are available or required, they should be submitted as a complete drawing set on paper sized no smaller than 18 x 24 inch and no greater than 30 x 42 inch. Copies should also be provided to the indicated agencies marked below to expedite review of the proposal.

U. S. Army Corps of Engineers  
Charleston District Regulatory Branch  
69A Hagood Avenue  
Charleston, SC 29402-0919

U. S. Department of Interior  
Fish and Wildlife Service  
176 Croghan Spur, Suite 200  
Charleston, SC 29407

U. S. Environmental Protection Agency  
Region IV, Wetlands Protection Section  
61 Forsyth Street  
Atlanta, GA 30303

National Marine Fisheries Service  
Habitat Conservation Division  
219 Fort Johnson Road  
Charleston, SC 29412-9110

S. C. Dept. of Health & Environmental Control  
Bureau of Water Pollution Control  
2600 Bull Street  
Columbia, SC 29201

S. C. Dept. of Health & Environmental Control  
Office of Ocean & Coastal Resource Management  
1362 McMillan Avenue, Suite 400  
Charleston, SC 29405

S. C. Dept. of Natural Resources  
Office of Environmental Management  
P. O. Box 12559  
Charleston, SC 29422-2559

S. C. Dept. of Natural Resources  
Attn: Greg Mixon  
5 Geology Road  
Columbia, SC 29212

S. C. Department of Archives & History  
State Historic Preservation Office  
8301 Parklane Road  
Columbia, SC 29223-4905

**Project Specific.** The following additional information is required to complete your application.