

## **II. DREDGE AND FILL/WETLANDS (SECTION 404) SELF-AUDIT CHECKLIST**

This section contains a self-audit checklist and associated background information related to dredge and fill (Section 404) environmental requirements for construction projects. The United States Army Corps of Engineers (COE) and U.S. Environmental Protection Agency (EPA) regulate discharges of dredged or fill material into waters of the United States under Section 404 of the Clean Water Act (CWA). Owners, developers, architects, contractors, and subcontractors can use the checklist to identify who will be responsible for addressing each requirement, and to conduct a self-audit. The checklist also can be used by compliance inspectors to conduct an inspection of a construction site.

When preparing for any construction project, it must be determined if dredged material (i.e., material excavated from waters) or fill materials (i.e., material placed in waters such that dry land replaces any portion of water or the bottom elevation of waters is changed) will be discharged into waters of the United States.

A permit may be needed if the construction activity impacts a water of the United States. Impacts include the discharge of dredged material, discharge of fill material, and disturbance of hydrological support to wetlands (i.e., cut off of water supply). Specific activities impacting wetlands that require a permit include, but are not limited to, placement of dredged or fill material in a water of the United States, ditching activities when excavated material is sidecast, levee and dike construction, mechanized land clearing, land leveling, road construction, dam construction, and draining wetlands. Depending on the impacts, a Section 404 permit may be required prior to performing any construction activities. A waiting period of 45 days or more after permit application may be required before the construction project can start, depending on the type of permit necessary.

Background on the Section 404 regulation, including definitions, applicability, and permit process requirements, follows the checklist. Attachment A includes the application for individual permits.

Section IV in Part I of this guide contains a more detailed discussion on Section 404 requirements.

## CHECKLIST FOR DREDGE AND FILL (SECTION 404) PERMITS FOR CONSTRUCTION PROJECTS

### BACKGROUND INFORMATION

Name of Auditor: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Name of Project/Site: \_\_\_\_\_

A “notes” area is provided at the end of each section of this checklist. For every “No” answer, enter a description of the missing information and the action required to bring the site into compliance in the “notes” area.

### SECTION 404 - GETTING A PERMIT

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Are construction activities being performed in waters of the United States (see <i>Background</i> following the checklist for definition)? If yes, a permit may be required.
<input type="checkbox"/>	<input type="checkbox"/>	2. Is there a wetland in the proposed construction area (see the Recognizing Wetlands Checklist included in this checklist)? If yes, a wetland delineation should be performed by trained personnel. The delineation may need to be submitted to the COE District Office for review.
<input type="checkbox"/>	<input type="checkbox"/>	3. Will dredged or fill material be discharged into waters of the United States? If yes, a permit is required. <i>Note that EPA and COE assume a discharge will occur for any mechanized land clearing in United States waters unless it is documented that only incidental fallback will occur.</i>
<input type="checkbox"/>	<input type="checkbox"/>	4. Is the construction project exempt from federal permit requirements? (see 33 CFR 323.4, available on-line at: <a href="http://www.usace.army.mil/inet/functions/cw/cecwo/reg/33cfr323.htm">http://www.usace.army.mil/inet/functions/cw/cecwo/reg/33cfr323.htm</a> ) If yes, a federal permit is not required. If no, either a general or individual permit is required.
<input type="checkbox"/>	<input type="checkbox"/>	5. Is state authorization needed (Section 401 certification) for the construction activity (i.e., the state has not already granted certification for general permits in your area)? Contact the state environmental department for further information.

**Yes**    **No**

**Nationwide Permits**

<input type="checkbox"/>	<input type="checkbox"/>	6. Is the construction activity currently covered by a Nationwide Permit (NWP)? Refer to the COE web site for details at: <a href="http://www.usace.army.mil/inet/functions/cw/cecwo/reg/nationwide_permits.htm">http://www.usace.army.mil/inet/functions/cw/cecwo/reg/nationwide_permits.htm</a> . If no, skip to the Individual Permits section of this checklist.
<input type="checkbox"/>	<input type="checkbox"/>	7. Is a Preconstruction Notification (PCN) required? <i>The individual application form (see Attachment A) can be used as the PCN, as long as it is clearly marked that it is a PCN.</i>
<input type="checkbox"/>	<input type="checkbox"/>	8. If required by the NWP, was a wetland delineation in the PCN?
<input type="checkbox"/>	<input type="checkbox"/>	9. If required by the NWP, were mitigation plans submitted to the COE District Engineer?
<input type="checkbox"/>	<input type="checkbox"/>	10. Have all regional requirements for the NWP been complied with?
<input type="checkbox"/>	<input type="checkbox"/>	11. If a PCN was submitted, has the site received authorization to begin construction? (Authorization is granted by the COE District Engineer or is assumed to have been granted if notification is not received within 45 days after submission of the PCN).
<input type="checkbox"/>	<input type="checkbox"/>	12. If a PCN was submitted, has the site received notification from the COE District Engineer that an individual permit was required?

**Individual Permits**

<input type="checkbox"/>	<input type="checkbox"/>	13. Was an application for an Individual Permit (see Attachment A) submitted to the COE and/or the state? Note that only a single application submitted to either the state or COE may be required.
<input type="checkbox"/>	<input type="checkbox"/>	14. Was authorization to begin construction received from the COE District Engineer?

**NOTES / ACTIONS NEEDED TO BRING SITE INTO COMPLIANCE:** \_\_\_\_\_

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**SECTION 404 - MEETING PERMIT REQUIREMENTS**

Yes    No

**Nationwide Permits**

<input type="checkbox"/>	<input type="checkbox"/>	15. Were all of the general conditions required in the NWP met, including proper maintenance of any structure or fill, soil erosion and sediment controls, and removal of temporary fills?
<input type="checkbox"/>	<input type="checkbox"/>	16. Were special conditions that were required in the NWP authorization from the COE District Engineer met?
<input type="checkbox"/>	<input type="checkbox"/>	17. Was wetlands mitigation performed as required in the permit?
<input type="checkbox"/>	<input type="checkbox"/>	18. If authorization from the COE District Engineer was received, was a signed compliance certification to COE submitted once the construction was complete?

**Individual Permits**

<input type="checkbox"/>	<input type="checkbox"/>	19. Were all conditions that were required in the permit met?
<input type="checkbox"/>	<input type="checkbox"/>	20. Were all special conditions required in the permit met (e.g., keeping a copy of the COE-issued permit on the vessel used to transport and dispose of dredge materials or advise the COE District Office at least two weeks prior to starting maintenance dredging activities)?
<input type="checkbox"/>	<input type="checkbox"/>	21. Was wetlands mitigation performed if required in the permit?
<input type="checkbox"/>	<input type="checkbox"/>	22. Was a signed compliance certification submitted to COE once the construction was complete?

**NOTES / ACTIONS NEEDED TO BRING SITE INTO COMPLIANCE:** \_\_\_\_\_

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**CHECKLIST FOR RECOGNIZING WETLANDS**

The following checklist provides some general questions that can help determine if a wetland is present at the construction site. For more specific details, see the COE *Wetlands Delineation Manual* (<http://www.saj.usace.army.mil/permit/documents/87manual.pdf>). If the answer to any of these questions is yes, seek assistance from a wetlands expert to determine if a wetland is present.

<u>Yes</u>	<u>No</u>	
<input type="checkbox"/>	<input type="checkbox"/>	1. Is the site in a flood plain or otherwise has low spots in which water stands at or above the soil surface during the growing season?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the site have plant communities that commonly occur in areas having standing water for part of the growing season (e.g., cypress-gum swamps, cordgrass marshes, cattail marshes, bulrush and tule marshes, and sphagnum bogs)?
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the site have soils called peats or mucks?
<input type="checkbox"/>	<input type="checkbox"/>	4. Is the site periodically flooded by tides, even if only by strong, wind-driven, or spring tides?
		<i>If the response to any of the following questions is “yes,” then one or more of the wetland indicators (vegetation, soil, and hydrology) are present in the site, and you should seek assistance from the COE District Office or a wetlands expert to determine if a wetland is present.</i>
<input type="checkbox"/>	<input type="checkbox"/>	5. Are any of the wetland vegetation indicators growing on the site? See the COE <i>Wetlands Delineation Manual</i> for a list of indicators.
<input type="checkbox"/>	<input type="checkbox"/>	6. Are any of the wetland soil indicators found on the site? See the COE <i>Wetlands Delineation Manual</i> for a list of indicators.
<input type="checkbox"/>	<input type="checkbox"/>	7. Are any of the wetland hydrology indicators identified on the site? See the COE <i>Wetlands Delineation Manual</i> for a list of indicators.

**NOTES/ACTION ITEMS:** \_\_\_\_\_

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## BACKGROUND ON DREDGE AND FILL/WETLANDS REQUIREMENTS FOR CONSTRUCTION ACTIVITIES

### DEFINITIONS

- **Dredged Material.** Material that is excavated or dredged from waters of the United States.
- **Fill Material.** Material placed in waters of the United States where the material has the effect of:
  - Replacing any portion of a water of the United States with dry land, or
  - Changing the bottom elevation of any portion of a water of the United States.

Examples of fill material include rock, sand, soil, clay, plastics, construction debris, wood chips, overburden from mining or other excavation activities, and materials used to create any structure or infrastructure in waters of the United States. The term “fill material” does not include trash or garbage.

- **Incidental Fallback.** Redeposit of small volumes of dredged material that is incidental to excavation activity in waters of the United States when such material falls back to substantially the same place as the initial removal. Examples of incidental fallback include soil that is disturbed when dirt is shoveled and the back-spill from a bucket falls into substantially the same place from which it was initially removed.
- **Waters of the United States (United States Waters).** See 40 CFR Part 122.2 for the complete definition. Waters include, but are not limited to:
  - All waters that are currently used, or were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters which are subject to ebb and flow of the tide,
  - All interstate waters including interstate wetlands, and
  - All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds, the use, degradation or destruction of which could affect interstate or foreign commerce.

- **Wetlands.** Areas inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

## **ACRONYMS**

- COE - United States Army Corps of Engineers
- CWA - Clean Water Act
- NWP - Nationwide Permit
- PCN - Preconstruction Notification

## **APPLICABILITY**

COE defines discharges of dredged material at 33 CFR 323. These discharges, which require permits under Section 404 of the CWA, include:

- The addition of dredged material to a specified discharge site located in waters of the United States;
- The runoff or overflow from a contained land or water disposal area; and
- Any addition, including redeposit other than incidental fallback, of dredged material, including excavated material, into waters of the United States that is incidental to any activity, including mechanized land clearing, ditching, channelization, or other excavation.

COE also defines discharges of fill material at 33 CFR 323. These discharges, which require permits under Section 404 of the CWA, include:

- Placement of fill necessary for the construction of any structure or infrastructure in a water of the United States;
- Building of any structure, infrastructure, or impoundment in waters of the United States requiring rock, sand, dirt, or other material for its construction;
- Site-development fills in waters of the United States for recreational, industrial, commercial, residential, or other uses;



- Causeways or road fills, dams and dikes, artificial islands, beach nourishment, levees, and artificial reefs;
- Property protection and/or reclamation devices such as rip rap, groins, seawalls, breakwaters, and revetments;
- Fill for structures such as sewage treatment facilities;
- Intake and outfall pipes associated with power plants and subaqueous utility lines;
- Placement of fill material in waters of the United States for construction or maintenance of any liner, berm, or other infrastructure associated with solid waste landfills; and
- Placement of overburden, slurry, or tailings or similar mining-related materials in waters of the United States.

Contact the state environmental or permitting office and the COE District Office to determine whether permits are required for the construction project.

### **SECTION 404 PERMIT PROCESS REQUIREMENTS**

Section 404 requires that no discharge of dredged or fill material be permitted if a practicable alternative exists that is less damaging to the aquatic environment or if the nation's waters would be significantly degraded. When applying for a permit, a wetlands mitigation must be performed to show that the project:

- Avoided wetland impacts where practicable;
- Minimized potential impacts to wetlands; and
- Will provide compensation for any remaining, unavoidable impacts through activities to restore or create wetlands.

COE may issue permits, after notice and opportunity for public hearings, for the discharge of dredged or fill material into waters of the United States at specified disposal sites. Prior to issuing Section 404 permits, state approval must also be obtained (Section 401 certification).

There are two types of Section 404 permits: general permits and individual permits. For discharges that have only minimal adverse effects, COE issues general permits. General permits

may be issued on a nationwide, regional, or state basis for particular categories of activities. Attachment C includes a list of current Nationwide Permits (NWP). Individual permits are usually required for activities with potentially significant impacts.

**General Permit Process.** An NWP may require that the COE District Engineer (DE) of the construction activity be notified in a preconstruction notification (PCN). If required, the PCN should be submitted as early as possible. Within 30 days, the DE will determine whether the PCN is complete and may request additional information. The PCN review process will not begin until all required information is submitted. Construction activity may not begin until one of the following occurs:

- (1) Notification that the activity may proceed is received from the DE. This notification may include special conditions imposed on the specific construction activity.
- (2) Notification that an individual permit is required is received from the DE, and the individual permit is issued.
- (3) Forty-five days have passed since the DE received the complete PCN and no written notice has been received from the DE.

The text of the NWPs should be reviewed to assess whether a particular NWP applies to the construction project (see 67 FRN 2020 or the on-line guide at [http://www.usace.army.mil/inet/functions/cw/cecwo/reg/nationwide\\_permits.htm](http://www.usace.army.mil/inet/functions/cw/cecwo/reg/nationwide_permits.htm)). Some items to check include:

- NWP use limits (e.g., NWP 19 Minor Dredging only applies if the site dredges less than 25 cubic yards); and
- Applicable waters (e.g., NWP 13 Bank Stabilization does not apply to special aquatic sites (i.e., sanctuaries and refuges, wetlands, mud flats, vegetated shallows, coral reefs, and riffle and pool complexes)).

If the construction activity is covered under an NWP, the site must comply with the general conditions listed for the permit. The COE District Office or state environmental department should be contacted for information on regional and state general permits.

**Individual Permit Process.** The following steps need to be completed to obtain an individual permit:

- **Application.** To receive a Section 404 individual permit, operators must complete an *Application for Department of Army Permit* (available on line at:

<http://www.usace.army.mil/inet/functions/cw/cecwo/reg/eng4345a.pdf>), included in Attachment D. COE requires, among other things, that permit applicants describe the project and its purpose, the reasons for discharging dredged or fill material, types of material being discharged (and volume of each type in cubic yards), and the surface area of wetlands or other waters filled (in acres). Applicants must also submit one set of drawings showing location and character of proposed activity. The application is submitted to the DE having jurisdiction over the location of the proposed activity. (Note that states may contact the COE in conjunction with granting state approval for the project. The application process varies by state; contact the state and COE District Office for details.)

- **Public Notice.** COE will issue a public notice once the complete permit application has been received. The notice includes the proposed activity, location, and potential environmental impacts.
- **Comment Period.** The public comment period lasts between 15-30 days, depending on the proposed activity. The application and comments are reviewed by the COE and other interested federal and state agencies, organizations, and individuals. COE also determines whether an Environmental Impact Statement is necessary.
- **Public Hearing.** Citizens may request that COE conduct a public hearing; however, public hearings are not usually held.
- **Permit Evaluation.** COE, along with states and other federal agencies, evaluates the permit application, taking into account the comments received.
- **Permit Award or Denial.** Based on the steps above, COE may either approve or deny the application.
- **Environmental Assessment and Statement of Findings.** The *Statement of Finding* document explains how the permit decision was made. This document is made available to the public.

The above steps are a basic example of the requirements to obtain an individual permit. The process may require additional steps such as a pre-application meeting with the COE district engineer or state officials or negotiation of mitigation plans.

**Attachment A. Application for Individual Permit**

The following information was taken from [www.usace.army.mil/inet/functions/cw/cecwo/reg/eng4345a.pdf](http://www.usace.army.mil/inet/functions/cw/cecwo/reg/eng4345a.pdf). Note this form expired in 2004. However, a revised form was not available at the time of publication.

APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT (33 CFR 325)	OMB APPROVAL NO. 0710-0003 Expires December 31, 2004
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The public reporting burden for this collection of information is estimated to average 10 hours per response, although the majority of applications should require 5 hours or less. This includes 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 this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Service Directorate of Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302; and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003), Washington, DC 20503. 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. 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. Submission of requested information is voluntary, however, if information is not provided, the permit application cannot be processed 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 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 COMPLETED
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**(ITEMS BELOW TO BE FILLED BY APPLICANT)**

5. APPLICANT'S NAME	8. AUTHORIZED AGENT'S NAME AND TITLE <i>(an agent is not required)</i>
6. APPLICANT'S ADDRESS	9. AGENT'S ADDRESS
7. APPLICANT'S PHONE NUMBERS WITH AREA CODE	10. AGENT'S PHONE NUMBERS WITH AREA CODE
a. Residence	a. Residence
b. Business	b. Business

**11. STATEMENT OF AUTHORIZATION**

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.

APPLICANT'S SIGNATURE	DATE
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**NAME, LOCATION AND DESCRIPTION OF PROJECT OR ACTIVITY**

12. PROJECT NAME OR TITLE <i>(see instructions)</i>	
13. NAME OF WATERBODY, IF KNOWN <i>(if applicable)</i>	14. PROJECT STREET ADDRESS <i>(if applicable)</i>
15. LOCATION OF PROJECT	
COUNTY	STATE
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN <i>(see instructions)</i>	
17. DIRECTIONS TO THE SITE	

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

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

**USE BLOCKS 20-22 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

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

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

24. Addresses of Adjoining Property Owners, Lessees, etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental list).

25. List	of Other Certifications or Approvals/Denials Received from other Federal, State, or Local Agencies for Work Described in This Application				
	AGENCY APPROVED	TYPE APPROVAL* DATE DENIED	IDENTIFICATION NUMBER	DATE APPLIED	DATE

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

26. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the 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.

## **Instructions for Preparing a Department of the Army Permit Application**

**Blocks 1 through 4.** To be completed by Corps of Engineers.

**Block 5. Applicant's Name.** Enter the name of the responsible party or parties. If the responsible party is an agency, company, corporation, or other organization, indicate the 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.

**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 county and state 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 Section, Township, and Range of the site and / or the latitude and longitude. You may also provide 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.

**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.

**Block 18. Nature of Activity.** Describe the overall activity or project. Give appropriate dimensions of structures such as wingwalls, 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.

**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.

**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. 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.

**Block 24. 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.

**Block 25. 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 26. 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.).

## DRAWINGS AND ILLUSTRATIONS

### General Information.

Three types of illustrations are needed to properly depict the work to be undertaken. These illustrations or drawings are identified as a Vicinity Map, a Plan View or a Typical Cross-Section Map. Identify each illustration with a figure or attachment number.

Please submit one original, or good quality copy, of all drawings on 8 1/2 x 11 inch plain white paper (tracing paper or film may be substituted). Use the fewest number of sheets necessary for your drawings or illustrations.

Each illustration should identify the project, the applicant, and the type of illustration (vicinity map, plan view, or cross section). **While illustrations need not be professional (many small, private project illustrations are prepared by hand), they should be clear, accurate, and contain all necessary information.**