



**JURISDICTIONAL DETERMINATION REQUESTS:
APPLICANT CHECKLIST**

This checklist is to assist applicants in submitting complete and proper information. This is not a comprehensive list nor are all items mandatory for all projects. However, the list contains general information typically necessary for this office to confirm jurisdictional and/or wetland delineations as part of the permit process. Please consult with the Corps Regulatory Project Manager assigned to your project to determine the appropriate information for your project. There are few items that are required for any request and those are indicated with an asterisk (*)

- 1*. _____ **A request letter or application form.** The request letter should include written permission from property owner to access the site.
- 2*. _____ **Name, address, and phone number** of the current property owner(s). If applicable, provide the subdivision name, block number and lot number.
- 3*. _____ **Site's coordinates** should be based on a standard coordinate system, i.e., Geographic (at least to the nearest tenth of a second), State Plane or UTM. Indicate on the plan legend the coordinate system (and zone for UTM), units (English or metric) and the corresponding geodetic datum, either NAD27 or NAD83.
- 4*. _____ **Vicinity map** including the exact location of the property. It should include the nearest intersection of two state highways, identifiable reference points and concise directions to the site. We recommend the use of the appropriate USGS quadrangle and/or street atlas.
- 5*. _____ **Plans to scale.** Plans should illustrate all potential "Waters of the U.S." Submit large-scale maps for use in the field as well as 8.5" x 11" copies for reporting. Include north arrow and property name.
6. _____ **Property lines with measurements** illustrating all existing land features, including streams, ditches, trails, etc.
7. _____ **Adjacent property owner(s)** including names, addresses, mailbox number and reference points (i.e., unnamed tributary to Cattail Creek).
8. _____ **Area of review** if different than the property boundary. The Corps evaluator will only determine jurisdiction for the area(s) on the property the proponent requests. Omission of other areas on the property does not constitute a "no wetland" determination for those areas.
9. _____ **Acreage of each wetland** the project will affect (if known) and also the type and source of fill materials when jurisdictional determination is part of permit processing. If known, indicate direct, indirect, temporary and permanent impacts. The limits of the proposed wetland impacts should be staked or flagged in the field.

10. _____ **Reference information** (information from National Wetland Inventory (NWI) maps, soil surveys, rainfall data, floodplains, USGS, etc.). NWI information is located at <http://www.fws.gov/wetlands/>. The Natural Resources Conservation Service (NRCS) publishes the current hydric soil definition, criteria and lists, located at <http://soils.usda.gov/use/hydric/>. The Federal Emergency Management Agency (FEMA) Map Service Center is located at: <https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>.

11. _____ **Federal Jurisdictional Boundaries.** Wetland boundaries shall satisfy the Federal criteria defined at 33 CFR 328-329. Boundaries shall be delineated in accordance with the current Corps Wetland Delineation Base Manual and Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region located at <http://www.nae.usace.army.mil/Regulatory/Wetlands/InterimRegionalSupplementDelineationManual.pdf>. The U.S. Army Corps of Engineers is leading a national effort to update the National Wetland Plant List (NWPL). Information is located at http://geo.usace.army.mil/wetland_plants/index.html.

12. _____ **Datasheets.** Record wetland delineation information for both the upland and wetland side of various points along the boundary. The Wetland Determination Data Form – Northcentral and Northeast Region can be found at: <http://www.nae.usace.army.mil/Regulatory/Forms/WetlandDeterminationDataForm.pdf> Ensure the datasheets are complete and legible, and include the general climatological condition of the site at the time of and immediately preceding the evaluation. Specify the location of the data collected.

13. _____ **Map, sketch, or survey of the jurisdictional boundary line** (wetland/upland line) that was staked or flagged in the field. Show the sampling points and transect(s) locations.

14. _____ **Current land use** and plant communities located on and adjacent to the area under review (i.e., agricultural, industrial, residential, cropland, lawn, forested, etc.). If known, a brief history of the previous land use will be helpful.

15. _____ **Photographs** and aerial photographs are helpful. Please supply if available. If not, consult the Corps before allocating resources. It is helpful to show the property boundaries and a north arrow on the photographs.

16. **Optional items** that can be supplied that will assist in subsequent permit evaluations:

_____ **Proposed & existing structures** clearly defined as such.

_____ **Dimensions of proposed structures** such as a driveway, house, garage, and other structures which are proposed in wetlands.

_____ **Sewage/septic system:** location, dimensions and type.

_____ **Drainage ditches and/or berms:** location and dimensions.