

# Department of the Army Permit Application

Date Received by CEPOH-RO



**U.S. Army Corps  
of Engineers**  
Honolulu District

**Send Completed Application to:**  
Honolulu District, U.S. Army Corps of Engineers  
Regulatory Office [CEPOH-RO]  
Building. 230  
Fort Shafter, Hawaii 96858-5440  
or email to: CEPOH-RO@usace.army.mil

DA File Number

## (1) APPLICANT AND LANDOWNER CONTACT INFORMATION

	Applicant	Property Owner (if different)	Authorized Agent (if applicable) <input type="checkbox"/> Consultant <input type="checkbox"/> Contractor
Contact Name			
Business Name			
Mailing Address 1			
Mailing Address 2			
City, State, Zip			
Business Phone			
Cell Phone			
Fax			
Email			

## (2) PROJECT INFORMATION

### A. Provide the project location.

Project Name	Tax Map Key (TMK):	Latitude and Longitude
Project Address / Location	City (nearest)	County
Brief Directions to the Site		

### B. What types of waterbodies or wetlands are present in your project area? (Check all that apply.)

- River / Stream                       Non-Tidal Wetland                       Lake / Reservoir / Pond  
 Estuary or Tidal Wetland                       Other                       Pacific Ocean

Waterbody or Wetland Name**	River Mile	Watershed	Island
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### C. Indicate the project category. (Check all that apply.)

- Commercial Development                       Industrial Development                       Residential Development  
 Institutional Development                       Agricultural                       Recreational  
 Transportation                       Restoration                       Bank Stabilization  
 Dredging                       Utility lines                       Survey or Sampling  
 In- or Over-Water Structure                       Maintenance                       Other:

\* In decimal format (e.g., 44.9399, -123.0283)

\*\* If there is no official name for the wetland or waterway, create a unique name (such as "Wetland 1" or "Tributary A").

### **(3) PROJECT PURPOSE AND NEED**

Provide a statement of the purpose and need for the overall project.

### **(4) DESCRIPTION OF RESOURCES IN PROJECT AREA**

A. Describe the existing physical and biological characteristics of each wetland or waterway. Reference the wetland and waters delineation report if one is available. Include the list of items provided in the instructions. Submit the biological survey with the application if one has been completed.

B. Describe the existing navigation, fishing and recreational use of the waterway or wetland.

### **(5) PROJECT SPECIFIC CRITERIA AND ALTERNATIVES ANALYSIS**

Describe project-specific criteria necessary to achieve the project purpose. Describe alternative sites and project designs that were considered to avoid or minimize impacts to the waterway or wetland.

**(6) PROJECT DESCRIPTION**

**A. Briefly summarize the overall project including work in areas both in and outside of waters or wetlands.**

**B. Describe work within waters and wetlands.**

**C. Construction Methods including any temporary work required, equipment/materials necessary, staging/access locations, location of stockpiles. Describe best management practices i.e. how the activities will be accomplished while minimizing impacts to waters and/or wetlands.**

**D. Describe source of fill material and disposal locations if known.**

**(6) PROJECT DESCRIPTION**

**E. Construction sequence and timeline.**

What is the estimated project start date?

What is the estimated project completion date?

Is any of the work underway or already complete?  Yes  No  
 If yes, describe.

**F. Fill Volumes and Dimensions** (if more than 4 impact sites, include a summary table as an attachment)

Wetland / Waterbody Name *	Fill Dimensions					Duration of Impact**	Material***
	Length (ft.)	Width (ft.)	Depth (ft.)	Area (sq.ft. or ac.)	Volume (c.y.)		

**G. Total Fill Volumes and Dimensions**

Fill Impacts to Waters	Length (ft.)	Area (sq. ft or ac.)	Volume (c.y.)
Total Fill to Wetlands			
Total Fill Below Ordinary High Water			
Total Fill Below High Tide Line			
Total Fill Below Mean High Water Tidal Elevation			

**H. Removal Volumes and Dimensions** (if more than 4 impact sites, include a summary table as an attachment)

Wetland / Waterbody Name*	Removal Dimensions					Duration of Impact**	Material***
	Length (ft.)	Width (ft.)	Depth (ft.)	Area (sq. ft. or ac.)	Volume (c.y.)		

**I. Dredging Volumes and Dimensions**

Dredging Impacts to Waters	Length (ft.)	Depth (ft.)	Width (ft.)	Volume (c.y.)
Total Dredging Seaward of Mean High Water Tidal Elevation				

\* If there is no official name for the wetland or waterway, create a unique name (such as "Wetland 1" or "Tributary A").  
 \*\* Indicate the days, months or years the fill or removal will remain. Enter "permanent" if applicable.  
 \*\*\* Example: soil, gravel, wood, concrete, pilings, rock etc.  
 \*\*\*\*If the High Tide Line is not observable in the field, the Mean Higher High Water Elevation may be acceptable.

(7) ADDITIONAL INFORMATION			
Are there any federally listed species under the Endangered Species Act on the project site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Is the project site within designated or proposed critical habitat identified under the Endangered Species Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Is the project site within the 100-year floodplain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
<b>* If yes to listed species or critical habitat, submit a biological assessment with application if one has been prepared or explain in Block 4 and describe measures to minimize adverse effects to these resources in Block 5.</b>			
Is the project site within a State or Federal marine managed area? (i.e. Marine Life Conservation Dist., Wildlife Sanctuary, or Fishery Management Area, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Will the overall project involve construction dewatering or ground disturbance of one acre or more? <b>* If yes, you may need an NPDES permit.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Is the fill or dredged material a carrier of contaminants from on-site or off- site spills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Has the fill or dredged material been physically and/or chemically tested?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
<b>*If yes, explain in Block 4 and provide references to any physical/chemical testing report(s).</b>			
Are there known Cultural Resources in the project area? Has coordination with the State Historic Preservation Division occurred (or 6E completed)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
<b>* If yes, provide a copy of any surveys and/or 6E with this application.</b>			
Identify any other federal agency that is funding, authorizing or implementing the project.			
Agency Name	Contact Name	Phone Number	Most Recent Date of Contact
List other certificates or approvals/denials required or received from other federal, state or local agencies for work described in this application. For example, certain activities that require a Department of Army permit also require 401 Water Quality Certification.			
Approving Agency	Certificate/ approval / denial description	Date Applied	
Other U.S. Army Corps of Engineers (Corps) Actions associated with this site? (Check all that apply)			
<input type="checkbox"/> Work proposed on or over lands owned by or leased from the Corps			
Other Corps Permits	Corps #		
<input type="checkbox"/> Violation for Unauthorized Activity	Corps #		
<input type="checkbox"/> Wetland and Waters Delineation	Corps #		
<input type="checkbox"/> A wetland / waters delineation has been completed (if so, provide a copy with the application)			
<input type="checkbox"/> The Corps has approved the wetland / waters delineation within the last 5 years			

**(8) IMPACTS, RESTORATION/REHABILITATION, COMPENSATORY MITIGATION**

**A. Describe unavoidable environmental impacts that are likely to result from the proposed project. Include permanent, temporary, direct, and indirect impacts.**

**B. For temporary removal or fill or disturbance of vegetation in waterways, wetlands or riparian (i.e., streamside) areas, discuss how the site will be restored after construction.**

**Compensatory Mitigation**

Permittee-  
responsible Onsite  
Mitigation

Permittee-  
responsible Offsite  
mitigation

**D. Provide a brief description of mitigation approach and the rationale for choosing that approach. If you believe mitigation should not be required, explain why.**

**(9) ADJACENT PROPERTY OWNERS FOR PROJECT AND MITIGATION SITE**

<p>Pre-printed mailing labels <input type="checkbox"/> of adjacent property owners attached</p>	<p>Project Site Adjacent Property Owners</p>	<p>Mitigation Site Adjacent Property Owners</p>
-----------------------------------------------------------------------------------------------------	----------------------------------------------	-------------------------------------------------

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

Contact Name  
Address 1  
Address 2  
City, State ZIP Code

**(10) List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.**

<u>Agency</u>	<u>Approval Type</u>	<u>Number</u>	<u>Date Applied</u>	<u>Date Approved</u>	<u>Date Denied</u>

**(11) SIGNATURES**

*Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities. I hereby authorize the person identified in the authorized agent block below to act in my behalf as my agent in the processing of this application and to furnish supplemental information in support of this permit application. I understand that the granting of other permits by local, county, state or federal agencies does not release me from the requirement of obtaining the permits requested before commencing the project.*

**Applicant Signature**

Print Name	Title
Signature	Date

**Authorized Agent Signature**

Print Name	Title
Signature	Date

**Landowner Signature(s)**

**Landowner of the Project Site (if different from applicant)**

Print Name	Title
Signature	Date

**Landowner of the Mitigation Site (if different from applicant)**

Print Name	Title
Signature	Date



**(12) ATTACHMENTS**

**Drawings (items in bold are required)**

**Location map with roads identified**

**U.S.G.S topographic map**

**Tax lot map**

**Site plan(s)**

**Cross section drawing(s)**

**Recent aerial photo**

Project photos

Erosion and Pollution Control Plan(s), if applicable

Pre-printed labels for adjacent property owners (Required if more than 5)

Restoration plan or rehabilitation plan for temporary impacts

Alternatives analysis

Biological assessment (if requested by Corps project manager during pre-application coordination.)

Other:

# INSTRUCTIONS FOR PREPARING THE PERMIT APPLICATION

## General Instructions and Tips

- Provide the information in the appropriate blocks of the application form. If you need more space, provide a summary in the space provided and attach additional detail as an appendix to the application.
- Not all items on the application form will apply to all projects.
- For most applications, binding and section dividers are not necessary and require additional handling.

The information requested on the form is necessary for the agency to begin the review. For complex projects or for those that may have more than minimal impacts, additional information may be necessary to complete the evaluation and make a permit decision. Alternative forms of permit applications may be acceptable; contact the Corps for more information.

## Section 1. Applicant and Landowner Contact information

Applicant: The applicant is the responsible party. If the applicant is an agency, business entity or other organization, indicate the name of the organization and a person that has the authority to sign the application.

Authorized Agent: An authorized agent is someone who has permission from the applicant to represent their interests and supply information to the agencies. An agent can be a consultant, an attorney, builder, contractor, or any other person or organization. An authorized agent is optional.

Landowner: Provide landowner information if different from the applicant. The landowner must also sign the application.

## Section 2. Project Information

Provide location information. Latitude and longitude can be found by zooming in to your respective project location and reading off the coordinates displayed on the bottom of the map on Google earth.

Provide information on wetlands and waterways within the project area. Indicate the category of activities that make up your project.

## Section 3. Project Purpose and Need

Explain the purpose and need for the project. Also include a brief description of any related activities needed to accomplish the project objectives.

## Section 4. Description of Resources in Project Area

For each wetland, include:

- Whether the wetland is freshwater or tidal, and the [Cowardin class](#) and [Hydrogeomorphic \(HGM\) class](#).
- Source of hydrology and direction of flow (if any).
- Dominant plant species by layer (herb, shrub, tree).
- Refer to wetland delineation report if available, and provide copies to the agency (if not previously provided).
- Describe existing uses, including fish and wildlife use (type, abundance, period of use, significance of site).

For rivers, streams, other waterways, lakes and ponds, include a description of, as applicable:

- Streamflow regime (e.g., perennial year-round flow, intermittent seasonal flow, ephemeral event-driven flow). If flow is ephemeral, provide a stream flow assessment or other information that supports your determination.
- Field indicators used to identify the Ordinary High Water Mark (OHWM).
- Channel and bank conditions.
- Type and condition of riparian (streamside) vegetation.
- Channel morphology (structure and shape).
- Stream substrate.
- Assessment of the functional attributes including hydrologic, geomorphic, biological and chemical and nutrient related functions.
- Fish and wildlife (type, abundance, period of use, significance of site).

## **Section 5. Alternatives to Avoid and Minimize Impacts to Waters**

Provide a brief explanation describing how impacts to waters and wetlands are being avoided and minimized on the project site. The alternatives analysis must include:

- Project-specific criteria that are needed to accomplish the stated project purpose.
- A range of alternative sites and designs that were considered with less impact.
- An evaluation of each alternative site and design against the project criteria and a reason for why the alternative was not chosen.
- If the project involves fill in an estuary for a non-water dependent use, a description of Alternative non- estuarine sites must be included.

## **Section 6. Project Description**

Overall Description. Provide a brief description of the overall project, including:

- All associated work with the project both outside and within waters or wetlands.
- Include both temporary and permanent work.
- Total ground disturbance for all associated work (i.e., area and volume of ground disturbance).
- Total area of impervious surfaces created or modified by the project, if applicable.

Work within Waters and Wetlands. Provide a description of the proposed work within waters and wetlands, including:

- Each removal or fill activity proposed in waters or wetlands, as well as any construction or maintenance of in-water or over-water structures.
- The number and dimensions of in-water or over-water structures (i.e., pilings, floating docks) proposed within waters or wetlands.

Fill Material and Disposal. Provide a description of fill material and procedure for disposal of removed material, including:

- The source(s) of fill materials (if known).
- Locations for disposal area(s) for dredged material, if applicable. 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.

Construction Methods. Describe how the removal and/or fill activities will be accomplished including the following:

- Construction methods, equipment to be used, access and staging areas, etc.
- Measures you will use during construction to minimize impacts to the waterway or wetland. Examples may include isolating work areas, controlling construction access and using specialized equipment or materials. Attach work area isolation and/or erosion and pollution control plans, if applicable.

Construction Timing. Provide the proposed start and completion date for the project. Describe project work that is already complete, if applicable.

Summary of removal and fill activities. Summarize the dimensions, volume and type/composition of material being placed or removed in each waterbody or wetland. Describe each impact on a separate row. For instance, if two culverts are being removed from Clear Creek, use two rows. Add extra rows if needed, or include an attachment.

## **Section 7. Additional Information**

Any additional information you provide helps the reviewer(s) understand your project and the other approvals or reviews that may be required. Is the project located within any of the following:

Wetlands, mudflats, vegetated shallows/seagrass beds, coral reefs, riffle and pool complexes?

## **Section 8. Site Restoration/Rehabilitation and Compensatory Mitigation**

Site Restoration/Rehabilitation. For temporary disturbance of soils and/or vegetation in waterways, wetlands or riparian (streamside) areas, discuss how you will restore the site after construction. This may include the following:

- Grading plans to restore pre-existing elevations.
- Planting plans and species list (native species only) to replace vegetation in riparian or wetland areas.
- Maintenance and monitoring plans to document restoration to wetland condition and/or vegetation establishment.
- Associated erosion control for site stabilization.

Compensatory Mitigation. Describe your proposed compensatory mitigation approach, or explain why you believe compensatory mitigation is not required. If proposing permittee-responsible mitigation for permanent impact to wetlands, see 33 CFR 332.4(c) for plan requirements. For permanent impact to waters other than wetlands, 33 CFR 332.4(c) for plan requirements.

## **Section 9. Adjacent Property Owners for Impact and Mitigation Site(s)**

Names and addresses for properties that are adjacent to the project site and permittee responsible mitigation site (if applicable), are required. "Adjacent" means those properties that share or touch upon a common property line or are across the street or stream. If more than 5, attach pre-printed labels.

## **Section 10. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.**

## **Section 11. Signatures**

The application must be signed by the responsible party, landowner and agent, as identified in section 1.

## **Section 12: Attachments**

Project Drawings. A complete application must include a location map, site plan, cross-section drawings and recent aerial photo (See examples). All drawings should be clear, legible and formatted for 8.5 by 11 printing. Larger drawings may be submitted in addition to the 8.5 by 11 size. Use the fewest number of sheets necessary for your drawings or illustrations. While illustrations need not be professionally prepared, they should be clear, accurate, and contain all necessary information, as follows:

Location maps (with subject property identified):

- Location map with roads identified
- U.S.G.S. Topographic map
- Tax lot map (with subject tax lot(s) identified)

Site plan(s), including:

- Entire project site and activity areas
- Existing and proposed contours
- Location of ordinary high water, wetland boundaries or other jurisdictional boundaries (include wetland delineation report if not previously provided)
- Identification of temporary and permanent impact areas within waterways or wetlands
- Map scale or dimensions and north arrow
- Location of staging areas and construction access
- Location of cross section(s), as applicable
- Location of mitigation area, if applicable

Cross section drawing(s), including:

- Existing and proposed elevations
- Identification of temporary and permanent impact areas within waterways or wetlands
- Ordinary high water and/or wetland boundary or other jurisdictional boundaries
- Map scale or dimensions

Recent Aerial photo

- 1:200, or if not available for your site, highest resolution possible.