

Letter of Permission (LOP) Application Checklist
US Army Corps of Engineers
Savannah District

This checklist is to assist you in submitting complete and proper information. Please keep in mind that this is not an exhaustive list. Each project has unique components and **more or less information may be required** by the project manager to complete the LOP review process on any given project. However, this list contains information typically necessary for this office to process an LOP. We appreciate your cooperation in providing this information at the time of your request. Failure to provide this information may delay our response to you. Please also provide an electronic submittal (Compact Disc) of your application in Microsoft Word format.

1. ___ **Jurisdictional Determination (JD) request** including either a Preliminary JD (PJD) request, an Expanded Preliminary JD (EPJD) request or an Approved JD (AJD) request. Refer to the information required in the PJD checklist, EPJD checklist or AJD checklist. If you have already received a verified JD from the US Army Corps of Engineers (USACE), provide the USACE project number. Provide a copy of the verified JD and all associated exhibits. Note: Exhibits to be provided should include those displayed in the PJD, EPJD or AJD example.
2. ___ **A completed CESAS Form 19**, titled “JOINT APPLICATION FOR A DEPARTMENT OF THE ARMY, CORPS OF ENGINEERS PERMIT, STATE OF GEORGIA MARSHLAND PROTECTION PERMIT, REVOCABLE LICENSE AGREEMENT AND REQUEST FOR WATER QUALITY CERTIFICATION AS APPLICABLE” available at:
<http://www.sas.usace.army.mil/regulatory/permits.html>. If you do not have a sufficient amount of space on the form, attach a supplemental sheet(s) and refer to the applicable letter for which you are providing further information. This form must be filled out completely and include all contact information and written permission (signature) from the property owner or the owner’s legal representative for USACE personnel to access the property.
 - a. ___ **Name, address, and phone number** of applicant, current property owner(s), and agent/consultant (if applicable).
 - b. ___ **Confirmation** of property ownership. Provide copies under which you claim title to the property. If the applicant is not the owner of the property, provide a copy of the owner’s deed and written permission from the owner to carry out the project on the land. If the deed references a specific plat, it must also be included.
 - c. ___ **Coordinates** of center of property or review area in **decimal degrees** (xx.xxxx°N, -xx.xxxx°W format). Linear projects should also include decimal degrees location of the start and end of the review/project area.
 - d. ___ **Location** of property or review area (road names, cross streets, nearest town, City, County, etc). Note: you do not need to provide the “**Military District**” in this section. Also, the “**Approximate elevation of lot**” can be determined by using the US Geological Survey Topographic Map available at:
[http://store.usgs.gov/b2c_usgs/b2c/start/\(xcm=r3standardpitrex_prd\)/.do](http://store.usgs.gov/b2c_usgs/b2c/start/(xcm=r3standardpitrex_prd)/.do)
 - e. ___ **Size** of property or review area in acres.
 - f. ___ **Name of nearest named waterbody** (stream/river/lake) to which the property or review area is hydrologically connected, closest TNW, name and number of drainage basin (if the property is connected to an unnamed tributary, then specify the nearest named waterbody, e.g. unnamed tributary to Savannah River), if not identified in PJD, EPJD or AJD submittal.
 - g. ___ **Signature** of applicant and agent plus a statement designating agent’s authority to represent the applicant.

- h. ___ **Project impacts** - A complete description of the acreage of wetland impacts, linear feet of stream impacts and/or any other impacts to waters of the US from the proposed activity including its intended purpose and use; a brief description of the type of structures – piles, fills and dimensions. This description needs to describe the amounts and types of impacts to waters of the US (e.g. filling, conversion of forested wetland to maintained herbaceous wetland, clearing, etc) and also include: the distance of the project extending beyond Mean Low Water (MLW) into the waterway, the total widths from MLW to MLW, the distance from each adjacent dock located upstream and downstream of the proposed structure.
- i. ___ **Proposed Use** for the project (e.g. private, public, commercial, other).
- j. ___ **Adjacent Property Owners** provide names and addresses of adjacent property owners/lessees whose property may be affected by the proposed activity. In addition, please complete and sign the “Adjoining Property Owners Notification Forms” and provide the completed copies of the adjacent property owner notification form, if for some reason the adjacent owners do not respond, please provide this office with a copy of a “Proof of Mailing”. A copy of the adjacent property owner notification form can be obtained at:
<http://crd.dnr.state.ga.us/Assets/Documents/IP%20App.%20Woodward%20Williams.pdf>
- k. ___ **Scheduling of the activity.** Provide a description of each type of impacts to waters of the US and a proposed timeline for each activity (e.g. proposed start date, proposed completion date).
- l. ___ **Status of project site work** (e.g. is any portion of the work for which authorization sought now complete, if so, include completed work on site plans/drawings; indicate date work began and was completed; if not complete, indicate percentage of work completed; if work was authorized by USACE permit or verification letter, provide USACE project number and project description for authorized impacts and compensatory mitigation).
- m. ___ **Status** of additional permits, approvals, certifications or documentations required.
 - i. ___ **Coastal Zone Management Consistency**
 - ii. ___ **Coastal Marshlands Protection Act**
 - iii. ___ **Water Quality Certification (if applicable)**
 - iv. ___ **Stream Buffer Variance Application**
 - v. ___ **Water Quality Management Plan (if applicable)**
 - vi. ___ **Land Disturbance Permits (if applicable)**
 - vii. ___ **Any other required permits, approvals, certifications, or documentation**
- n. ___ **Denials** of additional permits, approvals, certifications or documentations (e.g. has any agency denied approval for the activity described herein or for any activity directly related to the activity described herein? If yes, explain).
- o. ___ **Discharge of Dredge and/or Fill Material and Bulkhead installation**
 - i. ___ **Type of material** to be dredged or used as fill.
 - ii. ___ **Composition of material** to be dredged or used as fill.
 - iii. ___ **Quantity of material** to be dredged or used as fill in cubic yards.
 - iv. ___ **Method of dredging** (if applicable).
 - v. ___ **Plans and location** for disposal of the dredged material (if applicable).
 - vi. ___ **Location(s) of the discharge site(s).**
 - vii. ___ **Source** of the fill material.
 - viii. ___ **Method** of discharging material.
 - ix. ___ **Method** of transportation of dredged material (if applicable).
 - x. ___ **Proposed use of fill area(s)**, including specific structures to be erected on fill area or platform.
 - xi. ___ **Type of construction equipment to be used**

- p. ___ **Description of Avoidance, Minimization and Compensation:** Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also, provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts. Further clarification must be provided.
- q. ___ **Water Quality Certification:** In some cases, Federal law requires that a Water Quality Certification from the State of Georgia be obtained prior to issuance of a Federal license or permit. Applicability of this requirement to any specific project is determined by the permitting Federal agency. The information requested below is generally sufficient for the Georgia Environmental Protection Division to issue such a certification if required. Any item, which is not applicable to a specific project, should be so marked. Additional information will be requested if needed.
- a. Please submit the following:
1. A plan showing the location and size of any facility, existing or proposed, for handling any sanitary or industrial waste waters generally on your property.
 2. A plan of the existing or proposed project and your adjacent property for which permits are being requested.
 3. A plan showing the location of all points where petro-chemical products (gasoline, oils, cleaners) used and stored. Any aboveground storage areas must be diked, and there should be no storm drain catch basins within the dike areas. All valving arrangements on any petro-chemical transfer lines should be shown.
 4. A contingency plan delineating action to be taken by you in the event of spillage of petro-chemical products or other materials from your operation.
 5. Plan and profile drawings showing limits of areas to be dredged, areas to be used for placement of spoil, locations of any dikes to be constructed showing locations of any weir(s), and typical cross sections of the dikes.
- b. Please provide the following statements:
1. A statement that all activities will be performed in a manner to minimize turbidity in the stream. Identify and provide a description of all minimization measures taken associated with the proposed project.
 2. A statement that there will be no oils or other pollutants released from the proposed activities which will reach the stream.
 3. A statement that all work performed during construction will be done in a manner to prevent interference with any legitimate water uses.

- r. ___ Signature of applicant verifying that: Application is hereby made for a permit or permits to authorize the activities described herein; Water Quality Certification from the Georgia Environmental Protection Division is also requested if needed. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.
3. ___ **Public Interest Review Factors.** Provide a detailed description of how your proposed project would have a direct and indirect/secondary affect on each of the factors listed below. Your description should discuss whether your proposed project would have: no effect; a negligible effect; an undetermined effect; a minor adverse effect; a major adverse effect; a minor beneficial effect; or a major beneficial effect. For each designation, explain the rationale to support your findings.
- a. ___ Economics/Social
 - b. ___ Education/Scientific
 - c. ___ Aesthetics
 - d. ___ Food-Fiber Production
 - e. ___ Historical/Architectural/Archaeological
 - f. ___ Recreation
 - g. ___ Land Use
 - h. ___ Mineral Resources
 - i. ___ Soil Conservation
 - j. ___ Water Supply Conservation
 - k. ___ Water Quality
 - l. ___ Air Quality
 - m. ___ Noise Levels
 - n. ___ Energy Needs
 - o. ___ National Security
 - p. ___ Navigation
 - q. ___ Shoreline Erosion Accretion
 - r. ___ Flood Hazards
 - s. ___ Flood Plain
 - t. ___ Wetlands
 - u. ___ Refuges
 - v. ___ Fish
 - w. ___ Wildlife
 - x. ___ Food Chain Organisms
 - y. ___ Shellfish Production
 - z. ___ Threatened and Endangered Species
 - aa. ___ General Environmental Concerns
 - bb. ___ Property Ownership
 - cc. ___ Mineral Needs
 - dd. ___ Other
4. ___ **Required Drawings** – Must submit at least one black and white copy of all drawings on 8½” X 11” paper in order for drawings to be legible and reproducible. Color drawings and larger drawings may also be provided and are encouraged to provide clarification. All drawings must also include: scale, north arrow, title block with date, property name, drawing number/preparer, revision dates, roads and waterway names and project/property boundaries.

- a. ___ **Plan View Exhibit(s)** (e.g. the proposed project should be drawn on a plat of the property; existing bank lines; mean high water lines (MHW) and mean low water lines on both sides of the channel and the distances between MHW to MHW and MLW to MLW (or marsh to marsh if no water at low tide if the activity is in a tidal waters; marshline indicating areas covered with vegetation and areas of non-vegetated mud-flat; property lines on the upland and their respective distances from the center of the proposed walkway; property lines extended into channel and their respective distances from the edges of the proposed dock; water depths around the activity; dimensions of the activity and distance it extends from the high and low water lines into the waterbody; location of existing structures, if any, in navigable waters in the immediate vicinity of the proposed activity, including structures located on the adjacent properties; ordinary high water lines in non-tidal waters; boundaries of wetlands and/or streams; acreage of wetland and/or linear footage of stream impacted by the proposed project, etc.); label which part is existing and which part is being proposed if the activity is a modification; label total square footage of proposed project; include additional construction drawings as needed to clearly depict the proposed project and how the project would be completed. Walkways, decks, and bridges show the typical height above marsh vegetation, and height above any waters.
 - b. ___ **Profile View Exhibit(s)** (e.g. A cross-section view of the project using the same water elevations as the Site Plan View; the distance between pilings, number of pilings, and types of material used; for boardwalks (walkways, decks, etc.) and bridges, show typical cross sections with arrangement of posts/beams/decking, height about marsh vegetation or mud flat and height above water.
5. ___ **Photographs** should be representative of the site and may include pictures of the wetlands, soils, tributaries, and/or waterways on the site. *Photographs will help in determining the need for a site visit, if not identified in EPJD or AJD submittal.*
6. ___ **Maps** which must include: scale, north arrow, title block with date, property name, drawing number/preparer, revision dates, roads and waterway names and project/property boundaries. *If these maps are not submitted as part of the PJD, EPJD or AJD, the maps in this section must be provided with this submittal.*
- a. ___ **Vicinity/Location Map** including exact location of the property or review area. It should include the nearest intersection of two state highways or other identifiable reference points. A USGS quadrangle map and/or street atlas is preferred.
 - b. ___ **Aerial Map** with property or review area limits and wetland/waters sketch including date of photo, available at: <http://earth.google.com/>.
 - c. ___ **US Geological Survey Topographic Map** including quadrangle name and date, available at: [http://store.usgs.gov/b2c_usgs/b2c/start/\(xcm=r3standardpitrex_prd\)/do](http://store.usgs.gov/b2c_usgs/b2c/start/(xcm=r3standardpitrex_prd)/do).
 - d. ___ **National Wetlands Inventory (NWI) Map**, available at: <http://www.fws.gov/wetlands/Data/Mapper.html>.
7. ___ **Savannah District Required Items to Include for the Expedited Review of your Project**
- a. ___ **A completed and signed copy of the State of Georgia Revocable License Request**, if the project would be located within State of Georgia regulated tidal waters, or confirmation from the Georgia Department of Natural Resources, Coastal Resources Division (Georgia CRD) that a revocable license is not required. *Note: For a project that would impact waters regulated by the USACE and by the Georgia CRD, in one of the 11 coastal counties, a completed copy of the "State of Georgia Revocable License Request" form must be attached to the application, or written confirmation from Georgia CRD that a Revocable License is not required. For any project requiring a Revocable License, a copy of the LOP application must also be submitted to Georgia CRD. <http://crd.dnr.state.ga.us/>. A copy of the State of Georgia Revocable License Request form can be obtained at: <http://crd.dnr.state.ga.us/Assets/Documents/IP%20App.%20Woodward%20Williams.pdf>*

- b. ___ **Water Quality Management Plan Statement** (A statement regarding whether the city, county or state requires a water quality management plan for the project site prior to construction, if necessary). *Note: For a project that would impact waters regulated by the USACE and by the Georgia Environmental Protection Division (Georgia EPD), a Section 401 Water Quality Certification will be required from Georgia EPD. Therefore, a copy of the LOP application must also be submitted to Georgia EPD. <http://epd.dnr.state.ga.us/>*
- c. ___ **Deed or Other Instrument of Title or Permission and Property Plat:** Provide a copy of the warranty deed or other legal instrument under which you claim title to the property and a plat of the project area. If the applicant is not the owner of the property, provide a copy of the owner's deed and written permission from the owner to carry out the project on his/her land. If the deed references a specific plat, it must also be included.

Questions can be directed to the following:

Coastal Branch: Kim Garvey at (912) 652-5133 or Kimberly.L.Garvey@usace.army.mil

Piedmont Branch: Alan Miller at (678) 422-2729 or Alan.Miller@usace.army.mil