

US ARMY CORPS OF ENGINEERS, SAVANNAH DISTRICT  
INDIVIDUAL PERMIT CHECKLIST

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 Individual Permit (IP) review process on any given project. However, this list contains information typically necessary for this office to process an IP. 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 an Expanded Preliminary JD (EPJD) request or an Approved JD (AJD) request. Refer to the information required in the 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 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 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. This description needs to describe the amounts and types of wetland impacts, stream impacts and/or any other 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 on pre-typed address labels. In addition, please complete 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”.
- 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. \_\_\_ **Section 401 Water Quality Certification**
  - ii. \_\_\_ **Coastal Zone Management Consistency**
  - iii. \_\_\_ **Coastal Marshlands Protection Act**
  - iv. \_\_\_ **Stream Buffer Variance Application**
  - v. \_\_\_ **NPDES Permit**
  - vi. \_\_\_ **Stormwater Management Plans**
  - vii. \_\_\_ **Floodplain Management Plans**
  - viii. \_\_\_ **Land Disturbance Permits**
  - ix. \_\_\_ **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 in Section 10 below.
- 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. \_\_\_ **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. \_\_\_ **Overall Site Exhibit(s)** (e.g. existing bank lines; mean high water and mean low water line if the activity is in a tidal waters; 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. \_\_\_ **Waters Fill Exhibit**
  - c. \_\_\_ **Elevation and/or Cross Section Drawings** (e.g. water elevation as shown on plan view drawing).
4. \_\_\_ **Photographs** should be representative of the site and may include pictures of the wetlands, soils, tributaries, etc... on the site. Photographs will help in determining the need for a site visit, if not identified in EPJD or AJD submittal.
5. \_\_\_ **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 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. \_\_\_ **Map of Wetlands and Other Waters, show all on-site ditches** and all wetlands within the associated relevant reach. Include data points taken, referencing a specific data form, location of photographs taken including direction of each representative photograph specific details, and features critical to your conclusion (e.g., culverts, berms, areas of sheetflow, stormdrain connections, impoundments).
  - c. \_\_\_ **Soils Map** available at: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>.
  - d. \_\_\_ **Aerial Map** with property or review area limits and wetland/waters sketch including date of photo, available at: <http://earth.google.com/>.
  - e. \_\_\_ **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).
  - f. \_\_\_ **Flood Plain Map**, available at: <http://msc.fema.gov>.

- g. \_\_\_ **National Wetlands Inventory (NWI) Map**, available at:  
<http://www.fws.gov/wetlands/Data/Mapper.html>.
  - h. \_\_\_ **Infra-red maps** (optional).
  - i. \_\_\_ **Engineering Surveys**, e.g. two foot or less topographic map of the site (optional).
  - j. \_\_\_ **LIDAR** is highly recommended where available and eases the review of a project including: desktop verification requests, re-verification requests and determining whether a site visit is necessary.
  - k. \_\_\_ **Verified GPS exhibits or surveys of jurisdictional waters on-site**. If not verified, an EPJD or AJD request in accordance with the requirements identified in the EPJD or AJD checklists.
  - l. \_\_\_ **Engineering Surveys**, e.g. two foot or less topographic map of the site (optional).
6. \_\_\_ **Additional Items for a Complete Application**
- a. \_\_\_ **Project name/Legal Property Description**. The name of the subdivision or project (e.g. Lakeview Subdivision, Joe's Country Store expansion).
  - b. \_\_\_ **Historic land use and existing conditions** of the proposed project site.
  - c. \_\_\_ **Description of each water of the US** located on the proposed project site and a description of any proposed impacts to waters of the US on the project site.
  - d. \_\_\_ **Past Actions** including JDs, Permits, etc with the Corps Action ID number.
  - e. \_\_\_ **Purpose** for the proposed activity/discharge (e.g. a detailed description of the proposed activity, a complete project purpose statement).
  - f. \_\_\_ **Need** for the proposed activity/discharge (e.g. an intended use and need for the proposed project based on type of project, locality).
7. \_\_\_ **Savannah District Required Items to Include for the Expedited Review of your Project**
- a. \_\_\_ **Distances** to or between the activity and nearby Federal projects (navigation channels, etc.); within 5 miles of any airports; sanctuaries and/or refuges, etc.). *Note: For a project that would impact waters regulated by the USACE within 5 miles of an airport or in the vicinity of a refuge or federal project, appropriate coordination and correspondence is required. All correspondence should provide supporting or objecting rationale from the agency responsible for regulating or authorizing the activity.*
  - b. \_\_\_ **A completed 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 IP application must also be submitted to Georgia CRD. <http://crd.dnr.state.ga.us/>*
  - c. \_\_\_ **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). *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 IP application must also be submitted to Georgia EPD. <http://epd.dnr.state.ga.us/>*

- d. \_\_\_ **Floodplain Management Statement** (A statement that the project would comply with any applicable Federal Emergency Management Agency (FEMA) approved state or local floodplain management requirements). *Note: For a project that would impact waters regulated by the USACE, appropriate coordination and correspondence is required with FEMA. Information regarding floodplain management can be found at: [www.fema.gov/](http://www.fema.gov/).*
- e. \_\_\_ **Georgia Stream Buffer Variance** attach a copy of your Stream Buffer Variance application or a copy of your cover letter being sent to the Georgia Department of Natural Resources, Environmental Protection Division (Georgia EPD), if applicable. *Note: For a project that would impact stream(s) subject to the jurisdiction of the Georgia EPD, a copy of the Stream Buffer Variance application form submitted to Georgia EPD must be attached to the application, or a copy of the letter sent to Georgia EPD requesting confirmation that a Stream Buffer Variance is not required for the project. <http://www.gaepd.org/>*
- f. \_\_\_ **Federally protected species** A minimum of a statement regarding the presence of threatened or endangered species (your narrative should include the name of the website checked, a website printout, and/or a survey report). *Note: For a project that would impact waters regulated by the USACE, appropriate coordination and correspondence is required with the US Fish and Wildlife Service in accordance with Section 7 of the Endangered Species Act. Information regarding federally protected species can be reviewed at the following website: [http://www.fws.gov/athens/endangered/counties\\_endangered.html](http://www.fws.gov/athens/endangered/counties_endangered.html)*
- g. \_\_\_ **Cultural, archaeological, and or historic resources** A minimum of a statement regarding the presence of cultural, archaeological, and or historic resources (your narrative should include the name of the website checked, a website printout, and/or a survey report). Information regarding cultural resources can be reviewed at the following websites: <http://www.nr.nps.gov/>, <http://www.nationalregisterofhistoricplaces.com/state.html> or <https://www.itos.uga.edu/nahrgis/>. *Note: For most IP's, a minimum of a Phase I cultural resources survey is required for the project site.*
- h. \_\_\_ **Mitigation plan.** A mitigation plan in accordance with the New Mitigation Rule (33 CFR 332) dated April 10, 2008, must be provided. This mitigation plan must adequately replace the lost functions and values of the waters of the US from the proposed project impacts. If the proposed mitigation plan is permittee responsible mitigation or in-lieu fee mitigation, a detailed analysis must be provided to demonstrate how the proposed mitigation is more appropriate than securing mitigation credits from a USACE-approved mitigation bank. If the proposed mitigation plan is to purchase compensatory mitigation credits from a USACE-approved mitigation bank, the applicant's preferred mitigation bank must be identified and an analysis in accordance with the "Savannah District, US Army Corps of Engineers, Regulatory Guidelines to Evaluate Proposed Mitigation Bank Credit Purchases in the State of Georgia" dated November 18, 2009, must be provided. Information regarding compensatory mitigation can be reviewed at the following websites: <http://www.sas.usace.army.mil/regulatory/compensatory.html> and <http://www.sas.usace.army.mil/regulatory/banking.html>. *Note: The March 2004 version of our SOP is currently being revised. Upon completion of the revision, our new SOP will be required for use for all IP application submittals.*
- i. \_\_\_ **Proximity of the project site to any 303(d) listed streams.** Information regarding 303(d) listed stream channels can be reviewed at the following website: [www.epa.gov/surf/](http://www.epa.gov/surf/).
- j. \_\_\_ **Proximity of the project site to any trout streams.** Information regarding trout streams can be reviewed at the following website: [www.dnr.state.ga.us](http://www.dnr.state.ga.us).
- k. \_\_\_ **US Environmental Protection Agency Priority Watershed** Information regarding Priority Watersheds can be found at the following website: <http://www.epa.gov/region4/water/watersheds/priority.html>

1.  **Project phasing** Will the project be phased (additional wetland/stream impacts in the future)?  
If phasing is associated with the proposed project, a master plan for the development needs to be included to identify the total amount of impacts to waters of the US.
8.  **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
9.  **Standalone 404(b)(1) analysis.** Complete a draft 404(b)(1) analysis for your proposed project, which is available at: <http://www.sas.usace.army.mil/regulatory/regulatory.html>.

10. \_\_\_ **Culverts in streams and/or wetlands** the following information should be provided in your project description if culverts are proposed.
- a. \_\_\_ Culvert type
  - b. \_\_\_ Culvert size
  - c. \_\_\_ Depth to which culvert will be embedded
  - d. \_\_\_ Culvert design, if multi-barreled; and
  - e. \_\_\_ Floodplain culverting, if required

Questions can be directed to the following offices:

Coastal Branch - (800)-448-2402

Piedmont Branch - (678) 422-2735