

Complete Application Requirements

Fall 2010 Consultant Workshop



US Army Corps of Engineers
BUILDING STRONG®

Applicable Regulations For Complete Application Requirements

- 33 CFR Part 325.1(d)
- 33 CFR Part 325.3
- 33 CFR Part 332.4(b)(1)



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

INSTRUCTIONS FOR SUBMITTING APPLICATION:

Every Applicant is Responsible to Complete The Permit Application and Submit as Follows: One copy each of application, location map, drawings, copy of deed and any other supporting information to addresses 1, 2, and 3 below. If water quality certification is required, send only application, location map and drawing to address No. 4.

1. For Department of the Army Permit, mail to: Commander, Savannah District, US Army Corps of Engineers, ATTN: CESAS-RD, 100 W. Oglethorpe Avenue, Savannah, Georgia 31401-3640. Phone (912) 652-5347 and/or toll free, Nationwide 1-800-448-2402.
2. For State Permit - State of Georgia (six coastal counties only) mail to: Habitat Management Program, Coastal Resources Division, Georgia Department of Natural Resources, 1 Conservation Way, Brunswick, Georgia 31523. Phone (912) 264-7218.
3. For Revocable License - State of Georgia (six coastal counties plus Effingham, Long, Wayne, Brantley and Charlton counties only) - Request must have State of Georgia's assent or a waiver authorizing the use of State owned lands. All applications for dock permits in the coastal counties or for docks located in tidally influenced waters in the counties listed above need to be submitted to Real Estate Unit. In addition to instructions above, you must send two signed form letters regarding revocable license agreement to: Ecological Services Coastal Resources Division, Georgia Department of Natural Resources, 1 Conservation Way, Brunswick, Georgia 31523. Phone (912) 264-7218.
4. For Water Quality Certification State of Georgia, mail to: Water Protection Branch, Environmental Protection Division, Georgia Department of Natural Resources, 4220 International Parkway, Suite 101, Atlanta, Georgia 30354 (404) 675-1631.

The application must be signed by the person authorized to undertake the proposed activity. The applicant must be the owner of the property or be the lessee or have the authority to perform the activity requested. Evidence of the above may be furnished by copy of the deed or other instrument as may be appropriate. The application may be signed by a duly authorized agent if accompanied by a statement from the applicant designating the agent. See item 6, page 2.

1. Application No. _____
2. Date _____
3. For Official Use Only _____
4. Name and address of applicant. _____
5. Location where the proposed activity exists or will occur.

Lat. _____	Long. _____	
_____	_____	_____
County	Military District	In City or Town
_____	_____	_____
Near City or Town	Subdivision	Lot No.
_____	_____	_____
Lot Size	Approximate Elevation of Lo	State
_____	_____	_____
Name of Waterway	Name of Nearest Creek, River, Sound, Bay or Hammock	
_____	_____	



NG STRONG®

33 CFR Part 325.1(d)

Content of Complete Application

- Applicant Contact Information:
 - ▶ Name
 - ▶ Address
 - ▶ Phone Number
 - ▶ Email



33 CFR Part 325.1(d)

Content of Complete Application

- Location of proposed project:
 - ▶ Accurate Latitude/Longitude (decimal degrees)
 - ▶ Physical address location
 - ▶ Direction and distance from nearest roadway/intersection
 - ▶ Direction and distance from nearest city



6. Name, address and title of applicant's authorized agent for permit application coordination.

Consultant Contact Info Goes Here!

Statement of Authorization: I hereby designate and authorize the above named person to act in my behalf as my agent in the processing of this permit application and to furnish, upon request, supplemental information in support of this application.

Signature of Applicant

Date

7. Describe the proposed activity, its purpose and intended use, including a description of the type of structures, if any to be erected on fills, piles, of float-supported platforms, and the type, composition and quantity of materials to be discharged or dumped and means of conveyance. If more space is needed, use remarks section on page 4 or add a supplemental sheet. (See Part III of the Guide for additional information required for certain activities.)

8. Proposed use: Private _____ Public _____ Commercial _____ Other _____ (Explain)

9. Names and addresses of adjoining property owners whose property also adjoins the waterway.

10. Date activity is proposed to commence. _____

Date activity is expected to be completed. _____

11. Is any portion of the activity for which authorization is sought now complete __Y__N

- a. If answer is "Yes", give reasons in the remarks in the remarks section.
Indicate the existing work on the drawings.

6. Name, address and title of applicant's authorized agent for permit application coordination.

Statement of Authorization: I hereby designate and authorize the above named person to act in my behalf as my agent in the processing of this permit application and to furnish, upon request, supplemental information in support of this application.

Signature of Applicant

Date

7. Describe the proposed activity, its purpose and intended use, including a description of the type of structures, if any to be erected on fills, piles, of float-supported platforms, and the type, composition and quantity of materials to be discharged or dumped and means of conveyance. If more space is needed, use remarks section on page 4 or add a supplemental sheet. (See Part III of the Guide for additional information required for certain activities.)



Provide brief description of project

8. Proposed use: Private _____ Public _____ Commercial _____ Other _____ (Explain)

9. Names and addresses of adjoining property owners whose property also adjoins the waterway.

10. Date activity is proposed to commence. _____

Date activity is expected to be completed. _____

11. Is any portion of the activity for which authorization is sought now complete __Y__N

- a. If answer is "Yes", give reasons in the remarks in the remarks section.
Indicate the existing work on the drawings.

33 CFR Part 325.1(d)

Content of Complete Application

- A brief description of the proposed activity
- Purpose and Need
 - ▶ Information on previously filled waters of the US
- Description of the type of structures
 - ▶ Constructed on fills or piles
 - ▶ Constructed on floating platforms
- Description of dredged or fill material
 - ▶ Type
 - ▶ Composition
 - ▶ Quantity
- Include drawings, sketches, and plans



Content of Complete App. (Cont.)



- For proposed dredging/fill activities:
 - ▶ Type of material
 - ▶ Composition
 - ▶ Quantity
 - ▶ Method of dredging/fill
 - ▶ Site and plans for disposal of dredged and/or fill material
 - ▶ Location of disposal site
 - ▶ Method of transportation



33 CFR Part 325.1(d) Content of Complete App. (Cont.)

- Construction in filled areas, pile-supported or float-supported platforms, project description must include:
 - ▶ The proposed use
 - ▶ Details of the specific structures to be constructed
 - ▶ Amount of fill



33 CFR Part 325.1(d)

Content of Complete App. (Cont.)

- Construction of impoundment structures:
 - ▶ Demonstrate compliance with dam safety criteria/safe dams program
 - ▶ Designed and reviewed by qualified persons



7. Describe the proposed activity, its purpose and intended use, including a description of the type of structures, if any to be erected on fills, piles, of float-supported platforms, and the type, composition and quantity of materials to be discharged or dumped and means of conveyance. If more space is needed, use remarks section on page 4 or add a supplemental sheet. (See Part III of the Guide for additional information required for certain activities.)

8. Proposed use: Private _____ Public _____ Commercial _____ Other _____ (Explain)

9. Names and addresses of adjoining property owners whose property also adjoins the waterway.

**Adjacent Property Owners
Mailing Addresses**

10. Date activity is proposed to commence. _____

Date activity is expected to be completed. _____

11. Is any portion of the activity for which authorization is sought now complete __Y__N

a. If answer is "Yes", give reasons in the remarks in the remarks section.

Indicate the existing work on the drawings.

b. If the fill or work is existing, indicate date of commencement and completion.

c. If not completed, indicate percentage completed.

12. List of approvals or certifications required by other Federal, State or local agencies for any structures, construction discharges, deposits or other activities described in this application. Please show zoning approval or status of zoning for this project.

Issuing Agency

Type Approval

Identification No. Date/Application

Date/Approval

7. Describe the proposed activity, its purpose and intended use, including a description of the type of structures, if any to be erected on fills, piles, of float-supported platforms, and the type, composition and quantity of materials to be discharged or dumped and means of conveyance. If more space is needed, use remarks section on page 4 or add a supplemental sheet. (See Part III of the Guide for additional information required for certain activities.)

8. Proposed use: Private _____ Public _____ Commercial _____ Other _____ (Explain)

9. Names and addresses of adjoining property owners whose property also adjoins the waterway.

10. Date activity is proposed to commence. _____

Date activity is expected to be completed. _____

11. Is any portion of the activity for which authorization is sought now complete __Y__N

- a. If answer is "Yes", give reasons in the remarks in the remarks section. Indicate the existing work on the drawings.
- b. If the fill or work is existing, indicate date of commencement and completion.
- c. If not completed, indicate percentage completed.

12. List of approvals or certifications required by other Federal, State or local agencies for any structures, construction discharges, deposits or other activities described in this application. Please show zoning approval or status of zoning for this project.

<u>Issuing Agency</u>	<u>Type Approval</u>	<u>Identification No.</u>	<u>Date/Application</u>	<u>Date/Approval</u>
-----------------------	----------------------	---------------------------	-------------------------	----------------------

Provide expected timeline of proposed project

b. If the fill or work is existing, indicate date of commencement and completion.

c. If not completed, indicate percentage completed.

12. List of approvals or certifications required by other Federal, State or local agencies for any structures, construction discharges, deposits or other activities described in this application. Please show zoning approval or status of zoning for this project.

<u>Issuing Agency</u>	<u>Type Approval</u>	<u>Identification No.</u>	<u>Date/Application</u>	<u>Date/Approval</u>
-----------------------	----------------------	---------------------------	-------------------------	----------------------



**Provide Evidence of
Other Authorizations / Denials**

13. Has any agency denied approval for the activity described herein or for any activity directly related to the activity described herein?
___ Yes ___ NO (If "yes", explain).

Note: Items 14 and 15 are to be completed if you want to bulkhead, dredge or fill.

14. Description of operation: (If feasible, this information should be shown on the drawing).

a. Purpose of excavation or fill _____.

33 CFR Part 325.1(d)

Content of Complete App. (Cont.)

- A list of other governmental authorizations, either obtained or requested by applicant:
 - ▶ Georgia EPD - Sect. 401 WQC/SBV
 - ▶ Coastal Zone Management
 - ▶ Marine Sanctuaries
 - ▶ Air Quality
 - ▶ County Approval/Permits

- Statements concerning endangered species (Sect. 7) and cultural resources (Sect. 106)



Note: Items 14 and 15 are to be completed if you want to bulkhead, dredge or fill.

14. Description of operation: (If feasible, this information should be shown on the drawing).

a. Purpose of excavation or fill _____

1. Access channel length _____ depth _____ width _____

2. Boat basin length _____ depth _____ width _____

3. Fill area length _____ depth _____ width _____

4. Other _____ length _____ depth _____ width _____

(Note: If channel, give reasons for need of dimensions listed above.)

b. If bulkhead, give dimensions _____

-- Type of bulkhead construction (material) _____

1. Backfill required: Yes _____ No _____ Cubic yards _____

2. Where obtained _____

c. Excavated material

1. Cubic yards _____

2. Type of material _____

15. Type of construction equipment to be used _____

a. Does the area to be excavated include any wetland? Yes _____ No _____

b. Does the disposal area contain any wetland? Yes _____ No _____

c. Location of disposal area _____

d. Maintenance dredging, estimated amounts, frequency, and disposal sites to be utilized: _____

e. Will dredged material be entrapped or encased? _____

f. Will wetlands be crossed in transporting equipment to project site? _____

g. Present rate of shoreline erosion (if known) _____

Length in
linear feet

Quantities of
fill in Cubic
Yards

Areas in acres

d. Maintenance dredging, estimated amounts, frequency, and disposal sites to be utilized: _____

e. Will dredged material be entrapped or encased? _____

f. Will wetlands be crossed in transporting equipment to project site? _____

g. Present rate of shoreline erosion (if known) _____

16. 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.

Mitigation Statement



33 CFR Part 325.1(d)

Content of Complete App. (Cont.)

- For Section 404 projects, a mitigation statement must be provided:
 - ▶ Can be brief.
 - ▶ Describe how impacts are **avoided & minimized.**
 - ▶ Statement describing compensation or why compensatory mitigation should not be required.



33 CFR Part 325.1(d)

Content of Complete App. (Cont.)

- A mitigation plan is **NOT** required, but can be submitted to streamline the process



Help Us Help You / Your Client

- Provide supplemental information:
 - ▶ In most cases, a delineation of special aquatic sites is required.
 - ▶ Aerial photographs, maps, Soil maps, NWI, etc.
 - ▶ Proposed Plans.
 - ▶ Mitigation Plan.
 - ▶ 404(b)(1) Analysis.



REMEMBER!!

- **SIGN** THE APPLICATION!!
- Provide enough info for issuance of JPN
- Pre-apps are GREAT!

