



US Army Corps
of Engineers
Fort Worth District

Checklist for Applications for Individual Department of the Army Permits

March 31, 2003



An application for an individual Department of the Army permit under Section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act of 1899, or Section 103 of the Marine Protection, Research and Sanctuaries Act of 1972, as amended will be determined to be complete when the U. S. Army Corps of Engineers (USACE) receives sufficient information to issue a public notice (see 33 CFR 325.1(d) and 325.3(a) for details and supporting information). The application should address all activities that the applicant plans to undertake that are reasonably related to the same project and for which a Department of the Army permit would be required. The following is a summary in checklist form of the items that applicants are required to provide for a complete individual permit application:

- _____ 1. Application submitted on ENG Form 4345.
- _____ 2. The applicable statutory authority or authorities (Section 404 of the Clean Water Act, Section 10 of the Rivers and Harbors Act of 1899, and/or Section 103 of the Marine Protection, Research and Sanctuaries Act of 1972).
- _____ 3. The name and address of the applicant.
- _____ 4. The signature of the applicant, and authorized agent, if applicable. If an agent is involved, the applicant must sign an authorization for the agent to act on behalf of the applicant.
- _____ 5. The purpose and need for the proposed activity.
- _____ 6. The location of the proposed activity.
- _____ 7. A complete description of the proposed activity, its intended purpose and use, including necessary drawings, sketches, or plans necessary for public notice on 8.5 x 11-inch sheets. The application must include sufficient information concerning the nature of the activity to generate meaningful comments. The application must include all activities the applicant plans to undertake that are reasonably related to the project (examples: coffer dams, borrow and disposal sites, access roads, equipment ramps, dredging, etc.). The application must include a description of the type of structures, if any, to be erected on fills or pile or float-supported platforms, and a description of the type, composition, and quantity of material to be discharged.
- _____ 8. Plan and cross-section/elevation/profile drawings showing the general and specific site location and character of all proposed activities, including the size relationship of the proposed structures to the size of the impacted waterway and depth of water in the area.
- _____ 9. For activities involving dredging in navigable waters of the United States, a description of the type, composition, and quantity of the material to be dredged, the method of dredging, and the site and plans for disposal of the dredged material.
- _____ 10. For activities involving the discharge of dredged or fill material into waters of the United States, the source of the material; the purpose of the discharge; a description of the type,

- composition, and quantity of the material; the method of transportation of the material; and the location of the disposal site.
- _____ 11. For activities involving the construction of an impoundment structure, a documentation that the structure complies with established state dam safety criteria or that the structure has been designed by qualified persons and, in appropriate cases, independently reviewed (and modified as review would indicate) by similarly qualified persons.
- _____ 12. Any other available information that may assist interested parties in evaluating the likely impact of the proposed activity on factors affecting the public interest.
- _____ 13. Location and dimensions of adjacent structures.
- _____ 14. Project schedule.
- _____ 15. Names and addresses of adjoining property owners.
- _____ 16. List of authorizations required by other federal, interstate, state, or local agencies for the work, including approvals or denials already received (water quality, endangered species, etc.).
- _____ 17. Jurisdictional determination.

All maps must include, at a minimum, a title block with the title, date, number scheme (sheet __ of __), and source; a north indicator; a scale or explicit dimensions, the map creator, the project or study area boundary, and a legend that clearly identifies features presented. Maps should be developed so that information presented is clearly marked and shown in relation to the nearest roads, water features, and cities and towns. All maps must be in black and white on 8.5 by 11 inch paper. Base map sources include: U. S. Geological Survey (USGS) maps, state, county, and city maps, soil survey maps, and floodplain maps.

Plan view drawings must clearly show the existing and proposed plan view for each element of work, structure, fill and excavation proposed located with respect to a fixed point such as a plat line, set of UTM coordinates, set of latitude/longitude coordinates, or some fixed, immovable object. Plan-view drawings must clearly indicate the direction of water flow. Match-line drawings may be used for projects requiring a larger size than 8.5 x 11 inches, in order to be clear and legible. Match-line drawings must be labeled clearly. Plan view drawings must clearly show a delineation/determination of water features within the permit area that are potential waters of the United States.

Cross-section/elevation/profile must show existing and proposed water depths and land elevations relative to the ordinary high water mark when applicable. For reservoirs, normal pool, or conservation, elevation and any other established seasonal elevations, e.g. recreational pool, power pool, etc., must be shown elevations must be expressed relative to the National Geodetic Vertical Datum (NGVD).

Note that permit applicants may, and in many cases, will be required to furnish additional information determined by the USACE to be necessary to make a public interest determination, including, where applicable, a determination of compliance with the Section 404(b)(1) Guidelines. Such additional information may include appropriate and practicable mitigation, alternatives, and impacts of the proposed activity on endangered species and cultural resources. The USACE will not delay issuance of a public notice to obtain information necessary to evaluate an application. While this information is not required for

a complete application, it is important that such information be provided to the USACE as early in the permit evaluation as practicable. For additional helpful information, see the following U. S. Army Corps of Engineers, Fort Worth District, Regulatory Branch guidance: The U. S. Army Corps of Engineers Regulatory Program Overview; General Recommendations for Department of the Army Submittals; Mitigation and the Section 404 Regulatory Program; and 404(b)(1) Guideline Alternative Analysis Guidance. Because water quality certification from the Texas Commission on Environmental Quality (TCEQ) is required for all discharges of dredged or fill material into waters of the United States under Section 404, it is very important to address water quality certification early as well. Please see TCEQ's "State Water Quality Certification for Section 404 Permits" for guidance on the state water quality certification process.