

CONTENTS OF A COMPLETE APPLICATION FOR AN INDIVIDUAL PERMIT

33 CFR 325.1(d) Content of application: The application must include a complete description of the proposed activity including necessary drawings, sketches, or plans sufficient for public notice.

33 CFR 325.3 Public notice: The notice must include sufficient information to give a clear understanding of the nature and magnitude of the activity to generate meaningful comment.

- 1) A complete description of the proposed activity including drawings, sketches, or plans sufficient for public notice (detailed engineering plans and specifications are not required). Please note that all activities the applicant plans to undertake that are reasonably related to the same project and for which a DA permit would be required should be included in the same permit application. Both plan and section (elevation) drawings are required, as is a vicinity map. The drawings should show general and specific site locations, fill and structure dimensions, and the character of all proposed activities. All plans must be submitted in black and white on 8.5" x 11" paper, or electronically (and in color). All drawings must be clear, accurate, and contain all necessary information.
- 2) The location of the activity, including legal descriptions of different components in decimal latitude/longitude.
- 3) The purpose and need for the proposed activity.
- 4) The schedule of the activities, such as the timeframe over which the project would be implemented and the phasing of the project.
- 5) The names and addresses of adjoining property owners.
- 6) The location and dimensions of all proposed discharge areas and/or structures, and the area of wetlands or other waters of the United States that would be impacted by the project. (Area of fill, type of waters of U.S. including wetlands impacted, amount of waters of U.S. including wetlands impacted, volume of fill.)
- 7) The type and volume of the material to be discharged. Please note that the Corps may also request information on the source of any dredged and/or fill material proposed for use in the project.
- 8) A statement describing how impacts to waters of the U.S. are to be avoided or minimized. The application must also include either a statement describing how impacts are to be compensated for or a statement explaining why compensatory mitigation should not be required for the proposed impacts.
- 9) A list of authorizations required by other federal, interstate, state, or local agencies for the work, including all approvals received or denials already made.
- 10) The name, address, and phone number of the applicant. Also include the name, address, and phone number of the authorized agent, if applicable.
- 11) The application must be signed by the applicant or by a duly authorized agent. When the applicant is represented by an agent, that information will be included in the space provided on the application or by a separate written statement.

The Corps' Project Manager determines if an application is complete, and he/she may request additional information on a case-by-case basis. The nature of the proposed activity can dictate what additional information may be needed for the application:

- a. If the activity would involve dredging in navigable waters of the United States, the application must include: 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. If dredged material is to be discharged to an upland site, identify the site and the steps that would be taken to prevent runoff from the dredged material back into the water body.
- b. If the activity would include the discharge of dredged or fill material into the waters of the United States or the transportation of dredged material for the purpose of disposing of it in ocean waters, the application must include: 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 and disposal of the material; and the location of the disposal site. If Section 103 of the Marine Sanctuaries Research and Protection Act applies, see the 33CFR325.3(a) for additional requirements.
- c. If the activity would include the construction of a filled area or pile or float-supported platform, the project description must include the use of, and specific structures to be erected on, the fill or platform.
- d. If the activity would involve the construction of an impoundment structure, the applicant may be required to demonstrate 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 the review would indicate) by similarly qualified persons. No specific design criteria are to be prescribed, nor is an independent detailed engineering review to be made, by the Corps.
- e. If the activity would involve the construction or placement of an artificial reef, as defined in 33 CFR 322.2(g), in navigable waters of the United States or in waters overlying the outer continental shelf, the application must include provisions for siting, constructing, monitoring, and managing the artificial reef.

Information necessary to make a public interest determination, but not required for a complete application include but are not limited to: alternatives analysis, dredged material testing data and environmental data. The Corps project manager will request this additional information if required/applicable if the applicant did not submit with the application.