



## Individual Permit Application Checklist

**Project Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
**CENAP-OP-R** \_\_\_\_\_

### Contact Information:

- Name, address, telephone and fax numbers of the applicant.
- Name, title, address, telephone and fax numbers of the authorized agent, if applicable.
- Mailing addresses of adjacent property owners, local newspapers, post offices, and local government offices.

### Project Location:

- Project street address, municipality, county, and state.
- Legal description of property (Block and Lot, Tax Map #, Parcel).
- Location map indicating project location and driving directions to the site.
- USGS Topographical Quadrangle map labeled with quad name and project location.
- Latitude and Longitude in degrees, minutes, and seconds.

### Project Description:

- Project name.
- Project purpose, need, and intended use.
- Name of nearest waterbody.
- Project narrative describing all project features and anticipated temporary, permanent, and indirect environmental impacts, including method(s) of construction.
- Representative color photographs of the project site and plan of the photograph locations.
- Wetland delineation report, if available, including presence/absence and description of each type of wetlands for the entire project site. Field verification by the Corps of the delineation may be required.
- Submerged aquatic vegetation survey (if applicable).
- Type(s) and amount of fill material (cubic yardage) proposed for discharge below OHW or MHW.
- Surface area of wetlands or other waters filled in square footage/acreage.
- Location and description of any dredged material disposal site.

### A written statement that clearly describes the following:

- Measures that have been taken to avoid impacts on aquatic resources (alternatives).
- Measures that have been taken to avoid and/or minimize any discharges into wetlands or waters of the U.S.
- Measures that have been developed to compensate for any impacts to wetlands or waters of the United States.

### Plan Completeness:

- Scaled plans of the proposed work on 8 ½ by 11 inch paper, including existing conditions and cross-sections, of all work in areas of Federal jurisdiction.
- Half or full-sized scaled engineering drawings, if available.
- Complete title block, legend, scale, draft date, and latest revision date.
- Show north arrow on all plans.
- Limits of disturbance for the entire project site.
- Jurisdictional boundaries and dimensions of waters of the U.S., including wetlands, (indicated by Wetland Line, Ordinary High Water mark, High Tide Line, Mean High Water line, Mean Low Water line, as applicable), clearly labeled on plan and detail drawings.
- Location and limits of any temporary and/or permanent work (e.g. grading; temporary stockpiles, staging areas, dewatering/cofferdams, detention basins, and temporary access roads), required for the construction.
- Provide existing water depths, width of the waterway, and distance to Federal or other navigation channels for pier, dock, and dredging applications.
- Location of any shellfish beds in close proximity to the area of impact.
- Height of any cables, pipelines, or other structures above mean high water and depth of any cables or pipelines below mean low water.
- Maximum distance that any structures and/or fill would extend channelward of the mean high water line or ordinary high water in non-tidal areas.
- Show existing contours and the proposed contours indicating existing and proposed elevations, if available.



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### **Additional Information:**

- Copies and/or status of previous Federal or State approvals and/or any other permits applied for, used, or intended to be used to authorize any part of the proposed project or related activity (CZM, WQC, etc).
- Environmental Questionnaire.

### **Mitigation Plan** *(if available)*

- Construction plan and cross-sectional details for proposed mitigation site.
- Existing and proposed elevations.
- Pre-construction soil profiles.
- Source of hydrology for proposed site.
- Area of watershed feeding the proposed site.
- List of proposed plant types and quantities.
- Types of plantings (*e.g.* seed, cuttings, potted, etc.).
- Proposed planting scheme/layout.
- Acreage of proposed mitigation and/or mitigation ratios used.
- Monitoring plan and methodologies.
- Photographs of proposed mitigation site.

Note: Project-specific or clarifying information may be required by the U.S. Army Corps of Engineers for application processing.