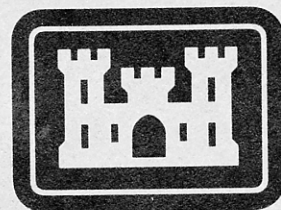


United States Army Corps of Engineers

Regulatory Program

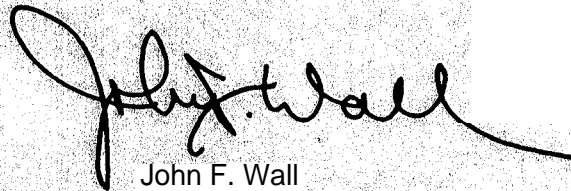
Applicant Information



INTRODUCTION

This pamphlet is designed to assist you in applying for a Department of the Army permit from the Corps of Engineers. The pamphlet is not intended to be a complete description of all aspects of the permit program, but will provide general information of a non-technical nature and specific guidance on how to complete a permit application. Full explanation of the program may be found in Title 33 Code of Federal Regula-

tions, Parts 320 through 330. These regulations are available for review at the Corps of Engineers District offices listed at the back of this pamphlet. Answers to technical questions and detailed information about special aspects of the program that pertain to your geographical area and your proposed activity may also be obtained from Corps of Engineers District offices



John F. Wall
Major General, USA
Director of Civil Works

CONTENTS

	Page
General Information	2
Authority for the Regulatory Program	2
Explanation of Some Commonly Used Terms	3
Questions That Are Frequently Asked	4
The Permit Application	6
General	6
Typical Processing Procedure for a Standard Individual Permit	7
Evaluation Factors	8
Forms and Permits	9
Instructions for Preparing an Application	10
Sample Application	12
Drawings	14
General Information	14
Vicinity Map	14
Plan View	14
Elevation and/or Cross Section View	15
Notes on Drawings	15
Sample Drawings	16
Divisions and Districts for Regulatory Activities (Map)	18
Locations of Regulatory Offices	20

Authority for the Regulatory Program

The U.S. Army Corps of Engineers has been regulating activities in the nation's waters since 1890. Until the 1960's the primary purpose of the regulatory program was to protect navigation. Since then, as a result of laws and court decisions, the program has been broadened so that it now considers the full public interest for both the protection and utilization of water resources.

The regulatory authorities and responsibilities of the Corps of Engineers are based on the following laws:

- Section 10 of the Rivers and Harbors Act of 1899 (33 U.S.C. 403)** prohibits the obstruction or alteration of navigable waters of the United States without a permit from the Corps of Engineers.
- Section 404 of the Clean Water Act (33 U.S.C. 1344)**. Section 301 of this Act prohibits the discharge of dredged or fill material into waters of the United States without a permit from the Corps of Engineers.

- Section 103 of the Marine Protection, Research, and Sanctuaries Act of 1972, as amended (33 U.S.C. 1413)** authorizes the Corps of Engineers to issue permits for the transportation of dredged material for the purpose of dumping it into ocean waters.

Other laws may also affect the processing of applications for Corps of Engineers permits. Among these are the National Environmental Policy Act, the Coastal Zone Management Act, the Fish and Wildlife Coordination Act, the Endangered Species Act, the National Historic Preservation Act, the Deep-water Port Act, the Federal Power Act, the Marine Mammal Protection Act, the Wild and Scenic Rivers Act, and the National Fishing Enhancement Act of 1984.

Explanation of Some Commonly Used Terms

Certain terms which are closely associated with the regulatory program are explained briefly in this section. If you need more detailed definitions, refer to the Code of Federal Regulations (33 CFR Parts 320 through 330) or contact a Corps district regulatory office.

Activity(ies) as used in this pamphlet includes structures (for example a pier, wharf, bulkhead, or jetty) and work (which includes dredging, disposal of dredged material, filling, excavation or other modification of a navigable water of the United States).

Navigable Waters of the United States are those waters of the United States that are subject to the ebb and flow of the tide shoreward to the mean high water mark and/or are presently used, or have been used in the past or may be susceptible to use to transport interstate or foreign commerce. These are waters that are navigable in the traditional sense where permits are required for certain activities pursuant to Section 10 of the Rivers and Harbors Act. This term should not be confused with the term *waters of the United States* below.

Waters of the United States is a broader term than navigable waters of the United States defined above. Included are adjacent wetlands and tributaries to navigable waters of the United States and other waters where the degradation or destruction of which could affect interstate or foreign commerce. These are the waters where permits are required for the discharge of dredged or fill material pursuant to Section 404 of the Clean Water Act.

Pre-application Consultation is one or more meetings between members of the district engineer's staff and an applicant and his agent or his consultant. A pre-application consultation is usually related to applications

for major activities and may involve discussion of alternatives, environmental documents, National Environmental Policy Act procedures, and development of the scope of the data required when an environmental impact statement is required.

Public Hearings may be held to acquire information and give the public the opportunity to present views and opinions. The Corps may hold a hearing or participate in joint public hearings with other Federal or state agencies. The district engineer may specify in the public notice that a hearing will be held. In addition, any person may request in writing during the comment period that a hearing be held. Specific reasons must be given as to the need for a hearing. The district engineer may attempt to resolve the issue informally or he may set the date for a public hearing. Hearings are held at times and places that are convenient for the interested public. Very few applications involve a public hearing.

The Public Interest Review is the term which refers to the evaluation of a proposed activity to determine probable impacts. Expected benefits are balanced against reasonably foreseeable detriments. All relevant factors are weighed. Corps policy is to provide applicants with a timely and carefully weighed decision which reflects the public interest.

Public Notice is the primary method of advising interested public agencies and private parties of the proposed activity and of soliciting comments and information necessary to evaluate the probable impact on the public interest. Upon request, anyone's name will be added to the distribution list to receive public notices.

Waterbody is a river, creek, stream, lake, pool, bay, wetland, marsh, swamp, tidal flat, ocean, or other water area.

Questions That Are Frequently Asked

Various questions are often asked about the regulatory program. It is hoped that these answers will help you to understand the program better.

Q. When should I apply for a Corps permit?

A. Since two to three months is normally required to process a routine application involving a public notice, you should apply as early as possible to be sure you have all required approvals before your planned commencement date. For a large or complex activity that may take longer, it is often helpful to have a "pre-application consultation" or informal meeting with the Corps during the early planning phase of your project. You may receive helpful information at this point which could prevent delays later. When in doubt as to whether a permit may be required or what you need to do, don't hesitate to call a district regulatory office.

Q. I have obtained permits from local and state governments. Why do I have to get a permit from the Corps of Engineers?

A. It is possible you may not have to obtain an individual permit, depending on the type or location of work. The Corps has many general permits which authorize minor activities without the need for individual processing. Check with your Corps district regulatory office for information on general permits. When a general permit does not apply, you may still be required to obtain an individual permit.

Q. What will happen if I do work without getting a permit from the Corps?

A. Performing unauthorized work in waters of the United States or failure to comply with terms of a valid permit can have

serious consequences. You would be in violation of Federal law and could face stiff penalties, including fines and /or requirements to restore the area.

Enforcement is an important part of the Corps regulatory program. Corps surveillance and monitoring activities are often aided by various agencies, groups, and individuals, who report suspected violations. When in doubt as to whether a planned activity needs a permit, contact the nearest district regulatory office. It could save a lot of unnecessary trouble later.

Q. How can I obtain further information about permit requirements?

A. Information about the regulatory program is available from any Corps district regulatory office. Addresses and telephone numbers of offices are listed at the back of this pamphlet. Information may also be obtained from the water resource agency in your state.

Q. Why should I waste my time and yours by applying for a permit when you probably won't let me do the work anyway?

A. Nationwide, only three percent of all requests for permits are denied. Those few applicants who have been denied permits usually have refused to change the design, timing, or location of the proposed activity. When a permit is denied, an applicant may redesign the project and submit a new application. To avoid unnecessary delays pre-application conferences, particularly for applications for major activities, are recommended. The Corps will endeavor to give you helpful information, including factors which will be considered during the public interest review, and alternatives to consider that may prove to be useful in designing a project.

Q. What is a wetland and what is its value?

A. Wetlands are areas that are periodically or permanently inundated by surface or ground water and support vegetation adapted for life in saturated soil. Wetlands include swamps, marshes, bogs and similar areas. A significant natural resource, wetlands serve important functions relating to fish and wildlife; food chain production; habitat; nesting; spawning; rearing and resting sites for aquatic and land species; protection of other areas from wave action and erosion; storage areas for storm and flood waters; natural recharge areas where ground and surface water are interconnected; and natural water filtration and purification functions.

Although individual alterations of wetlands may constitute a minor change, the cumulative effect of numerous changes often results in major damage to wetland resources. The review of applications for alteration of wetlands will include consideration of whether the proposed activity is dependent upon being located in an aquatic environment.

Q. How can I design my project to eliminate the need for a Corps permit?

A. If your activity is located in an area of tidal waters, the best way to avoid the need for a permit is to select a site that is above the high tide line and avoids wetlands or other waterbodies. In the vicinity of fresh water, stay above ordinary high water and avoid wetlands adjacent to the stream or lake. Also, it is possible that your activity is exempt and does not need a Corps permit or that it has been authorized by a nationwide or regional general permit. So, before you build, dredge or fill, contact the Corps district regulatory office in your area for specific information about location, exemptions, and regional and nationwide general permits.

6

General

The application form used to apply for a permit is Engineer Form 4345, *Application for a Department of the Army Permit*. You can obtain the application from one of the Corps of Engineers district regulatory offices listed in the back of this pamphlet. Some offices may use a slightly modified form for joint processing with a state agency; however, the required information is basically the same. It is important that you provide complete information in the requested format. If incomplete information is provided, processing of your application will be delayed. This information will be used to determine the appropriate form of authorization, and to evaluate your proposal. Some categories of activities have been previously authorized by nationwide or regional permits, and no further Corps approvals are required. Others may qualify for abbreviated permit processing, with authorizations in the form of letters of permission, in which a permit decision can usually be reached in less than 30 days. For other activities, a Public Notice may be required to notify Federal, state, and local agencies, adjacent property owners, and the general public of the proposal to allow an opportunity for review and comment or to request a public hearing. Most applications involving Public Notices are completed within four months and many are completed within 60 days.

The district engineer will begin to process your application immediately upon receipt of all required information. You will be sent an acknowledgement of its receipt and the application number assigned to your file. You should refer to this number when inquiring about your application. Your proposal will be reviewed, balancing the need and expected benefits against the probable impacts of the work, taking into consideration all comments received and other relevant factors. This process is called the *public interest review*. The Corps goal is to reach a decision regarding permit issuance or denial within 60 days of receipt of a complete application. However, some complex activities, issues, or requirements of law may prevent the district engineer from meeting this goal.

For any specific information on the evaluation process, filling out the application forms, or the status of your application, you should contact the regulatory branch of the Corps of Engineers district office which has jurisdiction over the area where you plan to do the work.

**Typical Processing Procedure for a
Standard Individual Permit**

1. Preapplication consultation (optional)
2. Applicant submits ENG Form 4345 to district regulatory office*
3. Application received and assigned identification number
4. Public notice issued (within 15 days of receiving all information)
5. 15 to 30 day comment period depending upon nature of activity
6. Proposal is reviewed** by Corps and:
 - Public
 - Special interest groups
 - Local agencies
 - State agencies
 - Federal agencies
7. Corps considers all comments
8. Other federal agencies consulted, if appropriate
9. District engineer may ask applicant to provide additional information
10. Public hearing held, if needed
11. District engineer makes decision
12. Permit issued
 - or
 - Permit denied and applicant advised of reason

*A local variation, often a joint federal-state application form may be submitted.

**Review period may be extended if applicant fails to submit information or due to requirements of certain laws.

Evaluation Factors

The decision whether to grant or deny a permit is based on a public interest review of the probable impact of the proposed activity and its intended use. Benefits and detriments are balanced by considering effects on items such as:

- conservation
- economics
- aesthetics
- general environmental concerns
- wetlands
- cultural values
- fish and wildlife values
- flood hazards
- floodplain values
- food and fiber production
- navigation
- shore erosion and accretion
- recreation
- water supply and conservation
- water quality
- energy needs
- safety
- needs and welfare of the people
- considerations of private ownership

The following general criteria will be considered in the evaluation of every application:

- the relative extent of the public and private need for the proposed activity;
- the practicability of using reasonable alternative locations and methods to accomplish the objective of the proposed activity; and
- the extent and permanence of the beneficial and/or detrimental effects which the proposed activity is likely to have on the public and private uses to which the area is suited.

Section 404(b) (1) of the Clean Water Act

If your project involves the discharge of dredged or fill material, it will be necessary for the Corps to evaluate your proposed activity under the Section 404(b)(1) guidelines prepared by the Environmental Protection Agency. The guidelines restrict discharges into aquatic areas where less environmentally damaging, practicable alternatives exist.

Forms and Permits

The following forms apply to the permit process:

Application

The form that you will need to initiate the review process is ENG Form 4345 or a joint Federal-state application that may be available in your state. The appropriate form may be obtained from the district regulatory office which has jurisdiction in the area where your proposed project is located.

Individual Permits

An individual permit may be issued as either ENG Form 1721, the standard permit, or as a Letter of Permission.

- A standard permit is one processed through the typical review procedures, (see page 7) which include public notice, opportunity for a public hearing, and receipt of comments. It is issued following a case-by-case evaluation of a specific activity.
- If work is minor or routine with minimum impacts and objections are unlikely, then it may qualify for a Letter of Permission (LOP). An LOP can be issued much more quickly than a standard permit since an individual public notice is not required. The District Engineer will notify you if your proposed activity qualifies for an LOP.

General Permits

In many cases the formal processing of a permit application is not required because of general permits already issued to the public at large by the Corps of Engineers. These are issued on a regional and nationwide basis.

Separate applications may not be required for activities authorized by a general permit; nevertheless, reporting may be required. For specific information on general permits, contact a district regulatory office.

ENG Form 4336

The third form, ENG Form 4336, is used to assist with surveillance for unauthorized activities. The form, which contains a description of authorized work, should be posted at the site of an authorized activity. If the Corps decides it is appropriate for you to post this form, it will be furnished to you when you receive your permit.

Fees. Fees are required for most permits. \$10.00 will be charged for a permit for a non-commercial activity; \$100.00 will be charged for a permit for a commercial or industrial activity. The district engineer will make the final decision as to the amount of the fee. Do not send a fee when you submit an application. When the Corps issues a permit, you will be notified and asked to submit the required fee payable to the Treasurer of the United States. No fees are charged for transferring a permit from one property owner to another, for Letters of Permission, or for any activities authorized by a general permit or for permits to governmental agencies.

Instructions for Preparing an Application

The instructions given below, together with the sample application and drawings, should help in completing the required application form. If you have additional questions, do not hesitate to contact the district regulatory office.

Block Number 1. Application Number.

Leave this block blank. When your completed application is received, it will be assigned a number for identification. You will be notified of the number in an acknowledgement letter. Please refer to this number in any correspondence or inquiry concerning your application.

Block 2. Name and address of applicant(s).

Fill in name, mailing address, and telephone number(s) for all applicants. The telephone number(s) should be a number where you can be reached during business hours. If space is needed for additional names, attach a sheet of white, 8½ × 11 inch paper labeled "Block 2 Continued."

Block 3. Name, address and title of authorized agent.

It is not necessary to have an agent represent you; however, if you do, fill in the agent's name, address, title and telephone number(s). If your agent is submitting and signing the application, you must fill out and sign the Statement of Authorization in Block 3.

Block 4. Detailed description of proposed activity.

The written description and the drawings are the most important parts of the application. If there is not enough space in Block 4, (a), (b) or (c) attach additional sheet(s) of white, 8½ × 11 inch paper labeled "Block 4 Continued."

a. Activity. Describe the overall activity.

Give the approximate dimensions of structures, fills, excavations (lengths, widths, heights or depths).

b. **Purpose.** Describe the purpose, need and intended use (public, private, commercial, or other use) of the proposed activity. Include a description of related facilities, if any, to be constructed on adjacent land. Give the date you plan to begin work on the activity and the date work is expected to be completed.

c. Discharge of Dredged or Fill Material.

If the activity will involve the discharge of dredged or fill material, describe the type (rock, sand, dirt, rubble, etc.), quantity (in cubic yards), and mode of transportation to the discharge site.

Block 5. Names and addresses of adjoining property owners, lessees, etc. whose property adjoins the waterbody.

List complete names, addresses and zip codes of adjacent property owners (both public and private), lessee, etc., whose property also adjoins the waterbody or wetland, in order that they may be notified of the proposed activity. This information is usually available at the local tax assessor office. If more space is needed attach a sheet of white, 8½ × 11 inch paper labeled "Block 5 Continued."

Block 6. Waterbody and location on waterbody where activity exists or is proposed.

Fill in the name of the waterbody and the river mile (if known) at the location of the activity. Include easily recognizable landmarks on the shore of the waterbody to aid in locating the site of the activity.

Block 7. Location and land where activity exists or is proposed.

This information is used to locate the site. Give the street address of the property where the proposed activity will take place. If the site does not have a street address, give the best descriptive location (name or waterbody), names and/or numbers of roads or highways, name of nearest community or town, name of county and state, and directions, such as 2 miles east of Brown's Store on Route 105.

Do not use your home address unless that is the location of the proposed activity. Do not use a post office box number.

Block 8. Information about completed activity. Provide information about parts of the activity which may be complete. An activity may have been authorized by a previously issued permit, may exist from a time before a Corps permit was required or may be constructed on adjacent upland.

Block 9. Information about approvals or denials by other government agencies. You may need approval or certification from other Federal, interstate, state, or local government agencies for the activity described

in your application. Applications you have submitted, and approvals, certifications, or disapprovals that you have received should be recorded in Block 9. It is not necessary to obtain other Federal, state, and local permits before applying for a Corps of Engineers permit.

Block 10. Signature of applicant or agent. The application must be signed in Block 10 by the owner, lessee, or a duly authorized agent. The person named in Block 3 will be accepted as the officially designated agent of the applicant. The signature will be understood to be affirmation that the applicant possesses the requisite property interest to undertake the proposed activity.

APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT

(33 CFR 325)

OMB APPROVAL NO. 0702-0036

Expires 30 June 1986

The Department of the Army permit program is authorized by Section 10 of the River and Harbor Act of 1899, Section 404 of the Clean Water Act and Section 103 of the Marine, Protection, Research and Sanctuaries Act. These laws require permits authorizing activities in or affecting navigable waters of the United States, the discharge of dredged or fill material into waters of the United States, and the transportation of dredged material for the purpose of dumping it into ocean waters. Information provided on this form will be used in evaluating the application for a permit. Information in this application is made a matter of public record through issuance of a public notice. Disclosure of the information requested is voluntary; however, the data requested are necessary in order to communicate with the applicant and to evaluate the permit application. If necessary information is not provided, the permit application cannot be processed nor can a permit be issued.

One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.

1. APPLICATION NUMBER (To be assigned by Corps)	3. NAME, ADDRESS, AND TITLE OF AUTHORIZED AGENT None	
2. NAME AND ADDRESS OF APPLICANT Fred R. Harris 852 West Branch Road Blue Harbor, Maryland 21703 Telephone no. during business hours A/C (301) 585-2779 (Residence) A/C () (Office)	Telephone no. during business hours A/C () (Residence) A/C () (Office) Statement of Authorization: I hereby designate and authorize _____ 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 the application.	SIGNATURE OF APPLICANT DATE
4. DETAILED DESCRIPTION OF PROPOSED ACTIVITY		
4a. ACTIVITY Build timber bulkhead and pier and fill.		
4b. PURPOSE To provide boat access and prevent erosion of shoreline at my place of residence.		
4c. DISCHARGE OF DREDGED OR FILL MATERIAL Approximately 200 cubic yards of upland fill will be placed between new bulkhead and existing shoreline.		

SAMPLE

5. NAMES AND ADDRESSES OF ADJOINING PROPERTY OWNERS, LESSEES, ETC., WHOSE PROPERTY ALSO ADJOINS THE WATERWAY

Mary L. Clark
 850 West Branch Road
 Blue Harbor, Maryland 21703
 (301) 585-8830

Harry N. Hampton
 854 West Branch Road
 Blue Harbor, Maryland 21703
 (301) 585-3676

6. WATERBODY AND LOCATION ON WATERBODY WHERE ACTIVITY EXISTS OR IS PROPOSED

West Branch of the Haven River on Blue Harbor.

7. LOCATION ON LAND WHERE ACTIVITY EXISTS OR IS PROPOSED

ADDRESS:

852 West Branch Road

STREET, ROAD, ROUTE OR OTHER DESCRIPTIVE LOCATION

King Edward, Maryland 21703
 COUNTY STATE ZIP CODE

Town of Blue Harbor
 LOCAL GOVERNING BODY WITH JURISDICTION OVER SITE

8. Is any portion of the activity for which authorization is sought now complete? YES NO
 If answer is "Yes" give reasons, month and year the activity was completed. Indicate the existing work on the drawings.

9. List all approvals or certifications and denials received from other federal, interstate, state or local agencies for any structures, construction, discharges or other activities described in this application.

ISSUING AGENCY	TYPE APPROVAL	IDENTIFICATION NO.	DATE OF APPLICATION	DATE OF APPROVAL	DATE OF DENIAL
Town of Blue Harbor	Zoning	BH25172	6/20/82	6/30/82	
Md DNR	Certification	DNR258WQ	6/11/82	8/12/82	

10. Application is hereby made for a permit or permits to authorize the activities described herein. 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 or I am acting as the duly authorized agent of the applicant.

M. R. Harris
 SIGNATURE OF APPLICANT

Oct. 15, 1982
 DATE

SIGNATURE OF AGENT

DATE

The application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in Block 3 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of The United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

Do not send a permit processing fee with this application. The appropriate fee will be assessed when a permit is issued.

General Information

Three types of drawings—Vicinity, Plan, and Elevation—are required to accurately depict activities (See sample drawings on pages 16 and 17).

Submit one original, or good quality copy, of all drawings on 8½ × 11 inch white paper (tracing cloth or film may be used). Submit the fewest number of sheets necessary to adequately show the proposed activity. Drawings should be prepared in accordance with the general format of the samples, using block style lettering. Each page should have a title block. See check list below. Drawings do not have to be prepared by an engineer, but professional assistance may become necessary if the project is large or complex.

Leave a 1-inch margin at the top edge of each sheet for purposes of reproduction and binding.

In the title block of each sheet of drawings identify the proposed activity and include the name of the body of water; river mile (if applicable); name of county and state; name of applicant; number of the sheet and total number of sheets in set; and date the drawing was prepared.

Since drawings must be reproduced, use heavy dark lines. Color shading cannot be used; however, dot shading, hatching, or similar graphic symbols may be used to clarify line drawings.

Vicinity Map

The vicinity map you provide will be printed in any public notice that is issued and used by the Corps of Engineers and other reviewing agencies to locate the site of the proposed activity. You may use an existing road map or U.S. Geological Survey topographic map (scale 1:24,000) as the vicinity map. Please include sufficient details

to simplify locating the site from both the waterbody and from land. Identify the source of the map or chart from which the vicinity map was taken and, if not already shown, add the following:

- location of activity site (draw an arrow showing the exact location of the site on the map).
- latitude, longitude, river mile, if known, and/or other information that coincides with Block 6 on the application form.
- name of waterbody and the name of the larger creek, river, bay, etc., that the waterbody is immediately tributary to.
- names, descriptions and location of landmarks.
- name of all applicable political (county, parish, borough, town, city, etc.) jurisdictions.
- name of and distance to nearest town, community, or other identifying locations.
- names or numbers of all roads in the vicinity of the site.
- north arrow.
- scale.

Plan View

The plan view shows the proposed activity as if you were looking straight down on it from above. Your plan view should clearly show the following:

- Name of waterbody (river, creek, lake, wetland, etc.) and river mile (if known) at location of activity.
- Existing shorelines.
- Mean high and mean low water lines and maximum (spring) high tide line in tidal areas.
- Ordinary high water line and ordinary low water line if the proposed activity is located on a non-tidal waterbody.

- Average water depths around the activity.
- Dimensions of the activity and distance it extends from the high water line into the water.
- Distances to nearby Federal projects, if applicable.
- Distance between proposed activity and navigation channel, where applicable.
- Location of structures, if any, in navigable waters immediately adjacent to the proposed activity.
- Location of any wetlands (marshes, swamps, tidal flats, etc.)
- North arrow.
- Scale.
- If dredged material is involved, you must describe the type of material, number of cubic yards, method of handling, and the location of fill and spoil disposal area. The drawing should show proposed retention levees, weirs, and/or other means for retaining hydraulically placed materials.
- Mark the drawing to indicate previously completed portions of the activity.
- Water depth at waterward face of proposed activity or, if dredging is proposed, dredging and estimated disposal grades.
- Dimensions from mean high water line (in tidal waters) for proposed fill or float, or high tide line for pile supported platform. Describe any structures to be built on the platform.
- Cross section of excavation or fill, including approximate side slopes.
- Graphic or numerical scale.
- Principal dimensions of the activity.

Notes on Drawings*

- Names of adjacent property owners who may be affected. Complete names and addresses should be shown in Block 5 on ENG Form 4345.
- Legal property description: Number, name of subdivision, block and lot number. Section, Township and Range (if applicable) from plot, deed or tax assessment.
- Photographs of the site of the proposed activity are not required; however, pictures are helpful and may be submitted as part of any application.

Elevation and/or Cross Section View

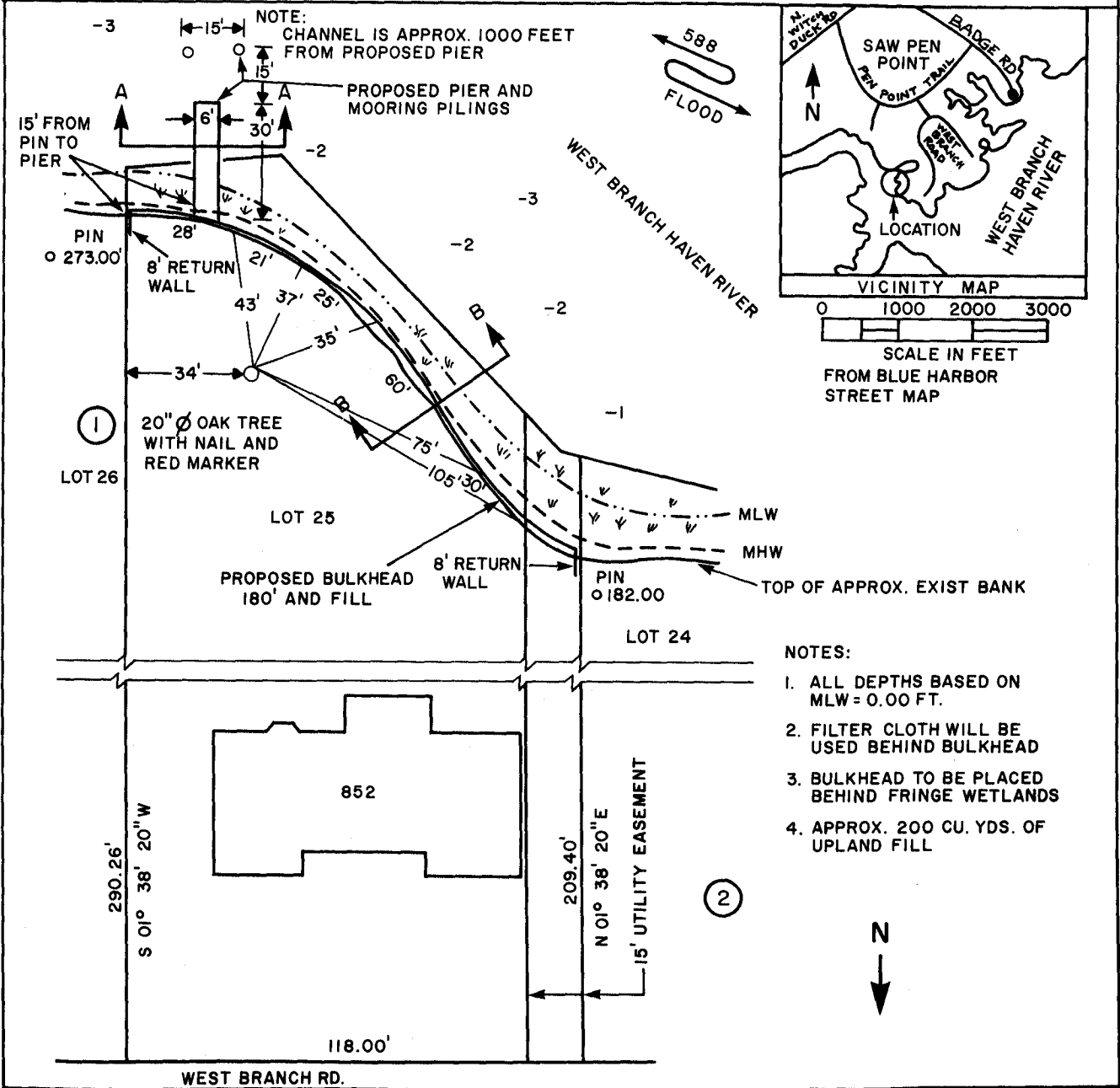
The elevation and/or cross section view is a scale drawing that shows the side, front, or rear of the proposed activity. If a section view is shown, it represents the proposed structure as it would appear if cut internally for display. Your elevation should clearly show the following:

- Water elevations as shown in the plan view.

*Drawings should be as clear and simple as possible (i.e., not too "busy").

SAMPLE DRAWINGS FOR A PERMIT APPLICATION

NOTE: THE DRAWINGS SUBMITTED NEED NOT BE PREPARED BY A PROFESSIONAL DRAFTSMAN AS IN THESE SAMPLES.

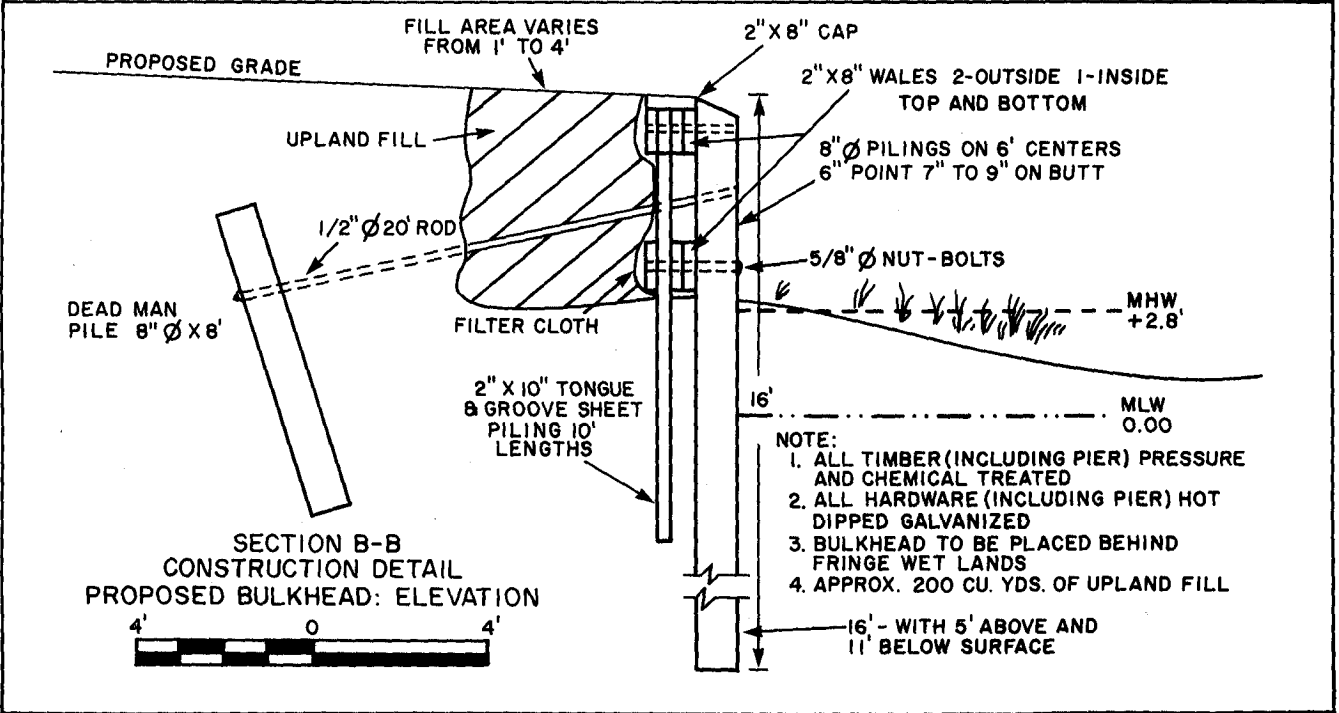
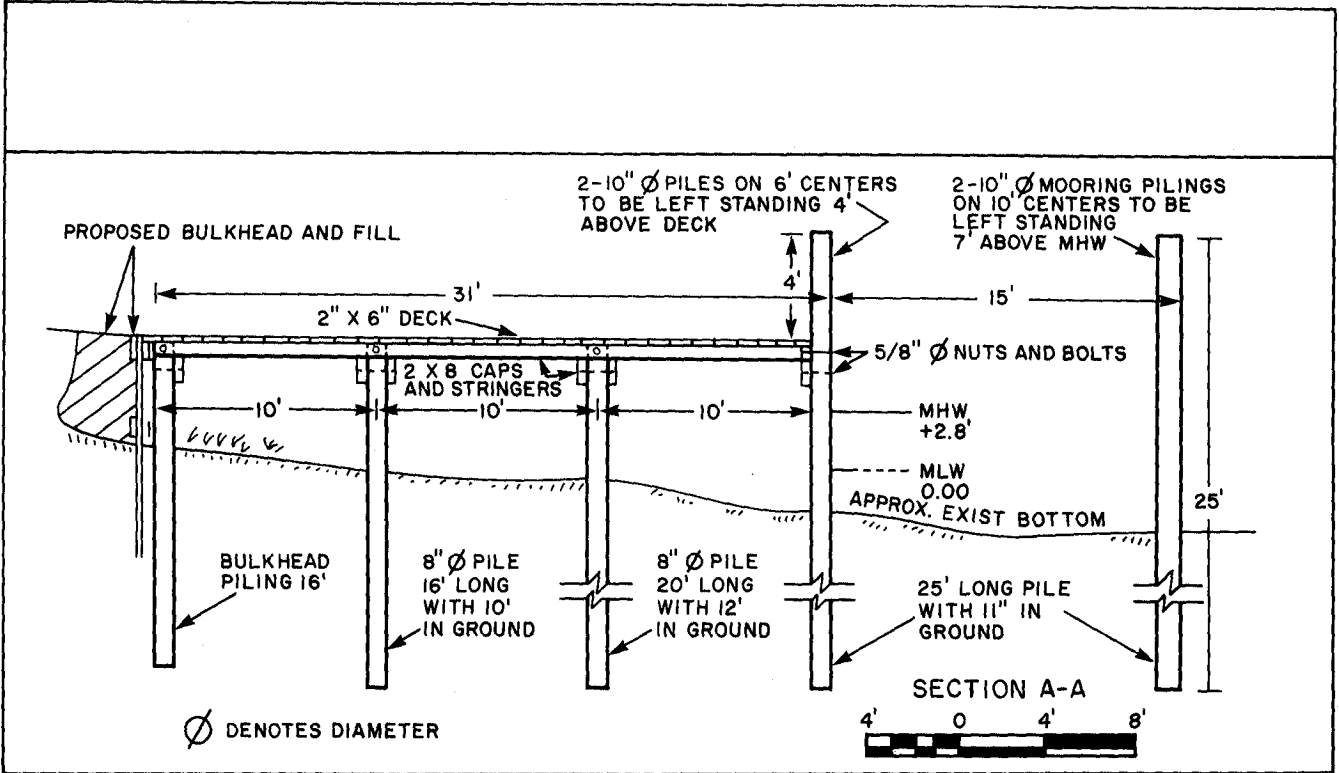


- NOTES:
1. ALL DEPTHS BASED ON MLW = 0.00 FT.
 2. FILTER CLOTH WILL BE USED BEHIND BULKHEAD
 3. BULKHEAD TO BE PLACED BEHIND FRINGE WETLANDS
 4. APPROX. 200 CU. YDS. OF UPLAND FILL

PURPOSE: PREVENT EROSION AND PROVIDE BOATING ACCESS
 DATUM: MLW
 ADJACENT PROPERTY OWNERS:
 1. MARY L. CLARK
 2. HARRY N. HAMPTON
 3.

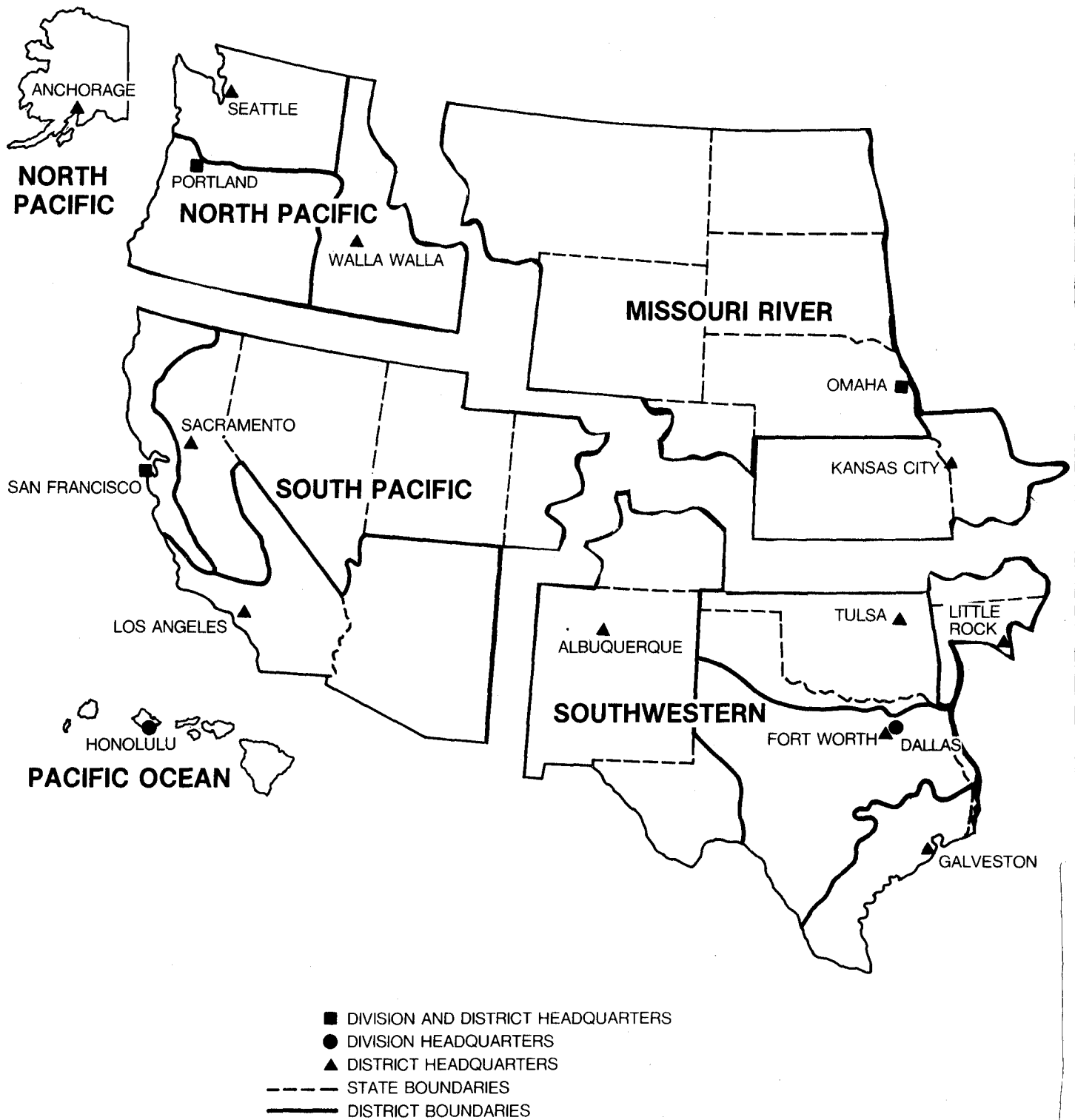
PLAN VIEW
 0 40 80
 1" = 40'
 FRED R. HARRIS
 852 WEST BRANCH ROAD
 BLUE HARBOR, MD 21703

PROPOSED BULKHEAD PIER AND FILL
 IN: WEST BRANCH HAVEN RIVER
 AT: BLUE HARBOR
 COUNTY OF: KING EDWARD STATE: MD
 APPLICATION BY: FRED R. HARRIS
 SHEET 1 OF 2 DATE 10-16-82



<p>PURPOSE: PREVENT EROSION AND PROVIDE BOATING ACCESS</p> <p>DATUM: MLW</p> <p>ADJACENT PROPERTY OWNERS:</p> <ol style="list-style-type: none"> 1. MARY L. CLARK 2. HARRY N. HAMPTON 3. 	<p>SECTION VIEWS</p> <p>FRED R. HARRIS 852 WEST BRANCH ROAD BLUE HARBOR, MD 21703</p>	<p>PROPOSED BULKHEAD PIER AND FILL</p> <p>IN: WEST BRANCH HAVEN RIVER</p> <p>AT: BLUE HARBOR</p> <p>COUNTY OF: KING EDWARD STATE: MD</p> <p>APPLICATION BY: FRED R. HARRIS</p> <p>SHEET 2 OF 2 DATE 10-16-82</p>
---	---	--

DIVISIONS AND DISTRICTS FOR REGULATORY ACTIVITIES





Note: In Iowa the eastern bank of the Missouri River is regulated by the Omaha office.

LOCATIONS OF REGULATORY OFFICES

Address correspondence to:

**The District Engineer
U.S. Army Engineer
District**

Please include attention
line in address.

20

ALASKA

P.O. Box 898
Anchorage, AK
99506-0898
Attention: NPACO-RF
907/753-2712

ALBUQUERQUE

P.O. Box 1580
Albuquerque, NM
87103-1580
Attention: SWACO-OR
505/766-2776

BALTIMORE

P.O. Box 1715
Baltimore, MD 21203-1715
Attention: NABOP-R
301/962-3670
*Joint application with
New York, Maryland*

BUFFALO

1776 Niagara Street
Buffalo, NY 14207-3199
Attention: NCBCO-S
716/876-5454 x2313
*Joint application with
New York*

CHARLESTON

P.O. Box 919
Charleston, SC
29402-0919
Attention: SACCO-P
803/724-4330

CHICAGO

219 S. Dearborn Street
Chicago, IL 60604-1797
Attention: NCCCO-R
312/353-6428
*Joint application with
Illinois*

DETROIT

P.O. Box 1027
Detroit, MI 48231-1027
Attention: NCECO-L
313/226-2218
*Joint application with
Michigan*

FT. WORTH

P.O. Box 17300
Ft. Worth, TX 76102-0300
Attention: SWFOD-O
817/334-2681

GALVESTON

P.O. Box 1229
Galveston, TX 77553-1229
Attention: SWGCO-R
409/766-3925

HUNTINGTON

502 8th Street
Huntington, WV 25701-2070
Attention: ORHOP-F
304/529-5487
*Joint application with
West Virginia*

HONOLULU

Building 230, Fort Shafter
Honolulu, HI 96858-5440
Attention: PODCO-O
808/438-9258

JACKSONVILLE

P.O. Box 4970
Jacksonville, FL 32232-0019
Attention: SAJRD
904/791-1659
*Joint application with
Florida, Virgin Islands*

KANSAS CITY

700 Federal Building
601 E. 12th Street
Kansas City, MO 64106-2896
Attention: MRKOD-P
816/374-3645

LITTLE ROCK

P.O. Box 867
Little Rock, AR
72203-0867
Attention: SWLCO-P
501/378-5295

LOS ANGELES

P.O. Box 2711
Los Angeles, CA 90053-2325
Attention: SPLCO-R
213/688-5606

LOUISVILLE

P.O. Box 59
Louisville, KY 40201-0059
Attention: ORLOP-F
502/582-5452

*Joint application with
Illinois*

MEMPHIS

Clifford Davis Federal
Building
Room B-202
Memphis, TN 38103-1894
Attention: LMMCO-G
901/521-3471
*Joint application with
Missouri, Tennessee,
Kentucky*

MOBILE

P.O. Box 2288
Mobile, AL 36628-00001
Attention: SAMOP-S
205/690-2658
*Joint application with
Mississippi*

NASHVILLE

P.O. Box 1070
Nashville, TN 37202-1070
Attention: ORNOR-F
615/251-5181
*Joint application with TVA,
Tennessee, Alabama*

NEW ORLEANS
P.O. Box 60267
New Orleans, LA
70160-0267
Attention: LMNOD-S
504/838-2255

NEW YORK
26 Federal *Plaza*
New York, NY 10278-0090
Attention: NANOP-R
212/264,3996

NORFOLK
803 Front Street
Norfolk, VA 23510-1096
Attention: NAOOP-P
804/446-3652
*Joint application with
Virginia*

OMAHA
P.O. *Box* 5
Omaha, NE-68101-0005
Attention: MROOP-N
402/221-4133

PHILADELPHIA
U.S. Custom House
2nd and Chestnut Street
Philadelphia, PA
19106-2991
Attention: NAPOP-R
215/597-2812

PITTSBURGH
Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222-4186
Attention: ORPOP-F
412/644-4204
*Joint application with
New York*

PORTLAND
P.O. Box 2946
Portland, OR 97208-2946;
Attention: NPPND-RF
503/221-6995
*Joint application with
Oregon*

ROCK ISLAND
Clock Tower Building
Rock Island, IL 61201-2004
Attention: NCROD-S
309/788-6361 x6370
*Joint application with
Illinois*

SACRAMENTO
650 Capitol Mall
Sacramento, CA 95814-4794
Attention: SPKCO-O
916/440-2842

ST. LOUIS
210 Tucker Blvd., N
St. Louis, MO 63101-1986
Attention: LMSOD-F
314/263-5703
*Joint application with
Illinois, Missouri*

ST. PAUL
1135 USPO & Custom
House
St. *Paul*, MN 55101-1479
Attention: NCSCO-RF
612/725-5819

SAN FRANCISCO
211 Main Street
San Francisco, CA 94105-1905
Attention: SPNCO-R
415/974-0416

SAVANNAH
P.O. Box 889
Savannah, GA 31402-0889
Attention: SASOP-F
912/944-5347
*Joint application with
Georgia*

SEATTLE
P.O. Box C-3755
Seattle, WA 98124-2255
Attention: NPSOP-RF
206/764-3495
Joint application with Idaho

TULSA
P.O. Box 61
Tulsa, OK 74121-0061
Attention: SWTOD-RF
918/581=7261

VICKSBURG
P.O. Box 60
Vicksburg, MS 39180-0060
Attention: LMKOD-F
601/634-5276
*Joint application with
Miss/ss ppi*

WALLA WALLA
Building 602
City-County Airport
Walla Walla, WA
99362-9265
Attention: NPWOP-RF
509/522-6718
*Joint application with
Idaho*

WILMINGTON
P.O. *Box* 1890
Wilmington, NC
28402-1890
Attention: SAWCO-E
919/343-4511
*Joint application with North
Carolina*

The Division Engineer
U.S. Army Engineer
Division

NEW ENGLAND
424 Trapelo Road
Waltham, MA 02254-9149
Attention: NEDOD-R
617/647-8338
*Joint application with
Massachusetts, Maine*