



## How to Request a Section 404 Nationwide Permit Verification Letter

Nationwide permits are types of Section 404 permits that authorize certain common types of fill activities in Waters of the US that will result in minimal adverse effects to the environment. Summaries for all of the nationwide permits and the regional conditions by state can be found on our website at <http://www.spa.usace.army.mil/reg/NWP>. Please note that some activities require pre-construction notification to the Corps before starting work. Also note that some types/sizes of work may require additional information or mitigation. Please contact the Corps Regulatory Office in your area if you have questions:

### **New Mexico Branch Office**

4101 Jefferson Plaza NE  
Albuquerque, NM 87109-3435  
(505) 342-3283  
Email: [CESPA-RD-NM@usace.army.mil](mailto:CESPA-RD-NM@usace.army.mil)

### **Las Cruces Regulatory Office**

505 South Main Street, Suite 142  
Las Cruces, NM 88001  
(575) 556-9939  
Email: [CESPA-RD-TX@usace.army.mil](mailto:CESPA-RD-TX@usace.army.mil)

### **Southern Colorado Branch Office**

200 South Santa Fe Avenue, Suite 301  
Pueblo CO 81003  
(719) 543-9459  
Email: [CESPA-RD-CO@usace.army.mil](mailto:CESPA-RD-CO@usace.army.mil)

### **Durango Regulatory Office**

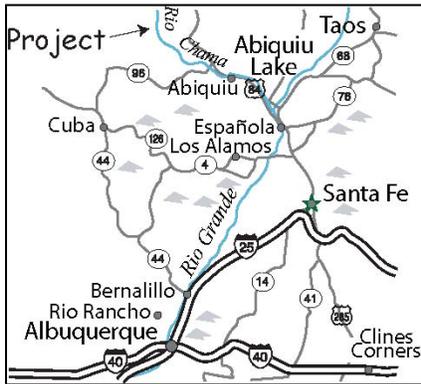
1970 East 3<sup>rd</sup> Avenue, Suite 109  
Durango, CO 81301  
(970) 375-9506  
Email: [CESPA-RD-CO@usace.army.mil](mailto:CESPA-RD-CO@usace.army.mil)  
[CESPA-RD-NM@usace.army.mil](mailto:CESPA-RD-NM@usace.army.mil)

## **Required Information for Pre-Construction Notifications to the Corps:**

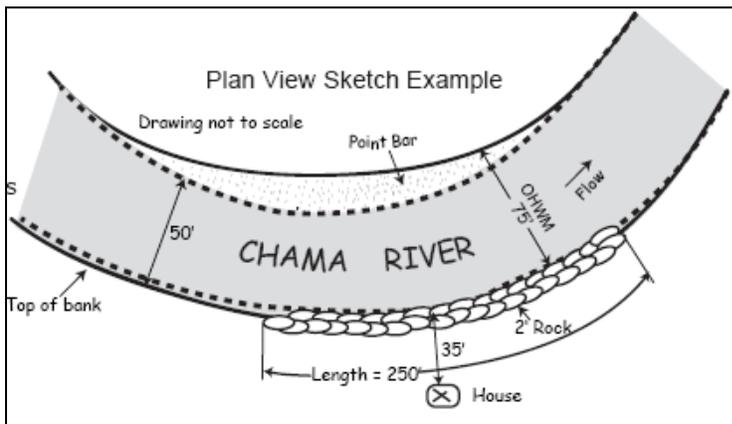
1. Applicant's name, address, phone, fax, email;
2. Agent name, address, phone, fax, e-mail (if applicable);
3. Describe your project and its purpose (describe what you are trying to accomplish, what you plan to do to address the problem, etc.);
4. Location of work – Section, township, range, county and coordinates (Latitude/Longitude or UTM);
5. River, stream, lake, or pond name and dimensions of impact (length, width, depth);
6. Describe any wetlands on the site, and describe dimensions of impact (if applicable). If no wetlands present, or no wetlands impacted, please state this;
7. Dates you plan to start and end work;
8. Describe how you plan to do the work and what materials/equipment will be used;
9. Describe how you plan to control silt or erosion during and after work;
10. Describe the volume (cubic yards) of fill material or excavated material; and
11. Locate and describe disposal site for any excavated material.

Please visit the following link to obtain a copy of the Nationwide Permit Pre-Construction Notification (PCN) Form: <http://www.spa.usace.army.mil/reg/NWP>

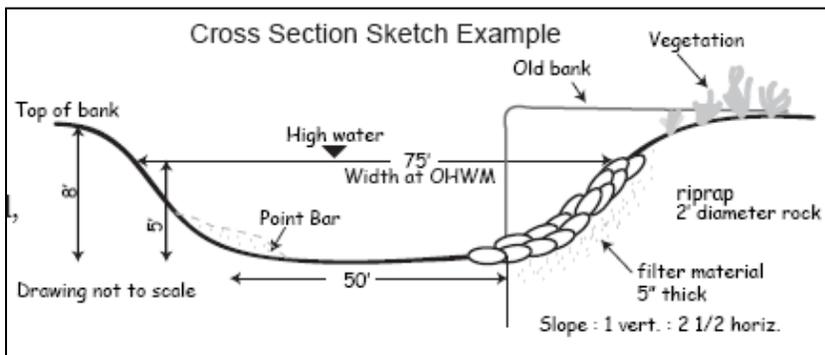
**Include with your letter:**



**Figure 1. Vicinity Map:** Photocopy from road or topo map; indicate site location, any landmarks, etc.



**Figure 2. Plan View Sketch** (“Bird’s-eye view”): Include all features and their dimensions, distances, locations of waters of the US including wetlands, Ordinary High Water Mark (OHWM), north arrow, and scale.



**Figure 3. Cross Section Sketch** (“Cut away view”): Include dimension of structures, channel, wetland, bank slopes, OHWM, wetland boundary, etc.