

**Albuquerque District Regulatory Branch
4101 Jefferson Plaza NE
Albuquerque, New Mexico 87109-3435
(505) 342-3283**

Web Page: www.spa.usace.army.mil/reg/

CHECKLIST OF INFORMATION REQUIRED FOR COMPLETE APPLICATION

The following information will assist the U.S. Army Corps of Engineers in reviewing your application for a Department of the Army permit (ENG Form 4345). Not all of the information is necessary or applicable to each project. Please provide the information appropriate to your proposed project. Supplying this information when you file your application could significantly reduce the processing time. This checklist is supplemental to the official instructions provided with ENG Form 4345, and is provided for informational purposes.

GENERAL

- Describe the proposed project in detail. If more space is needed, attach extra sheets.

APPLICANT INFORMATION

- Contact's name. If corporation or agency, include contact name.
- The applicant is the responsible party(ies)
- Mailing Address
- Telephone Number during business hours
 - Fax number and e-mail address, if available
- Signature and statement designating official agent, if any

ACTIVITY INFORMATION

- Complete written description of activity (see below)
- Location (e.g., address, UTM coordinates, latitude/longitude)
- Construction schedule for the proposed activity (start and end dates)

PURPOSE

- Purpose for proposed activity/discharge
- Need for the proposed activity

DISCHARGE OF DREDGED (EXCAVATED) AND FILL MATERIAL

- Type of material to be dredged (excavated) or used as fill
- Describe temporary and permanent fills and dredged material discharges

- Type (composition) of material to be dredged or used as fill
- Quantity of material to be dredged or used as fill (cubic yards) in waters of the U.S.
- Method of dredging, if applicable
- Plans and location for disposal of the dredged material
- Dimensions of the fill area in square feet in waters of the U.S.
- Location of the dredged or fill site
- Discuss activities above and below the ordinary high water mark
- Delineation of special aquatic sites (e.g., wetlands, etc.)
- Source of the fill material
- Method of discharging material
- Method of transportation of dredged material
- Description of any existing structures or fills, including proposed modifications
- Proposed use of fill area, including specific structures to be erected on fill area or platform

NAMES AND ADDRESSES OF ADJOINING PROPERTY OWNERS/LESSEES

- Include owners and lessees adjoining the project and along the waterbody who might be affected by the proposed work.
- Please notify Corps of Engineers if more than four addresses and submit these on pre-typed address labels or in an electronic file such as Word

STATUS OF ADDITIONAL PERMITS, CERTIFICATIONS OR DOCUMENTATION REQUIRED

- Section 401 water quality certification
- State Historic Preservation Officer - documentation of contact
- US Fish and Wildlife Service - documentation of contact
- Other approvals (NPDES, drainage reports, easement acquisition, etc)

REQUIRED DRAWINGS

- Samples - see Public Notices on our web page: www.spa.usace.army.mil/reg/
- Provide enough drawings to show the scope and character of the project for public understanding of the Public Notice.
- Submit one legible copy of all drawings showing the proposed work on 8 1/2 x 11-inch white paper with a 1/2-inch margin around the entire sheet. Leave a 1"x4" area blank for the Corps' title box.
- Vicinity Map
 - Cover an area large enough so the project can be easily located
 - Arrow marking the project area
 - Section, Township, Range
 - Identifiable landmarks
 - Name or number of roads
 - North arrow and Scale, as appropriate
- Plan View Drawing

- Existing and proposed bank lines, as appropriate (1 or 2 drawings)
- Ordinary high water line and/or wetland boundary
- Average water depth around the activity (dimensions immediately adjacent to the proposed activity)
 - North arrow
 - Scale
- Elevation and/or Cross Section Drawing(s)
 - Ordinary high water mark
 - Dimensions of the proposed project
 - Scale, as appropriate

ADDITIONAL PROJECT INFORMATION

- Mitigation Plan and Checklist (see the Albuquerque District Mitigation and Monitoring Guidelines and Checklist). Include layout and mitigation; description; schedule of planting; species list; maintenance and monitoring program
- Photographs of the project site (aerials if available)
- Any available environmental or archeological studies or reports
 - Results of SHPO coordination
 - Report describing the biological resources on the project site
 - Results of focused surveys for threatened and endangered species. Contact the U.S. Fish & Wildlife Service
 - Report describing the cultural resources on the project site
- Alternatives Analysis for the proposed project design and location
 - Describe and discuss other alternatives considered that would avoid and minimize impacts, and satisfy the project purpose and need.
 - Discuss why those alternatives were rejected.
 - Discuss why the chosen plan is the least damaging alternative to the environment.
- Confirmation of property ownership or authority to conduct the work