

**Savannah District U.S. Army Corps of Engineers  
Individual Permit (IP) Application Checklist  
For GDOT Projects (April 30, 2013)**

This checklist has been devised to assist GDOT and their consultants in submitting permit applications. Please keep in mind that this is not an exhaustive list. Each project has unique components and **more or less information may be required** by the project manager to complete the IP review process on any given project. However, this list contains information typically necessary for this office to process an IP. We appreciate your cooperation in providing this information at the time of your request. Failure to provide this information may delay our response to you. Please also provide an electronic submittal (Compact Disc) of your application in Microsoft Word format.

1. **\_\_\_ Jurisdictional Determination (JD) request** including either an Expanded Preliminary JD (EPJD) request or an Approved JD (AJD) request. Refer to the information required in the EPJD checklist or AJD checklist. If you have already received a verified JD from the U.S. Army Corps of Engineers (USACE), provide the USACE project number. Provide a copy of the verified JD and all associated exhibits. Note: Exhibits to be provided should include those displayed in the EPJD or AJD example. This includes the following:
  - “Request for Jurisdictional Determination Form” found here:  
<http://www.sas.usace.army.mil/regulatory/documents/JD%20REQUEST%20FORM.pdf>.
  - Appendix D for Expanded Preliminary JD found here:  
<http://www.sas.usace.army.mil/regulatory/documents/PrelimAppendixD.pdf>
  - GPS Delineation form:  
<http://www.sas.usace.army.mil/regulatory/documents/GPSdelineationform.pdf>
  
2. **\_\_\_ A completed CESAS Form 19**, titled “JOINT APPLICATION FOR A DEPARTMENT OF THE ARMY, CORPS OF ENGINEERS PERMIT, STATE OF GEORGIA MARSHLAND PROTECTION PERMIT, REVOCABLE LICENSE AGREEMENT AND REQUEST FOR WATER QUALITY CERTIFICATION AS APPLICABLE” available at:  
<http://www.sas.usace.army.mil/regulatory/permits.html>. If you do not have a sufficient amount of space on the form, attach a supplemental sheet(s) and refer to the applicable letter for which you are providing further information. This form must be filled out completely and include all contact information and written Corps permission (signature) from the property owner or the owner’s legal representative for USACE personnel to access the property.
  - a. **\_\_\_ Name, address, and phone number** of applicant, current property owner(s), and agent/consultant (if applicable).
  - b. **\_\_\_ Adjacent Property Owners** names and addresses on pre-typed address labels. In addition, please complete the “Adjoining Property Owners Notification Forms” and provide the completed copies of the adjacent property owner notification form, if for some reason the adjacent owners do not respond, please provide this office with a copy of a “Proof of Mailing”
  - c. **\_\_\_ Supporting maps and tables** for EPJD (these can be pulled out of the Ecology Report or Addendum or flagged in place – do not provide duplicate copies).
    - Topographic Location map, depicting nearby major landmarks (i.e., road intersection or city boundary)
    - Topographic Map of wetlands and/or other waters within the project corridor
    - USDA/NRCS County soils map with project overlay
    - USGS 7.5-minute topographic map with project overlay
    - National wetlands inventory map with project overlay

- Aerial photography with project overlay
- Impacts to waters of the US map, with wetlands in acreage and streams in linear feet. Temporary vs. permanent impacts should be specified on the drawings.
- Summary tables of streams and wetlands/open waters; tables include resource number, type of resource, lat/long, HUC, etc.

NOTE: Tables of wetlands and/or streams must include all waters of US in the project corridor. All waters in the project corridor are considered jurisdictional when requesting an expanded preliminary JD.

NOTE: Be careful about stating that an ephemeral channel is non-jurisdictional and then using terms such as “bed and bank” or “bankfull” in describing it.

- d. \_\_\_ **Ecology addenda and reports** in reverse chronological order (i.e. 2011 addendum, 2009 addendum, 2006 ecology report). If the most current addendum addresses impacts to all waters of the US on the project (and contains the figures and tables detailing the impacts), then the older reports and addenda should be omitted.
- e. \_\_\_ **Plan-view drawings & cross-section drawings** of the proposed work. Dated engineer drawings (plan sheets) showing Waters of the US; each plan sheet should contain a note stating that there are jurisdictional waters of the US present that are subject to Section 404 (these plan sheets can be pulled out of the appendix of the Ecology Report or Addendum – do not provide duplicate copies).
- f. \_\_\_ **Information** regarding proposed temporary impacts & a restoration plan, discussing timeframes for removal of fill material.
- g. \_\_\_ **A signed copy of the NEPA** document (i.e. CE, EA/FONSI, Reevaluation, etc) checklist and signature page. The latest environmental document must match the most recent Ecology Report or addendum. If a reevaluation is under way and the ecology addendum does not match the last NEPA document, then the USACE will accept an email from FHWA stating that the level of documentation is not anticipated to change (NOTE: a requirement to provide the USACE a signed copy of the reevaluation prior to beginning work in the Waters of the US will be listed as a special condition of the permit in these cases).
- h. \_\_\_ A need and purpose statement for the project (use the one that is in the Concept Report or NEPA document).
- i. \_\_\_ **Status** of additional permits, approvals, certifications or documentations required.
- i. \_\_\_ **Section 401 Water Quality Certification**
  - ii. \_\_\_ **Coastal Zone Management Consistency**
  - iii. \_\_\_ **Coastal Marshlands Protection Act**
  - iv. \_\_\_ **Stream Buffer Variance Application**
  - v. \_\_\_ **NPDES Permit**
  - vi. \_\_\_ **Stormwater Management Plans**
  - vii. \_\_\_ **Floodplain Management Plans**
  - viii. \_\_\_ **Land Disturbance Permits**
  - ix. \_\_\_ **Any other required permits, approvals, certifications, or documentation**
- j. \_\_\_ **Description of Avoidance, Minimization and Compensation:** Provide an explanation

describing how impacts to waters of the United States are being avoided and minimized on the project site. Also, provide a description of how impacts to waters of the United States will be compensated for, or a statement explaining why compensatory mitigation should not be required for those impacts.

- k. \_\_\_ **Water Quality Certification:** In some cases, Federal law requires that a Water Quality Certification from the State of Georgia be obtained prior to issuance of a Federal license or permit. Applicability of this requirement to any specific project is determined by the permitting Federal agency. The information requested below is generally sufficient for the Georgia Environmental Protection Division to issue such a certification if required. Any item, which is not applicable to a specific project, should be so marked. Additional information will be requested if needed.

a. Please submit the following:

1. A plan showing the location and size of any facility, existing or proposed, for handling any sanitary or industrial waste waters generally on your property.
2. A plan of the existing or proposed project and your adjacent property for which permits are being requested.
3. A plan showing the location of all points where petro-chemical products (gasoline, oils, cleaners) used and stored. Any aboveground storage areas must be diked, and there should be no storm drain catch basins within the dike areas. All valving arrangements on any petro-chemical transfer lines should be shown.
4. A contingency plan delineating action to be taken by you in the event of spillage of petro-chemical products or other materials from your operation.
5. Plan and profile drawings showing limits of areas to be dredged, areas to be used for placement of spoil, locations of any dikes to be constructed showing locations of any weir(s), and typical cross sections of the dikes.

b. Please provide the following statements:

1. A statement that all activities will be performed in a manner to minimize turbidity in the stream. Identify and provide a description of all minimization measures taken associated with the proposed project.
2. A statement that there will be no oils or other pollutants released from the proposed activities which will reach the stream.
3. A statement that all work performed during construction will be done in a manner to prevent interference with any legitimate water uses.

3. \_\_\_ **Photographs** should be representative of the site and may include pictures of the wetlands, soils, tributaries, etc... on the site. Photographs will help in determining the need for a site visit, if not identified in EPJD or AJD submittal.

4. \_\_\_ **Maps** which must include: scale, north arrow, title block with date, property name, drawing number/preparer, revision dates, roads and waterway names and project/property boundaries. *If these maps are not submitted as part of the EPJD or AJD, the maps in this section must be provided with this submittal.*
- a. \_\_\_ **Vicinity/Location Map** including exact location of the property or review area. It should include the nearest intersection of two state highways or other identifiable reference points. A USGS quadrangle map and/or street atlas is preferred.
  - b. \_\_\_ **Map of Wetlands and Other Waters**, show all on-site ditches and all wetlands within the associated relevant reach. Include data points taken, referencing a specific data form, location of photographs taken including direction of each representative photograph specific details, and features critical to your conclusion (e.g., culverts, berms, areas of sheetflow, stormdrain connections, impoundments).
  - c. \_\_\_ **Soils Map** available at: <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>.
  - d. \_\_\_ **Aerial Photo** with property or review area limits and wetland/waters sketch including date of photo, available at: <http://earth.google.com/>.
  - e. \_\_\_ **US Geological Survey Topographic Map** including quadrangle name and date, available at: [http://store.usgs.gov/b2c\\_usgs/b2c/start/\(xcm=r3standardpitrex\\_prd\)/do](http://store.usgs.gov/b2c_usgs/b2c/start/(xcm=r3standardpitrex_prd)/do).
  - f. \_\_\_ **Flood Plain Map**, available at: <http://msc.fema.gov>.
  - g. \_\_\_ **National Wetlands Inventory (NWI) Map**, available at: <http://www.fws.gov/wetlands/Data/Mapper.html>.
  - h. \_\_\_ **Infra-red maps** (optional).
  - i. \_\_\_ **Engineering Surveys**, e.g. two foot or less topographic map of the site (recommended).
  - j. \_\_\_ **LIDAR** is highly recommended where available and assists with review of desktop verification requests, re-verification requests and determining whether a site visit is necessary.
  - k. \_\_\_ **Verified GPS exhibits or surveys of jurisdictional waters on-site**. If not verified, an EPJD or AJD request in accordance with the requirements identified in the EPJD or AJD checklists.
5. \_\_\_ **Savannah District Required Items to Include for the Expedited Review of your Project**
- a. \_\_\_ **Distances** to or between the activity and nearby Federal projects (navigation channels, etc.; within 5 miles of any airports; sanctuaries and/or refuges, etc.). *Note: For a project that would impact waters regulated by the USACE within 5 miles of an airport or in the vicinity of a refuge or federal project, appropriate coordination and correspondence is required. All correspondence should provide supporting or objecting rationale from the agency responsible for regulating or authorizing the activity.*
  - b. \_\_\_ **A completed copy of the State of Georgia Revocable License Request**, if the project would be located within State of Georgia regulated tidal waters, or confirmation from the Georgia Department of Natural Resources, Coastal Resources Division (Georgia CRD) that a revocable license is not required. *Note: For a project that would impact waters regulated by the USACE and by the Georgia CRD, in one of the 11 coastal counties, a completed copy of the "State of Georgia Revocable License Request" form must be attached to the application, or written confirmation from Georgia CRD that a Revocable License is not required. For any project requiring a Revocable License, a copy of the IP application must also be submitted to Georgia CRD. <http://crd.dnr.state.ga.us/>*
  - c. \_\_\_ **Water Quality Management Plan Statement** (A statement regarding whether the city, county or state requires a water quality management plan for the project site prior to construction). *Note: For a project that would impact waters regulated by the USACE and by the Georgia Environmental Protection Division (Georgia EPD), a Section 401 Water Quality Certification will be required from Georgia EPD. Therefore, a copy of the IP application must also be submitted to Georgia EPD. <http://epd.dnr.state.ga.us/>*
  - d. \_\_\_ **Floodplain Management Statement** (A statement that the project would comply with any applicable Federal Emergency Management Agency (FEMA) approved state or local floodplain

- management requirements). *Note: For a project that would impact waters regulated by the USACE, appropriate coordination and correspondence is required with FEMA. Information regarding floodplain management can be found at: [www.fema.gov/](http://www.fema.gov/).*
- e. \_\_\_ **Georgia Stream Buffer Variance** Attach a copy of your Stream Buffer Variance application or a copy of your cover letter being sent to the Georgia Department of Natural Resources, Environmental Protection Division (Georgia EPD), if applicable. *Note: For a project that would impact stream(s) subject to the jurisdiction of the Georgia EPD, a copy of the Stream Buffer Variance application form submitted to Georgia EPD must be attached to the application, or a copy of the letter sent to Georgia EPD requesting confirmation that a Stream Buffer Variance is not required for the project. <http://www.gaepd.org/>*
- f. \_\_\_ **Federally protected species** A minimum of a statement regarding the presence of threatened or endangered species (your narrative should include the name of the website checked, a website printout, and/or a survey report). *Note: For a project that would impact waters regulated by the USACE, appropriate coordination and correspondence is required with the US Fish and Wildlife Service in accordance with Section 7 of the Endangered Species Act. Information regarding federally protected species can be reviewed at the following website: [http://www.fws.gov/athens/endangered/counties\\_endangered.html](http://www.fws.gov/athens/endangered/counties_endangered.html). **If FHWA is the lead agency, any Section 7 concurrence letters must be included. You should also include any related correspondence from the Georgia DNR, Wildlife Protection Division (GDNR) or the US Fish and Wildlife Service (USFWS).***
- g. \_\_\_ **Cultural, archaeological, and or historic resources** A minimum of a statement regarding the presence of cultural, archaeological, and or historic resources (your narrative should include the name of the website checked, a website printout, and/or a survey report). Information regarding cultural resources can be reviewed at the following websites: <http://www.nr.nps.gov/>, <http://www.nationalregisterofhistoricplaces.com/state.html> or <https://www.itos.uga.edu/nahrgis/>. *Note: For most IP's, a minimum of a Phase I cultural resources survey is required for the project site. **On a project by project basis, if FHWA is the lead federal agency for Section 106, USACE may request copies of the cultural resources survey reports for our review. If USACE is the lead agency, your application should include 2 copies of all History and Archeology Reports in addition to concurrence letters.***
- h. \_\_\_ **Mitigation plan.** A mitigation plan in accordance with the New Mitigation Rule (33 CFR 332) dated April 10, 2008, must be provided. This mitigation plan must adequately replace the lost functions and values of the waters of the US from the proposed project impacts. If the proposed mitigation plan is permittee responsible mitigation or in-lieu fee mitigation, a detailed analysis must be provided to demonstrate how the proposed mitigation is more appropriate than securing mitigation credits from a USACE-approved mitigation bank. If the proposed mitigation plan is to purchase compensatory mitigation credits from a USACE-approved mitigation bank, the applicant's preferred mitigation bank must be identified and an analysis in accordance with the "Savannah District, US Army Corps of Engineers, Regulatory Guidelines to Evaluate Proposed Mitigation Bank Credit Purchases in the State of Georgia" dated November 18, 2009, must be provided. Information regarding compensatory mitigation can be reviewed at the following websites: <http://www.sas.usace.army.mil/regulatory/compensatory.html> and <http://www.sas.usace.army.mil/regulatory/banking.html>. *Note: The March 2004 version of our SOP is currently being revised. Upon completion of the revision, our new SOP will be required for use for all IP application submittals.*
- i. \_\_\_ **Proximity of the project site to any 303(d) listed streams.** Information regarding 303(d) listed stream channels can be reviewed at the following website: [www.epa.gov/surf/](http://www.epa.gov/surf/).
- j. \_\_\_ **Proximity of the project site to any trout streams.** Information regarding trout streams can be reviewed at the following website: [www.dnr.state.ga.us](http://www.dnr.state.ga.us).
- k. \_\_\_ **US Environmental Protection Agency Priority Watershed** Information regarding Priority

Watersheds can be found at the following website:

<http://www.epa.gov/region4/water/watersheds/priority.html>

1. \_\_\_ **Project phasing** Will the project be phased (additional wetland/stream impacts in the future)? If phasing is associated with the proposed project, a master plan for the development needs to be included to identify the total amount of impacts to waters of the US.
  
6. \_\_\_ **Public Interest Review Factors.** Provide a detailed description of how your proposed project would have a direct and indirect/secondary affect on each of the factors listed below. Your description should discuss whether your proposed project would have: no effect; a negligible effect; an undetermined effect; a minor adverse effect; a major adverse effect; a minor beneficial effect; or a major beneficial effect. For each designation, explain the rationale to support your findings.
  - a. \_\_\_ Economics/Social
  - b. \_\_\_ Education/Scientific
  - c. \_\_\_ Aesthetics
  - d. \_\_\_ Food-Fiber Production
  - e. \_\_\_ Historical/Architectural/Archaeological
  - f. \_\_\_ Recreation
  - g. \_\_\_ Land Use
  - h. \_\_\_ Mineral Resources
  - i. \_\_\_ Soil Conservation
  - j. \_\_\_ Water Supply Conservation
  - k. \_\_\_ Water Quality
  - l. \_\_\_ Air Quality
  - m. \_\_\_ Noise Levels
  - n. \_\_\_ Energy Needs
  - o. \_\_\_ National Security
  - p. \_\_\_ Navigation
  - q. \_\_\_ Shoreline Erosion Accretion
  - r. \_\_\_ Flood Hazards
  - s. \_\_\_ Flood Plain
  - t. \_\_\_ Wetlands
  - u. \_\_\_ Refuges
  - v. \_\_\_ Fish
  - w. \_\_\_ Wildlife
  - x. \_\_\_ Food Chain Organisms
  - y. \_\_\_ Shellfish Production
  - z. \_\_\_ Threatened and Endangered Species
  - aa. \_\_\_ General Environmental Concerns
  - bb. \_\_\_ Property Ownership
  - cc. \_\_\_ Mineral Needs
  - dd. \_\_\_ Other

\_\_\_ **Standalone 404(b)(1) analysis.** Complete a draft 404(b)(1) analysis for your proposed project, which is available at: <http://www.sas.usace.army.mil/regulatory/regulatory.html>. GDOT can request that the Corps provides them with a copy of our document entitled, "Appendix A to the Case Document, Evaluation for Compliance with 404(b)(1) Guidelines, Part 230 of Title 40 of the Code of Federal Regulations (40 CFR 230),"

to aid in meeting the substantive criteria used in evaluating discharges of fill or dredged material in to waters of the U.S.

7. \_\_\_ **Culverts in streams and/or wetlands** the following information should be provided in your project description if culverts are proposed. Also, provide the figures described below if applicable (see 2012 Regional Conditions) The narrative should include culvert type, culvert size, depth the culvert inlet and outlet will be embedded in stream bottom, and the designed culvert slope along the stream channel. For perennial streams only, the following figures are required: (1) A profile of the stream bottom (longitudinal profile) beginning at least 50 feet upstream of the culvert inlet and continuing at least 50 feet downstream of the culvert outlet; (2) Three cross-sectional scale diagrams of the stream channel and banks measured at the beginning middle, and end of the proposed culvert location; and (3) a scale cross-sectional diagram showing proposed as-built conditions, including location of the culvert in the channel, channel bottom elevation, road surface and areas of cut and fill.
- a. \_\_\_ Culvert type
  - b. \_\_\_ Culvert size
  - c. \_\_\_ Depth to which culvert will be embedded
  - d. \_\_\_ Culvert design, if multi-barreled; and
  - e. \_\_\_ Floodplain culverting, if required

Questions can be directed to the following:

Coastal Branch: Stan Knight at (912) 652-5348 or Stanley.J.Knight @ usace.army.mil

Piedmont Branch: Katie Freas at (678) 804-5226 or Kathrine.M.Freas @ usace.army.mil