ENG FORM 4345 CHECKLIST

Additional information may be requested depending on site location and site conditions.

- ☐ Provide the name, mailing address, and contact information of the applicant, agent, and/or consultant (Blocks 5 through 10).
- ☐ Applicant's signature if agent or consultant is employed. (Block 11)
- ☐ Please provide name identifying the proposed project, e.g., Landmark Plaza. (Block 12)
- ☐ Provide the project's location including but not limited to name of waterbody, municipality, section, township, range, address of work, State Tax Parcel ID, latitude and longitude, and driving directions.(Blocks 13 through 17)
- ☐ Describe the overall activity. Indicate whether discharge of dredged material or fill material is involved. (Block 18)
  - For Docks and Piers please provide the following:
    - Construction methodology (i.e. wood, concrete, floating, etc.)
    - Type of vessel and proposed use (recreational use by applicant, rental, commercial use by applicant, etc.)
    - Number of existing slips (show the location of each slip on the project drawings as well)
  - For excavation/dredging activity(ies) provide the following:
    - Description, dimension, and location to be excavated/dredged (open water, existing channel, etc.)
    - Method of excavation/dredging (hydraulic, clamshell, barge-mounted crane, etc.)
    - Description, dimensions, and location of disposal site
  - For Shoreline Stabilization please provide the following:
    - Type of fill material to be used (i.e. concrete, wood, rock, etc.)
    - Construction methodology (type of equipment, from land or by barge, etc.)
    - Volume of backfill, if applicable
- ☐ State the purpose and need for the project; describe the intended use of the proposed activity. (Block 19)
- ☐ For Fill and Excavation Activities provide the following (Blocks 20 through 22):
  - Describe the area to be filled; i.e. wetlands or open water and give dimension in square feet or acres
  - Describe the quantity of fill material to be used in cubic yards
  - Describe the type and composition of the fill material and its source (i.e. rock, sand, clay, concrete, etc.)
  - Describe any temporary construction and access fills that may be required
- ☐ Provide a statement to show how the proposed impacts to waters of the U.S. (i.e. wetlands, surface waters, etc.) have been avoided, minimized, and compensated; or a brief description of why you believe mitigation is not required (Block 23)
- ☐ If work has begun or has been completed please provide a brief description of the completed activities.(Block 24)
- ☐ Provide the names and mailing addresses of the Adjoining Property Owners, Lessees, etc. whose property adjoins the project site or who may be affected by the proposed activity. (Block 25)
- ☐ Indicate if you have applied for or received authorization from other federal, state, or local agencies for the project. (Block 26)
- ☐ Provide the signature of the applicant or authorized party. (Block 27)

Drawing and Illustration Information:

- ☐ Provide location map indicating site location and boundaries.
- ☐ Provide overlay of site conditions (i.e. wetlands and/or surface waters) with the proposed activity
- ☐ Provide separate plan view and cross-sectional drawings for existing and proposed site conditions.
- ☐ Provide black and white legible plan view drawings on 8 ½" X 11" sized paper to include:
  - North arrow
  - Dimensions of existing and proposed activity(ies)
  - Total plan of development
  - Indicate the location of cross-sectional views
  - Dimensions of site conditions to include the location of waters of the U.S.
- ☐ Provide black and white legible cross-sectional drawings on 8 ½" X 11" sized paper to include:
  - Dimensions of proposed work
  - Indicate the mean/ordinary high water line and mean/ordinary low water line for project adjacent to waters of the U.S.

Supplemental Drawing Information:

- ☐ For In-Water Activities:
  - Indicate the height above the mean high water line, especially for docks or other in-water structures
  - Indicate the length of shoreline including applicant's upland property lines with dimensions.
  - Indicate the location of any vegetation along the shoreline and in-water resources (i.e. Mangrove, seagrasses, oysters, coral)
  - Volume of dredge material noted on the drawing if applicable. Show proposed dredged disposal site with dimension.
  - Show and identify structures (if any) in waters immediately adjacent to the proposed activity
  - Existing and proposed water depths if dredging is proposed
  - Distance to any Federal Channel and width of waterway; ebb and flow in tidal waters and direction of flow in rivers
- ☐ For Fill or Excavation Activities:
  - Label area to be filled and/or excavated in acres or square feet
  - Distances of proposed activities to avoided resources.

ADDITIONAL INFORMATION CHECKLIST
REQUIRED FOR THE TERRITORY OF THE VIRGIN ISLANDS,
AND THE COMMONWEALTH OF PUERTO RICO JOINT PERMIT APPLICATION.
Additional information may be requested depending on site location and site conditions.

- ☐ Attach Property Access Authorization

TERRITORY OF THE VIRGIN ISLAND

- ☐ Indicate the date when the activity is scheduled to commence and the date when completion of the project can be anticipated.
- ☐ Explain the need for the proposed work, and all alternatives that were considered. Also, give the width of the waterway at the proposed location and state whether or not an overall plan of development has been prepared. Applicant must provide assurance that the activities will not degrade the waters of the territory.
- ☐ Attach affidavit of ownership and control
- ☐ Attach Letter of Application

COMONWEALTH OF PUERTO RICO

- ☐ Describe the type of permits that are being applied for. (e.g. USACE, Coastal Zone Management, Water Quality Certificate, Submerged Land Use Concession, Water Franchise, Well Construction and Water Intakes, Earth Crust. Extraction).
- ☐ Describe if there has been a pre-application meeting or presentation of the proposed project.
- ☐ For submerge land use please provide: area, maritime zone, and length of use.
- ☐ For mining, please provide: type of mining, area, rate, total amount, duration, slope, and depth.
- ☐ For water extraction please provide: Amount of extraction, safe yield, method, source, and name of source.
- ☐ Describe the Zoning, current land use, and flood zone classification of the project site.
- ☐ Describe if the project is in compliance with the Puerto Rico Planning Board Regulation number 13.
- ☐ Describe the proponent Agency, and compliance with Article 4(b) 3 of Law #9 of June 1970.
- ☐ Describe if any natural or artificial systems are located within or adjacent to the project t site (e.g. Dams, bridges, rivers, streams, lakes, lagoons, mangroves, coastal dunes, springs, estuaries, coral reef, seagrasses, wetlands, etc.)
- ☐ Specify if project is in compliance with the PR Special Flood Hazard Areas Regulation (Planning Regulation #13)

APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT *(33 CFR 325)*	OMB APPROVAL NO. 0710-0003 EXPIRES: 31 August 2012

Public reporting burden for this collection of information is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.

PRIVACY ACT STATEMENT

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This Information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated 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.

(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE

(ITEMS BELOW TO BE FILLED BY APPLICANT)

5. APPLICANT'S NAME: First - Middle - Last – Company – E-mail Address –	8. AUTHORIZED AGENT'S NAME AND TITLE (an agent is not required) First - Middle - Last – Company – E-mail Address –
6. APPLICANT'S ADDRESS. Address - City – State – Zip – Country –	9. AGENT'S ADDRESS Address - City – State – Zip – Country –
7. APPLICANT'S PHONE NOs. W/AREA CODE. a. Residence b. Business c. Fax	10. AGENT'S PHONE NOs. W/AREA CODE a. Residence b. Business c. Fax

STATEMENT OF AUTHORIZATION

11. I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

_____

APPLICANT'S SIGNATURE DATE

NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY

12. PROJECT NAME OR TITLE (see instructions)

13. NAME OF WATERBODY, IF KNOWN (if applicable)	14. PROJECT STREET ADDRESS (if applicable) Address City - State – Zip -
15. LOCATION OF PROJECT Latitude: °N Longitude: °W	

16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions)
State Tax Parcel ID Municipality
Section – Township – Range –

17. DIRECTIONS TO THE SITE

18. Nature of Activity (Description of project, include all features)

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED

20. Reason(s) for Discharge

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type Amount in Cubic Yards	Type Amount in Cubic Yards	Type Amount in Cubic Yards

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres

Or

Liner Feet

23. Description of Avoidance, Minimization, and Compensation (see instructions)

24. Is Any Portion of the Work Already Complete? Yes ☐ No ☐ IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental list).

Address –

City – State – Zip –

26. List of Other Certifications or Approvals/Denials Received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED

* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for a permit or permits to authorize the work described in this application. I certify that the information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

SIGNATURE OF APPLICANT 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 11 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 any trick, scheme, or disguises 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 statements or entry, shall be fined not more than $10,000 or imprisoned not more than five years or both.