

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
 - Indicate the location of any vegetation along the shoreline and in-water resources (i.e. seagrasses, oysters, coral)
 - Volume of dredge material noted on the drawing if applicable
 - Existing and proposed water depths if dredging is proposed
 - Distance to any Federal Channel and width of waterway
- ☐ 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.