U.S. Army Corps of Engineers
Buffalo District
Regulatory Branch

Check List for Preparing a Complete Application
For Nationwide Permit Applications in Ohio

The purpose of this document is to assist permit applicants and their consultants prepare complete applications for nationwide permit (NWP) affirmation requests. This list contains items listed in General Condition 13 (notification) of the NWPs as well as items listed as regional conditions and/or requirements needed to determine compliance with other applicable general conditions of the permit. This list will initially be sent to consultants known to work in Ohio and will be posted on the Buffalo District homepage (http://www.lrb.usace.army.mil/orgs/offices/form.htm). It may also be included with permit application request letters and additional information letters. The reason for the request for duplicate copies is to facilitate coordination of wetland fill projects with the Ohio Environmental Protection Agency. This will help expedite our review of the proposal. Drawings should be in black and white rather than color coded because some materials need to be faxed and all materials are photocopied and microfilmed in black and white. Drawings need to be on 8.5 X 11 inch paper and may be either reduced or matchline.

___ 2 copies of the Completed Application Form (or Letter) that includes the following:
- ___Name, address, telephone number of prospective permittee
- ___Location of proposed project
- ___Brief description of proposed project
- ___Project purpose
- ___Description of direct and indirect adverse environmental effects that will be caused by the proposed project
- ___Identify other Department of the Army permits used or intended for use on the project
- ___Identify any other Federal, State, or local agency authorizations received or required for the proposed work.
- ___Signed letter or application form
- ___If appropriate, signed statement of authorization for an agent to act on applicant's behalf

___ 2 copies of the site location map (USGS Map; on 8.5 X 11 inch paper)

___ 2 copies of the Planview Drawing (Must show all waters of the U.S. and all project impacts; 8.5 X 11 inch paper; reduced drawing or match-line drawings)

___ 2 copies of cross section drawing(s) that include the Ordinary High Water Mark (OHWM) when appropriate (8.5 X 11 inch paper).

___ 2 copies of the full-size drawings (these are optional, but will assist our review)

___ If parcel may contain a Federally listed threatened or endangered species or critical habitat, the name of the species must be submitted.

___ If a property listed, or eligible for listing in the National Register of Historic Places will be affected, the name of the property and a location map must be submitted.

___ Stream work projects need to include the length of stream and indicate if the stream is known to have an Exceptional Warmwater Habitat (EWH), Cold Water Habitat (CWH) or Seasonal Salmonid (SS) designation. A stated determination as to whether or not the stream is ephemeral, intermittent or perennial will be helpful.

___ Temporary construction, access, and dewatering activities must include a restoration plan

___ Projects occurring within the Coastal Zone Management (CZM) Area of Lake Erie should include a statement regarding whether or not the project is consistent with the CZM program.

NWP 7, 12, 14, 18, 21, 29, 34, 38, 39, 40, 41, 42, 43 applications:

___ 2 copies of the Delineation of any Special Aquatic Sites (wetlands, vegetated shallows, riffle & pool complexes....) Include the report, all data sheets, maps and photographs.

___ 2 copies of the latest version of the Ohio Rapid Assessment Method (ORAM; Long Form)

____ 2 copies of a compensatory mitigation proposal to offset losses of more than 1/10 acre of waters of the U.S.

____ For projects located within a 100-year floodplain, a copy of existing Federal Emergency Management Agency's (FEMA) Flood Insurance Rate Map (FIRM) or FEMA-approved local floodplain map.

____ 2 sets of photographs of the streams and wetlands

____ The width of vegetated buffers that will be maintained along remaining open waters on the parcel and the proposed legal means that will be used to insure protection.

NWP 39 or 43 applications:

____ A statement explaining how avoidance and minimization of losses of waters of the U.S. will be achieved on the project site.

NWP 12 applications:

____ Notification for aerial transmission lines over Section 10 waters must include the nominal system voltage and the additional clearance above low steel bridges, if available, or above maximum high water elevation.

Other:

In most cases, submittal of the above materials should be sufficient information for the Corps to evaluate a project. This checklist is provided as a tool to assist the public with the new NWP program. It may not be all inclusive and may be modified over time. Additional information may be requested of an applicant on a case-by-case basis to answer project specific questions. It may be necessary for the applicant to obtain materials from State and Federal Resource Agencies. Addresses are given below:

U. S. Fish and Wildlife Service
Columbus Field Office
6950 H Americana Parkway
Reynoldsburg, Ohio 43068
(614) 469-6923

Ohio Environmental Protection Agency
Section 401 Certification Unit
P.O. Box 1049
Columbus, Ohio 43216-1049
(614) 644-2872

Ohio Department of Natural Resources
Office of Real Estate and Land Management
Fountain Square, Building C-4
Columbus, Ohio 43224-1386
(614) 265-6411

Ohio State Historic Preservation Office
Ohio Historical Center
567 East Hudson Street
Columbus, Ohio 43211-1030
(614) 297-2470