



## Helpful Information when Applying for a Section 404 Individual Permit Application

US Army Corps of Engineers, Omaha District, Denver Regulatory Office

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Website: <http://www.nwo.usace.army.mil/Missions/RegulatoryProgram/Colorado.aspx>

A *complete* Form 4345 can speed the permit application processing considerably. Please call the Corps' Denver Regulatory Office if you have any questions concerning the Section 404 permit process.

1. **Complete Engineer Form 4345.** If more room is needed on any of the blocks, attach extra sheets. In addition to the information described in the Form 4345 Instructions, the following items should be included or considered as part of the application:
  - **Block 18:** All maps and plans should be submitted on **8 ½ x 11 sheets**. Use match lines where appropriate.
  - **Block 22:** If wetlands may be impacted by the project, a list of consultants is available on our website for a wetland evaluation. If wetlands will be impacted by the project, the application must include the following:
    - a. Wetland delineation map in accordance with the Corps Wetland Delineation Manual.
    - b. Description and area (in acres) of the affected wetlands.
  - **Block 23:** A description of **avoidance, minimization, and compensation** of Waters of the US is required. At a minimum, a conceptual mitigation plan is required for the application to be considered complete.
  - **Block 26:** Consider that work in some Waters of the US may require an analysis of the project's effects on federally listed **threatened or endangered species** or **historic sites**, which may require coordination with other agencies before a Corps permit can be issued. See the "**Checklist of critical issues**" on our website, or call the Corps for more info.
2. Although not required, it is helpful to include a brief description of **existing environmental conditions** including plants, wildlife, structures, soils and land use.
3. Although not required, it is helpful to include a project **alternatives analysis** with a description of other alternatives evaluated to meet the project purpose. Consider less environmentally-damaging alternatives to your project that would still meet your needs. For example, use vegetation for bank stabilization instead of rock. Even though an alternatives analysis is not required with the permit application, it will need to be submitted before a decision is made on the Corps permit.

### Approximate timetable for processing and issuing an Individual Permit

Corps of Engineers receives a complete application and issues a Public Notice	15 days
Public Notice period	30 days
The Corps of Engineers evaluates the project as follows: <ul style="list-style-type: none"><li>• Considers all comments received in response to the public notice</li><li>• Evaluates the need for a public hearing</li><li>• Evaluates the project in light of Public Interest</li><li>• Requests approvals from other agencies (EPA, US Fish &amp; Wildlife Service, Colorado Division of Wildlife, Colorado Health Department, Colorado Historic Preservation Office)</li><li>• If wetlands will be impacted, determines a wetland mitigation plan</li><li>• Performs an environmental evaluation</li><li>• Prepares of a Statement of Findings (SOF) or Record of Decision (ROD)</li></ul>	15-75 days
<b>Total</b>	<b>60-120 days</b>