[Wetlands & other waters webpage](https://wsdot.wa.gov/engineering-standards/environmental-guidance/wetlands-other-waters) before applying to make sure that the work requires a Pre-construction Notification (PCN), or application, to the Corps. Also, make sure the work isn’t exempt from Section 404 permitting. If you have any questions, coordinate with the Corps liaisons before preparing the application packet.

**Maintenance PCN form**

Fill out the form and use it as a transmittal for the application documents. Replace all grey or [bracketed] text with the requested information.

**Plan sheet & supplemental document instructions**

Use this information to prepare the plans and supplemental attachments that will make up the bulk of your application packet.

**Section 401 Certification**

Use the guidance during scoping on the [Stormwater & water quality webpage](https://wsdot.wa.gov/engineering-standards/environmental-guidance/stormwater-water-quality) to determine your certification needs. The project description should identify if the project requires an Individual Water Quality Certification.

If Ecology’s review is required, fill out this form and send Ecology the JARPA with the following filled out:

* Part 1 – Project Identification
* Part 2 – Applicant
* Part 3 – Authorized Agent or Contact
* Part 7 & 8 – Wetlands & Waterbodies questions a, b, d, e, f, & g
* Part 9 – Additional Information questions b, e, h, & i
* Part 10b check boxes for 401, 404, and Section 10 permits

If the Tribes or EPA have 401 jurisdiction and review is required, contact them to determine what to submit.

|  |  |
| --- | --- |
| **Project Name:** | Project name |
| **Permit number:** | Permit number (if known) | **Date:** | MM/DD/YYYY |
|  **Authorized agent:**(RMEC) | Name: First Last | Phone: Phone number |
| Address: Street addressCity, State, Zip  |
| **Applicant:**(Manager or other responsible party) | Name: First Last | Email: Email address |
| **Location of proposed project:** | Closest city:Closest city | County: County |
| Lat:Latitude | Long: Longitude |
| Section:Section | Township:Township | Range:Range |

 Federal Lead: [ ]  FHWA [ ]  USACE [ ]  Other Federal Agency: Agency

 Federal Action: [ ]  Funding [ ]  Permit [ ]  Other: Action

Water Body: Water body name WRIA: WRIA Section 10\* water? [ ]  NO [ ]  YES

*\*Check the* [*Corps list of navigable waters in Washington*](https://www.nws.usace.army.mil/Portals/27/docs/regulatory/permit%20guidebook/Navigable_Waters_of_the_US_in_WA_State.pdf)*.* *If yes, contact a Corps liaison prior to submittal.*

**Impacts**

| **Stream impacts** |
| --- |
| **Type of work** | **Purpose of work** | **Waterbody name1** | **Duration** | **Amount**(CY) | **Area**(acre or SF) | **Length**(linear ft) |
| *EXAMPLE: Place riprap* | *Erosion control* | *Water Creek* | *Perm* | *85.5* | *0.12 ac* | *200* |
| *EXAMPLE: Excavate & place fill* | *Construct access ramp* | *Water Creek* | *Temp* | *Excavate: 2.3**Fill: 3.5* | *Exc. 323 sf**Fill 447 sf* | *12* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1If no official name for the waterbody exists, create a unique name (such as “UNT 1”) The name should be consistent with other documents. |

| **Wetland impacts** |
| --- |
| **Type of work** | **Purpose of work** | **Wetland name1** | **Type & rating2** | **Duration** | **Area**(acre or SF) | **Amount**(CY) |
| *EXAMPLE: Place fill material*  | *Construction access* | *W 1* | *PSS* *Cat IV* | *Temp* | *672 sf* | *4.3* |
| *EXAMPLE: Excavate channel & place streambed material*  | *Conversion to new stream bed* | *W 2* | *PFO* *Cat III* | *Perm* | *Excavate: 0.1 ac**Fill: 0.02 ac* | *Excavate: 2**Fill: 4.5* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1 If no official name for the wetland exists, create a unique name (such as “Wetland 1”). The name should be consistent with other documents.2Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. |

**NWP applying for coverage under**: NWP #

*(e.g. NWP 3 for maintenance, 13 for bank stabilization, 14 for linear transportation projects)*

**Section 401 Water Quality Certification**

401 Agency: [ ]  Ecology [ ]  EPA [ ]  Tribe: Tribe name

Work will meet State Water Quality Standards and Sediment Management Standards?

[ ]  NO [ ]  YES

Work in 303(d) listed segment of a waterbody or upstream of a listed segment?

[ ]  NO [ ]  YES, for: Pollutant(s)

Temporary fill in wetlands or waters of the state for more than six months?

[ ]  NO [ ]  YES

Does the work meet all the conditions for the NWP applying for coverage under?

[ ]  YES [ ]  NO, because: Explain

Do you think an Individual 401 WQC is required? [ ]  NO [ ]  YES, because: Explain

**After-the-fact emergency work permit**

Date work done: Date Date agencies were notified: Date

Date of emergency declaration: Date

**Project Description**

*[REPLACE WITH PROJECT DESCRIPTION --- In this section, describe how you plan to construct each project element, include specific construction methods and equipment to be used. Include information required by the NWP you are applying for. For example, NWP 3 covers the repair, rehabilitation, or replacement of any previously authorized, currently serviceable structure or fill; write the description so that it is clear if the work is repair, rehabilitation, or replacement and that the work is previously authorized. NWP 13 has a maximum of 500 linear feet; if you propose more than 500 feet, provide justification why. If 401 review is required, describe the construction sequencing and BMPs.]*

**Avoidance & minimization**

*[Explain how impacts to wetlands and streams were avoided and minimized.]*

**Signature**

Applicant Signature: Date:

**Plans Sheets**

Plan sheets may include photographs, typical cross sections, or hand drawings that are marked up with the details for the proposed project (dimensions, scale, etc.). Engineered drawings are not required.

1. Use the [Corps Drawing Checklist (PDF 43KB)](https://www.nws.usace.army.mil/Portals/27/docs/regulatory2/FormsEtc/DrawingChecklist-v20191209.pdf?ver=2019-12-13-094602-703) to make sure drawings are complete. All plan sheets and the vicinity map must have the following information:

Reference # Project:

Applicant: WSDOT Water Body:

Location: 1/4 Section, T N, R E.

Longitude: Latitude:

Page x of y Date:

Nearest town: (vicinity map only) County: (vicinity map only)

1. Plan sheet(s) and cross-section(s) showing the existing and proposed conditions:
	1. The complete work area with the fill footprint area below OHWL
	2. The cubic yards placed below OHWL
	3. A scale or label showing the linear foot total and area impacts (square feet or acreage of footprint)
	4. Temporary fill needed to isolate the work area on the plan sheet with the temporary fill area labeled
	5. For Section 10 waterbodies, dimensions of proposed structures
	6. Lat/long and area of ditch impacts

**Supporting Documentation**

**Note:** Put the Corps reference number on all supporting documents.

1. Does the project impact a Corps Civil Works structure (e.g., a levee or dam)? Yes No

If yes, contact a Corps liaison prior to submittal.

1. If bank stabilization is needed, include answers to the Regional General Condition 5 questions:
	1. The cause of the erosion and the distance of any existing structures from the area(s) being stabilized.
	2. The type and length of existing bank stabilization within 300 feet of the proposed project.
	3. A description of current conditions and expected post-project conditions in the waterbody.
	4. A statement describing how the project incorporates elements avoiding and minimizing adverse environmental effects to the aquatic environment and nearshore riparian area, including vegetation impacts in the waterbody.
2. If there is work on a culvert, include answers to the Regional General Condition 6 questions for the culvert:
	1. Was stream simulation used, if not why not (extraordinary site conditions).
	2. How the design used for the culvert will provide equivalent or better fish passage and fisheries habitat benefits than the stream simulation design method.
	3. That the project will be monitored according to the WSDOT Fish Passage Monitoring protocol.
3. ESA Documentation:
	1. Provide ESA concurrences, Programmatic Coverage, No Effect, or ESA 4 (d) template. (Provide 1 copy) **or**
	2. Submit a request for the Corps to initiate consultation if:
		1. The Services have not responded, **or**
		2. Likely to Adversely Affect determinations where the Corps is the federal lead (Provide 2 copies of BA)
4. National Historic Preservation Act:
	1. Determination of effect, **or**
	2. Documentation of coverage under the Programmatic.

**NOTE: Adjacent Property owners only required for Individual Permits (IP)**