STATE OF IDAHO
INSTRUCTION GUIDE: JOINT APPLICATION FOR PERMIT

U.S. ARMY CORPS OF ENGINEERS IDAHO DEPARTMENT OF WATER RESOURCES IDAHO DEPARTMENT OF LANDS

This guide is intended to assist the applicant/agent in completing the Joint Application for Permit (NWW Form 1145-2/IDWR 3804-B). The application provides the information needed for evaluation and issuance/denial of a Department of Army Corps of Engineers permit, Stream Alteration Permit from the Idaho Department of Water Resources, Lake Encroachment permit from the Idaho Department of Lands and an individual water quality certification or waiver for impacts to waters within the State of Idaho.

Applicant will need to send a completed application and one set of drawings (and supplemental information, if needed) **to both the Corps of Engineers and the State of Idaho**. **Do not start work until you receive ALL permits from the Corps and State of Idaho agencies.**

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The Corps and State of Idaho strongly encourages the completion of all blocks on the application to ensure a proper evaluation can be done in a timely manner. All drawings and illustrations should be thoughtfully prepared with information and dimensions accurately depicted.

Minimal information required to begin the Corps permit process include: applicant's name, address, telephone number; project location, including latitude/longitude' project purpose and need; a mitigation plan OR statement of why no mitigation is needed; all previously issued permit authorizations; the required drawings (location map, plan, cross-section); and the applicant and agent signature(s) are required to be completed (see 33 CFR 325). Additional information requested within this document is needed for it to be considered a complete application for the State of Idaho and may be utilized by the Corps in it permit evaluation process.

The disclosure of information for this application is **voluntary**. Incomplete applications will not be processed, nor can permits be issued. If you need additional guidance to prepare this document please contact the appropriate Corps and/or State office to schedule a pre-application meeting so we may assist you.

By signing the application, the applicant is granting the State agencies to which this application is made the right to access/come upon the described location(s) to inspect the proposed and completed work activities.

PERMIT FEES

The ***Corps of Engineers*** does not require a fee for nationwide or other permit actions. However, the Corps does require a fee for a Department of Army Individual Permit, at the time a permit is issued. Do not send a fee to the Corps when you send in the application. When the permit is ready to be issued, you will be asked for the fee before the permit is issued. A $10 fee is charged for non-commercial activities and a $100 fee is charged for commercial or industrial activities.

The State of Idaho requires a $20 filing fee for State Stream Alteration Permits administered by the ***Idaho Department of Water Resources*** and MUST BE SUMBITTED WITH THE APPLICATION.

The ***Idaho Department of Lands*** charges fees based on the type of activity being conducted. ALL STATE FEES MUST BE SUBMITTED WITH THE APPLICATION. For specific fees charged, please visit their website at http://www.idl.idaho.gov/bureau/smr/navwaters/nw_procedures.html.

There is no charge for a 401 water quality certification.

WATER QUALITY CERTIFICATION

If applying to the Corps of Engineers for a project that involves discharging dredged or fill material into waters of the United States, including wetlands, you will need to obtain a Section 401 water quality certification (WQC) for the work activities ***before*** the Corps can issue a permit. The State of Idaho Department of Environmental Quality (IDEQ) is the water quality certifying agency for most areas within the State of Idaho.

The United States Environmental Protection Agency, Region 10, is the certifying agency for activities located within established tribal boundaries, with the exception of lands located within the exterior boundaries of the Fort Hall Indian Reservation AND approximately the southern 1/3 of Coeur d'Alene Lake and the St. Joe River within the Coeur d'Alene Reservation (see page 7 for agency contact on WQC information).

As part of the permit review process, the Corps will notify the appropriate agency of your project and request an individual 401 water quality certification be issued.

SUBMITTING A JOINT APPLICATION FOR PERMIT

The Joint Application for Permit and all required drawings (vicinity map, plan view drawing and cross sectional drawing) should be sent to all appropriate agencies. Send your application to the office address that corresponds with your project/activity location, see page 10-11 for contact information.

The Joint Application for Permit is used by the Corps of Engineers, Walla Walla District (Corps), State of Idaho Department of Water Resources (IDWR) and State of Idaho Department of Lands (IDL) to issue a permit for activities that impact waters of the United States.

It is the applicant's responsibility to verify with local, county, city and/or Tribal governments that additional regulation, requirement, application, permit, etc. are or are not required.

APPLICATION INSTRUCTIONS

BLOCK 1 – Contact Information, Applicant: Provide all contact information of the responsible party or parties. Include name, company, mailing address, city, state, zip code, day-time telephone number, and e-mail address. If the responsible party is a company, corporation, agency, other organization, etc. indicate the responsible officer/title. If more than one party is associated with the application, attach an additional 8-½"x 11" sheet with the necessary information. The applicant's signature is required in Block 30 *Signature of Applicant*.

BLOCK 2 – Contact Information, Agent: Provide all contact information of the agent representing the primary party or parties provided in Block 2. Include name, company, mailing address, city, state, zip code, day-time telephone number, and e-mail address. An agent can be an attorney, builder, contractor, engineer, consultant, or any other person or organization. An agent is not required unless the applicant wishes to designate someone to represent him/her during the permit process. The agent's signature is required in Block 31 *Certification of Agent*.

BLOCK 3 – Project Name/Title: Provide the name or title identifying the proposed project; this should ***NOT*** be the applicant's name (e.g., Two Mile Crossing; Phyllis Drain Culvert; Snake River @ river mile #248.5).

BLOCK 4 – Project Street Address: Provide the *physical* address - not a box number - where proposed activities will be conducted. If no physical address is available, provide the nearest crossroads.

BLOCK 5 – Project County: Provide the county in which proposed activity/project is located.

BLOCK 6 – Project City: Provide the city where proposed activity/project is located.

BLOCK 7 – Project Zip Code: Provide the zip code in which proposed activity/project is located.

BLOCK 8 – Nearest Waterway/Waterbody: Provide the name of the stream, river, lake, pond, reservoir, irrigation facility, shoreline, etc. to be directly impacted by the activity/project. If a minor (unnamed) water, identify the waterbody the minor stream flows into.

BLOCK 9 – Tax Parcel ID#: This is an Idaho Department of Lands requirement. Provide the Tax Assessor's parcel number or description, which may be obtained by calling the local Tax Assessor's Office of the county in which the project is located in.

BLOCK 10 – Latitude/Longitude: Provide an accurate Latitude and Longitude coordinate of where the proposed project is located. If project covers a large area, please provide multiple coordinates that best define the project boundaries for an accurate and timely assessment of your application. Attach this on an 8-1/2" x 11" sheet, labeled Block 10. *The required vicinity map should also contain the latitude & longitude coordinates*. Contact a local government agency in the area for assistance. You may also try using Bing, Google Earth, Google Maps, Yahoo Maps or other similar websites for assistance in obtaining the latitude/longitude for the project site.

BLOCK 11(a-e) – Quarter, Quarter, Section, Township, Range: Provide the ¼, ¼, section, township, and range where proposed activity/project will be conducted. This information may be obtained by contacting the local tax assessor's office where the proposed project site is located.

BLOCK 12(a/b) – Estimated Start/End Date: Provide the anticipated or best estimated dates of when activity/project will begin and end.

Do not start work until receiving all permits from the Corps and the State of Idaho.

BLOCK 13(a) – Project within Tribal Reservation Boundaries: If the proposed project is located within an established tribal reservation boundary, check the YES box. As required by the Clean Water Act, proper tribal coordination may need to be initiated by the Corps as part of the decision making process. Coordination may also be necessary to obtain Section 401 water quality certification from either the tribe and/or the U.S. Environmental Protection Agency. See page 7 for contact information.

BLOCK 13(b) – Is project located in listed ESA area? If the proposed project is located within a specific geographical area or watershed that has or ever has had an ESA listed species present, check the YES box. This question will help identify if your project requires further analysis regarding effects on species listed as "threatened" or "endangered" and/or its "critical habitat", as defined under Section 7 of the Endangered Species Act (ESA).

BLOCK 13(c) – Is project located on/near Historical site? If the proposed project is located on or near an Idaho historical or cultural site, check the YES box. All federal agencies are required to take into account the effects of their actions (permit) on Historic Properties, as outlined in the National Historic Preservation Act, Section 106.

BLOCK 14 – Directions to Site: Provide directions to the site from a known location or landmark. Include highway, roads, major crossroads, street numbers, and names. Also, provide distances from known locations and any other information that would assist in locating the site.

> **EXAMPLE**: *From intersection of Park Ave. & 10th Street, drive 1.5 miles, turn right onto River Street, drive approx. one mile; project is on right descending bank (or east side) of Two Pines Creek, 1 mile downstream of US-14 Bridge, RM 32.*

BLOCK 15 – Purpose and Need: Check the appropriate box - commercial, industrial, public, private, or check other (e.g.: social, economic, environmental). Describe the purpose and need for the structure or fill material to be placed in the waterway or waterbody, including wetlands. If the activities involve the discharge of dredge and/or fill material into a wetland or waterbody, include the temporary placement of material and explain the specific purpose of the materials being placed, i.e.: erosion control.

> **EXAMPLE** Purpose and Need: *The purpose of this project is to construct an access road for Sundown Subdivision which requires the placement of a 48" arch culvert on Two Pines Creek.*

BLOCK 16 – Detailed Description of Each Activity: Provide a detailed breakdown of EACH specific activity involved in the overall project. Provide dimensions – length, width, height, depth, area, acres, linear feet, etc. – of all proposed structures (e.g.: dikes, culvert, road, cofferdam, etc.). Written descriptions and illustrations are a crucial part of this application. Please identify the following:

- All quantities and types of materials to be used
- Indicate whether discharge of dredge or fill material is involved or not; provide correct dimensions
- Identify any structure to be constructed on a fill, piles, or float supported platform

> **EXAMPLE** Overall project description: *Construct a road crossing of Two Pines Creek, using a 40"long x 48" diameter arch culvert pipe and the discharge of approximately 20 yds^3 of three quarter minus gravel, to facilitate the construction of a three acre housing development, located 250 feet from the high water mark of Two Pines Creek.*

Each activity should include a complete narrative of the proposed project work and activities. Include a description of current site conditions and how the site will be modified by the proposed project, all structures and fill materials to be installed, area of excavation or dredging, volumes of material to be removed, uses and disposal location of dredged material, work methods and type of equipment to be used and pollution control method (erosion, sediment, turbidity, etc). If applicable, include phasing or construction sequencing of activities.

> **EXAMPLE:** Breakdown of project activities, phases, sequencing**:** *Install a 48-inch diameter X 40-foot arch culvert pipe into Two Pines Creek, associated with a road crossing. The base footprint dimensions of the road crossing will be 38-foot wide x 30-foot long.* (Continued on page 5)

The driving surface of the roadway will consist of two, 12-foot driving lanes with 3-foot shoulders.

All work will be performed using a backhoe and front end loader, working from the top-of-bank of Two Pines Creek and/or the top-of-fill. No equipment will operate in the open channel, minimizing impacts to the extent possible within the project area.

Impacts associated with the road crossing include 900 square foot of open channel and 60 square foot of emergent wetlands.

Install a temporary 5-foot wide X 40-foot Jersey barrier/visqueen cofferdam to minimize sediment transport during the installation of the 48-inch diameter X 30-foot arch culvert pipe into Two Pines Creek.

BLOCK 17 – Alternatives Analysis to Avoid, Minimize, Compensate for Impacts: The Corps of Engineers is responsible to ensure that any environmental impact to the aquatic resources from your proposed project is avoided, minimized, and if needed compensated for, as much as possible. In some cases, the Corps may require compensatory mitigation to offset the losses of aquatic resources (33 CFR 325, 332: Final Mitigation Rule, April 2008).

Compensatory Mitigation is the restoration, establishment, enhancement or preservation of aquatic resources for the purpose of offsetting losses of aquatic resources resulting from activities authorized by a Corps of Engineers' permit. Compensatory mitigation requires a mitigation plan and must be reviewed and concurrence received from the Corps, prior to an issuance of a DA permit.

Minimal Impacts - If your project involves a *minimal impact to aquatic resources*, provide a brief summary and explanation describing how on-site measures are being or will be taken to avoid and minimize activity impacts to the waterway/waterbody. **Examples** of avoiding and minimizing on-site activity impacts may include revising work activities or sequencing, conducting work from atop the bank, work done during low water, use of rubber tired equipment, silt curtains, silt fences, straw waddles, etc.

More Than Minimal Impacts - If your project involves *more than minimal impacts to aquatic resources*, provide a detailed description and explanation describing which/where off-site alternatives were considered for your project. These alternatives must be a realistic alternative to site location, design(s), construction methods, etc. Each alternative discussed must have an explanation of why it was or was not chosen. A vicinity map of each alternative site must also be included and labeled accordingly (on 8-1/2" x 11" white paper).

BLOCK 18 – Proposed Mitigation Statement or Plan: A mitigation plan for your proposed project may be required if impacts to the aquatic resource are more than minimal (see Block 17 for further details). If you believe your project does not require a compensatory mitigation plan, provide a statement of how measures are being taken to avoid and minimize activity impacts to the waterway or waterbody, including wetlands. Also include your reasoning of why a mitigation plan is not required.

If your proposed project does require a mitigation plan, attach a copy of the plan labeled Block 18. The plan must be on white paper no larger than standard 8-1/2" x 11", white paper and of good reproducible quality. *While a detailed mitigation plan may be required as part of the permit process, it is NOT required for a complete application*.

BLOCK 19 – Type & Quantity of Materials: Identify and list each type and quantity of material that your project proposes to discharge. Any material discharged into waters of the U.S. below the Ordinary High Water Mark and/or in wetlands must be identified.

Calculation for Cubic Yards (yd^3): LENGTH (ft) multiplied by WIDTH (ft) multiplied by DEPTH (ft); divide by 27

BLOCK 20 – Type & Amount of Impacts to Waters of the U.S., including Wetlands: Identify and list quantity amounts of each type of impact to waters of the U.S., including wetlands. Include quantity amounts in acres, square feet, and cubic yards. To help determine quantity amounts, see calculations below.

Calculation for Square Feet (ft^2): LENGTH (ft) multiplied by WIDTH (ft)

Calculation for Acres: LENGTH (ft) multiplied by WIDTH (ft); divided by 43,560

Calculation for Cubic Yards (yd^3): LENGTH (ft) multiplied by WIDTH (ft) multiplied by DEPTH (ft); divide by 27

BLOCK 21 – List and/or describe all work activities that has occurred on the project and within the project site. If none, check "no". If "yes", provide all dates, work activities, type of work, the quantity – in linear feet, square feet, and/or acre area – for each type of work activity (impact) completed on either the project and/or the project site. Include work in waters of the United States; include all wetland areas.

Calculation for Square Feet (ft^2): LENGTH (ft) multiplied by WIDTH (ft)

Calculation for Acres: LENGTH (ft) multiplied by WIDTH (ft); divided by 43,560

BLOCK 22 – Previously Issues Permits/Authorizations: Provide permit number, date, authorization, agency and status of all approvals, permits, authorizations from other Federal, state, local, county or other permitting/licensing agency that may be needed for your proposed project. Provide status as issued, approved, pending, denied.

BLOCK 23 – Alterations on Public Trust Land(s): Check the box if activity/project is located on Idaho Public Trust Land. The State of Idaho was granted title to the beds of navigable waters in 1890. For further information on State of Idaho Public Trust Lands, contact Department of Lands directly; see page 11 for contact information.

BLOCK 24 – Size & Flow Capacity of Bridge/Culvert & Drainage Area: This is an Idaho Department of Water Resource (IDWR) requirement. For further information on Block 24, contact IDWR directly, see page 11.

IDWR requires all applications for bridges or culverts to include the drainage area above the crossing AND design flow capacity of the structure, with required allowances for debris and ice passage. Minimum clearance shall be at least one foot at all bridges; this may need to be increased substantially in the areas where ice passage or debris may be a problem.

Design flows shall be based on the following minimum criteria:

DRAINAGE AREA	DESIGN FLOW FREQUENCY
50 square miles or less	25 years
Over 50 square miles	50 years or greatest flow of record, whichever is greater

IDWR and the Corps strongly encourage the use of bottomless arch culverts and free-span bridge structures for stream and river crossings. Installation of bottomless arch culverts and free span bridge structures:

- Reduces the risk of not passing flows during a high water event
- Lowers the long-term maintenance costs of the crossing
- Decreases the possibility of down-cutting of the streambed or riverbed (upstream or downstream of the crossing)
- Minimizes the possibility of bank erosion upstream and/or downstream of the crossing
- Promotes fish passage

Although the use of bottomless arch culverts and free-span bridge structures in lieu of round metal culverts is strongly recommended, but not required. Contact IDWR for minimum culvert sizes for stream and river crossings.

BLOCK 25 – Project in a Mapped Floodway: Contact your local city or county government for assistance to determine if the work activities/project is located in a Federal Emergency Management Agency (FEMA) mapped floodway.

BLOCK 26(a/b) – Section 401, Water Quality Certification: This information is requested by Idaho Department of Environmental Quality (IDEQ), U.S. Environmental Protection Agency (USEPA), the Coeur d'Alene Tribe (CDA) or the Shoshone-Bannock, Fort Hall Tribes (ShoBan). The agency/tribe that will issue the water quality certification or waiver depends upon the location of your project.

(a) Water Quality & Anti-Degradation: Check YES or NO to the three questions listed regarding proposed impacts of your project and anti-degradation (*a policy implemented to prevent deterioration of existing water quality)* to the waterway or waterbody where your project is located.

(b) Best Management Practices (BMPs): Describe the Best Management Practices that you will use to minimize impacts on water quality to support the anti-degradation of the water. Provide a description of these practices; include timeframe, dimensions, amounts, etc. which will be implemented to minimize the effects on the water quality. Also include information on how your project will/will not affect hydrologic characteristics, surface water flows, etc.

All feasible alternatives should be considered: treatment or otherwise. Select an alternative which will minimize degrading the water quality. Through the 401 Water Quality Certification process, IDEQ, USEPA, CDA Tribe or ShoBan Tribes will stipulate minimum management practices to help prevent degradation of the water.

Idaho One Plan, BMPs: http://www.oneplan.org/BMPs.asp
USEPA, Protecting Natural Wetlands (pg 111): http://www.epa.gov/owow/wetlands/pdf/protecti.pdf

Contact Information

Agency	Boundaries	Telephone #
Idaho Department of Water Quality	State of Idaho	(208) 373-0574
Coeur d'Alene Tribe	Southern 1/3 of Coeur d'Alene Lake; Lower St. Joe River, within Coeur d'Alene Reservation	(208) 686-0252
Shoshone-Bannock, Fort Hall Tribes	Within the exterior boundaries of Fort Hall Indian Reservation	(208) 239-4582
U.S. Environmental Protection Agency	All other locations within established tribal boundaries of a tribe within State of Idaho and that has not yet assumed 401 responsibility	(208) 378-5755

Water Quality Certification, Agency Information:

The ***Idaho Department of Environmental Quality*** (IDEQ) is responsible for issuing 401 Water Quality Certification for projects located within the boundaries of the State of Idaho.

Website: http://www.deq.idaho.gov/water-quality/surface-water/standards/401-certification.aspx
IDEQ, 401 Guidance: http://www.deq.idaho.gov/media/516305-401-certification-guidance-0811.pdf
Anti-Degradation Guidance: http://www.deq.idaho.gov/water-quality/surface-water/antidegradation.aspx

The ***Coeur d'Alene Tribe*** has assumed responsibility for issuing 401 Water Quality Certification for projects located within the southern 1/3 of Coeur d'Alene Lake and the lower St. Joe River within the Coeur d'Alene Reservation. USEPA, Region 10 issues 401 water quality certifications for all other waters located within the Coeur d'Alene Reservation.

Website: http://www.cdatribe-nsn.gov/

The ***Shoshone-Bannock, Fort Hall Tribes*** have assumed responsibility for issuing 401 Water Quality Certification for projects located within the exterior boundaries of the Fort Hall Indian Reservation.

Website: http://www.shoshonebannocktribes.com/

The ***U.S. Environmental Protection Agency*** (USEPA) Region 10 is responsible for issuing all other water quality certification for projects located within the established tribal boundaries of a tribe within Idaho and that has not assumed responsibility for issuing water quality certifications.

Website: http://water.epa.gov/
USEPA, 401 Guidance: http://water.epa.gov/lawsregs/guidance/cwa/waterquality_index.cfm
Anti-Degradation Guidance: http://water.epa.gov/scitech/swguidance/standards/adeg.cfm

Block 27 – Impacts to Water: Detail each individual activity that will cause impact to the waterbody (e.g., stream, shoreline, tributary) by providing:

- The name of the waterbody
- If the waterbody is a seasonal or perennial waterbody
- Provide the length of impact to the riverbank, stream bank, lake, shoreline, etc. of the individual activity
- Describe the type of activity being proposed that will have an impact on the waterbody
- Provide the length of impact to the riverbank, stream bank, lake, shoreline, etc. of the individual activity

NOTE: *Perennial is defined as flowing year-round; Intermittent (seasonal) is defined as flowing less than 12 months*

Each type of impact to the stream, shoreline, and/or water body must be individually listed. Provide the TOTAL OF ALL IMPACTS, in linear feet. **Impacts may include fill, backfill/bedding, land clearing, dredge (excavate/drain), coffer dams, riprap, dock/pier, etc.**

Calculation for Square Feet (ft2): LENGTH in feet, multiplied by WIDTH in feet

Calculation for Acres: LENGTH in feet, multiplied by WIDTH in feet; divided by 43,560

EXAMPLE:

Activity	**Name of Waterbody**	**Season** or **Perennial**	**Description of Impact**	**Impact Length**
Construct Road	Two Pines Creek	Perennial	Road base 30' x 38'	70 feet
Construct Shoulder	Two Pines Creek	Perennial	3' shoulders, each side	6 feet
Temporary Cofferdam	Two Pines Creek	Perennial	Install 40' x 5' temporary visqueen cofferdam	40 feet
TOTAL STREAM IMPACTS (Linear Feet):				**116 feet**

Block 28 – Impacts to Wetlands: Detail each individual activity that will cause impact to the wetland(s) by using the following examples:

- Wetland Type -
  Emergent wetlands: may contain horsetail, reed grass (Reed Canary Grass), wire grass (Baltic Rush), bulrush (Bulrush), poison hemlock, etc.
  Scrub/Shrub wetlands: may contain coyote/sandbar willow (Narrow Leaf Willow), dogwood (Red Twig Dogwood), Alder, etc.
  Forested wetlands: may contain cottonwood, silver maple, river birch, red alder (red maple, green ash)
- Distance to nearest waterbody, in linear feet
- Purpose of each individual impact
- Area that proposed activity or project will impact, in acres or square feet
- Provide the total impacts, in acres or square feet

Calculation for Square Feet (ft2): LENGTH in feet, multiplied by WIDTH in feet

Each type of impact to the wetland must be individually listed, including mechanized fixed blade and clearing, fill and dredge material discharged, flood, drainage, etc. Spacing for four separate impacts has been provided. Additional impacts must be listed on an attached 8-½"x 11" sheet(s) with the necessary information labeled Block 28.

EXAMPLE:

Activity	**Wetland Type**	**Distance to Waterbody**	**Description of Activity and Dimensions**	**Impact Length** (L x W)
Construct Crossing	Emergent	2 feet	Road Crossing 30' x 38'	60 ft^2
TOTAL WELAND IMPACT(S) in Square Feet:				**60 ft^2**

BLOCK 29 – Adjacent Property Owners Notification: Include full name, complete physical address, and telephone number of ALL public and private, adjacent property owners, lessees, etc. whose property adjoins the waterbody or aquatic site where work is being proposed. Information regarding adjacent landowners is usually available through the office of the tax assessor in the county or counties where the project is to be located.

Adjacent property owners includes adjoining property owners with ownership located on both sides of the near bank AND/OR all other ownership on the waterway/body that may be affected by the proposed activity/project. Also, include homeowner or community associations within the proposed project area.

BLOCK 30 – Signature of Applicant, Agent: Each application must have an original signature of the applicant and date signed. If applicant has authorized an agent, he/she must also sign an original signature and date. Certification ensures the applicant/agent is authorized to undertake the work described or is duly authorized to act in behalf of the applicant, and that all work and uses described in this application/supporting documentation is complete and accurate. These signatures shall be an affirmation that the party applying for the permit possesses the requisite property rights to undertake the activity applied for (including compliance with general, regional and/or special conditions, mitigation, etc.).

DRAWING & SUPPLEMENTAL INFORMATION

Three types of drawings are required to accurately depict work activities: (1) *vicinity map*, (2) *plan view drawing*, and (3*) cross sectional drawing*. All drawings or illustrations must be included in order for the application to be considered complete. Drawings should be reviewed for clarity and all unnecessary data/layers should be omitted.

1. Illustrations do not need to be professionally prepared, however, they must be clear, accurate, and contain all necessary information so a proper and timely evaluation can be done. Photographs of proposed work site are not required, although they are helpful and may be submitted as part of the application packet. Sample Drawings: http://www.nww.usace.army.mil/Portals/28/docs/regulatory/JtApplication/SampleDrawings.pdf

2. **VICINITY MAP**: This map should be of sufficient scale & detail to allow someone who is unfamiliar with the area to access the site from the nearest city/town or major highway intersection/exit. The vicinity map should show the nearest main road and intersection and should also show the ***entire project boundaries*** – not just the impact site. Location maps for off-site mitigation areas must also be included. ***Latitude and Longitude coordinates should be included on vicinity map***. MapQuest or Google Maps may provide enough detail for a vicinity map. USGS Quad Maps generally show topography and a landscape perspective and do not show the name and/or location of the roads; and therefore may not be an appropriate vicinity map.

3. **PLAN VIEW DRAWING**: The plan view drawing must be clear enough so that a person can understand where the waterway and wetland resources are and how they will be impacted by the proposed activities. The plan view drawing should include, as appropriate:
   - Entire project - including boundaries, roads, buildings, utilities, etc.
   - Existing and proposed contours, as applicable
   - Jurisdictional boundaries by resource type, for example, wetland boundary by Cowardin and HGM class, location of Ordinary High Water Mark, etc.
   - Stormwater outfalls, if applicable
   - Clear identification of the areas proposed for all activities and impacts, both temporary and permanent; Cross-hatching may be used to distinguish various types of impacts. If there is more than one impact site, identifiers should be assigned - wetland A, B, etc. - and referenced in Blocks 16 & 22 of the application
   - Staging area(s) and equipment or construction access points
   - Location of the cross sections
   - Compensatory mitigation areas

4. **CROSS SECTIONAL DRAWING**: The cross section drawing is required to illustrate the vertical extent of impacts (removal, dredge and fill activities) to existing elevations. To be effective, the location of the cross section on the plan view should be in the area of greatest extent of impact activities. The cross section drawing should be of a scale sufficient to evaluate proposed impacts/activities and should include:
   - A vertical and horizontal scale
   - Existing and proposed ground elevations
   - Jurisdictional boundaries – wetland boundary, ordinary high water mark, etc.
   - Proposed water elevation, if applicable
   - All structures or construction limits

Submit ***one original, good, quality drawing on white paper no larger than 8-½ inches X 11 inches***. Drawings must be prepared using the general format of samples provided and use block lettering. Leave a 1-inch margin at the top of each sheet for reproduction and binding purposes. Drawings must be reproduced and therefore color shading cannot be used. Heavy dark lines, dot shading, hatching, or similar graphic symbols must be used instead of color shading to clarify drawings.

A legal property description is required and must include the number, name of subdivision, block, and lot number from plot, deed, or tax assessment information. A title block is also required on all three drawings. *Title block must contain the project name/title, applicant name, name of waterbody, river mile (if applicable), name of county and state, date prepared, and # of sheet & total # of sheets in set (1:3, 2:3, 3:3*). Also include a ***north arrow and scale*** on all drawings.

CONTACT INFORMATION

U.S. Army Corps of Engineers

U.S. Army Corps of Engineers
Walla Walla District, ***Regulatory Division***
201 North 3rd Avenue
Walla Walla, Washington 99362-1876
General Line: (509) 527-7150

U.S. Army Corps of Engineers
Walla Walla District, ***Boise Field Office***
10095 W Emerald Street
Boise, Idaho 83704
General Line: (208) 345-2155

U.S. Army Corps of Engineers
Walla Walla District, ***Idaho Falls Field Office***
900 N Skyline Drive, Suite A
Idaho Falls, Idaho 83402-1718
General Line: (208) 522-1676

U.S. Army Corps of Engineers
Walla Walla District, ***Coeur d'Alene Field Office***
2065 W Riverstone Drive, Suite #201
Coeur d'Alene, Idaho 83814
General Line: (208) 765-8961

http://www.nww.usace.army.mil/BusinessWithUs/RegulatoryDivision/ContactUs.aspx

CONTACT INFORMATION

State of Idaho Department of Water Resources

State of Idaho
Department of Water Resources
Northern Regional Office
7600 Mineral Drive, Suite 100
Coeur d'Alene, ID 83815-7763
Phone (208) 762-2800

State of Idaho
Department of Water Resources
Southern Regional Office
1341 Fillmore Street, Suite 200
Twin Falls, Idaho 83301-3380
Phone (208) 736-3033

State of Idaho
Department of Water Resources
Western Regional Office
2735 Airport Way
Boise, ID 83705-5082
Phone (208) 334-2190

State of Idaho
Department of Water Resources
Eastern Regional Office
900 N Skyline Drive, Suite A
Idaho Falls, ID 83402-1718
Phone (208) 525-7161

http://www.idwr.idaho.gov/contact/contact.htm

CONTACT INFORMATION

State of Idaho Department of Lands

Coeur d'Alene Area	3258 West Industrial Loop	Coeur d'Alene, ID 83815	(208) 769-1577
Eastern Idaho Area	3563 Ririe Highway	Idaho Falls, ID 83401	(208) 525-7167
Kootenai Valley Area	6327 Main Street	Bonners Ferry, ID 83805	(208) 267-5577
Payette Lakes Area	555 Deinhard Lane	McCall, ID 83638	(208) 634-7125
Pend Oreille Area	2550 Highway 2 West	Sandpoint, ID 83864	(208) 263-5104
Priest Lake Area	4053 Cavanaugh Bay Road	Coolin, ID 83821	(208) 443-2516
South Central Area	324 S 417 E - US Hwy 93 Business Park	Jerome, ID 83338	(208) 324-2561
South West Area	8355 West State Street	Boise, ID 83338	(208) 334-3488
St. Maries Area	1806 Main Avenue	St. Maries, ID 83861	(208) 245-4551

http://www.idl.idaho.gov/areas.htm