

# Pre-Construction Notification – NWP/IP Submittal Guidance

## U.S. Army Corps of Engineers ~ Arizona Branch

To facilitate the Regulatory Division's review and processing of your requests please observe the following guidelines. Corps guidelines for the processing of Department of the Army Permits are described in 33 CFR Part 325 and in 40 CFR Part 230.

Submit only information which will assist in the evaluation for the PCN. Concise and organized information is much easier to review. If your submittal lacks any of the requested information listed below, it may be returned to you for additional information.

### Before beginning, please note:

- Only one (1) complete document is required for submittal.
- For the hard copy, double side as many documents as appropriate. For example, cover letter, all map graphics (topo, floodplain, location), site photos, JD form, and tables. JD aerials are the only sheets that should not be double sided.
- Do not "bind" information or reports submitted to the Corps. Binder clips are preferred.
- Cultural resource reports and biological reports (BR or BE) are required for all PCN submittals (double-sided copies). If the Corps is the lead federal agency additional documentation may be required for consultation. Biological reports must be current or within 6 months; if more than 6 months old, please coordinate with ADOT biologist for an update (email update will suffice).
- Do not duplicate information in the submittal package.

### Minimum information required for processing:

1. Cover letter (*see EPG website at [www.adotenvironmental.com](http://www.adotenvironmental.com) for template*)
2. Current Eng Form 4345
  - Application **MUST** be signed by District Engineer and EPG planner.
  - Fill out each block completely per the instructions.
3. Preliminary/Approved JD Aerial /Impact Sheets
  - Include prelim/approved JD aerial clearly illustrating both temporary and permanent impacts of the proposed project.
  - Include relevant construction plan sheets and details to scale.
  - All of these documents must be to a standard engineering scale and have required mapping information. This includes a legend, appropriate label, and the requirements from the Corps Final Map and Drawing Standards for the Los Angeles District Regulatory Division, dated September 21, 2009.

#### 4. Floodplain map

- Do not need to duplicate state, vicinity, and floodplain maps if the PCN is for a project related to a previously accepted approved JD or PJD.

#### 5. General and Regional Conditions

- Document describing how the project is in compliance with all 28 General Conditions including Regional Conditions (General Condition 23).
- Include all supporting documentation for General Condition 17 and 18.

#### 6. Copy of 401 Individual Certification, if applicable

#### 7. Include a CD containing the following items:

- All information submitted with the hard copy so that the Corps may transfer it into their database.
- Be sure to separate 8-1/2 x 11 and 11 x 17 into two files. Biology and Cultural documentation should be separate files.
- Submittals can also be uploaded to ADOT EPG FTP site at [www.adotenvironmental.com](http://www.adotenvironmental.com) (file size should be less than 40MB).

#### 8. A bibliography sheet

- Include if referencing other information.

### Additional items for IP submittal:

#### 9. 404(b)(1) document

- Include completed applicable sections.
- Submit double sided hard copy and electronic Word version.

#### 10. Mitigation Plan

#### 11. Electronic versions of aerials, plans and details for Public Notice

#### 12. Labels for all adjacent landowners

#### 13. Any comment(s) the Corps provides on a submittal needs to be addressed within 30 days from receipt