US ARMY CORPS OF ENGINEERS, NORFOLK DISTRICT PRE-APPLICATION AND JURISDICTIONAL DETERMINATION CHECKLIST

This checklist is to assist you in submitting complete and proper information. Please keep in mind that this is not an exhaustive list. Each project has unique components and **more or less information may be required** by the project manager to complete the Jurisdictional Determination (JD) on any given project. However, this list contains information typically necessary for this office to issue a JD. We appreciate your cooperation in providing this information at the time of your request. Failure to provide this information may delay our response to you.

1. **Written request** using the two page form, “NORFOLK DISTRICT REGULATORY OFFICE PRE-APPLCIATION AND/OR JURISDICTIONAL WATERS DETERMINATION REQUEST FORM” available at: http://www.nao.usace.army.mil/Portals/31/docs/regulatory/commonreq/Preapplication\_Request\_Form.pdf The form must be filled out completely and include all contact information and written permission (signature) from the property owner or the owner’s legal representative for USACE personnel to access the property.
	1. **Date of Request**.
	2. **Project Name**.
	3. **Location** City or County.
	4. **Address of property** or review area and directions (road names, cross streets, nearest town, etc).

 **Coordinates** of center of property or review area in **decimal degrees** (xx.xxxx˚N, –

xx.xxxx˚W format). Linear projects should also include decimal degrees location of the start

 and end of the review/project area.

* 1. **Size** of property or review area in acres.
	2. **Tax Parcel Number/GPIN** (if available).
	3. **Name of nearest named waterbody** (stream/river/lake) to which the property or review area is hydrologically connected, closest TNW, name and number of drainage basin (if the property is connected to an unnamed tributary, then specify the nearest named waterbody, e.g. unnamed tributary to James River).
	4. **Name, address, and phone number** of applicant, current property owner(s), and agent/consultant (if applicable).
	5. **Reason for request**.
	6. **Past Actions** including JDs, Permits, etc with the Corps Action ID number.
	7. **Property Owner Contact Information**.
	8. Requestor Name (if applicable).
	9. **Signature of Property Owner (REQUIRED)**.

**IF A WETLAND DELINEATION HAS BEEN PERFORMED AND YOU REQUIRE CONFIRMATION OF THE DELINEATION, PLEASE PROVIDE:**

1. **Completed Wetland Delineation Report Site Information Summary form** for all jurisdictional waters on-site. This form will assist us in expediting your JD request and determining if a site visit is necessary. <http://www.nao.usace.army.mil/Portals/31/docs/regulatory/commonreq/Wetland%20Delineation%20Report%20Site%20Information%20Summary.docx?ver=2018-07-23-102034-137>
2. **Photographs** should be representative of the site and may include pictures of the wetlands, soils, tributaries, on the site. Photographs will help in determining the need for a site visit.
3. **\_\_\_ Data forms** of both upland and wetland data points for **each** wetland type; forms available at: <http://www.usace.army.mil/Portals/2/docs/civilworks/regulatory/reg_supp/atlantic_gcp_df25.pdf>

 <http://www.usace.army.mil/Portals/2/docs/civilworks/regulatory/reg_supp/int_emp_df25b.pdf>. All data points

 shall include distinct decimal degrees location of the point taken.

1. **Size of waters of the US**. Total area (acreage or square feet) of each wetland and open water on site. Total linear feet of each on site tributary. A distinct name for each water (i.e. Wetland A, Wetland B, Tributary A, Open Water A).
2. **Sketch or Drawing** of the approximate location(s) of waters of the United States, including wetlands, on the parcel being evaluated.
3. \_\_\_ **Maps** which must include: scale, north arrow, title block with date, property name, drawing number/preparer, revision dates, roads and waterway names and project/property boundaries.
	1. **Vicinity/Location Map** including exact location of the property or review area. It should include the nearest intersection of two state highways or other identifiable reference points. A USGS quadrangle map and/or street atlas is preferred.
	2. **Soils Map** available at: [http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm.](http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm)
	3. **Aerial Map** with property or review area limits and wetland/waters sketch including date of photo, available at: [http://earth.google.com/.](http://earth.google.com/)
	4. **USGS Topographic Map** including quadrangle name and date, available at: [https://store.usgs.gov/filter-products?country=US&region=VA&map\_filters=[22711]&type=US+Topo&sort=relevance](https://store.usgs.gov/filter-products?country=US&region=VA&map_filters=%5b22711%5d&type=US+Topo&sort=relevance)
	5. **Flood Plain Map**, available at: [http://msc.fema.gov.](http://msc.fema.gov/)
	6. **National Wetlands Inventory (NWI) Map**, available at: <http://www.fws.gov/wetlands/Data/Mapper.html>.
	7. **Infra-red maps** (optional).
	8. **Engineering Surveys**, e.g. two foot or less topographic map of the site (optional).
	9. **LiDAR** is highly recommended where available and eases the review of a project including: desktop verification requests, re-verification requests and determining whether a site visit is necessary. LiDAR data is available from NOAA <https://coast.noaa.gov/dataviewer/#/lidar/search/> and USGS The National Map <https://viewer.nationalmap.gov/basic/>
	10. \_\_\_\_\_ **Shapefiles** if provided will assist in the review of the project.

Questions can be directed to the following phone number: Regulator of the Day 757-201-7652