

## Appendix D-2

### Instructions for completing an Individual USACE Permit Application

This section is intended to provide instructions on how to properly complete an Individual 404 Permit application (PCN for Nationwide Permits). A copy of the 404 application can be downloaded in PDF format from the USACE –Louisville District web page (Information section) at <http://www.lrl.usace.army.mil/orf/default.asp> and is included in Appendix I. The instructions below are organized such that the USACE standard instructions are followed by INDOT specific instructions and examples.

#### Blocks 1- 4:

To be completed by the USACE.

#### Block 5: Applicant's name:

Enter the name of the responsible party or parties. If the responsible party is an agency, company, corporation or other organization, indicate the responsible officer and title. If more than one party is associated with the application, attach a sheet with the necessary information marked *Block 5*. For INDOT projects, this is currently Thomas O. Sharp.

\_\_\_\_\_, *Commissioner*  
*Indiana Department of Transportation*

#### Block 6: Address of Applicant:

Provide the full address of the party or parties responsible for the application. If more space is needed, attach an extra sheet of paper marked *Block 6*. For INDOT projects, this is currently:

*Indiana Department of Transportation*  
*100 N. Senate Avenue*  
*Indianapolis, Indiana 46204*

#### Block 7: Applicant Telephone Number(s):

Provide the number you can be reached during normal business hours. This will be the number of the person listed in Block 5 or the designated person who will sign for this person. Currently, this is Section Head for the Ecology and Permits Section **XXXX** – *telephone number*.

#### Blocks 8 through 11:

To be completed if there is a designated agent.

#### Block 8: Authorized Agent's Name and Title:

Indicate the name of the individual or agency, designated by the applicant, to be the representative of the applicant during the permit process. An agent can be an attorney, builder, contractor, engineer, environmental specialist, etc. For INDOT, this is currently **XXXXXX**. \_\_\_\_\_, *OES-Waterway Permits Unit Supervisor*

**Blocks 9 and 10: Agent's address and telephone number:**

Provide the complete mailing address of the agent, along with the telephone number where the agent can be reached during normal business hours.

*Indiana Department of Transportation, Office of Environmental Services  
Rm 601, 100 N. Senate Avenue  
Indianapolis, Indiana 46204  
Telephone number*

**Block 11: Statement of Authorization:**

Enter Agent's name as listed in Block 8. The Commissioner, Indiana Department of Transportation (or signature of authorized representative) must print, sign, and date this application.

**Block 12: Proposed project name or title:**

Provide name or title identifying the proposed project. For INDOT projects, it is the standard project identification: Project Number, Structure Number(s), **County, Route, Section, and Des. Number(s)**.

**Block 13: Name of Waterbody:**

Provide a name (or identifier) for the subject water(s) of the US which will be impacted by the project. This could be a stream(s), legal drains, wetland(s), open water(s) (lake or pond), etc. If it is a minor (no name) stream, identify the waterbody the minor stream enters.

*Examples:  
Unnamed tributary to the West Fork of the White River  
Silver Creek  
Wetlands 9 and 10*

**Block 14: Proposed project street address:**

Provide the current or proposed address for the project, if applicable. For INDOT projects, this is typically left blank.

**Block 15: Location of the proposed project:**

Enter the county and state where the subject project is located.

**Block 16: Other Location Descriptions, if known:**

If available, provide the projects Latitude and Longitude, or other relevant locational information (i.e. crossroads, Section, Township, Range, etc.). If a large river or stream, include the river mile of the proposed project site, if known.

*Sharon Township, Range 18 W, TWP 2N, Section 2, Latitude: 39Deg-13' 52",  
Longitude: 83 Deg- 54' 52", located 1300 ft. north of the intersection of US 41 and Flint  
Road*

**Block 17: Directions to the site:**

Provide directions to the site from a known location or landmark. Include highway and street numbers as well as names. Also provide distances from known locations and any other information that would assist the USACE in locating the project site. Typically, the directions start from the appropriate USACE district.

*From Louisville KY: I-65, north to US 50, east to SR 135, south to the Blue River.*

**Block 18: Nature of activity (description of project, include all features):**

Describe the overall activity of the project and its involvement with the placement of fill materials in Waters of the US. Describe, in detail, the waterway impacts associated with the project. Give appropriate dimensions of structures (culvert, bridges, etc.) such as wingwalls, dikes (identify the materials to be used in construction, as well as the methods by which the work is to be done), or excavations (length, width, and height). Indicate whether discharge of dredged or fill material is involved. Also, identify any structure to be constructed on a fill, piles, or float supported platforms. Include information on any involvement with ditches (which may be jurisdictional), streams, and/or wetlands. If applicable, include information on involvement with temporary construction access fills. This section is important and should be completed in a well detailed manner. If more space is needed, attach extra sheets as required (*mark Block18*).

*Example 1: The proposed project will construct a four lane limited access highway through parts of Monroe and Brown Counties. Construction activities include grading, sloping, placing culverts, and construction of new roadway, mainline, and side roads, bridges, and interchanges. Twelve streams will be affected by the project, including Salt Creek Creek. Four wetlands will be affected by the proposed project. The streams and wetlands were identified through the preparation of the Ecological Survey Report including QHEI data forms for all streams and wetlands forms. Reference Table #1, summary of Streams impacted and Table #2, summary of Wetlands impacted for more detailed information.*

*Example 2: The scope of work involves the improvement of 9.45 miles of Interstate 701 by replacing the existing pavement and widening to the inside and widening six twin bridges. There are four locations where the propose work will involve waters of the US. Those locations are where I-70 crosses over Mill Creek, Deer Creek, Big Walnut Creek, and Sugar Creek (See Figure 2). The proposed activity at each crossing is as follows:*

*Mill Creek: Project work in this area includes: Widen both northbound and southbound structures an additional 20 ft., install 12 additional 24 in. piles, place permanent rock channel protection under each structure for erosion control and construct a temporary causeway. The causeway will be constructed of clean, non-erodible granular material which will be removed upon completion of the project. The stream bottom in the temporarily impacted area will be restored to its pre-construction condition. See figures 3 and 4 for details.*

*Deer Creek: Project work in this area includes: Widen both the northbound and southbound structures an additional 20 ft., install a total of 16 additional 14 in. piles, place permanent rock channel protection under each structure for erosion control and construct a temporary causeway. The causeway will be constructed of clean, non-erodible granular material which will be removed upon completion of the project. The stream bottom in the temporarily impacted area will be restored to its pre-construction condition. See figures 5 and 6 for details.*

*Big Walnut Creek: Project work in this area includes: Lengthen twin 72 in. reinforced concrete pipes 10 ft. on the inlet and outlet sides. Reuse existing rock channel protection and remove and reconstruct existing concrete slab at inlet. See figure 7 for details.*

*Sugar Creek: Project work in this area includes: Widen both northbound and southbound structures an additional 20 ft., install a total of 4 additional piers, place permanent rock channel protection under each structure for erosion control, and construct a temporary construction causeway. The causeway will be constructed of clean, non-erodible granular material which will be removed upon completion of the project. The stream bottom in the temporarily impacted area will be restored to its pre-construction condition. See figures 8 and 9 for details.*

Example 3: *This project involves the construction of 0.53 miles of 8' wide bikepath to connect with two existing bikepaths on either side of project location. The bikepath section consists of 8' wide pavement with 2' shoulders consisting of 6" of aggregate base and 2 ½" of Asphalt Pavement. Impacts to jurisdictional waters of the U.S. include one wetland area as described below. Approximately 625 cubic yards of embankment fill will be placed on Wetland #10. The total size of Wetland# 10 is 0.35 Acres. The project will permanently fill approximately 0.20 acres of Wetland #10. Temporary impact will occur on 0.04 acres of the wetland #10 during construction but will be returned to near natural conditions upon completion of work. The permanent fill within this wetland area will be seeded and mulched and permanent vegetation will be established. A 24" Diameter Storm Culvert will also be installed within the wetland area to act as an equalizer pipe between the East Fork of White River and Wetland # 10 (see Exhibit 3). This pipe will maintain hydrology to the remaining portion of Wetland #10 which will not be filled. The fill material will be installed with conventional highway construction equipment (backhoe, trackhoe, front loader). Temporary erosion control measures will be used throughout construction and will be required to be maintained until permanent vegetation is established. Wetland #10 was originally delineated and described in the I-74 Interchange "Wetland*

*Delineation Report” prepared by INDOT Office of Environmental Services, original dated 12-16-97 with final revision dated 1-8-98.*

**Block 19: Proposed project purpose:**

Describe the purpose and need for the proposed project. For INDOT projects, this is typically just restating the NEPA Purpose and Need statement. Also include a brief description of any related activities to be developed as the result of the proposed project. Give the approximate dates you plan to both begin and complete all work.

*Example 1: The purpose of the project is to increase the capacity of I-70 and to provide a safe and economic means of travel. The proposed project is due to sell in March, 2003.*

*Example 2: Purpose of this project is to construct a new bikeway to link existing bikeways at each end of this project to service the needs of bicyclist and pedestrians. Work is scheduled to start in the winter of 2003 with completion by fall of 2004.*

**Block 20: Reason(s) for Discharge:**

If the activity involves the discharge of dredged and/or fill material into a wetland or other waterbody, including the temporary placement of material, explain the specific purpose of the placement of the material (such as erosion control).

*Example 1: Placement of fill in streams and wetlands is necessary to allow for proper roadway geometry and to be in compliance with INDOT specifications. Also, portions of tributary 1 and 2 run parallel to, and very close to, SR 64. The widened pavement for the turn lane, as well as new elevations for the improved vertical profile, will cover the existing tributary area. New culverts must be extended, with concrete headwalls, and rock channel protection for erosion control of the slopes.*

*Example 2: The temporary construction access fills (causeways) are needed to gain access to the existing pier locations in order to facilitate widening of the existing structure. The discharge associated with the proposed piers is necessary to support new and wider bridge decks. The discharge associated with the placement of rock channel protection is needed to prevent erosion under the structures.*

**Blocks 21 through 22:**

To be completed if the project will result in a discharge of dredged or fill material into Waters of the US. Provide overview of materials being discharged, both temporary and permanent, to Waters of the US. It is typically easier to present a response for Blocks 21 and 22 in a table format. If this is what you choose to do, state in the appropriate Block(s), refer to the appropriate table for Block 21 and 22 information.

**Block 21: Type(s) of material being discharged and the amount of each type in cubic yards:**

Describe the material being discharged into waters of the US and the amount of each type in cubic yards. For streams, only include fill quantities below the Ordinary High Water Mark (OHWM). Make sure the material described in this section matches up with the corresponding drawings/mapping and any information contained on the drawings/mapping. Fill materials may include: rock, sand, clay, concrete, wood, pile, culvert or structure, or other materials. When calculating volumes for fill into wetlands, use 1 ft. as depth.

*Example 1: **Wetland Fill Material** - Earthen embankment consisting of soil and granular materials such as shale and rock. Total Fill Quantity = 40,560 cubic yards (See Summary Table for Stream and Wetland Impacts). **Stream Fill Material** - Earthen embankment, rock channel protection, rip rap, and concrete headwalls. Total Fill Quantity = 20,560 cubic yards (See Summary Table for Stream and Wetland Impacts).*

*Example 2: 1,166 cubic yards of clean non-erodible granular material for temporary construction access fills. 8.6 cubic yards of Class C concrete for piers. 243 cubic yards of permanent rock channel protection. 1 cubic yard of reinforced concrete pipe.*

*Example 3: Approximately 625 cubic yards (0.20 acre) of embankment fill will be placed on Wetland #10. Also, 32 L.F. of 24" diameter Storm Sewer will be installed within the wetland area (See exhibit 3). This pipe will maintain hydrology to the remaining portion of Wetland #10 which will not be filled.*

**Block 22: Surface area of wetlands or other waters filled; describe the area to be filled at each location:**

This section applies to all Waters of the US, including streams and wetlands. For streams, only include fill material that will be placed below the OHWM. Specifically identify the surface areas, or part thereof, to be filled into waters of the US. Also include the means by which the discharge is to be done (backhoe, dragline, etc.). If dredged material is to be discharged on an upland site, identify the site and the steps to be taken (if necessary) to prevent runoff from the dredged material back into a waterbody. Make sure the material described in this section matches up with the corresponding drawings/mapping and any information contained on the drawings/mapping. This area is important because the USACE uses surface area to determine cutoffs for NWP vs. Individual 404 Permit. If more space is needed, attach an extra sheet of paper marked **Block 22**.

*Example 1: Total of 3.75 acres of wetlands impacted. (See Section 404: Blocks 21 and 22: Table 1, summary of wetlands impacted.) Total of 1.2 acre of streams filled (1,300 linear feet total). (See Blocks 21 and 22: Table 2, summary of streams impacted.)*

*Example 2: No wetlands will be impacted as a result of the project. Temporary fill within jurisdictional limits of Grassy Branch include 0.10 acre for temporary construction fill and 0.001 acre for pier addition. Temporary construction fill within Rattlesnake Creek is approximately 0.14 acre, while permanent fill for pier addition is 0.0004 acre. Permanent fill for Missouri Ditch is approximately 0.009 acre for pipe extension. Impacts to Sugar Creek include*

0.08 acre for temporary construction fill and 0.001 acre for pier addition. **Project Total, temporary fill = 0.32 acre, permanent fill = 0.0114 acre.**

*Example 3: The permanent fill placed in Wetland 10 will be approximately 0.20 acre. Temporary impact will occur on 0.04 acre of the wetland during construction but will be returned to near natural conditions upon completion of work. The permanent fill within this wetland area will be seeded and mulched and permanent vegetation will be established.*

**Block 23: Is any portion of the work already complete?**

If any portion of the project is complete, or under construction, include the appropriate information. This should always be “No” for INDOT projects.

**Block 24: Names and addresses of adjoining property owners, lessees, etc., whose property adjoins the project site:**

List complete names and full mailing addresses of the adjacent property owners (public or private), lessees, etc. whose property adjoins the project and/or waterbody involved so that they may be notified of the proposed activity (usually by public notice). This information can typically be obtained from the INDOT Right of Way mapping (check property owners names for all plat mapping to ensure that it is current and accurate), or from the local county auditor’s tax map. If more space is needed, attach an extra sheet of paper marked **Block 24**.

*Example:       Property 1  
                  John Smith  
                  10031 North Meridian  
                  Carmel, Indiana 46601*

**Block 25: Information about approvals or denials by other agencies:**

The project may require the approval of other Federal, state, or local entities. Identify any applications that have been submitted and the status, if any (approved or denied) of each application. INDOT need not have obtained all other permits before applying for a Corps permit. List out any other relevant approvals, permits, certifications, coordination, etc. that the USACE may need to see and evaluate in conjunction with their review of the PCN. These may be NEPA document approval, Construction in a Floodway Permit/coordination, ecological coordination, cultural resources clearances, wetland delineation report, and any other approval.

**Block 26: Signature of applicant or agent:**

The application must be signed by the owner or other authorized party (agent). This signature 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 special conditions, mitigation, etc.). For INDOT this is the *OES-Waterway Permits Unit Supervisor*.

**Required mapping, drawings, and/or plan sheets**

This section is intended to give instructions as to what mapping, drawings, and/or plan sheets are required in association with the submission of an application. The USACE requires that all supplemental materials be as clear as possible and in 8.5 in. x 11 in. format white paper (tracing cloth or film may be used). Submit the fewest number of sheets necessary to adequately show the proposed activity. Drawings should be prepared in accordance with the general format of the samples, using block style lettering. Each page should have a title block. See check list below. In addition, the margin(s) on the mapping/plan sheets/drawings should be sufficient, so if bound, the information is still readable. While INDOT half-sized drawings can be reduce down to 8.5 in. x 11 in. format, they are difficult to read and interpret. The USACE prefers more simplified 8.5 in. x 11 in. drawings. Leave a 1-inch margin at the top edge of each sheet for purposes of reproduction and binding. In the title block of each sheet of drawings identify the proposed activity and include the name of the body of water; river mile (if applicable); name of county and state; name of applicant; number of the sheet and total number of sheets in set; and date the drawing was prepared. Since drawings must be reproduced, use heavy dark lines. Color shading cannot be used; however, dot shading, hatching, or similar graphic symbols may be used to clarify line drawings. Required mapping, drawings, and/or plan sheets can be broken down into the following seven categories.

- **Location/vicinity maps**

*Location maps are used by the USACE in the public notice (for Individual 404). They assist USACE in locating the project and the subject Waters of the US. This map is an overview of the entire project. The vicinity map provided will be printed in any public notice that is issued and used by the Corps of Engineers and other reviewing agencies to locate the site of the proposed activity. You may use an existing road map or US Geological Survey topographic (scale 1:24,000) as the vicinity map. Include sufficient details to simplify locating the site from both the waterbody and from land. Identify the source of the map or chart from which the vicinity map was taken from.*

- **Plan and profile view plan sheets**

*The plan view shows the proposed activity as if you were looking down on it from above. The profile view shows the activity as if you were looking at it from the side. Typically, INDOT plan sheets have the plan view and profile view on the same sheet.*

- **Cross section plan sheets**

*The cross section view shows the proposed activity as if it were cut internally for display. The elevation should clearly show the following:*

- *Water elevations as shown in the plan view.*
- *Water depth at waterward face of proposed activity or, if dredging is proposed, dredging and estimated disposal grades.*
- *Cross section of excavation or fill, including approximate side slopes.*
- *Graphic or numerical scale.*
- *Principal dimensions of the activity.*

- **Culvert detail plan sheets and structure site plans**

*These plan sheets typically show individual waterway crossings with a plan view and a profile view of the stream (as if you were downstream of the structure looking upstream at the waterway and the structure).*

- **Temporary construction access fill(s) drawings/plan sheets**

*These drawings clearly show the proposed temporary construction access fills that the applicant wishes to be authorized. At a minimum, this must include a plan view.*

- **Stream and/or wetland mitigation drawings / plan sheets (\* if applicable)**

*These drawings show the proposed stream or wetland mitigation for the project. At a minimum, they will include a plan view.*

In general, the following information should be provided on the mapping, drawings, and/or plan sheets indicated above (\* may not apply to all plan sheet views).

- Name of all applicable political boundaries/jurisdictions (location/vicinity maps)
- Names and numbers of all significant roads/highways in the vicinity of the project site (location map)
- County, Route, Section, and PID (all maps, plan sheets, drawings)
- North arrow (all maps, plan sheets, drawings)
- Scale (all maps, plan sheets, drawings)
- Location of each impacted aquatic resource(s) (draw arrow to exact location if needed) (schematic plan, plan and profile drawing)
- Latitude, longitude, river mile, if known, and/or other information that coincides with Block 6 on the application form.
- Names or identifiers of the impacted aquatic resource(s) (i.e. Miller's Run, Wetland #10) (all drawings) and the name of the larger creek, river, by, etc., that the waterbody is immediately tributary to. These names/identifiers should always match the information presented elsewhere in the application.
- Dimensions of the activity and distance it extends from the high water line into the water.
- Impacts (acreage) associated with each wetland resource and the total size of the wetland should be shown next to the name/identifier (i.e. Wetland 10, Total size = 0.40 acre, 0.10 will be filled). Dimensions of the impact(s) should also be clearly shown. (Plan and profile drawing, Temporary Construction Access fill drawings).
- Impacts (acreage, linear ft.) associated with each stream crossing should be shown next to the name/identifier (i.e. Miller's Run, 110 linear feet impacted (0.05 acre). Dimensions of the impact should also be clearly shown (Plan and profile drawing, temporary construction access fill drawings).
- Ordinary High Water Mark (OHWM) and Ordinary Low Water Mark (OLWM) should clearly be shown. This does not apply to wetlands. (All drawings). Average water depths.
- Locations of adjacent wetlands that will not be impacted, but are close enough to look at for possible secondary impacts (Plan and profile drawings).

- Distance between proposed activity and Section 10-Navigation channel (if applicable). Location of structures, if any, in navigable waters immediately adjacent to the proposed activity.
- If dredged material is involved, you must describe the type of material, number of cubic yards, method of handling, and the location of fill and spoil disposal area. The drawing should show proposed retention levees, weirs, and/or other means for retaining hydraulically placed materials.
- Names, descriptions and location of landmarks.
- Name of all applicable political (county, parish, borough, town, city, etc.) jurisdictions
- Name of and distance to nearest town, community, or other identifying locations
- Names or numbers of all roads in the vicinity of the site.