



MAJOR WATER

United States Virgin Islands
Department Of Planning And Natural Resources

Development Permit Application

I. ENVIRONMENTAL ASSESSMENT REPORT

Section I is a list of the requirements of an EAR. These requirements are described in more detail in the document "Guidelines for Environmental Assessment Report for Water Projects", which is contained in this permit application packet.

- 1.00 NAME AND ADDRESS OF APPLICANT
- 2.00 LOCATION OF PROJECT
 - 2.01 Location and Agency Review Map
 - 2.02 A copy of the Vicinity Map
- 3.00 ABSTRACT
- 4.00 STATEMENT OF OBJECTIVES SOUGHT BY THE PROPOSED PROJECT
- 5.00 DESCRIPTION OF PROJECT
 - 5.01 **Summary of Proposed Activity**
 - a. Discuss purpose of project
 - b. Discuss the presence and location of any critical area(s) and possible trouble spot(s)
 - c. Discuss proposed method of construction
 - d. Discuss provisions to limit site disturbance
 - e. Discuss sediment control methods to be implemented
 - f. Show schedule for construction activities & implementation of sediment control measures
 - g. Discuss the maintenance of sediment and siltation control measures
 - 5.02 **Exhibits and Drawings**
 - Provide exhibits and drawings as required in the Joint Application, U.S. Army Corps of Engineers/Virgin Islands Department of Planning and Natural Resources
 - 5.03 **Project Workplan**
 - Provide a project workplan, identifying subprojects and activities and illustrating the phasing of these subprojects and activities
- 6.00 **ECOLOGICAL SETTING AND PROBABLE PROJECT IMPACT ON THE NATURAL ENVIRONMENT**
 - 6.01 Climate & Weather
 - 6.02 Landform Geology, Soils and Historic Land Use
 - 6.03 Drainage, Flooding and Erosion Control
 - a. Discuss the impacts of terrestrial and shoreline erosion
 - b. Discuss the relationship of the project to the coastal flood plan
 - 6.04 Fresh Water Resources
 - 6.05 Oceanography
 - a. Sea Bed alteration
 - b. Tides and currents
 - c. Wave and wind impacts
 - d. Marine water quality
 - 6.06 Marine Resources & Habitat Assessment
 - 6.07 Terrestrial Resources
 - 6.08 Wetlands
 - 6.09 Rare and Endangered Species
 - 6.10 Air Quality

- 7.00 IMPACT OF THE PROPOSED PROJECT ON THE HUMAN ENVIRONMENT**
- 7.01 Land and Water Use Plans
- 7.02 Visual Impacts
- 7.03 Impacts on Public Services and Utilities
- 7.04 Social Impacts
- 7.05 Economic Impacts
- 7.06 Impacts on Historical and Archaeological Resources
- 7.07 Recreational Use
- 7.08 Waste Disposal
- 7.09 Accidental Spills
- 7.10 Potential Adverse Effects which Cannot be Avoided
- 8.00 MITIGATION PLANS**
- 9.00 ALTERNATIVES TO PROPOSED ACTION**
- 10.00 RELATIONSHIP BETWEEN SHORT & LONG TERM USES OF MAN'S ENVIRONMENT**
- 11.00 REFERENCES (Organizations and/or Persons Consulted, Documents etc.)**

II. OTHER REQUIRED SUBMITTALS

- a. Application Letter (Form L&WD-1)
- b. Joint Application, U.S. Army Corps of Engineers/Department of Planning and Natural Resources
- c. Permit Application Form (Form L&WD-2)
- d. Zoning Requirements Table (Form L&WD-3)
- e. Major Project Summary Data (Form L&WD-4)
- f. Proof of Legal Interest (Form L&WD-5)
- g. Income tax clearance letter (Form L&WD-6)
- h. Corporate Application Form - If a corporation is the applicant, developer or owner of the project (Form L&WD-7)
- i. Certificate of Corporate Good Standing (For corporate applicants, developers or owners)
- j. Copy of Deed/Lease/Purchase Agreement/Easement Rights
 Property tax clearance letter (From the Department of Finance)
- k. Application Fee(s)
- l. A certified list of all property owners within a 150' radius of the property boundaries. Include current mailing addresses based on the tax assessor's office records.
- m. Letter from the State Historic Preservation Officer - SHPO approving the Phase I Archaeological Resources Survey for the site
- n. Qualifications & background of designers, engineers & other professionals involved with the project
- o. Market study, analysis and feasibility of the project
- p. Revenue projection - provide the total gross revenue that can be generated from the proposed project
- q. NFIP Flood Zone Designation (Form L&WD-8)

III. IMPORTANT NOTES

- A. Major permit application packages shall include all items on this checklist and shall be bound before they will be accepted by staff.
- B. Major permit applications are only accepted during the first five (5) working days of each month.
- C. The statutory time-frames for processing permits will not begin until an application is deemed complete.
- D. A determination that an application is complete IN NO WAY implies that additional information may not be required.
- E. Excess administrative costs associated with processing the application will be assessed against the applicant per Title 12 V.I. Rules and Regulations, Chapter 21, Section 910-5 (d).
- F. Contact the Division of Permits if you have any questions. DPNR urges all applicants to verify the specific requirements for any application prior to submittal. This can be done through a written request for a pre-application meeting.
- G. Ten (10) copies of this entire application plus three (3) sets of full size blueprints must be submitted for evaluation. Twenty (20) additional copies will be required once an application is deemed complete.

**DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DIVISION OF COASTAL ZONE MANAGEMENT
GUIDELINES FOR ENVIRONMENTAL ASSESSMENT REPORT
FOR WATER PROJECTS IN THE COASTAL ZONE**

*FOR MARINA DEVELOPMENT REFER TO THE “SUPPLEMENTAL EAR GUIDELINES
FOR MARINA DEVELOPMENT” FOR ADDITIONAL GUIDANCE*

A. INTRODUCTION

The Coastal Zone Management Act of 1978 requires that applicants for CZM water permits must supply an Environmental Assessment Report (EAR). Such report shall “include detailed information about the existing environment in the area of a proposed development, and about the effects which a proposed development is likely to have on the environment; an analysis and description of ways in which the significant adverse effects of such development might be mitigated and minimized and an identification and analysis of reasonable alternatives to such development” (Section 902 (o)).

B. GUIDELINES FOR EAR PREPARATION

The required contents and format for major permits EARs are presented on the next page. This is followed by a discussion of the types of information which should be presented in each section.

Guidelines on each section are comprehensive but not exhaustive since each project is slightly different. The nature and amount of information required will depend on the project involved. It is the permittee’s responsibility to provide a complete and accurate discussion of the project and its impact on the environment. It is strongly recommended that each preparer of an EAR meet with CZM staff well in advance of submission of the application. The purpose of each pre-application meeting is to advise the prospective applicant as to the kinds of information that must be included in the EAR for reviewers to conduct an adequate impact assessment for the proposed project. This procedure will generally save much time and effort, both for the applicant and the CZM staff.

All projects dealing with the expansion or modification of existing marinas or the construction of new marinas should refer to the supplemental EAR guidance document “CZM Guidelines for Marinas and Recreational Boating”.

The use of supporting materials and scientific references is encouraged. All references should be cited, as they are used, in the text of the EAR.

ENVIRONMENTAL ASSESSMENT REPORT

SECTION NUMBER	SECTION NAME
1.00	NAME AND ADDRESS OF APPLICANT
2.00	LOCATION OF PROJECT
3.00	ABSTRACT
4.00	STATEMENT OF OBJECTIVES SOUGHT BY THE PROPOSED PROJECT.
5.00	DESCRIPTION OF PROJECT
5.01	Proposed Dates of Construction
5.02	Drawings and Maps
5.03	Project Workplan
6.00	ENVIRONMENTAL SETTING AND PROBABLE PROJECT IMPACT ON THE ENVIRONMENT
6.01	Climate/Weather
6.02	Landform, Geology and Soils
6.03	Drainage, Flooding and Erosion Control
6.04	Fresh Water Resources
6.05	Oceanography
6.06	Marine Resources
6.07	Terrestrial Resources
6.08	Wetlands
6.09	Rare and Endangered Species
6.10	Air Quality
7.00	IMPACT OF THE PROPOSED PROJECT ON THE HUMAN ENVIRONMENT
7.01	Land and Water Use Plans
7.02	Visual Impacts
7.03	Impacts on Public Services
7.04	Social Impacts
7.05	Economic Impacts
7.06	Impacts on Historical & Archaeological Resources
7.07	Recreational Use
7.08	Waste Disposal
7.09	Accidental Spills
7.10	Potential Adverse Effects which cannot be avoided
8.00	MITIGATION
9.00	ALTERNATIVES TO PROPOSED ACTION
10.00	RELATIONSHIP BETWEEN SHORT TERM USES OF MAN'S ENVIRONMENT
11.00	ORGANIZATIONS AND PERSONS CONSULTED

INSTRUCTIONS FOR PREPARING THE EAR

Title: Give appropriate title including name of project, its major components and location

1.00 NAME AND ADDRESS OF APPLICANT

2.00 LOCATION OF PROJECT: Provide a copy of the location and agency review map; or a copy of the vicinity map for water projects. Give estate, plot number, zoning and geographical coordinates as applicable.

3.00 ABSTRACT: This should highlight the results of the following document in an abbreviated manner. Significant impacts, project description, ameliorative actions should be included.

4.00 STATEMENTS OF OBJECTIVES SOUGHT BY THE PROPOSED PROJECT: Briefly describe what the project is intended to achieve.

5.00 DESCRIPTION OF THE PROJECT: This section should include a description of what is to be done if a permit is granted. (How many cubic yards of dredging, number of condominiums, infrastructure changes, modifications of existing facilities, etc.).

5.01 Proposed Dates of Construction (Start and Finish): The time required for the processing of all necessary permits must be taken into account here. For water projects additional time must be allocated since such permit applications must be forwarded to the offices of the Governor and VI Senate after approval by the CZM Committee. Water projects also require a permit from the US Army Corps of Engineers, which are applied for simultaneously with the coastal zone application through the joint DPNR /Corps of Engineers application.

5.02 Drawings and Maps Required: Exhibits and drawings specified in the Joint Application, U.S. Army Corps of Engineers/Virgin Islands Department of Planning and Natural Resources, for Activities in Waters of the Virgin Islands of the United States are required. For water projects, drawings showing the plan and elevation views of the proposed activity shall be included in this section. Also, estimated boundaries of marina or docking site and/or associated mooring areas should be indicated. Channels and waterways that will be impacted by the project (i.e. used for vessel movement in and around the project site), and their dimensions and water depth must also be shown.

For projects involving dredging, the location and dimensions (length, width, depth) of the dredged area as well as any areas used for fill or spoil description must be given. Give methods of excavation, type of material to be used for backfill, quantity and type of materials to be excavated, intended use of excavated and /or filled areas, and methods to be used to retain materials and prevent erosion of filled areas.

5.03 Project Workplan:

a. Identification of subprojects and activities: For all major applications the project must be divided into a set of subprojects, defined as the smallest physical components of a project that would be recognized by an engineer as separate units. For each subproject listed a corresponding set of activities must be identified, and each activity must be described in sufficient detail so that the nature of the work can be determined. An activity is a major human work action or process involved in the construction of a subproject, as distinct from the physical components. For example:

- Subproject I: Site Preparation
 - Activity 1: Boundary delineation (describe)
 - Activity 2: Dredging (describe)

b. Phasing of subprojects and activities: A time schedule of the work elements must be provided in the form of a phasing diagram (see example below).

MONTH #1	MONTH#2	MONTH #3	MONTH #4	MONTH #5
SUBPROJECT I (Give Name)				
<div style="border: 1px solid black; width: 60%; margin: 0 auto; height: 20px;"></div>				
Activity 1 (Give Name)				
<div style="border: 1px solid black; width: 40%; margin: 0 auto; height: 20px;"></div>				
Activity 2 (Give Name)				

6.00 ENVIRONMENTAL SETTING AND PROBABLE PROJECT IMPACTS ON THE ENVIRONMENT

While the methods selected by the preparer of the Environmental Assessment Report (EAR) will ultimately depend on the type of ecosystem being investigated, the nature of the proposed environmental alteration and the magnitude of the development, the following checklist will help in designing studies compatible with the goals and policies of the VI Coastal Zone Management Act.

a. Scope of information required: 1) A description of the existing environment including plant and animal species, existing community structure, marine life, soil conditions, geology, shoreline features, shoreline geology/soil composition, shoreline vegetation and existing shoreline stabilizing materials (plants/natural or man-made), etc. is required. In some cases, a broader or more regional perspective (report should encompass all or a substantial portion of a major island, insular shelf area, or the coastal waters surrounding such areas) may be necessary if those resources may be affected by the proposed project. 2) The applicant should evaluate and assess potential impacts likely to occur to the environment due to development. 3) Also include all of the actions which are to be taken by the permittee to reduce impacts within the surrounding natural and human environment. Examples would be the use of sediment curtains in dredging, limitation of noise producing activities to daylight hours and other such actions which will be used by the developer to reduce the environmental impacts.

b. Currency of information: Applicants are encouraged to make full use of information already existing in EARs, government studies, reports, etc.. Such information must meet the quality standards contained herein, and must represent a synthesis of available data updated as necessary to provide an accurate picture of present conditions. A bibliography of some of the available literature is presented in the appendix.

c. Seasonal data: Some types of projects will require that the EAR include data on seasonal variations in such factors as winds, currents, rainfall, community structures, etc.. If such data are not available, they will have to be collected by the applicant. Both the necessity for information on seasonal variations and the time period for such studies will be decided on a case-by-case basis in consultation with the CZM staff. Applicants for such projects should plan to begin data collection well in advance of the projected application date.

6.01 Climate and Weather: A summary of climatic information for the area should be presented along with any potential modification of the microclimate which might be affected by the project. Seasonality should be considered in this section. This discussion should include both the rainfall averages for the general area and those for the nearest individual reference station. Rainfall data will help to anticipate flooding probabilities so that runoff from project activities can be minimized.

Other information to be included: 1) Wind and wave direction and magnitude in relation to project site. 2) Impacts on recreational water users. 3) Impacts of abnormal rainfall events. 4) Impacts of wind and wave energy on specific features to be constructed in the marine environment. 5) Impacts of slopes and drainage on sediment carrying capacity and impact to marine environment and terrestrial environment.

6.02 Landform Geology and Soils: Available information regarding soils, topography, shoreline structure and stabilization, environmental factors affecting the shoreline (upland construction, loss of vegetation, currents, tides, manmade current (boat wakes) etc.), underlying geological formations, and any historical information regarding land use patterns, salt pond filling, or dredging must be included. The range of slopes (%) on the site should be given as well as the average slope. Include information concerning sediment composition in relation to sewage retention and terrestrial runoff, impacts of slopes and drainage on sediment carrying capacity and impact to marine environment and terrestrial environment.

Any change likely to occur in the topography or bathymetry of the area as a result of the implementation of the project should be discussed. Elevation drawings should also be referenced. Soil limitations must also be included.

6.03 Erosion Control:

- a. Discuss the presence and location of any critical area(s) and trouble spot(s)
- b. Discuss any shoreline alteration that is part of this proposed project
- c. Discuss proposed measures to prevent or minimize shoreline alteration and erosion during the project and during the operation of the proposed facility
- d. Discuss the shoreline stabilization measures that will be implemented

6.04 Fresh Water Resources: Discuss the relationship of the project site to any existing surface water or ground water resources in the area.

6.05 Oceanography: When a project bears any relationship to the marine environment, a thorough discussion of the biological and physical oceanography is warranted. Some of this information is available in a variety of EARs and government publications. However, the permittee is expected to gather information for the specific project site. The following information is to be included:

- Tidal flushing - spring and NEAP tides
- Wave impact - general and storm impact
- Bathymetric survey
- Station location maps for currents and bathymetry
- Water quality parameters of temperature, D.O., salinity, fecal coliform, turbidity etc.
- Dredging activities

Note: Methodology must be of adequate sample size, duration and scientifically acceptable.

For marinas: Water circulation modeling a) at the facility and ancillary areas (mooring fields, impacted channels and waterways, and b) in the entire bay where the proposed project is located, and water quality information (past and current) on those areas is necessary. See the Marina Supplement for further details and guidance when completing this section.

- a. Sea Bed Alteration: When a proposed project involves alteration of the sea bed (pier construction, dredging, etc.) or when runoff will alter the topography the EAR must include an analysis of the existing bathymetry and geology of the area in question.
- b. Tides and Currents: When a project is marine-related, this information must be supplied. The National Oceanic and Atmospheric Administration (NOAA) publishes tides tables annually. Information on current patterns is available from EARs prepared for island development and from several government publications.
- c. Wave Impacts: The impact of both normal wave action and potential storm wave action on the project site should be described. Hurricane frequency and the resultant increase in sea level and wave height should also be discussed.
- d. Marine Water Quality: Most of the available information regarding marine water quality is available through the Division of Environmental Protection, Ambient Monitoring Program. The potential effects of sediment runoff on water quality should be discussed. A map indicating coral reefs and seagrass beds shall be included. For information contact DEP St. Thomas 774-3320, St. Croix 773-1065.

Past Water Quality information for a marina site should be obtained from DEP for the specific location or the nearest and/or most similar site possible. Current WQ information should include, but is not limited to: Total Suspended Solids (TSS), Fecal Coliform Bacteria, Dissolved Oxygen, and nutrients (nitrogen and phosphates). Discuss the estimated impact of the project on water quality a) during the project phase and b) during the facility operation phase. Also, discuss strategies and methods that will be employed to maintain or improve water quality at the site. Refer to the Marina Supplement for further details.

6.06 Marine Resources and Habitats Assessment: This section should include a discussion of the marine organisms present in the waters likely to be affected by the project. Habitat distribution maps and a list of the important or characteristic species observed, with some indication of relative abundance should be supplied. A thorough discussion of projects impacts regarding displacement, habitat reduction or decimation of aquatic organisms should be addressed.

In addition, marine projects must be discussed in terms of their direct and/or indirect impacts on commercial fishing and recreational activities that have traditionally taken place in these areas or that rely on the resources of these areas. Please provide qualitative and quantitative information on the following:

- Benthic fish communities, Benthic invertebrate communities
- Coastal Pelagic fish communities
- Benthic seagrass communities
- Mangrove proproot communities

6.07 Terrestrial Resources: A discussion of the flora and fauna of the project site and a description of the general ecology of the area must be addressed. Particular reference should be made to the plant and animal communities likely to be impacted by the project.

Include a habitat distribution map. Also include distribution and abundance of floral and fauna maps; qualitative and quantitative description and information; presence and location of rare or endangered plants (V.I. and Federal).

6.08 Wetlands: The term "wetlands" refers to those areas that are inundated or saturated by ground or surface water at a frequency and duration to support a community of organisms specifically adapted to this type of environment. This definition includes terrestrial wetlands as well as those shallow and intertidal marine areas supporting seagrasses or attached marine algae (including, but not limited to, salt or freshwater ponds, salt marshes, lagoons, tidal flats, etc.). Discuss the effects of the project on existing wetland habitats and give the area of wetlands likely to be affected by dredging, filling or other related activities (impoundment, water level manipulation, thermal or other effluents) and list the predominant emergent and/or submerged plant species. Discuss type, composition and use by wildlife. Include a letter from Army Corps of Engineers on wetland verification

6.09 Rare and Endangered Species: A discussion of the occurrence of any federal or locally endangered species in the project area should be included. A list of federal endangered species is given in the Endangered Species Act (US Fish and Wildlife Service, 1974) and local endangered species are described in VI Fish and Wildlife Service publications: St. Thomas 775-6762, St. Croix 772-1955). Any potential project impacts upon an endangered species must be discussed.

Include: presence of species; use of project site (nesting, bedding etc.); numbers; location; mitigation plans.

6.10 Air Quality: DPNR publishes summaries of air quality for the Virgin Islands. This information can be obtained by contacting the Division of Environmental Protection: St. Thomas 774-3320 or St. Croix 773-0565. Additionally, the applicant should discuss any modifications in local air quality resulting from project activities including noise, dust and dirt, and other air contaminants. Include information on the production of toxic substances that potentially can affect fish and wildlife.

7.00 IMPACTS ON THE HUMAN ENVIRONMENT

7.01 Land and Water Use Plans: The zoning of both project site and adjacent areas, CZM designations (SNAs, APCs. etc.), Coastal Barrier Resources Act and any other long-term use information (future development plans) must be included and discussed in this section. Describe adjacent uses and any other uses within 200 feet of project site.

7.02 Visual Impacts: This section should include a discussion of the aesthetic implications and visual effects of the proposed project, including architectural and landscaping considerations, visual compatibility with the surroundings and preservation of open space and vistas.

7.03 Impacts on Public Services: A quantitative and qualitative statement must be presented regarding project for the following public services along with methods intended to help reduce anticipated demands:

a. Water: This section should must include an analysis of available fresh water supplies vs project demands (in gal./person/day) and must specify how any supply deficiencies will be dealt with. If permittee plans to have their own water plant, permits must be obtained from the Division of Environmental Protection.

b. Sewage Treatment and Disposal: Project sewage must be handled in an environmentally safe manner. A discussion of the amounts of sewage expected to be generated by the project as well as methods to be used in the handling, treatment and disposal of these wastes is required. For marinas, this should include a discussion of vessel wastewater management as well as shoreside facility wastewater.

c. Solid Waste Disposal: The applicant should quantify the amount of solid wastes expected to be generated by the project as well as methods for disposal. The impacts of project solid wastes on public disposal facilities (i.e. landfill areas) should be described if they expect to be utilized along with options to reduce the impacts (compaction, garbage separation, on-site incineration, etc.). Also address removal methods (private haulers, Public Works removal, etc.).

For marinas this includes solid waste generated onboard vessels within the marina boundaries or using marina facilities, its piers or moorings. This section should also address fish waste disposal for commercial or recreational fish catch on vessels in the marina.

d. Roads, Traffic and Parking: The applicant must describe the potential impacts of the development on area roads and highways in the vicinity of the project. Topics should include anticipated increased traffic loads, access and entry ways, circulation patterns, existing road hazards, highway safety, etc.. Additional information may be asked of the applicant to help evaluate project impacts on roads and traffic (traffic counts, detailed drawings of entry ways, etc.). Parking requirements should be described. Parking minimums are outlined in the V.I. Zoning Code, but additional spaces should be considered if necessary.

e. Electricity: Estimates of project power demands, as well as the anticipated source(s) (including emergency back-up generating power for essential project services, if necessary) must be addressed.

f. Schools: A statement as to the long term or short term impacts likely to be created on the local educational system because of the project is necessary.

g. Fire and Police Protection: Project security and fire preventions measures should be described (e.g. parking lot and walkway lighting, easy access for fire-trucks and fire-fighters, an accessible water supply for fighting fires, fire retardant building materials, evacuation plan, water sprinklers, etc.).

h. Public Health: Likely impacts upon the hospital & medical facilities should be addressed.

7.04 Social Impacts: Discuss the ways in which the proposed project could affect the social environment of the immediate area and of the island as a whole. Information on potential population increases, resulting in more temporary and long-term residents, as well as the rate of increase must be considered. Discuss changes in population composition (age, income, household size, place of origin, etc.). Also address the characteristics of the project which may encourage additional growth and development (e.g. a major expansion of a waste water treatment plant might allow for more construction in the area). The desirability of such growth or growth incentives must be discussed.

Discuss any educational efforts or programs that will be implemented regarding facility regulations and policies affecting facility users, (e.g. pumpout facility use, designated boat maintenance/cleaning/repair areas, solid waste disposal, etc.).

7.05 Economic Impacts: Demonstrate through market survey the need and viability of the project. The effects of the development on the local economy must be clarified including: the number of jobs which will be generated (both construction and permanent), the number or percent of jobs that will be seasonal, and the income likely to be generated by new employment opportunities. Secondary economic effects must be considered including but not limited to, locally retained economic multipliers, effects on adjacent real estate values, impacts on the housing market, and others. Cost/ benefit analysis must be included. Discuss what tax benefits will be applied for, and how this will impact on the overall tax revenue of the Government.

A quantitative statement of all tax revenues which will accrue to the V.I. Government as a result of the project must be provided (Property tax, gross receipts, income tax, etc.) . This must be balanced by information on the capital costs associated with the provision of needed public facilities and services.

7.06 Impacts on Historical and Archeological Resources: Such sites must be adequately described and mapped. Anticipated impacts must be discussed. DPNR has an archaeologist on staff if questions need be answered.

7.07 Recreational Use: If the project causes any adverse impacts on current or traditional recreational activities within the area, these should be thoroughly discussed and the affected groups identified. Discuss how the project can enhance existing recreational facilities around the project site.

7.08 Waste Disposals: Describe methods for disposal of any wastes to be generated by the proposed project during the construction and during the operational phase of project including, but not limited to, thermal or saline effluents, chemical residues, dredge spoils, oil and hazardous materials. Discuss the effects of waste discharges on the natural and human environment and state whether such discharges have been permitted by the appropriate federal or territorial regulatory agencies. Provide copies of contracts for waste oil haulers and depositors as well as an oil spill mitigation/contingency plan. Discuss sewage disposal methods include information about nutrient loading and bacterial contamination.

Marinas should also discuss methods of disposal for waste and residues from boat construction, maintenance and repair materials (oils, antifreeze, resins, paints and paint thinners, etc.), whether these are generated by facility employees or by individual boat owners during the operational phase of the project.

7.09 Accidental Spills: During the project construction phase and also during the operational phase, projects handling oil or other hazardous materials are required to prepare a Spill Contingency Plan under Act 3538 - this document must be referenced and the major points summarized under this section. The applicant is also required to provide a description of fueling facilities and measures to prevent and clean up spills at the facility. Applications must be obtained from DEP for appropriate permits.

7.10 Potential Adverse Effects Which Cannot Be Avoided: All such effects must be listed and discussed.

8.00 MITIGATION PLANS: Describe compensation measures for any adverse environmental impacts

9.00 ALTERNATIVES TO PROPOSED ACTION: All such reasonable alternatives, including a no action alternative, must be discussed. Describe alternatives which would reduce or eliminate any adverse effects, even if such alternatives substantially impede the attainment of the project objectives and are more costly .

10.00 RELATIONSHIP BETWEEN SHORT TERM AND LONG TERM USES OF MAN'S ENVIRONMENT: This section must involve a thorough discussion regarding the relationship of this project to long term uses of the Virgin Islands Coastal Zone Resources, including the natural, social and economic environment.

Uses of nonrenewable resources during the initial and operation phases of the project may be irreversible since a large commitment of such resources makes removal of nonuse thereafter unlikely. Primary impacts and, particularly, secondary impacts (such as a highway improvement which provides access to a nonaccessible area) generally commits future generations to similar uses. Irretrievable commitment resources should be evaluated to assure that such current consumption is justified.

11.00 REFERENCES: The identity of all federal, state or local agencies, other organizations and private individuals consulted in preparing the EAR, and the identity of the persons, firm or agency preparing the EAR by contract or other authorization, must be given. It is recommended that adjacent property owners, impacted citizens groups, and affected individuals should be contacted. The qualifications of all persons involved in the preparation of the EAR must also be submitted

This checklist of items recommended for preparing an Environmental Assessment Report (EAR) has been reviewed and approved with comments and modification as are noted within the text.

Date: _____

Applicant/Authorized Representative

V.I. CZM Representative

**GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DEVELOPMENT PERMIT APPLICATION**

**FORM L&WD-1
DRAFT OF APPLICATION LETTER**

DATE: _____

FILE: _____

COMMISSIONER
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
8100 LINDBERG BAY, STE #61
CYRIL E. KING AIRPORT TERMINAL, SECOND FLOOR
ST. THOMAS, US VIRGIN ISLANDS 00802

Dear Commissioner:

The undersigned wishes to make application to the Virgin Islands Government and the Secretary to the Army for a Coastal Zone Permit to (State kind of work proposed) _____
_____ in (Give name of waterway) _____ at or near (give location) _____
_____ The (mention proposed work) _____
_____ will be located approximately (give distance and bearing from nearest town, pier, wharf, bridge or any well-known object or establishment monument nearby) _____ and will be (give length, width, height, depth of water at mean low water level, class of construction, is permanent or temporary) _____ within
the corporate limits of (state if the work is within the corporate limits of a municipality as shown the accompanying plans) _____
_____.

It is understood that your approval of (mention proposed work) _____
_____ must be first obtained by virtue of the authority vested in you by Act No. 4248 of
the Virgin Islands Code. Your favorable endorsement is, therefore, respectfully requested.

It is further requested that this letter be considered as an application for the Department of the Army Permit and that it be forwarded with your endorsement thereon to the area Engineer, San Juan Area, US Army Corps of Engineers, 400 Fernandez, Juncos Avenue, SAN JUAN PUERTO RICO 00901 for consideration.

Early advice concerning your decision and also concerning the decision of the Department of the Army in the manner will be appreciated.

(Signature of Applicant)

Official Title, if a Corporation

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DEVELOPMENT PERMIT APPLICATION

FORM L&WD-2
PERMIT APPLICATION

Date Received: _____

Date Declared Complete: _____

Permit Application No. _____

Application is hereby made for an Earth Change Coastal Zone Permit

1. Name, mailing address, email address and telephone number of Applicant (person/entity with legal interest in the property, to which permit will be issued)

2. Name, title, mailing address and telephone number of Owner of property and Agent (if any)

Owner of Property(s)

Agent

3. Location of activity. Plot No. _____ PIN No. _____

Estate _____ Island _____

4. Zoning District _____

4.a State type of Land Uses as specified in the VI Zoning Law, which are applied for (e.g., restaurant, hotel, single-family dwelling, etc.)

5. Name, mailing address, email and telephone number of project designer.

6. Summary of proposed activity. Include all incidental improvements such as utilities, roads, etc. (Use additional sheets if necessary).

**FORM L&WD-2/PERMIT
APPLICATION CONT'D**

7. Date activity is proposed to start _____; be completed _____

8. Classification of minor or major permit. Check one:

Minor Permit Application

Major Permit Application

State below which criterion applies in making above check.

9. Application is hereby made for a permit to authorize the activities described herein. I agree to provide any additional information/data that may be necessary to provide reasonable assurance or evidence to show that the proposed project will comply with the applicable territorial water quality standards or other environmental protection standards both during construction and after the project is completed. I also agree provide entry to the project site for inspectors from the environmental protection agencies for the purpose of making inspection regarding this application and that to the best of my knowledge and belief, that such information provided herein, is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities.

Signature of Applicant or Agent (if not owner)	Date
_____	_____
Sign	Print

Signature of Owner(s) (Required)	Date
_____	_____
Sign	Print

_____	_____
Sign	Print

FOR DEPARTMENT USE ONLY
Inspector Record

Date Inspected: _____ Application Approved

Application Disapproved

Inspector's Remarks: _____

_____	_____
Inspector	Date

_____	_____
Commissioner, Planning & Natural Resources	Date

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DEVELOPMENT PERMIT APPLICATION

FORM L&WD-3
ZONING REQUIREMENTS TABLE

The following table shall be completed by the applicant with entries as appropriate for the zoning district in which the activity is taking place. **Not all the requirements will necessarily apply to a particular zone.** Consult the Zoning Law for guidance.

Applicants Name: _____ Signature: _____ Date: _____

Location of Activity (Plot No.): _____ Estate: _____ Zoning District: _____

1. Proposed use (residential etc.) _____
2. Accessory use if any _____
3. Number of onsite parking spaces: Existing _____ Proposed _____
4. Area of lot: _____ ft² _____ acres
5. Area covered by existing buildings _____ ft²; Area covered by proposed buildings _____ ft²
6. Total area of disturbance (includes footprint of all buildings, structures and parking areas) _____ ft²
7. Setback of building from street property line: Required _____ ft. Proposed _____ ft.
8. Side yard setback: Required _____ ft. Proposed _____ ft.
9. Rear yard setback: Required _____ ft. Proposed _____ ft.
10. Height of building: _____ ft. Stories _____
11. Lot width at street line (ft.) _____
12. Area of usable open space: _____ ft. _____ % of lot
13. Persons per acre ratio _____
14. Floor area ratio _____
15. Number of onsite parking and loading spaces _____
16. Building setback (yards 11, W-2 only) _____

FOR DEPARTMENT USE ONLY

Inspector: _____ Date: _____ Permit Application No. _____

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DEVELOPMENT PERMIT APPLICATION

FORM L&WD-4
MAJOR PROJECT SUMMARY DATA

Section I. Applicant

1. Name, address and telephone number of applicant.

2. Name, address and telephone number of owner of Property and of developer.

Section II. Summary of Proposed Development

3. Describe the proposed development

Section III. Description of Proposed Development

4. Name of development _____

5. Plot No. _____

6. Zoning District: _____

7. PWD Map No. _____

8. Proposed use (residential, etc. as listed in Zoning Law): _____

9. Accessory use if any _____

FORM L&WD-4
MAJOR PROJECT SUMMARY DATA Cont'd

10. Area of Lot(s) (acreage) _____

11. Area covered by existing buildings (sq. ft.) _____

12. Area covered by proposed buildings (sq. ft.) _____

13. Floor area total _____

14. Floor area ratio (B-1, B-2 zones only) _____

15. Number of buildings _____

16. Number of units total _____

	Person		Persons
17. Schedule of units:	Efficiencies _____	x 1.5 Unit _____	- _____
	1 bedroom _____	x 2 _____	- _____
	2 bedroom _____	x 3 _____	- _____
	3 bedroom _____	x 4 _____	- _____
	Other _____	x _____	- _____
	Total Persons _____		

18. Number of on-site parking and loading spaces _____

19. Maximum building height (stories/ft) _____

20. Adjoining property land use(s) _____

21. Setback of building from street property line (ft.) _____

22. Side yard setback (ft.) _____

23. Rear yard setback (ft.) _____

24. Density (person/acre) _____

25. Area of usable open space (sq. ft. % of lot) _____

Section IV. Comments

26. Proposed Potable Water Supply (method & quality estimate gal/day)

27. Proposed Sewage Treatment (method & quality estimate gal/day)

28. Proposed Solid Waste Disposal (method & quality estimate lbs/day)

29. Proposed Electrical Supply (method & demand estimate KWH for single & 3 phase)

30. Air Conditioning (method & demand estimate (KWH)

31. Other Utilities _____

32. Other _____

Section V.

33. Will the development extend onto or adjoin any beach tidelands, submerged lands or public trust lands?

34. Will the development maintain, enhance or conflict with public access to the shoreline and along the coast?

35. Will the development protect or provide moderate income housing opportunities?
Will it displace moderate income housing?

36. How will the development affect traffic on the coastal access roads?

Signature of owner or authorized agent

Date

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES
-0-
VIRGIN ISLANDS BUREAU OF INTERNAL REVENUE

(DPNR FORM L&WD-6)
APPLICATION FOR TAX FILING AND PAYMENT STATUS REPORT**

Date: _____

The applicant identified below hereby requests a letter certifying his or her tax filing and payment status for the purpose of receiving a Coastal Zone Management Permit from the Virgin Islands Department of Planning and Natural Resources pursuant to Act 5270, amending Sections 910 (a)(2) and 911 (d)(2) of the Coastal Zone Management Act (Title 12, Chapter 21, Virgin Islands Code). The applicant authorizes the Bureau of Internal Revenue to disclose any taxpayer information necessary to process this application to the Virgin Islands Department of Planning and Natural Resources, who may make such further disclosures as are necessary to carry out the requirements of the Coastal Zone Management Act, as amended.

Name: _____

Business Name: _____

EIN/TIN: _____

SSN: _____

Please Indicate:

- *Corporation
- *Partnership
- Individual
- Other

Type of Business: _____

Please check forms that you use:

- 1120, 1065, I 040, 941VI,
- 722VI, 720B, 720VI,
- other (list)

Date Business Started: _____

Person Representing Applicant: _____ Position: _____

Signature: _____

Mailing Address: _____

Date: _____ Telephone Number: _____

Reply to: 6115 Estate Smith Bay, suite 225, St. Thomas VI 00802 – 340-715-1040(phone), 340-774-2672(fax)
or 4008 Estate Diamond, St. Croix VI 00820 – 340-773-1040(phone), 340-773-1006(fax)

* Partnership and/or Corporations must list partners/ corporate officers, social security numbers and addresses on a separate sheet and attach it to this application.

THIS FORM IS TO BE SUBMITTED TO VIBIR UPON COMPLETION

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DEVELOPMENT PERMIT APPLICATION

FORM L&WD-7
CORPORATION/ASSOCIATION APPLICATION
(To be used when a corporation or association is making a Permit Application in Tier I)

(Corporation or Association Name)

By: _____
(Signature)
President or Vice-President or equivalent

Title/Position (Print)

Print

WITNESS:

ATTEST: _____
Secretary (or equivalent) Signature

Secretary (or equivalent) Print

Seal

On this ____ day of _____, 20____, before me the undersigned officer, personally appeared _____
_____, who acknowledges himself to be the _____
of _____; that he executed the foregoing instrument in the capacity above and has the
authority to execute this application on behalf of the company.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year above written.

Include Supporting Documents:

1. Compliance with Act No. 5270 by providing:
 - (a) Tax clearance letter from the Bureau of Internal Revenue
 - (b) Property tax clearance letter from the Lieutenant Governor's Office.
 - (c) Corporations and Associations: Certificate of Good Standing or equivalent, organizational documents & Amendments (Articles, Bylaws, Operating Agreement, Declarations)
 - (d) Corporate Resolution (or equivalent) authorizing action on behalf of the company.

Flood Plain Determination and Permit Application

To be completed by all applicants

1. Owner: _____
 Mailing Address: _____
 Home Tel. #: _____ Business Tel. _____ #: Cellular #: _____

2. Designer: _____
 Lic. #: _____ Tel. #: _____ Cellular#: _____

3. Plot #: _____ Estate: _____ Quarter: _____
 Flood Zone Designation: _____

If your flood zone designation is Zone A, AE, AO, AI-30, A99, V, VO, Ve or VI-V30 as shown on the NFIP FIRM Map, then complete this section.

*****NFIP Flood Zone Designation*****

1. Type of development:

1 or 2 Family dwelling () Mobile Home () Non-Structural ()

3 Family or more, Apartment or Condo Structure () Non- Residential Structure: ()

Commercial Structure () New Construction () Non-Structural ()

Addition to Structure () 50% Substantial Improvement of Existing Structure ()

Description of Activity _____

2. Base Flood Elevation at the Development Site is _____ ft. above mean sea level (msl).

3. Elevation of the First Floor, Basement or Flood proof level for proposed structure is _____ft.

4. Describe the Non Structural Activity i.e. septic tank, waste water treatment plants etc. (including the location and development): _____

5. Attach a certified copy of site plan (8.5" x 11) showing Base Flood Elevation. See sample attached.

FOR OFFICE USE ONLY

Is the property located in an identified Flood Hazard Area? () YES () NO

NFIP Zone Designation: _____ Forward to Flood Plain Manager: () YES () NO

Application: APPROVED () DENIED () RESUBMIT ()

Plan Reviewer Name: _____

Signature: _____ Date: _____

ENG FORM 4345 CHECKLIST

Additional information may be requested depending on site location and site conditions.

- Provide the name, mailing address, and contact information of the applicant, agent, and/or consultant (**Blocks 5 through 10**).
- Applicant's signature if agent or consultant is employed. (**Block 11**)
- Please provide name identifying the proposed project, e.g., Landmark Plaza. (**Block 12**)
- Provide the project's location including but not limited to name of waterbody, municipality, section, township, range, address of work, State Tax Parcel ID, latitude and longitude, and driving directions. (**Blocks 13 through 17**)
- Describe the overall activity. Indicate whether discharge of dredged material or fill material is involved. (**Block 18**)
 - For Docks and Piers please provide the following:
 - Construction methodology (i.e. wood, concrete, floating, etc.)
 - Type of vessel and proposed use (recreational use by applicant, rental, commercial use by applicant, etc.)
 - Number of existing slips (show the location of each slip on the project drawings as well)
 - For excavation/dredging activity(ies) provide the following:
 - Description, dimension, and location to be excavated/dredged (open water, existing channel, etc.)
 - Method of excavation/dredging (hydraulic, clamshell, barge-mounted crane, etc.)
 - Description, dimensions, and location of disposal site
 - For Shoreline Stabilization please provide the following:
 - Type of fill material to be used (i.e. concrete, wood, rock, etc.)
 - Construction methodology (type of equipment, from land or by barge, etc.)
 - Volume of backfill, if applicable
- State the purpose and need for the project; describe the intended use of the proposed activity. (**Block 19**)
- For Fill and Excavation Activities provide the following (**Blocks 20 through 22**):
 - Describe the area to be filled; i.e. wetlands or open water and give dimension in square feet or acres
 - Describe the quantity of fill material to be used in cubic yards
 - Describe the type and composition of the fill material and its source (i.e. rock, sand, clay, concrete, etc.)
 - Describe any temporary construction and access fills that may be required
- Provide a statement to show how the proposed impacts to waters of the U.S. (i.e. wetlands, surface waters, etc.) have been avoided, minimized, and compensated; or a brief description of why you believe mitigation is not required (**Block 23**)
- If work has begun or has been completed please provide a brief description of the completed activities. (**Block 24**)
- Provide the names and mailing addresses of the Adjoining Property Owners, Lessees, etc. whose property adjoins the project site or who may be affected by the proposed activity. (**Block 25**)
- Indicate if you have applied for or received authorization from other federal, state, or local agencies for the project. (**Block 26**)
- Provide the signature of the applicant or authorized party. (**Block 27**)

Drawing and Illustration Information:

- Provide location map indicating site location and boundaries.
- Provide overlay of site conditions (i.e. wetlands and/or surface waters) with the proposed activity
- Provide separate plan view and cross-sectional drawings for existing and proposed site conditions.
- Provide black and white legible plan view drawings on 8 ½" X 11" sized paper to include:
 - North arrow
 - Dimensions of existing and proposed activity(ies)
 - Total plan of development
 - Indicate the location of cross-sectional views
 - Dimensions of site conditions to include the location of waters of the U.S.
- Provide black and white legible cross-sectional drawings on 8 ½" X 11" sized paper to include:
 - Dimensions of proposed work
 - Indicate the mean/ordinary high water line and mean/ordinary low water line for project adjacent to waters of the U.S.

Supplemental Drawing Information:

- For In-Water Activities:
 - Indicate the height above the mean high water line, especially for docks or other in-water structures
 - Indicate the length of shoreline
 - Indicate the location of any vegetation along the shoreline and in-water resources (i.e. seagrasses, oysters, coral)
 - Volume of dredge material noted on the drawing if applicable
 - Existing and proposed water depths if dredging is proposed
 - Distance to any Federal Channel and width of waterway
- For Fill or Excavation Activities:
 - Label area to be filled and/or excavated in acres or square feet
 - Distances of proposed activities to avoided resources.

**Instructions for Preparing a
Department of the Army Permit Application**

Blocks 1 through 4. To be completed by Corps of Engineers.

Block 5. Applicant's Name. Enter the name and the E-mail address of the responsible party or parties. If the responsible party is an agency, company, corporation, or other organization, indicate the name of the organization and responsible officer and title. If more than one party is associated with the application, please attach a sheet with the necessary information marked Block 5.

Block 6. Address of Applicant. Please 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.

Block 7. Applicant Telephone Number(s). Please provide the number where you can usually be reached during normal business hours.

Blocks 8 through 11. To be completed, if you choose to have an agent.

Block 8. Authorized Agent's Name and Title. Indicate name of individual or agency, designated by you, to represent you in this process. An agent can be an attorney, builder, contractor, engineer, or any other person or organization. Note: An agent is not required.

Blocks 9 and 10. Agent's Address and Telephone Number. Please provide the complete mailing address of the agent, along with the telephone number where he / she can be reached during normal business hours.

Block 11. Statement of Authorization. To be completed by applicant, if an agent is to be employed.

Block 12. Proposed Project Name or Title. Please provide name identifying the proposed project, e.g., Landmark Plaza, Burned Hills Subdivision, or Edsall Commercial Center.

Block 13. Name of Waterbody. Please provide the name of any stream, lake, marsh, or other waterway to be directly impacted by the activity. If it is a minor (no name) stream, identify the waterbody the minor stream enters.

Block 14. Proposed Project Street Address. If the proposed project is located at a site having a street address (not a box number), please enter it here.

Block 15. Location of Proposed Project. Enter the latitude and longitude of where the proposed project is located. If more space is required, please attach a sheet with the necessary information marked Block 15.

Block 16. Other Location Descriptions. If available, provide the Tax Parcel Identification number of the site, Section, Township, and Range of the site (if known), and / or local Municipality that the site is located in.

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 in locating the site. You may also provide description of the proposed project location, such as lot numbers, tract numbers, or you may choose to locate the proposed project site from a known point (such as the right descending bank of Smith Creek, one mile downstream from the Highway 14 bridge). If a large river or stream, include the river mile of the proposed project site if known

Block 18. Nature of Activity. Describe the overall activity or project. Give appropriate dimensions of structures such as wing walls, 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.

The written descriptions and illustrations are an important part of the application. Please describe, in detail, what you wish to do. If more space is needed, attach an extra sheet of paper marked Block 18.

Block 19. Proposed Project Purpose. Describe the purpose and need for the proposed project. What will it be used for and why? 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.

Block 20. Reasons 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).

Block 21. Types of Material Being Discharged and the Amount of Each Type in Cubic Yards. Describe the material to be discharged and amount of each material to be discharged within Corps jurisdiction. Please be sure this description will agree with your illustrations. Discharge material includes: rock, sand, clay, concrete, etc.

Block 22. Surface Areas of Wetlands or Other Waters Filled. Describe the area to be filled at each location. Specifically identify the surface areas, or part thereof, to be filled. 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. If more space is needed, attach an extra sheet of paper marked Block 22.

Block 23. Description of Avoidance, Minimization, and Compensation. Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why compensatory mitigation should not be required for those impacts.

Block 24. Is Any Portion of the Work Already Complete? Provide any background on any part of the proposed project already completed. Describe the area already developed, structures completed, any dredged or fill material already discharged, the type of material, volume in cubic yards, acres filled, if a wetland or other waterbody (in acres or square feet). If the work was done under an existing Corps permit, identify the authorization, if possible.

Block 25. 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 and private) lessees, etc., whose property adjoins the waterbody or aquatic site where the work is being proposed so that they may be notified of the proposed activity (usually by public notice). If more space is needed, attach an extra sheet of paper marked Block 24.

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 developed.

Block 26. Information about Approvals or Denials by Other Agencies. You may need the approval of other federal, state, or local agencies for your project. Identify any applications you have submitted and the status, if any (approved or denied) of each application. You need not have obtained all other permits before applying for a Corps permit.

Block 27. 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.).

DRAWINGS AND ILLUSTRATIONS

General Information.

Three types of illustrations are needed to properly depict the work to be undertaken. These illustrations or drawings are identified as a Vicinity Map, a Plan View or a Typical Cross-Section Map. Identify each illustration with a figure or attachment number.

Please submit one original, or good quality copy, of all drawings on 8½ x11 inch plain white paper (electronic media may be substituted). Use the fewest number of sheets necessary for your drawings or illustrations.

Each illustration should identify the project, the applicant, and the type of illustration (vicinity map, plan view, or cross-section). **While illustrations need not be professional (many small, private project illustrations are prepared by hand), they should be clear, accurate, and contain all necessary information.**

**U.S. ARMY CORPS OF ENGINEERS
APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT**
33 CFR 325. The proponent agency is CECW-CO-R.

*Form Approved -
OMB No. 0710-0003
Expires: 30-SEPTEMBER-2015*

Public reporting for this collection of information is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters, Executive Services and Communications Directorate, Information Management Division and to the Office of Management and Budget, Paperwork Reduction Project (0710-0003). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to either of those addresses. Completed applications must be submitted to the District Engineer having jurisdiction over the location of the proposed activity.

PRIVACY ACT STATEMENT

Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and/or instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.

(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)

1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE
--------------------	----------------------	------------------	------------------------------

(ITEMS BELOW TO BE FILLED BY APPLICANT)

5. APPLICANT'S NAME First - Middle - Last - Company - E-mail Address -			8. AUTHORIZED AGENT'S NAME AND TITLE (agent is not required) First - Middle - Last - Company - E-mail Address -		
6. APPLICANT'S ADDRESS: Address- City - State - Zip - Country -			9. AGENT'S ADDRESS: Address- City - State - Zip - Country -		
7. APPLICANT'S PHONE NOS. w/AREA CODE a. Residence b. Business c. Fax			10. AGENTS PHONE NOS. w/AREA CODE a. Residence b. Business c. Fax		

STATEMENT OF AUTHORIZATION

11. I hereby authorize, _____ to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.

SIGNATURE OF APPLICANT DATE

NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY

12. PROJECT NAME OR TITLE (see instructions)			
13. NAME OF WATERBODY, IF KNOWN (if applicable)		14. PROJECT STREET ADDRESS (if applicable) Address	
15. LOCATION OF PROJECT Latitude: °N Longitude: °W		City - State- Zip-	
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions) State Tax Parcel ID Municipality Section - Township - Range -			

17. DIRECTIONS TO THE SITE

18. Nature of Activity (Description of project, include all features)

19. Project Purpose (Describe the reason or purpose of the project, see instructions)

USE BLOCKS 20-23 IF DREDGED AND/OR FILL MATERIAL IS TO BE DISCHARGED

20. Reason(s) for Discharge

21. Type(s) of Material Being Discharged and the Amount of Each Type in Cubic Yards:

Type Amount in Cubic Yards	Type Amount in Cubic Yards	Type Amount in Cubic Yards
-------------------------------	-------------------------------	-------------------------------

22. Surface Area in Acres of Wetlands or Other Waters Filled (see instructions)

Acres
or
Linear Feet

23. Description of Avoidance, Minimization, and Compensation (see instructions)

24. Is Any Portion of the Work Already Complete? Yes No IF YES, DESCRIBE THE COMPLETED WORK

25. Addresses of Adjoining Property Owners, Lessees, Etc., Whose Property Adjoins the Waterbody (if more than can be entered here, please attach a supplemental list).

a. Address-

City - State - Zip -

b. Address-

City - State - Zip -

c. Address-

City - State - Zip -

d. Address-

City - State - Zip -

e. Address-

City - State - Zip -

26. List of Other Certificates or Approvals/Denials received from other Federal, State, or Local Agencies for Work Described in This Application.

AGENCY	TYPE APPROVAL*	IDENTIFICATION NUMBER	DATE APPLIED	DATE APPROVED	DATE DENIED

* Would include but is not restricted to zoning, building, and flood plain permits

27. Application is hereby made for permit or permits to authorize the work described in this application. I certify that this information in this application is complete and accurate. I further certify that I possess the authority to undertake the work described herein or am acting as the duly authorized agent of the applicant.

SIGNATURE OF APPLICANT DATE SIGNATURE OF AGENT DATE

The Application must be signed by the person who desires to undertake the proposed activity (applicant) or it may be signed by a duly authorized agent if the statement in block 11 has been filled out and signed.

18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.