

## Required Preconstruction Notification Contents

**Project Title:**\_\_\_\_\_

**Nationwide Permit (NWP) #:**\_\_\_\_\_

**NWP Date Application Complete:**\_\_\_\_\_

Determination of completeness must be made within 30 days of the date of receipt. If all required information is not provided, the prospective permittee will be notified that the preconstruction notification (PCN) is still incomplete and the review will not commence until all requested information has been received. If the applicant has not received any written notice from the DE within **45 days** of the date of receipt of the *complete* PCN, **the verification is issued by default.**

\*All PCNs must be in writing, clearly indicating that it is a PCN, and include:

- Name, address and telephone number of prospective permittee and agent (if applicable).
- Location of proposed project.
  - Tax Map Key (Hawaii projects only),
  - Latitude and Longitude (use center of project site),
  - County, Island and nearest Municipality, where applicable,
  - Street address, if available.
- Brief description of the proposed action.
  - Project purpose,
  - Nature of activity,
  - Construction plan: method(s), staging/access requirements, sequence, scheduling and implementation of Best Management Practices necessary to prevent degradation of the aquatic environment.
- List any other Corps of Engineers (Corps) permits or verifications used or intended to be used to authorize any part of the proposed project or any related activity.
- Description of the existing, surrounding environment, highlighting presence of aquatic resources especially those proposed for impact.
- Description of special aquatic sites present within the project area i.e., vegetated shallows, coral/coral reefs, riffle and pool complexes, mudflats and wetlands.

**NOTE:**

- The 45-day default time clock does not start until the wetland delineation has been

completed and submitted to the Corps.

- For NWP 29, must include the following:
  - Any past use of this NWP by the permittee and/or permittee's spouse.
  - Statement that the single-family housing activity is for a personal residence of the permittee.
  - Description of parcel with a delineation of wetlands as follows
    - Parcels ¼ acre or less will not require a formal delineation.
    - Parcels greater than ¼ acre must have a formal delineation.
  - A written description of all land owned by the prospective permittee and/or the prospective permittee's spouse within a one mile radius of the subject parcel, in any form of ownership and any land on which a purchase and sale agreement or other agreement for sale or purchase has been executed.
- For NWP 31, provide the location of the dredged disposal site.
- For NWP 33, must include a restoration plan of reasonable measures to avoid and minimize adverse effects to aquatic resources.
- For NWPs 29 and 39 must include a written statement to the District Engineer explaining how avoidance and minimization of losses of waters of the United States were achieved on the project site.
- For all proposed projects, include a description of any Federally-listed, endangered or threatened species known to breed, nest, forage and/or rest within and near to the project site. For any activity that may adversely affect Federally-listed endangered or threatened species the notification must include the name(s) of those threatened or endangered species that may be affected by the proposed work or utilize the designated critical habitat that may be affected by the proposed work and measures taken to prevent, avoid and minimize potentially adverse impacts to protected species.
- For all proposed projects, include a description of prehistoric sites and historic property listed, or eligible for listing, in the Hawaii and National Register of Historic Places. For any activity that may affect historical properties listed in or eligible for listing in the Hawaii and National Register of Historical Places the PCN must state which historical property may be affected by the proposed work or include a vicinity map indicating the location of the historic property and measures taken to prevent, avoid, and minimize potentially adverse impacts to historically-significant properties.