



Drawing Checklist



The ultimate objective of a set of drawings is to allow someone who is unfamiliar with the project to quickly obtain a clear understanding of what is proposed and how the impacted waterbody and/or wetlands will be affected. Drawings should be originals and not reduced copies of large-scale plans. Engineering drawings are not required. Existing and proposed site conditions (manmade and landscape features) should be drawn to scale.

Page 1 should be a vicinity map, Page 2 should provide a top-down plan view, Page 3 should show a cross-sectional view; additional pages should be used if needed. Every drawing should have a Title Block. Photographs are useful, however, be sure to indicate on a vicinity map where the photo was taken and in which direction. Please include the date that the photograph was taken.

1. GENERAL GUIDELINES AND USEFUL INFORMATION TO INCLUDE ON DRAWINGS

- ☐ Use clear black lettering and the fewest number of pages necessary; use 8 ½- by 11 sheet of paper.
- ☐ Even if drawings are created by hand please use a graphic scale.
- ☐ Vertical and horizontal scales should use the same units of measure.
- ☐ Vicinity maps and plan drawings must include an accurate North Arrow.
- ☐ Descriptions/types of substrate can be included on drawings along with photographs.
- ☐ Critical habitat and/or known essential fish habitat can be indicated on drawings along with surveys.
- ☐ A drawing with the existing water features overlaid with the proposed project would be helpful.

2. TITLE BLOCK EXAMPLES

- ☐ A completed title block.

Applicant:	
File No.: POH-XXXX-XXXXX	
Waterway:	
Proposed Activity: (Dock, residential fill, etc.)	
Lat.:	Long.:
Sheet 1 of XX	Date XX/XX/XXXX

3. VICINITY MAP

- ☐ Show and label location of each **project area** (e.g. circle the perimeter, use an arrow, etc.).
- ☐ Show and label location of each **mitigation site**, if applicable.
- ☐ List latitude, longitude, parcel numbers – a parcel map can be helpful.
- ☐ Show and label all waterways (e.g. ditches, wetlands, ponds, streams, rivers, lakes, inlets, oceans, etc.).

- Show roads, streets, and/or mileage to nearest town or city limits.
- The map should be zoomed out enough to show the area but detailed enough to see landmarks for context.

4. PLAN VIEWS

- Name of waterbody and direction of water flow.
- **Marine/tidal waters:** High Tide Lines (HTL), Mean high water (MHW)/Mean Lower Low water (MLLW).
- **Freshwater wetlands, bogs, fens, lakes, streams, etc:** Ordinary high water (OHW)/Wetland boundaries.
- Dimension of the activity, fill or structures, distance from property lines, and the distance it extends into the waterbody relative to the HTL, MHW, MLLW, OHWM, and boundary with special aquatic sites, as applicable.
- Location and boundary of all waters of the U.S. in the project vicinity, including wetlands and other special aquatic sites.
- Show existing structures (e.g. buildings, docks, etc.) on subject and adjoining properties, as well as distance from the proposed activity. Indicate adjoining property ownership.
- For fill projects, identify each fill type, amount (cubic yards), and area to be filled (acres). Do not forget to include temporary impacts, in addition to permanent impacts (label accordingly).
- If the project involves dredging, identify existing and proposed depths, the material type, amount (cubic yards), area to be dredged, method of dredging, and location of disposal site.
- Identify any structures to be erected on piers, docks, fill pads, etc.
- Identify any part of the activity that has already been completed.
- Identify erosion control measures, storm water runoff control, stabilization of disturbed areas, etc.
- Distance between the proposed activity and any Federally-authorized navigation channels or navigation projects.
- Identify cross-section view locations (e.g. A-A').
- Identify water depths around the project. Reference which datum was used; either mean lower low water, or mean sea level.
- Details of any restoration or other mitigation.
- Waters, including wetlands and other features extending across property boundaries.
- Direction of currents, if known (e.g. tidal ebb, drift cells, creek flow, etc.).

5. ELEVATION AND/OR SECTION VIEWS

The elevation view shows the proposed project as if it was viewed from the side or cut in half (cross-section). More than one may be required to adequately show the project. The cross-section should show the following:

- Label shorelines with the HTL, MHW line, MLLW line, OHW line, and/or wetland boundary, as appropriate.
- Cross-section view label (e.g. A-A').
- Show original and proposed elevations, water depths, dimensions of proposed structures or fills, and pertinent vertical dimensions to top and base of structure/fill; use the same vertical and horizontal scale.

- ☐ Identify any structures to be erected on piers, docks, fill pads, etc.
- ☐ Indicate the dredge and/or fill slopes (horizontal:vertical, ratio e.g. 3:1).
- ☐ Indicate existing and proposed contours and elevations.
- ☐ Indicate type and location of material used in construction and method of construction.
- ☐ Indicate height of structures or fill, and approximate fill side slopes.
- ☐ Details of any restoration or other mitigation.
- ☐ Location of soil fabrics, soil erosion control and sedimentation control measures.

6. DRAWINGS INVOLVING DREDGING AND/OR THE DISPOSAL OF DREDGED MATERIAL

- ☐ Include pages with all applicable items in Sections 1-5 of this document.
- ☐ In-water disposal site name (if applicable) with coordinates and boundaries.
- ☐ Upland/beach “beneficial use” disposal site coordinates and boundaries.
- ☐ If using an in-water disposal site specify the type (non-dispersive or dispersive).
- ☐ Identify the barge positioning method (either the U.S. Coast Guard Vessel Traffic Service and/or a differential GPS used in conjunction with the National Dredging Quality Management Program automated monitoring system).

7. MITIGATION AND/OR PLANTING PLAN DRAWINGS

- ☐ Include pages with all applicable items in Sections 1-5 of this document.
- ☐ Reference the title and date of the approved mitigation/planting plan (*See Note*).
- ☐ Planting areas with key identifying specific species and plant spacing.
- ☐ Buffer areas and staging or construction access areas.
- ☐ Amounts and locations of temporary fill or excavation work (area and volume).
- ☐ Structures, piers, piling, over-water floats, etc. to be removed for the purpose of mitigation.

Note: See also 33 CFR Part 332.4(c) regarding the contents of a mitigation plan

8. DRAWINGS FOR AQUACULTURE PROJECTS

- ☐ Include pages with all applicable items in Sections 1-5 of this document.
- ☐ Include the county parcel numbers; a parcel map is helpful.
- ☐ Show and label the current project area including fallow areas.
- ☐ Show and label areas proposed for expansion or new aquaculture activities.
- ☐ Specify species, methodologies using a key (e.g. long-line Pacific oysters, tube culture of geoduck, etc.).
- ☐ Identify areas with canopy predator nets.
- ☐ Identify the latitude and longitude for each corner of the project area.
- ☐ Show and label areas with eelgrass, kelp, or mudflats.