

## 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.