

# INSTRUCTIONS FOR COMPLETING JOINT APPLICATION FOR PERMIT

USACE NWW Form 1145-1/IDWR Form 3804-B

U.S. ARMY CORPS OF ENGINEERS  
IDAHO DEPARTMENT OF WATER RESOURCES  
IDAHO DEPARTMENT OF LANDS

Name, address, telephone number, legal description, including latitude/longitude, and signature are needed to complete the application. The disclosure of information for this application is **VOLUNTARY**. Incomplete applications will not be processed, nor can permits be issued. The Corps and State of Idaho strongly encourage the completion of all blocks on the application to ensure a proper evaluation can be done in a timely manner. All drawings and illustrations should be thoughtfully prepared with information accurately depicted.

Also, by signing the application, the applicant is granting the agencies to which this application is made the right to access/come upon the described location(s) to inspect the proposed and completed work activities.

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## INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED

Do not start work until you receive ALL permits from BOTH the Corps and the State of Idaho

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### PERMIT FEES:

The *Corps of Engineers* charges a fee for a Department of Army Individual Permit at the time a permit is issued. Do not send a fee to the Corps when you send in the application. When the permit is ready to be issued, you will be asked for the fee before the permit is issued. A \$10 fee is charged for non-commercial activities and a \$100 fee is charged for commercial or industrial activities. No fees are required for nationwide or other permit actions.

The State of Idaho requires a \$20 filing fee for State Stream Alteration Permits administered by the *Idaho Department of Water Resources* and **MUST BE SUBMITTED WITH THE APPLICATION.**

The *Idaho Department of Lands* charges fees based on the type(s) of activity being conducted. For example, a \$250 permit fee is charged for a single family dock and a \$325 fee for bank stabilization. Contact the Idaho Department of Lands for specific fees charged, see last page of contact information. **ALL STATE FEES MUST BE SUBMITTED TO THE STATE OF IDAHO DEPARTMENT OF LANDS** with the Joint Application for Permit.

### WATER QUALITY CERTIFICATION:

If applying to the Corps of Engineers for a project that involves discharging dredged or fill material into waters of the United States, including wetlands, you will need to obtain water quality certification for the activities before the Corps can issue a permit. The State of Idaho Department of Environmental Quality is the water quality certifying agency for most of Idaho. The United States Environmental Protection Agency is the certifying agency for activities located on Tribal lands. The Corps will notify one of these agencies of your project and request water quality certification, as part of their permit review process.

### SUBMITTING A JOINT APPLICATION FOR PERMIT:

The Joint Application for Permit and all required drawings (vicinity map, plan view and sectional view) should be sent to all appropriate agencies listed on the last page of this guide. Send your application to the address that corresponds with your project/activity location.

**BLOCK 1** - The date application is completed by applicant.

**BLOCK 2** - Provide all contact information of the responsible party or parties. Include name, company, mailing address, city, state, zip code, day-time telephone number, and e-mail address.

If the responsible party is a company, corporation, agency, other organization, etc. indicate the responsible officer/title. If more than one party is associated with the application, attach an 8-½"x 11" sheet with the necessary information marked Block 2.

**BLOCK 3** - Provide all contact information of the agent representing the primary party or parties provided in Block 2. Include name, company, mailing address, city, state, zip code, day-time telephone number, and e-mail address. An agent can be an attorney, builder, contractor, engineer, consultant, or any other person or organization. An agent is not required unless the applicant wished to designate someone to represent him/her during the permit process. The agent's signature is required on Block 29 *Authorization of Agent*.

**BLOCK 4** - Provide the name or title identifying the proposed project; this should not be the applicant's name (e.g., Two Mile Crossing, Phyllis Drain Culvert, Snake River, RM 248.5).

**BLOCK 5** - Provide the *physical* address (not a box number) where proposed activities will be conducted. If no physical address is available, provide the nearest crossroads.

**BLOCK 6** - Provide the city where proposed activity/project is located.

**BLOCK 7** - Provide the county in which proposed activity/project is located.

**BLOCK 8** - Provide the zip code in which proposed activity/project is located.

**BLOCK 9** - Provide the name of the stream, river, lake, pond, reservoir, irrigation facility, shoreline, etc. to be directly impacted by the activity/project. If a minor (unnamed) water, identify the waterbody the minor stream flows into.

**BLOCK 10** - Provide the Tax Assessor's parcel number or description. The Tax Assessor's description is required if the proposed activity/project is located on the Pend Oreille River or Lake.

**BLOCK 11** - Provide the Latitude and Longitude of where the proposed project is located. The required vicinity map must also contain this information. Contact a local government agency in the area or try Google Earth for assistance with this requirement (you may also consider marking the project site on Google Earth and providing a copy with your application; in some instances, this may also satisfy the vicinity map requirement). If additional space is required, attach an 8-½"x 11" sheet with the necessary information marked Block 11.

**BLOCK 12(a-e)** - Provide the ¼, ¼, section, township, and range where proposed activity/project will be conducted. This information may be obtained by contacting the local tax assessor's office. Additional description of the proposed activity/project location may be provided on a separate sheet of paper, labeled Block 12. Additional descriptions may include lot numbers, tract numbers, the location of proposed site from a known point (e.g., right descending bank of Two Mile Creek, one mile down from the Highway 14 bridge) or large river/stream that include the river mile may be provided on a separate sheet of paper, labeled Block 12.

**BLOCK 13(a/b)** - Provide the best estimated dates of when activity/project will begin and end. **DO NOT START WORK UNTIL RECEIVING ALL PERMITS FROM BOTH THE CORPS & THE STATE OF IDAHO.**

**BLOCK 14** - Describe intended use of the activity/project (e.g., commercial, non-commercial, industrial, public, or private)

**BLOCK 15** - Include full name, complete address, and telephone number of ALL (public and private) adjoining property owners, lessees, etc. whose property adjoins the waterbody or aquatic site where work is being proposed. Proper notification of the proposed activity/project may be required (public notice). Adjoining property owners includes

adjacent property owners with ownership located on both sides of the near bank AND/OR all other ownership on the waterway/body that may be affected by the proposed activity/project. 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 located. Attach as many sheets as needed (Page 3 of USACE Joint Application Form 1145-1 (IDWR Form 3804-B)).

**BLOCK 16** - Check the box if activity/project is located on Idaho Public Trust Land. The State of Idaho was granted title to the beds of navigable waters in 1890. All questions regarding State of Idaho Public Trust Lands should be directed to the State of Idaho Department of Lands.

**BLOCK 17** - Provide directions to the site from a known location or landmark. Include highway, roads, major crossroads, street numbers, and names. Also, provide distances from known locations and any other information that would assist in locating the site. If additional space is required, attach an 8-½"x 11" sheet with necessary information marked Block 17.

**BLOCK 18** - Provide background on any part of the proposed activity that has already begun or that has been completed. List all dates and type of activity and/or work. At a minimum, the following information must be provided:

- Area developed
- Structures completed
- Any dredge or fill materials already discharged
- Type of materials
- Volume in cubic yards
- Area of waterway/waterbody/wetlands impacted, in acres or square feet

**BLOCK 19** - Approval from other Federal, state, or local agencies may be needed for proposed projects. Provide a complete list of all other Federal, state, and/or local authorizations, approvals, denials, etc. previously received and/or that are pending for proposed activity/project. If possible, provide permit number, date, authorization, and status.

**BLOCK 20** - Describe the type of material(s) to be discharged and amount of each material(s) to be discharged within Department of Army Corps of Engineers jurisdiction. Be sure this description agrees with attached plan view and section view drawings and illustrations. Provide a brief description, amount, and the location where discharge and dredge or fill material will be disposed of. If additional space is required, attach an 8-½"x 11" sheet with the necessary information marked Block 20. **Discharge materials may include dirt/topsoil, rock/gravel/stone, sand, mud, clay, concrete, or other.**

*Calculation for Cubic Yards (yd<sup>3</sup>):* LENGTH multiplied by WIDTH multiplied by DEPTH, divided by 27

**BLOCK 21** - Identify the size of 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 additional space is required, attach an 8-½"x 11" sheet with the necessary information marked Block 21.

*Calculation for Square Feet (ft<sup>2</sup>):* LENGTH multiplied by WIDTH  
*Calculation for Acres:* LENGTH multiplied by WIDTH divided by 43,560

**BLOCK 22** - This is an Idaho Department of Water Resource (IDWR) requirement. IDWR requires all applications for bridges or culverts to include the drainage area above the crossing AND design flow capacity of the structure, with required allowances for debris and ice passage. Minimum clearance shall be at least one foot at all bridges; this may need to be increased substantially in the areas where ice passage or debris may be a problem. Design flows shall be based on the following minimum criteria:

<u>DRAINAGE AREA</u>	<u>DESIGN FLOW FREQUENCY</u>
50 square miles or less.....	25 years
Over 50 square miles.....	50 years or greatest flow of record whichever is greater

IDWR and the Corps strongly encourage the use of bottomless arch culverts and free-span bridge structures for stream and river crossings. Installation of bottomless arch culverts and free-span bridge structures:

- Reduces the risk of not passing flows during a high water event
- Lowers the long-term maintenance costs of the crossing
- Decreases the possibility of down-cutting of the streambed or riverbed (upstream or downstream of the crossing)
- Minimizes the possibility of bank erosion upstream and/or downstream of the crossing
- Promotes fish passage

The use of bottomless arch culverts and free-span bridge structures in lieu of round metal culverts is strongly recommended, but not required. Contact IDWR for minimum culvert sizes for stream and river crossings.

**BLOCK 23** - Contact your local city or county government for assistance to determine if the work activities/project is located in a Federal Emergency Management Agency (FEMA) mapped floodway.

**BLOCK 24a** - Describe in detail the scope of work in the affected waterway/waterbody, including wetlands. Description must include the overall activities of the project, as well as the purpose and need for the activity or project. Written descriptions and illustrations are a crucial part of this application. If additional space is needed, attach 8-½"x 11" sheet(s) with necessary information marked Block 24a.

Describe the overall activity of project. Provide dimensions – length, width, height - of all proposed structures (e.g., dike, culvert, and road). Identify all materials to be used. Indicate whether discharge of dredge or fill material is involved. Identify any structure to be constructed on a fill, piles, or float supported platform.

Also describe the purpose and need for this activity or project. Describe the purpose and need for the structure or fill material to be placed in the waterway/waterbody. Include a brief description of any related activities to be developed as a result of the proposed activity/project. If the activity involves the discharge of dredge and/or fill material into a wetland or other waterbody, including the temporary placement of material, explain the specific purpose of the materials placement (e.g., erosion control).

EXAMPLE Block 24a Overall Description/Purpose: *Construct a road crossing of Two Mile Creek, to facilitate the construction of a three (3) acre housing development, located 300 feet from Two Mile Creek (high water mark).*

**BLOCK 24b** - Provide a descriptive breakdown of EACH specific activity involved in the overall project. Each activity must describe the type of activity, dimensions, construction methods and materials, equipment being used, distances, etc. that will cause an impact to the waterbody.

EXAMPLE Block 24b List/Describe EACH Activity within Overall Project:

*Install a 48-inch diameter X 40-foot arch culvert pipe into Two Mile Creek, associated with a road crossing. The base footprint dimensions of the road crossing will be 38-foot wide x 30-foot long. The driving surface of the roadway will consist of two, 12-foot driving lanes with 3-foot shoulders.*

*All work will be performed using a backhoe and front end loader, working from the top-of-bank of Two Mile Creek and/or the top-of-fill. No equipment will operate in the open channel, minimizing impacts to the extent possible within the project area.*

*Impacts associated with the road crossing include 900 square foot of open channel and 60 square foot of emergent wetlands.*

*Install a temporary 5-foot wide X 40-foot Jersey barrier/visqueen cofferdam to minimize sediment transport during the installation of the 48-inch diameter X 30-foot arch culvert pipe into Two Mile Creek.*

**BLOCK 25a** - Provide a brief summary and explanation describing how measures are being or will be taken to avoid and minimize activity impacts to waterways/waterbody, including adjacent wetlands. If additional space is required, attach an 8-½"x 11" sheet(s) with the necessary information marked Block 25a. Examples of avoiding and minimizing activity impacts may include conducting work from atop the bank, during low water, use of rubber tired equipment, silt curtains, silt fences, straw waddles, etc.

**BLOCK 25b** - Provide a brief description of how the proposed project mitigation plan is to compensate for impacts to aquatic resources OR provide justification as to why mitigation should not be required. Provide a brief summary and explanation of measures taken to avoid and minimize impacts to waters of the United States. While a detailed mitigation plan may be required as part of the permit process, it is NOT required for a complete application. ***All maps, section and plan views, supporting documentation, etc. must be of good reproducible quality and on white paper no larger than standard 8-½ x 11 inches.***

**BLOCK 26** - Detail each individual activity that will cause impact to the waterbody (e.g., stream, shoreline, tributary) by providing the following information:

- Name of waterbody proposed activity will be conducted in or by
- Is waterbody a seasonal or perennial water source  
NOTE: Seasonal is defined as flowing less than 12 months & perennial is defined as flowing year-round
- The average stream width in linear feet
- Describe the type of activity being proposed that will have an impact on the waterbody
- Provide the length of impact to the riverbank, stream bank, lake, shoreline, etc. of the individual activity

Each type of impact to the stream, shoreline, and/or water body must be individually listed. Provide the TOTAL OF ALL IMPACTS, in linear feet. **Impacts may include fill, backfill/bedding, land clearing, dredge (excavate/drain), coffer dams, riprap, dock/pier, etc.**

**Calculation for Square Feet (ft<sup>2</sup>):** LENGTH multiplied by WIDTH  
**Calculation for Acres:** LENGTH multiplied by WIDTH, divided by 43,560

Spacing for four separate impacts has been provided; additional impacts can be listed on an attached 8-½" x 11" sheet(s) with the necessary information marked Block 26.

EXAMPLE Block 26 List Impacts to Stream, River, Lake, etc.:

Activity Number	Name of Waterbody	Season or Perennial	Avg. Stream Width	Description of Impact	Impact Length
1	Two Mile Creek	Perennial	14 feet	Road base 30' x 38' with 3' shoulders	76 feet
2	Two Mile Creek	Perennial	14 feet	Install 40' x 5' temp. visqueen cofferdam	40 feet
3					
<b>Total Stream Impacts (linear feet):</b>					<b>116 feet</b>

**BLOCK 27** - Detail each individual activity that will cause impact to the wetland by using the following examples:

- Wetland Type: Emergent wetlands may contain horsetail, reed grass (Reed Canary Grass), wire grass (Baltic Rush), bull rush, (Bulrush), and/or poison hemlock  
Scrub/Shrub wetlands may contain coyote/sandbar willow (Narrow Leaf Willow), dogwood (Red Twig Dogwood), and/or Alder  
Forested wetlands may contain cottonwood, silver maple, river birch, red alder (red maple, green ash)
- Distance to nearest waterbody, in linear feet
- Purpose of each individual impact
- Area that proposed activity or project will impact, in acres or square feet
- Provide the total impacts, in acres or square feet

**Calculation for Square Feet (ft<sup>2</sup>):** LENGTH multiplied by WIDTH

Each type of impact to the wetland must be individually listed, including mechanized fixed blade and clearing, fill and dredge material discharged, flood, drainage, etc. Spacing for four separate impacts has been provided; additional impacts must be listed on an attached 8-½" x 11" sheet(s) with the necessary information marked Block 27.

EXAMPLE Block 27 List Impacts to Wetlands:

Activity Number	Wetland Type	Distance to Waterbody	Description of Impact	Impact Size (Acres or Sq Ft)
1	Emergent	2 feet	Road crossing 30' X 38'	60 sq feet
2				
3				
			<b>Total Stream Impacts (square feet):</b>	<b>60 square feet</b>

**BLOCK 28** - Each application must have an original signature of the applicant and date, authorizing an agent to act for applicant during the permitting process. Completion of Block 3 *Contact Information of Agent* is required, as well as agent’s signature/date in Block 29 *Certification of Applicant/Agent*. The applicant’s signature also grants the agencies the application is made to the right to access the described location(s) to inspect the proposed and completed work/activities.

**BLOCK 29** - Each application must have an original signature of the applicant and date signed. If applicant has authorized an agent, he/she must also sign an original signature and date. Certification ensures the applicant/agent is authorized to undertake the work described or is duly authorized to act in behalf of the applicant, and that all work and uses described in this application/supporting documentation is complete and accurate.

## DRAWING & SUPPLEMENTAL INFORMATION

Three types of drawings are required to accurately depict work activities: (1) the vicinity map, (2) the plan view drawing, and (3) the sectional view drawing. All drawings or illustrations must be included for the application to be considered complete.

Drawings do not have to be prepared by an engineer or consultant, but professional assistance may become necessary if the project is large and/or complex. Submit the fewest number of drawings/sheets necessary to adequately show the proposed work activities.

Submit one original, good, quality drawing on white paper no larger than 8-½ inches X 11 inches. Drawings must be prepared using the general format of samples provided and use block lettering. Leave a 1-inch margin at the top of each sheet for reproduction and binding purposes.

Drawings must be reproduced and therefore color shading cannot be used. Heavy dark lines, dot shading, hatching, or similar graphic symbols may be used instead of color shading to clarify drawings.

A legal property description is required and must include the number, name of subdivision, block, and lot number from plot, deed, or tax assessment information. A title block is also required on all three drawings. Title block must contain the project name/title, applicant name, name of waterbody, river mile (if applicable), name of county and state, date prepared, and # of sheet & total # of sheets in set (1:3, 2:3, 3:3). Also include a north arrow and scale on all drawings.

Photographs of proposed work site are not required, although they are helpful and may be submitted as part of the application packet. Illustrations do not need to be professionally prepared, however, they must be clear, accurate, and contain all necessary information so a proper and timely evaluation can be done.

See the U.S. Army Corps of Engineers, Walla Walla District website for detailed lists of all drawing requirements, checklist, and additional information.

## CONTACT INFORMATION

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### U.S. ARMY CORPS OF ENGINEERS

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U.S. Army Corps of Engineers  
Walla Walla District, Regulatory Division  
201 N 3<sup>rd</sup> Avenue  
Walla Walla, Washington 99362-1876  
Phone (509) 527-7150

U.S. Army Corps of Engineers  
Walla Walla District, Boise Field Office  
10095 W Emerald Street  
Boise, Idaho 83704  
Phone (208) 345-2155

U.S. Army Corps of Engineers  
Walla Walla District, Idaho Falls Field Office  
900 N Skyline Drive, Suite A  
Idaho Falls, Idaho 83402-1718  
Phone (208) 522-1676

U.S. Army Corps of Engineers  
Walla Walla District, Coeur d'Alene Field Office  
c/o Idaho Panhandle National Forest Building Idaho  
Coeur d'Alene, Idaho 83815-8363  
Phone (208) 765-7440

**Website:** <http://www.nww.usace.army.mil/html/offices/op/rf/rfhome.asp>

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### STATE OF IDAHO DEPARTMENT OF WATER RESOURCES

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State of Idaho  
Department of Water Resources  
Northern Regional Office  
7600 Mineral Drive, Suite 100  
Coeur d'Alene, ID 83815-7763  
Phone (208) 762-2800

State of Idaho  
Department of Water Resources  
Southern Regional Office  
1341 Fillmore Street, Suite 200  
Twin Falls, Idaho 83301-3380  
Phone (208) 736-3033

State of Idaho  
Department of Water Resources  
Western Regional Office  
2735 Airport Way  
Boise, ID 83705-5082  
Phone (208) 334-2190

State of Idaho  
Department of Water Resources  
Eastern Regional Office  
900 N Skyline Drive, Suite A  
Idaho Falls, ID 83402-1718  
Phone (208) 525-7161

**Website:** <http://www.idwr.idaho.gov/contact/contact.htm>

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### STATE OF IDAHO DEPARTMENT OF LANDS

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Coeur d'Alene Area	3258 West Industrial Loop	Coeur d'Alene, ID 83815	(208) 769-1577
Eastern Idaho Area	3563 Ririe Highway	Idaho Falls, ID 83401	(208) 525-7167
Kootenai Valley Area	6327 Main Street	Bonnars Ferry, ID 83805	(208) 267-5577
Payette Lakes Area	555 Deinhard Lane	McCall, ID 83638	(208) 634-7125
Pend Oreille Area	2550 Highway 2 West	Sandpoint, ID 83864	(208) 263-5104
Priest Lake Area	4053 Cavanaugh Bay Road	Coolin, ID 83821	(208) 443-2516
South Central Area	319 S 417 E - US Hwy 93 Business Park	Jerome, ID 83338	(208) 324-2561
South West Area	8355 West State Street	Boise, ID 83338	(208) 334-3488
St. Maries Area	1806 Main Avenue	St. Maries, ID 83861	(208) 245-4551

**Website:** <http://www.idl.idaho.gov/areas.htm>