

Pre-Application Meeting Recommendations New England District Corps of Engineers (CT)

2015

1. The applicant should determine whether a Department of the Army Permit is required prior to scheduling a pre-application meeting. A Department of the Army Permit is required for discharges of dredged or fill material into waters of the United States and for work in, over, or under navigable waters. If there is a question as to the need for a permit, please call the Corps of Engineers Regulatory Division at (978) 318-8335

2. To set up your meeting, send an email to robert.j.desista@usace.army.mil with the following information:

a. Project Name	g. Approximate Wetland Impact (sf/acre) or linear feet of stream impact
b. Applicant Name & Point of Contact	
c. Applicant Address & Phone Number	h. Your Name
d. Type of Project (Residential, Comm. Public)	i. Company Name
e. Address of Proposed Work	j. Phone Number
f. Closest Named Waterbody	k. Email

3. A Project Manager and file number will be assigned and the Corps will provide a copy of the pre-application request to the appropriate state and federal resource agencies (e.g. US FWS, US EPA, CT DEEP, NMFS) as deemed necessary.

3. A more detailed summary of the project should be provided at least five days prior to the day of the pre-application meeting. This information should include representation of the parcel boundary, a brief summary of the project, including purpose, existing site condition and proposed modifications (note Item #7 below).

4. The applicant should furnish the Corps with a list of local or regional agencies with authority over the proposed work at the project location. The Corps of Engineers will then invite a representative to the pre-application meeting. Different agencies have requirements that seem to conflict. The pre-application meeting provides an opportunity to avoid potential conflict.

5. Limit the number of people in your presentation group to four including yourself. Often space is limited and we want to be able to accommodate federal, state, and local agency representatives with interests in your project.

6. The applicant should bring a federal and state (if different) wetland delineation to the pre-application meeting if it is applicable to the project being considered.

7. The purpose of the pre-application meeting is to allow the attending agencies to provide input that may allow the applicant to gather information that, if included in the final project design, may expedite the permit process. It is not intended to be an opportunity for the applicant to "sell" the project to the attending agencies. Therefore, the applicant should limit the presentation of the project to no more than fifteen minutes and allow the attending agencies at least thirty minutes to provide feedback.