

Drawing Checklist

2. general

submit all drawings on 8 ½ x 11-inch white paper.
use clear, black printing with a font no less than 10 point.
use the fewest number of sheets possible to describe the project.
number each page sequentially 1 of #, 2 of #, 3 of #, etc.
use a graphic scale on all drawings.
use a north arrow on all drawings.
orient drawings with north directed to the top of the page.
use "proposed" and "existing" labels on drawings,
e.g. "existing pier, proposed boatlift" or "existing house, proposed garage".

3. title block

use a [title block](#) on each drawing.
describe the proposed project (e.g., pier/ramp/float, bank stabilization, fill, utility line, outfall, fish enhancement, etc.)
state the purpose of the project.
indicate whether application is for proposed work, repair/maintenance of existing work, or both.
name the county and waterway.
list property owners and indicate by number on plan.
show datum used in plan and elevation views.
date drawings were completed.

4. vicinity map

- use portrait style (not landscape) with north oriented towards the top of the page.
- place north arrow on map.
- identify scale (i.e., 1:24,000)
- clearly show location of project site using arrow, circle, etc.
- indicate latitude and longitude of site(s) to nearest second.
- indicate section, township, and range.
- show roads, streets, and mileage to nearest town or city limits.
- indicate waterway.

5. plan view

- show shorelines, and existing aquatic, shoreline, and/or riparian vegetation.
- for structures in tidal waters, show mean high water line (mhw line).
- for fills in tidal waters, show mean higher high water line (mhhw line).
- for lakes or streams, show ordinary high water line (ohw line).
- show federal harbor lines and navigation channels where established.
- show dimensions of structure or fill, distance of structure or fill from property lines and encroachment beyond applicable high water line.
- show wetland boundaries and specific impacts to wetlands.
- indicate location, quantity, type of fill and method of handling of material, if any.

show and label all existing and proposed structures or fills on subject and adjacent properties.

show direction of currents such as tidal ebb and flood.

note existing or pending permits in navigable waters at the site. if none, note age of all existing structures.

indicate adjacent property ownership.

show and identify any wetland vegetation that is affected by the project.

6. elevation or cross section view

show shorelines, mhw line, mhhw line, ohw line, and/or wetland boundary.

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 equal horizontal and vertical scales on section view. do not skew vertical scale.

show and identify any special aquatic sites that are affected by the project (e.g. sanctuaries or refuges, wetlands, mud flats, vegetated shallows such as eelgrass beds, and riffle and pool complexes).

Point of Contact: Regulatory Reception or
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