

General Overview

THE APPLICATION FORM The standard application form used to apply for a Department of the Army permit is Engineer Form 4345, Application of a Department of the Army Permit. However, the Seattle District, along with the State of Washington, has developed a [Joint Aquatic Resource Permits Application](#) (JARPA) Form for joint processing between Federal, State and local agencies. It is important that you provide the complete information in the requested format. This information will be used to evaluate your proposal and determine the appropriate form of authorization.

THE PROCESS The district engineer will begin to process your application immediately upon receipt of all required information. You will be sent an acknowledgement of its receipt and a Corps reference number will be assigned to your file. You should refer to this number when inquiring about your application. Your proposal will be reviewed, balancing the need and expected benefits against the probable impacts of the work, taking into consideration all comments received and other relevant factors. This process is called the public interest review. The Corps goal is to reach a decision regarding permit issuance or denial within 60 days of receipt of a complete application. However, some complex activities, issues, or requirements of law may prevent the district engineer from meeting this goal.

THE PERMIT Some categories of activities have been previously authorized by nationwide or regional permits, and no further Corps approvals are required. Others may qualify for an abbreviated permit processing, with authorizations in the form of a letter of permission. For other activities, a Public Notice may be required to notify Federal, State, and local agencies, adjacent property owners, and the general public of the proposal to allow an opportunity for review and comment or to request a public

hearing. Most applications involving Public Notices are completed within four to six months.

QUESTIONS? For any specific information on the evaluation process, filling out the application form, or the status of your application, please contact the [Seattle District Regulatory Branch](#) of the Corps of Engineers, or the [district office](#) which has jurisdiction over the area where you plan to do the work.

Point of Contact: Regulatory Reception or
Contact a Specific Staff Member

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