

Pre_application Meetings

A *Pre-application Meeting* is one or more meetings between members of the Corps of Engineer's staff and an applicant and their agent or consultant. Other agency representatives may include the Environmental Protection Agency, U.S. Fish and Wildlife Service, National Marine Fisheries Service, Washington State Department of Ecology, Washington State Department of Fish and Wildlife, and/or local agency representatives. A pre-application meeting is usually related to applications for major activities and may involve discussion of alternatives, environmental documents, National Environmental Policy Act procedures, and development of the scope of the data required when an environmental impact statement is required. You are encouraged to [contact](#) the Corps of Engineers to attend a pre-application meeting for proposed work in waters in your area. By discussing project information prior to application submittal, your application should be processed more efficiently. The Seattle District holds a pre-application meeting on the second Wednesday of every month. You must notify the Corps approximately 30 days in advance that you would like to attend the monthly pre-application meeting. If no one requests to attend the pre-application meeting, the meeting will be cancelled.

PRE-APPLICATION MEETING SUGGESTIONS *Please note: While these suggestions should pertain to activities throughout the United States, please contact your [local Corps office](#) for further guidance.*

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 Branch](#) for your area.

2. For projects located in Washington, a summary of the project should be provided to each of the following agencies at least ten days prior to the pre-application meeting. Please include a cover letter explaining that the information being submitted is for a pre-application meeting.

U.S. Environmental Protection Agency

Aquatic Resources Unit

Office of Ecosystems and Communities

1200 Sixth Avenue, MS ECO-083 Seattle, WA 98101-1122

Washington State Department of Ecology

Southwest Regional Office

Post Office Box 47600

Olympia, WA 98504-7600

U.S. Fish and Wildlife Service

510 Desmond Drive SE, Suite 102

Lacey, WA 98503-1273

National Marine Fisheries Service

510 Desmond Drive SE, Suite 103

Lacey, WA 98503

3. Limit the number of people in your presentation group to as few as necessary.
4. Inform the Corps in advance if you will be bringing an attorney.
5. Inform the Corps in advance if you will have more than four people in your group, or if you will require special equipment of any kind.
6. The applicant should bring an accurate 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 twenty minutes and allow the attending agencies at least forty minutes to provide feedback.
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Point of Contact: Regulatory Reception or
Contact a Specific Staff Member

Phone: (206)
764-3495

Email:
MARNE.A.PACKER@USACE.ARMY.MIL