

**Instructions for Submitting Electronic Requests
(Permit Applications, Permit Modifications, Jurisdictional Requests)
to the Seattle District, U.S. Army Corps of Engineers Regulatory Branch
December 23, 2019**

Content format of requests:

1. The preferred document file format is PDF. We will also accept Word documents in .docx format. Any spreadsheets data (i.e., Mitigation Calculator, adjacent property mailing labels, Aquatic Resource/Consolidated Upload Excel spreadsheet) must be submitted in .xlsx spreadsheet format.
2. Reduce electronic file sizes to the maximum extent possible.
3. If transmitting via email, avoid transmitting information in the body of the email.
4. All documents (cover letter, aquatic resource delineations, permit application, endangered species, biological assessment, historic properties reports, etc.) must be submitted **as separate file attachments**. Do not combine all documents into one Adobe PDF or Word document file.
5. Name files based on their content. Please do not use company project numbers or acronyms as the sole basis for the file name(s). While not required, we prefer that the documents use the following naming conventions:

YYYYMMDD-AbbreviationOfDocumentType.pdf or .docx

YYYYMMDD = date that the documents are submitted

DocumentType = see typical abbreviations to use for identifying the document type

Abbreviation	Document Type
Application	(Non-JARPA) application form or letter
BA	Biological Assessment
BE	Biological Evaluation
EGSurvey	Eelgrass Survey
CR	Cultural Resources Survey/Report
FPRP	Fish Passage Restoration Programmatic
HPA	Hydraulic Project Approval
RAP-ETA	IRPP Early Technical Assistance
JARPA	Joint Aquatic Resources Permit Application Form
JDRqst	JD Request Form
Limit10Form	Limit 10 Self Certification Form
LOC	Letter of Concurrence
MitCalc	Mitigation Calculator Spreadsheet
MitPlan	Mitigation Plan (for Corps Compensatory Mitigation)
PhaseI	Phase I Programmatic Consultation
PmtDrawings	Permit Drawings
SPIF/ListReq	Specific Project Information Form/ List of Requirements
WetDelin	Wetland Delineation

Submitting requests:

There are multiple options for submitting your request and PDF documents to the Corps (in order of preference):

1. **Email.** Our preferred method of electronic file submittal is via email. Initial requests that have not been assigned a project manager and Corps Reference number should be sent to the Corps application email inbox:

NWS-PermitApp@usace.army.mil

- Do **NOT** send initial application requests directly to the Project Manager. If you do, they will be returned to you and you must submit them to the above email address.
- Once a project has been assigned, subsequent information should be emailed directly to the Corps Project Manager.

The Corps file limit is 40 MB for individual emails. If your email would exceed 40 MB you can use one of the following methods as a work-around:

- **Use .zip files as attachments.** Combine multiple files into a .zip file to compress file size prior to adding as an email attachment.
- **Send multiple emails.** Label each email with same subject line and indicate number of emails. For example:

Smith, Jane (wetland fill for a subdivision) Application (1 of 2 emails)

Smith, Jane (wetland fill for a subdivision) Application (2 of 2 emails)

2. **If an individual document would exceed 40 MB:**

- **Mail a CD/DVD with all required information.** Include a hard copy cover letter briefly stating your request and listing the contents on the CD. **DO NOT SEND A USB STICK.** The Corps cannot download data from USB sticks.
- **Request access to the Department of Defense FTP website.** Send an email to **NWS-PermitApp@usace.army.mil** requesting an access code. Once code is received, follow directions on website to submit application documents. In the "Short Note to the Recipient" box, enter: Permit Application materials for NAME OF APPLICANT.
- **Send an email with a link to the documents on your company secure FTP site.** The Corps cannot access public ftp sites like Dropbox. Often due to security protocols we cannot access certain FTP sites. If this occurs, use one of the alternate methods of submittal.

3. **Mail a hard copy.** The Corps will continue to accept paper copies of your requests if you are unable to submit them electronically. Mail documents to: U.S. Army Corps of Engineers, Regulatory Branch, P.O. Box 4735, Seattle, Washington, 98124-3755.

Instructions for Submitting
Compliance Documents
 to the Seattle District, U.S. Army Corps of Engineers Regulatory Branch
December 23, 2019

After you receive a permit verification from the Seattle District, U.S. Army Corps of Engineers, Regulatory Branch (Corps), there is often permit requirement(s) to submit compliance documents to ensure you have complied with all permit requirements.

Typical compliance documents include:

- Certificate of Compliance
- As-Built Reports
- Mitigation Monitoring Reports
- Cultural Resources Reports

Content format of compliance document submittals:

1. The preferred document file format is PDF.
2. Reduce electronic file sizes to the maximum extent possible.
3. If transmitting via email, avoid transmitting information in the body of the email.
4. All documents must be submitted **as separate file attachments**. Do not combine all documents into one Adobe PDF or Word document file.
5. Name files based on their content. Please do not use company project numbers or acronyms as the sole basis for the file name(s). While not required, we prefer that the documents use the following naming conventions:

YYYYMMDD-AbbreviationOfDocumentType.pdf or .docx

YYYYMMDD = date that the documents are submitted

DocumentType = see typical abbreviations to use for identifying the document type

Abbreviation	Document Type
CertComp	Certificate of Compliance
CR	Cultural Resources
Rpt	Report
WetlDelin	Wetland Delineation
XXXX-AB	As-built plans/report/etc; XXXX = year of submittal
YRX-MitMonRpt	Year "X" (i.e., 1, 2, 3, 5, 7, 10) Mitigation monitoring report
CE	Conservation Easement
DR	Deed Restriction or Recording
ILF	In-Lieu Fee
RC	Restrict Covenant
Bank	Mitigation Bank
ILF-Receipt	Receipt of payment to an ILF Program
Bank-Receipt	Receipt of payment to a Mitigation Bank
106	Section 106 of the National Historic Preservation Act
MonRpt	Monitoring Report
Mit	Corps required Compensatory mitigation

Submitting requests:

There are multiple options for submitting your compliance documents and PDF documents to the Corps (in order of preference):

4. **Email.** Our preferred method of submittal of compliance documents is via email to:

NWS.Compliance@usace.army.mil

The Corps file limit is 40 MB for individual emails. If your email would exceed 40 MB you can use one of the following methods as a work-around:

- **Use .zip files as attachments.** Combine multiple files into a .zip file to compress file size prior to adding as an email attachment.
- **Send multiple emails.** Label each email with same subject line and indicate number of emails. For example:

Smith, Jane (wetland fill for a subdivision) As-Built (1 of 2 emails)

Smith, Jane (wetland fill for a subdivision) Year 1 Mon Rpt (2 of 2 emails)

5. **If an individual document would exceed 40 MB:**

- **Mail a CD/DVD with all required information.** Include a hard copy cover letter briefly stating your request and listing the contents on the CD. DO NOT SEND A USB STICK. The Corps cannot download data from USB sticks.
- **Send an email with a link to the documents on your company secure FTP site.** The Corps cannot access public ftp sites like Dropbox. Often due to security protocols we cannot access certain FTP sites. If this occurs, use one of the alternate methods of submittal.

Mail a hard copy. The Corps will continue to accept paper copies of your compliance documents if you are unable to submit them electronically. Mail documents to: U.S. Army Corps of Engineers, Regulatory Branch, P.O. Box 4735, Seattle, Washington, 98124-3755.