

Checklist for Compensatory Mitigation Proposals

U. S. Army Corps of Engineers

Charleston District, Regulatory Branch

P. O. Box 919, Charleston, South Carolina 29402

334 Meeting Street, Charleston, South Carolina 29403

The following information will normally be required for consideration of a proposal regarding compensatory mitigation for adverse ecological effects. Applicants may choose to provide eight copies of proposals to expedite agency notification. The following information requirements relate exclusively to review of mitigation proposals. Other information may be needed as part of the Regional General Permit process, the Nationwide Permit process, or the Individual Permit process. Those requirements are not addressed by this checklist. Be careful to reference the applicant name, project title, and applicable file number on all submittals. In the following listing a or or similar mark means the indicated information is needed to complete the decision making process for your proposal.

Basics. The following marked items are required.

- Applicant's or permittee's name, address, and phone number.
- If an agent has been authorized, the agent's name, address, and phone number.
- Primary and secondary contact person's name and phone number.
- Names, addresses, and phone numbers for all parties responsible for mitigation and monitoring.
- The application or permit number for which the mitigation is proposed.
- The nearest waterway to the proposed mitigation site.
- The nearest town or city to the proposed mitigation site.
- The county where proposed mitigation will take place.
- A brief narrative description of the proposed mitigation, project location and the purpose of the project.

Certifications and Signatures. The following marked items are required.

- Signature of applicant and the date signed.
- Signature of authorized agent, if any, and the date signed.
- Signed statement from the applicant authorizing the agent to act for the applicant.
- Certification that the applicant possesses the authority to undertake the proposed activities.
- Certification that the applicant or agent is familiar with the information contained in the mitigation proposal, and believes such information is true, complete, and accurate.

Maps. A map identifying the location of the mitigation site must be provided on an 8½ x 11" portion (or copy) of a USGS Quadrangle map. The name of the Quadrangle must be shown. A county or local road map showing the site must also be provided. All maps must have title blocks similar to the other drawing sheets. The location maps must show roads leading to the site and must include the name or number of these roads. The site latitude and longitude must be annotated on the maps.

General Drawing Requirements. The following marked items are required.

- Drawings must be provided on 8.5 x 11 inch paper. Each sheet must include:
 - a title block;
 - a north arrow (not required for cross section views);
 - an unused margin of no less than 0.25 inch and no greater than 2 inches;
 - an appropriate graphic scale (where reasonable or necessary).
- Plans must be drawn with dark pencil or ink. All drawings and writings must be clear, readable, and reproducible using standard (non-color) office copy machines. Do not duplex drawings.
- Drawings must be in black and white only. Do not use colored inks or pencils. Instead use shading, hatching, or other annotated graphic symbology.
- A legend must be shown identifying each type of graphic symbology (e.g., cross-hatching, shading) used.

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Drawings must have all relevant dimensions shown for each view. It is desirable that a graphic drawing scale be shown. Do not use ratio scales (e.g., 1" = 80 ') on plans which will be reduced because ratio scaling will give inaccurate information on the reduced copy. Mark and label all important dimensions.

The mitigation site latitude and longitude must be shown on the mitigation plans.

If the plan involves dredging in navigable waters, the drawings must include:

the method of dredging;

the site and plans for disposal of the dredged material;

a description of the type, composition and quantity of the material to be dredged.

If the plan includes the discharge of dredged or fill material into Waters of the United States or the transportation of dredged material, the drawings must include:

the source of the material;

a description of the type, composition and quantity of the material;

the method of transportation and disposal of the material;

the location of the disposal site.

A title block is required for each drawing sheet (including maps). The title block must include the applicant's name, project name, project location, drawing date, drawing number (e.g., sheet __ of __), and sufficient unused space for future revision dates and a 12 digit tracking number.

Plan View and Cross-Section View Drawing Requirements. Plan and elevation drawings are required showing the general and specific site location and character of all proposed activities, including the size relationship of the proposed work to the size of the impacted aquatic area and depth of water. The following items are required.

All mitigation areas must be shown (enhancements, creations, restorations, etc.).

Plan views of the proposed mitigation must be included. The mitigation plan views must show all wetlands in the mitigation area, areas proposed to be filled or modified as part of the mitigation activity, the mitigation boundaries, the property and/or lot boundaries, roadways, structure locations, location of pertinent water contours (e.g., MHW, MLW, OHW), and other relevant information.

All wetland areas within the project boundaries (avoided, impacted, or mitigated) must be shown.

In tidal waters, show the direction of tidal ebb and flow.

In non-tidal waters, the direction of all nearby river or stream flows must be shown.

For non-preservation mitigation areas, cross section views must be shown through each mitigation area.

Existing and proposed ground surface contours must be shown on each cross section view relative to an appropriate reference elevation.

Contour and datum elevation references must be shown as follows:

In tidal waters, show the existing and proposed water depths and land elevations relative to the nearby mean low water (MLW) contour or elevation.

In tidal waters, show the MLW and mean high water (MHW) contours on all views.

In non-tidal, navigable waters (Federally navigable), existing and proposed water depths and land elevations must be shown relative to mean sea level (MSL).

In non-tidal, non-navigable waters (Federally non-navigable), existing and proposed water depths and land elevations may be shown relative to the nearby ordinary high water (OHW) contour, or to MSL.

In non-tidal waters, the OHW contour must be shown on all views.

In lakes, the normal high water (NHW) level of the lake must be shown on the plans.

Show the mean high tide line and spring high tide line of all affected and all adjacent tidal waterbodies.

Show the OHW line of all affected and all adjacent non-tidal open surface waterbodies (e.g., streams, lakes).

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- All proposed or existing retaining structures (e.g. bulkheads) for dredged or fill material must be shown.
- Each proposed structure, work, fill, or excavation must be clearly shown and located with respect to either a plat line or some fixed immovable object.
- For projects which encroach upon or lie adjacent to a site on which the Federal government has an easement to either deposit dredged material or excavate to improve channel operations, the drawings must clearly show the extent of encroachment or indicate if none is intended.
- Quantification of Impacts.** The following marked items are required. (applicable definitions are given below)
 - Total volume of fill tabulated by category of impacted areas. This tabulation must be shown on the drawings.
 - Total volume of dredging tabulated by category of impacted areas and shown on the drawings.
 - Total area (acres) adversely affected by the permitted activities, cross tabulated by type of impact and by category of impacted areas. This tabulation must be shown on the drawings.
 - Total area (acres) adversely affected by the proposed mitigation, cross tabulated by type of impact and by category of impacted areas. This tabulation must be shown on the drawings.
 - Total area (acres) positively affected by the proposed mitigation, cross tabulated by type of mitigation and by category of impacted areas. This tabulation must be shown on the drawings.

Tabulated means that the data is presented in tabular format (i.e., rows and columns).

As used above, *cross tabulated* means that the data is presented in tabular format with the columns representing types (impact or mitigation) and the rows representing the categories of impacted areas.

As used above, *type of impact* means the dominant effect. For examples: flooded, cleared, drained, excavated, filled, shaded.

As used above, *category of impacted area* means the dominant type of aquatic environment affected by the activity. For examples: Carolina bay, emergent marsh, naturalized borrow pit, Lake Moultrie, Congaree River.

As used above, *type of mitigation* means the dominant compensatory mitigation. For examples: creation, restoration, enhancement, preservation.

- Other.** The following marked items are required.
 - Plans and detailed information regarding the work for which the proposal provides compensatory mitigation.
 - A draft restrictive covenants document.
 - A mitigation monitoring plan.
 - A plan for documenting the baseline conditions of the mitigation site.
 - A narrative description of the existing conditions of all areas to be affected by the proposed mitigation.
 - A narrative discussion of the key elements of the proposed mitigation plan.
 - A schedule showing earliest start and latest completion dates for all significant activities.
 - A listing of measurable success factors with quantifiable criteria for determining success.
 - Definitions for all success factors and other significant terms used in the plan.
 - Description of the equipment, materials, and methods required for execution of the plan.
 - A management plan for any future maintenance of the mitigation site.
 - A wetland delineation of the proposed mitigation site must be accomplished and the existing wetland boundaries must be shown on the proposed plans. If a delineation has already been verified by this office, you must provide the identification number cited in the verification letter or a copy of the letter.
 - To evaluate your proposal it has been determined that cost information will be required. All cost estimates must include detailed cost breakdowns for each element in the mitigation plan with quantity take-offs, unit prices, contingency allocations, total costs, etc. All costs must be in current (present value) dollars. See the Project Specific notes given below or in the accompanying letter regarding the required cost information.

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To evaluate your proposal a narrative explanation must be submitted explaining the proposed schedule for the mitigation work. In addition, you should prepare and submit a Critical Path Method (CPM) or Program Evaluation and Review Technique (PERT) analysis for the mitigation work and related aspects of the overall project.

To evaluate your proposal it has been determined that larger sized plans will be needed for review. Please submit a complete drawing set on paper sized no smaller than 18 x 24 inch and no greater than 30 x 42 inch. Copies of the larger sized plans must also be provided to the indicated agencies marked below.

It has been determined that certified topographic maps or drawings will be needed showing the contours and elevations of the mitigation area. The submitted maps or drawings must show relevant information such as the locations of plantings, type of plantings, and other key elements of the mitigation plan. Copies must be provided to the indicated agencies marked below.

U. S. Army Corps of Engineers
Charleston District Regulatory Branch
Post Office Box 919

S. C. Dept. of Health & Environmental Control
Office of Ocean & Coastal Resource Management
1362 McMillan Avenue, Suite 400
Charleston, SC 29405

U. S. Department of Interior
Fish and Wildlife Service
Post Office Box 12559
Charleston, SC 29412

S. C. Dept. of Natural Resources
Attn: Mr. Rob Dunlap
P. O. Box 12559
Charleston, SC 29412

U. S. Environmental Protection Agency
Region IV, Wetlands Protection Section
61 Forsyth Street
Atlanta, GA 30303

S. C. Dept. of Natural Resources
Attn: Mr. Danny Johnson
1201 Main Street, Suite 1100
Columbia, SC 29201

National Marine Fisheries Service
Habitat Conservation Division
219 Fort Johnson Road
Charleston, SC 29412-9110

S. C. Department of Archives & History
State Historic Preservation Office
8301 Parklane Road
Columbia, SC 29223-4905

S. C. Dept. of Health & Environmental Control
Bureau of Water Pollution Control
2600 Bull Street
Columbia, SC 29201

Project Specific. The following additional information is required.