

PRE-APPLICATION MEETING REQUEST

This form is intended for use by anyone requesting a pre-application meeting with the U.S. Army Corps of Engineers, Charleston District (Corps) to discuss projects that may result in the submission of a Department of the Army (DA) permit application. Please complete this form and supply the supporting documents described below. This document can be completed electronically and then printed. **This document must be signed by the current property owner(s) if an on-site meeting is requested (see Section II).** The printed form and supporting documents should be mailed to the appropriate office (refer to the enclosed service area map):

Charleston Office: US Army Corps of Engineers Regulatory Division 69A Hagood Avenue Charleston, SC 29403 (ph) 843-329-8044 SAC.RD.Charleston@usace.army.mil	Columbia Office: US Army Corps of Engineers Regulatory Office 1835 Assembly Street, Room 865 B-1 Columbia, SC 29201 (ph) 803-253-3444 SAC.RD.Columbia@usace.army.mil	Conway Office: US Army Corps of Engineers Regulatory Office 1949 Industrial Park Road, Room 140 Conway, SC 29526 (ph) 843-365-4239 SAC.RD.Conway@usace.army.mil	Greenville Office: US Army Corps of Engineers Regulatory Office 150 Executive Center Drive, Suite 205 Greenville, SC 29615 (ph) 864-609-4326 SAC.RD.Greenville@usace.army.mil
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I. PROPERTY AND AGENT INFORMATION

1. Requestor (person requesting the meeting):

Name: _____
Company Name (if applicable): _____
Address: _____
Phone: _____ Email: _____

Select one: [] I am the current property owner
[] I am the agent/consultant representing the property owner or developer (**SEE SECTION III BELOW**)
[] I am the attorney representing the property owner or developer
[] Other, please explain _____

2. Property Owner(s) (if there are multiple property owners, please attach additional pages):

Name: _____
Company Name (if applicable): _____
Address: _____
Phone: _____ Email: _____

3. Who do you propose to accompany you at the meeting? (please provide names and Agency/Company)

4. Project Details/Location:

Project Name: _____ Date: _____
County: _____ Latitude/Longitude: _____
Tax Map Sequence (TMS) #(s): _____
Property Address(es): _____
Acreage(s): _____

5. What is the purpose of the requested meeting?

6. Are you requesting a meeting at the local Corps office or an on-site meeting?

NOTE: If an on-site meeting is requested, Section II, the Property Access Authorization portion of this form, must also be completed and signed by the current property owner.

[] Local Corps Office [] On-Site (Location provided in Section 3.) [] Other: _____

7. Do you plan on having legal counsel present at the meeting? (Note: an attorney is not required, but please note that the Corps will likely have legal counsel present if you plan to bring an attorney to the meeting)

[] YES [] NO

8. Information Required to Accompany Request: Check the items submitted. Please include as much information possible:

- Accurate Location Map (County Map, USGS Quad Sheet, etc.)
- Map of Project Site
- Delineation/ Estimation of waters of the US on Property site
- Conceptual Site Plans for the Overall Development and approximate impacts to waters of the US
- Proposed Development Plans

9. Preliminary Statement of Project Purpose:

10. Preliminary Project Description:

IF AN ONSITE MEETING IS REQUESTED, PLEASE COMPLETE SECTION II (BELOW)

II. PROPERTY ACCESS AUTHORIZATION

I, the undersigned, a duly authorized owner of record of the below parcel number(s), do hereby authorize representatives of the U.S. Army Corps of Engineers, Charleston District, to enter upon the below parcel number(s) for the purposes of a pre-application meeting.

I acknowledge that under South Carolina common law, a person who authorizes, advises, encourages, procures, or incites another to commit a trespass, is liable along with the actual perpetrator.

I further acknowledge that 18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

Mailing Address of Property Owner

Property Address

TMS #(s)

Property Owner Name (please print)

Signature of Property Owner:

Date:

III. AGENT/CONSULTANT AUTHORIZATION Not applicable

I, the undersigned, do authorize the agent/consultant listed above (on page 1) to act in my behalf in the pre-application meeting and to furnish supplemental information in support of the pre-application meeting.

I acknowledge that 18 U.S.C. Section 1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up any trick, scheme, or disguises a material fact or makes any false, fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious or fraudulent statements or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both.

Property Owner Name (or Requestor Name) (please print)

Signature of Property Owner (or Requestor): **Date:**

The Consultant/Agent is acting on behalf of the *(check all that apply)*:

Property Owner Requestor Other, please explain: _____