

**SPECIAL PUBLIC NOTICE  
ELECTRONIC SUBMITTALS FOR CORPS  
REGULATORY ACTIONS IN SOUTH CAROLINA**

**March 25, 2019**

The U.S. Army Corps of Engineers, Charleston District Regulatory Division is continually improving efficiencies within the Regulatory Program. Our latest effort is offering paperless/electronic files as a primary means of accepting project submittals and issuing final agency action. This includes accepting applications for Standard Permits, Letters of Permissions, Pre-Construction Notifications for Nationwide or Regional General Permits, Jurisdictional Determination requests, No Permit Required requests, Mitigation Bank proposals, and Pre-application meeting requests. While electronic submittals are preferred, we will continue to accept paper documents. We have attached the Charleston District Regulatory coverage map to help you determine which office will service your request. Depending on the project location (see attached office coverage map), applications should be submitted to the appropriate email address listed below:

Projects covered by the Charleston office must be submitted to email address:

[SAC.RD.Charleston@usace.army.mil](mailto:SAC.RD.Charleston@usace.army.mil)

Projects covered by the Conway office must be submitted to email address:

[SAC.RD.Conway@usace.army.mil](mailto:SAC.RD.Conway@usace.army.mil)

Projects covered by the Columbia office must be submitted to email address:

[SAC.RD.Columbia@usace.army.mil](mailto:SAC.RD.Columbia@usace.army.mil)

Projects covered by the Greenville office must be submitted to email address:

[SAC.RD.Greenville@usace.army.mil](mailto:SAC.RD.Greenville@usace.army.mil)

***Note: These mailboxes are not for general inquiries, only project submittals.***

**SPECIAL INSTRUCTIONS FOR SUBMITTING ELECTRONIC FILES**

**In order for the Corps to process your electronic submittals the following criteria must be met:**

1. Submitted as a single PDF file. Multiple requests (i.e.: Jurisdictional Determination and Nationwide Permit) for the same project can be combined in one file.
2. Pages sized no larger than 11" x 17" with all text readable. Pages may be any combination of landscape and portrait.

3. Email addresses for all parties, consultant, applicant, property owner(s), etc.
4. The PDF file cannot be locked or secured and cannot contain active form fields or signatures. If a submittal contains active fields or signatures, please use the function "print to PDF". This will flatten the document and remove active fields and signatures.
5. Please try to keep file sizes to a minimum. The mailbox can only accept files up to 12MB. Larger files can be sent to us from either of these two file transfer sites:
  - a. AMRDEC SAFE:  
<https://safe.amrdec.army.mil/safe/guide.aspx>  
Please follow the instruction as a guest user. Preferred method.
  - b. ARL SAFE:  
<https://safe.arl.army.mil/>  
When using this option, you must send an email request message to the application submission inbox (office e-mail addresses listed above) to request an upload link. Instructions will be sent to you explaining how to upload your documents.

**PLEASE NOTE:** Not complying with these requirements may delay processing your request. If you do not receive a response within five (5) business days of submitting your application, please call your submittal office to confirm receipt. Requests received after 12 p.m. will be counted as received on the next working business day. This is for future submittals, not currently active projects that have previously been submitted.

Please do not hesitate to contact each respective office for any questions.

Office Coverage Map attached.



# CORPS OF ENGINEERS CHARLESTON DISTRICT REGULATORY OFFICE COVERAGE



US Army Corps  
of Engineers®

**U.S. Army Corps of Engineers  
Greenville Field Office**  
150 Executive Center Drive, Suite 205  
Greenville, South Carolina 29615  
864.609.4326

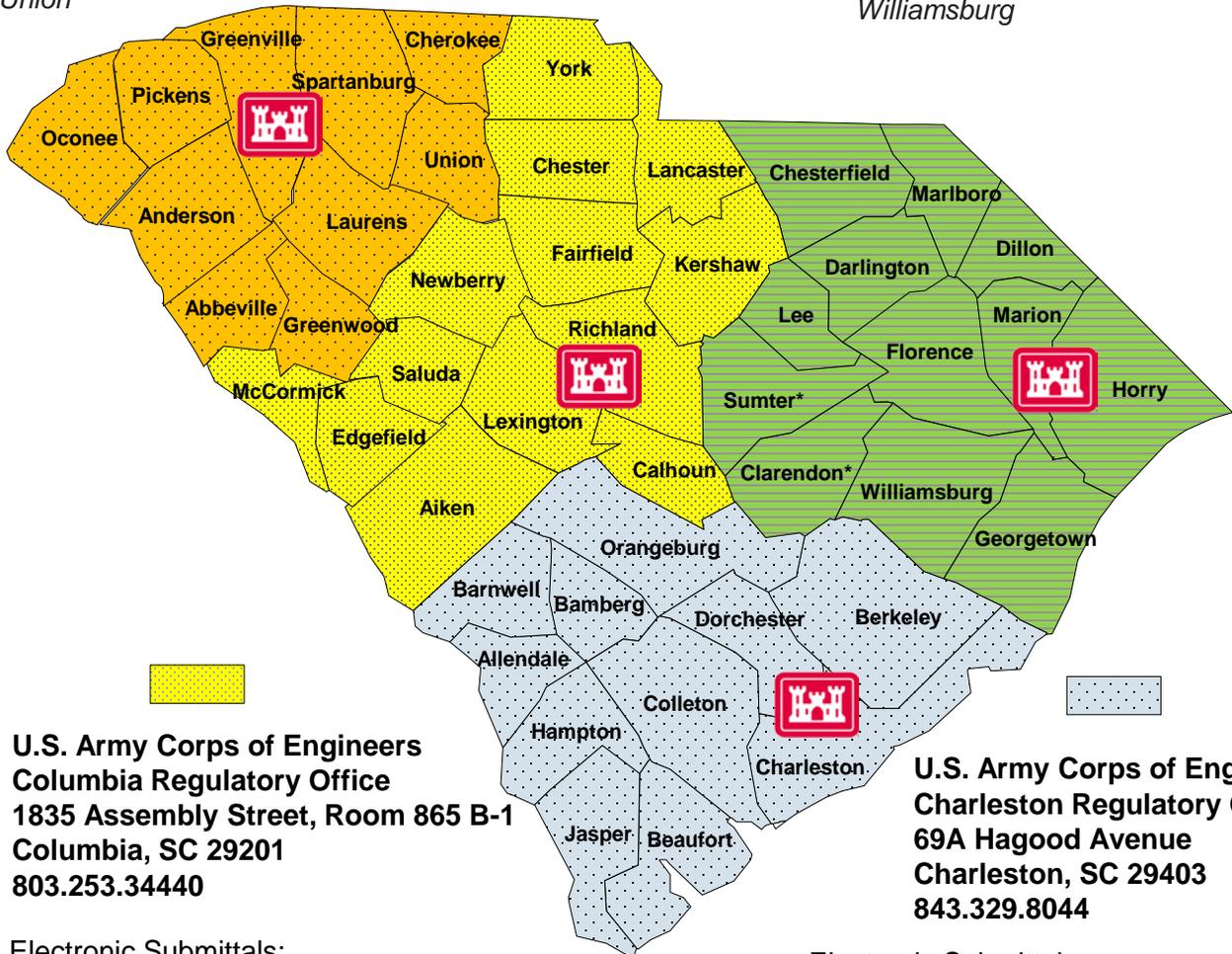
Electronic Submittals:  
[sac.rd.greenville@usace.army.mil](mailto:sac.rd.greenville@usace.army.mil)

*Abbeville, Anderson, Cherokee,  
Greenville, Greenwood, Laurens,  
Oconee, Pickens, Spartanburg,  
Union*

**U.S. Army Corps of Engineers  
Conway Regulatory Office**  
1949 Industrial Park Road,  
Room 140, Conway, SC 29526  
843.365.4239

Electronic Submittals:  
[sac.rd.conway@usace.army.mil](mailto:sac.rd.conway@usace.army.mil)

*Chesterfield, Clarendon\*, Darlington,  
Dillion, Florence, Georgetown, Horry,  
Lee, Marion, Marlboro, Sumter\*,  
Williamsburg*



**U.S. Army Corps of Engineers  
Columbia Regulatory Office**  
1835 Assembly Street, Room 865 B-1  
Columbia, SC 29201  
803.253.34440

Electronic Submittals:  
[sac.rd.columbia@usace.army.mil](mailto:sac.rd.columbia@usace.army.mil)

*Aiken, Calhoun, Chester, Edgefield,  
Fairfield, Kershaw, Lancaster, Lexington,  
McCormick, Newberry, Richland, Saluda,  
York*

**U.S. Army Corps of Engineers  
Charleston Regulatory Office**  
69A Hagood Avenue  
Charleston, SC 29403  
843.329.8044

Electronic Submittals:  
[sac.rd.charleston@usace.army.mil](mailto:sac.rd.charleston@usace.army.mil)

*Allendale, Bamberg, Barnwell, Beaufort,  
Berkeley, Charleston, Colleton,  
Dorchester, Hampton, Jasper, Orangeburg*

*\*All Santee Cooper Lake System*