



## **SECTION 408 PERMISSION GENERAL SUBMITTAL CHECKLIST**

**United States Army Corps of Engineers, Los Angeles  
District (USACE-SPL)**

The U.S. Army Corps of Engineers, Los Angeles District (USACE-SPL) provides the following checklist to assist you in providing a reviewable package when applying for permissions under the Section 408 Activity. The intent is to provide a general outline of what our reviewers need to complete an appropriate review and how to properly submit your reviewable package. Please refer to Engineering Circular 1165-2-220 for a complete guide to USACE Section 408 policy. For more information, please refer to [www.spl.usace.army.mil/Missions/Section-408-Permits/](http://www.spl.usace.army.mil/Missions/Section-408-Permits/).

### **Contact List**

1. Do I need a 408 permit, 404 permit or not? -- Visit <https://www.spl.usace.army.mil/Missions/Permitting/> then fill up the Inquires checklist.
2. Request for a New Permit pre- application meeting - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil) and [John.Q.Lei@usace.army.mil](mailto:John.Q.Lei@usace.army.mil) with require documents
3. Submit New permit Application - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil)
4. Completeness determination and Permit No- [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil)
5. Technical Review Comments and Resubmittal - [John.Q.Lei@usace.army.mil](mailto:John.Q.Lei@usace.army.mil) and cc - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil)
6. Environmental Review Comments & Resubmittal- [Priyodarshi.Majumdar@usace.army.mil](mailto:Priyodarshi.Majumdar@usace.army.mil) and cc - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil)
7. Real Estate Review Comments and Resubmittal- [John.Q.Lei@usace.army.mil](mailto:John.Q.Lei@usace.army.mil) and cc - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil)
8. Operation and maintenance manual Resubmittal - [John.Q.Lei@usace.army.mil](mailto:John.Q.Lei@usace.army.mil) and cc - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil)

9. Permit Completeness Determination - [John.Q.Lei@usace.army.mil](mailto:John.Q.Lei@usace.army.mil) and cc - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil)
10. WRDA 214 Agreement- [Michael.A.Lau@usace.army.mil](mailto:Michael.A.Lau@usace.army.mil) and CC - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil). Only for WRDA 214 funding request, QRT report, MOA and Fund distribution.
11. 408 permit Extension and withdrawn - [Rafiquel.I.Talukder@usace.army.mil](mailto:Rafiquel.I.Talukder@usace.army.mil) and CC - [spl.408permits@usace.army.mil](mailto:spl.408permits@usace.army.mil).

## NEW APPLICATION SUBMITTAL INSTRUCTIONS

Please provide the Complete Permission Package (below) digitally in a folder structure as shown in Figure 1.

- A - General
- B - Technical
- C - Operation and Maintenance
- D - Real Estate
- E - Environmental Compliance

**Figure 1**

## COMPLETE PERMISSION PACKAGE CONTENTS

Please complete this checklist to the extent possible and submit with the “Application for Section 408 Permission” (CESPL Form 25).

- A. General Documentation
- B. Technical Analysis and Design Documentation
- C. Operation and Maintenance Documentation
- D. Real Estate Documentation
- E. Environmental Compliance Documentation

Please see the Real Estate Checklist, Technical Analysis and Design Checklist, Environmental Compliance Checklist, and Operations and Maintenance Checklist for details on what documentation is needed in order to submit a complete permission package.

## **GENERAL DOCUMENTATION**

Please provide the following items:

- All 5 of 5 Section 408 Permission Submittal Checklist
- Completed CESPL Form 25 "Application for Section 408 Permission"
- Project Schedule
- Photographic Documentation of current conditions at the site
- Written Statement of No Objection** (applies where Federal Project is operated and maintained by the Non-Federal Sponsor and where the Requester is a Third Party).
- Written Statement of Operation and Maintenance Responsibility** (applies where Federal Project is operated and maintained by the Non-Federal Sponsor and where the Requester is a Third Party).
- Quality Control Certification by Requester

## ***CIVIL/ CONSTRUCTION PLANS AND SPECIFICATIONS REVIEW REQUIREMENT***

The requester must prepare **Construction Plans** depicting the proposed modifications in relation to the existing federally-constructed project. The plans need to be half-size (11"x17"), minimum 80%-95% level of detail and include the proposed alteration in relation to the existing federally-constructed project. All sheets must contain a title block containing the project name, name of the applicant, name the sheet preparer (if different than the applicant) and the date the sheet was prepared. Please include the following:

- Grading Plan with existing Topographic Information
- Layout, Profiles, and Cross-Sections of Proposed Alteration Sheets
- Structural Detail Sheets
- Temporary Construction Measures (Bypasses, Cofferdams, etc.)
- Staging, Disposal and Borrow Areas, Access and Detours
- Utility Location and Identification
- Traffic Control Plan
- Specifications.

See EC 1165-2-220, Appendix E-5 (Civil Section) for additional information.

**Submit above applicable require documents in the Folder identify as "A-General "**