



401 CERTIFICATION APPLICATION CHECKLIST FOR COMPLETENESS

For an application to be determined complete, applicants must provide the following minimum information:

1. Federal project number (if assigned).
2. Application date.
3. Applicant's full identity whether individual or corporate.
4. Applicant's full mailing address or addresses.
5. Applicant's email address.
6. Telephone number at which the applicant may be reached during normal business hours.
If the Applicant is utilizing the services of a legal agent to apply for certification, items 2, 3, 4 and 5 will be needed for this agent.
5. Overall project description and range of project.
6. Purpose and need for the project (flood control, drainage improvement, erosion control, road construction, etc.).
7. Project dimensions (length, width, height) expressed in standard, commonly-used, units of measurement.
8. Site maps and engineering drawings for more complex projects are recommended, sketches may suffice for smaller or less complex projects.
9. Geographic coordinates/GPS readings for the project location. Legal description of the project location with an appropriate breakdown into Section(s), Township, Range and County sufficient to locate and define on topographic maps is also acceptable.
10. General travel directions to the site.
11. Name or identity of the water body(s) in which the project would be expected to drain. If the stream is not permanent flow, the applicant will need to include an evaluation by the Corps of Engineers that the water body is jurisdictional.
12. The acreage of wetlands or the linear feet of water course or stream impacted.
13. A statement of the cubic yards of material or fill proposed to be placed below the ordinary high water mark within the watercourse or in a wetland and a complete description as to the source and type of material or fill to be used.
14. A complete description of all work initiated or completed prior to the application submission.
15. Full names and addresses of all adjoining property owners to the project.
16. Signature of the legal applicant is required. All applications shall be signed by the party(s) authorized in 10 CSR 20-6.010 (Construction and Operating Permits).
17. As unavoidable losses to the state's aquatic resources (including streams and wetlands) must be mitigated, a detailed mitigation plan must also be submitted where such losses will be incurred.
18. Complex projects requiring an individual 404 Permit typically require an alternative analysis.

A fee is required for specified certifications. The fee is collected after the certification is issued but before it is effective and should not be sent in with the initial application documents. This is to assure the fee is actually applicable to the specific situation.