

## Fill and Excavation Activities for Land Development Checklist

*Additional information may be requested depending on site location and site conditions.*

### Application Information:

- Indicate if the proposed activity (ies) occurs in, on, or over wetlands or surface waters. (**Part 1 of Joint Permit Application**)
- Provide name address and contact information of the applicant, agent, and consultant. (**Part 3 of Joint Permit Application**)
- Provide total applicant-owned land contiguous to the project. (**Part 4 of Joint Permit Application**)
- Is the project part of a multi-phase project? (**Part 4 of Joint Permit Application**)
- What is the total area of work in, on, or over wetlands or surface waters? (**Part 4 of Joint Permit Application**)
- Provide the project's location including but not limited to county, section, township, range, address of work, property control number, and driving directions. (**Part 5 of Joint Permit Application**)
- State the purpose of the project; describe the intended use and the structures proposed to be erected on the fill. (**Part 6 of Joint Permit Application**)
- Describe the area to be filled; i.e. wetlands or open water and give dimensions in square feet or acres. (**Part 6 of Joint Permit Application**)
- Describe the quantity of fill material to be used in cubic yards. (**Part 6 of Joint Permit Application**)
- Describe the type and composition of the fill material and its source. (**Part 6 of Joint Permit Application**)
- Describe any temporary construction and access fills that may be required. (**Part 6 of Joint Permit Application**)
- Document in text and with drawings how impacts to wetlands and surface waters have been avoided and minimized. (**Part 6 of Joint Permit Application**)
- Provide a statement to show how the proposed impacts will be offset. (**Part 6 of Joint Permit Application**)
- Provide details on any pre-application meetings with regulatory staff and any previous actions taken by any regulatory agency. (**Part 7 (a) (b) of Joint Permit Application**)
- Provide names and addresses for the owners of properties adjacent to the site. (**Part 7 (c) of Joint Permit Application**)

### Supplemental Information:

- Provide location map indicating site location and boundaries.
- Provide separate plan view and cross-sectional drawings for existing and proposed site conditions.
- Provide black and white legible cross-sectional drawings on 8 ½" x 11" sized paper to include:
  - Dimensions of proposed work
  - Dimensions of existing site conditions to include locations of wetlands and surface waters.
  - Indicate the mean high water line and mean low water line for projects adjacent to tidal waters and the ordinary high water line for projects adjacent to non-tidal waters.
- Provide black and white legible plan view drawings on 8 ½" x 11" sized paper to include:
  - North arrow
  - Dimensions of the project site
  - Dimensions of proposed activity(ies) including area of fill and excavation
  - Total plan of development (other activities planned on-site within the next five years)
  - Dimensions of existing wetlands and surface water areas
  - Indicate the locations of cross-sectional views