

Suggested Information for Expediting the Review of a Jurisdictional Delineation

When submitting a request for either the performance of a jurisdictional delineation by U.S. Army Corps of Engineers (Corps) personnel, or the verification of by Corps personnel of a jurisdictional delineation performed by a private consultant, the submittal of the following information will greatly expedite the process. The site visit or field review will be scheduled only after receipt of a complete written request, and may require as much as several weeks to months from request date to appointment date. For large projects requiring several appointment dates, a Corps commitment to consecutive dates may not be possible, therefore, an estimate of time required to complete the review should be made so that multiple dates can be set, thereby avoiding an unnecessarily long process. ***The amount and type of information requested by each Corps field office may vary from that presented here. Please check with the field office nearest your project location to verify their respective needs.***

REQUEST SUBMITTAL INFORMATION

1. A dated request letter giving the parcel description (development or other project name for reference; Section, Township, and Range, and other legal description, i.e. lot/block/subdivision, if available); name of requestor (owner and authorized agent, if applicable); address and telephone number of requestor; parcel size; and purpose for requesting determination. The request letter should also reference that the delineation was performed in accordance with the Corps 87 Manual (Corps of Engineers Wetland Delineation Manual dated January 1987).
2. **A letter of permission for Corps personnel to enter the property. The letter must be signed by the owner, or by the owner's legal representative, and notarized. Corps personnel will not enter a property to perform a JD without a notarized letter of permission in the file.**
3. An accurate location map with instructions to identify and find the subject parcel. The boundaries of the parcel should be clearly marked by staking, fences, cut lines, or other landmarks, and the interior of the property should be readily accessible. Transect cut lines may be required for access and physical reference in densely vegetated areas.
4. A legible survey, plat drawing, or other parcel plan showing the configuration and dimensions of the subject parcel; the name of the USGS Quad map on which the parcel is located; the page number of the county soil survey on which the property is depicted. Aerial photographs may be submitted as valuable supplemental information.

5. For verifications, it will be necessary for the requestor to include completed data forms with the request. The data forms are a requirement of the 87 Manual and are those specified for the Routine Method. The currently approved data form is 2-sided and has "Approved by HQUSACE 2/92" printed in the lower right corner of side 2 (a substitute computer-generated data format may be used but must contain the identical information specified on the approved form). A map (sketch) showing the locations of the sampling points will also be required. The number of data forms (sampling points) will vary with the complexity of the site, but should be sufficient (minimum of 2) to show how the line between the wetland/non-wetland interface was determined. Normally, two data forms (one on the wetland side of the line and one on the non-wetland side of the line) should be filled out wherever a wetland vegetative community change occurs.

When characterizing soils, it will usually not be necessary to go deeper than 12-16 inches. Emphasis should be placed on hydric soils indicators and not on profile description. It will usually not be necessary to confirm whether the soil is the type mapped per the county soil survey.

Shallow monitoring well data will not be accepted unless the installation and maintenance of the shallow monitoring wells adheres to the protocol specified in Sprecher, S.W. (2000). Installing monitoring wells/piezometers in wetlands. WRAP Technical Notes Collection (ERDC TN-WRAP-00-02), U.S. Army Engineer and Development Center, Vicksburg, MS. Available from: <http://www.wes.army.mil/el/wrap>

6. Requestors and consultants submitting a request for validation of a jurisdictional review should submit a minimum of three (3) copies of the jurisdictional delineation (survey, aerial photographic interpretation, etc.), including supplemental data forms and other documentation, for final verification and official validation. If a jurisdictional determination survey is submitted, the survey should show the location of each flag point from the ground delineation, and if the flags are numbered, each point number should be cross-referenced to the corresponding point on the survey drawing. (See accompanying Public Notice on this webpage dated June 17, 1997 concerning surveying of jurisdictional delineations.)