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