

CESWG-RD

## MEMORADNUM FOR REGULATORY DIVISION

**SUBJECT:** Standard Operating Procedure for Electronic Document Submission Process for Linear Projects Under Nationwide Permits (NWP) 12 and 14

1. General: This document provides a Standard Operating Procedure (SOP) and requirements for submitting NWP 12 and 14 applications, in electronic format, on CD-ROM. This SOP includes both internal guidance to Galveston District (Corps) Regulatory Personnel for accepting Department of the Army (DA) permit applications, and external guidance for submitting the information in electronic format. For linear projects, application information, for a NWP 12 and 14, is prepared by the applicant/agent, and submitted to the Corps for verification. This memorandum does not change any current procedures or regulations for evaluation of NWP 12 or 14 applications, or for hardcopy distribution and/or format requirements.

2. Purpose: The purpose of this SOP is to provide an established set of procedures to be used by an applicant/agent for the submittal of NWP applications, provided in an electronic format on a CD-ROM, for linear projects requiring a DA permit under NWP 12 and/or 14. In accordance with 33 CFR 325, certain items must be provided in hard copy format, with original signatures, for compliance with applicable DA requirements. This SOP will ensure efficient, timely, and economical use of government resources.

3. Resources:

- 33 Code of Federal Regulations 325 & 330
- Current Nationwide Permit Regulations and associated General Conditions and TX/LA Regional General Conditions
- Army Regulations 25-30
- NWP General Condition 31(d) (2012)
- National ORM2 SOP Version 1.3
- USACE\_NWP\_12\_Application\_Form\_Final\_Protected.docx
- SWG Stream Condition Assessment SOP
- SAFE-ARMDEC SOP
- Personal communication with Regulatory Division personnel

4. Procedure: The SOP is divided into two separate procedure sections:

- Attachment A: External procedure for applicants/agents to prepare an electronic document submission, on a CD-ROM, for verification of NWPs 12 or 14.

- Attachment B: Internal Corps procedure for receipt of electronic document submission.

5. Conclusion: The Corps reserves the right to determine if a NWP request, received on CD-ROM, is Federally complete. If information for a NWP verification request is determined to be insufficient for a completeness determination, a hard copy format may be requested by a Project Manager/Regulatory Specialist. All review of pre-construction notification (PCN) packages will be conducted in accordance with 33 CFR 325 and 33 CFR 330, for completeness determinations, and NWP General Condition 31(d), for contents of a PCN.

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DATE

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