



US Army Corps  
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# SECTION 408



The U.S. Army Corps of Engineers (USACE) Section 408 program provides permission for people, towns, or businesses to alter or impact a USACE project, like a dam, levee, or waterway. You can find more information about the Section 408 program at [www.usace.army.mil/Missions/Civil-Works/Section408/](http://www.usace.army.mil/Missions/Civil-Works/Section408/).

# PRE-APPLICATION MEETING GUIDE

## WHY?

### **WHY should I have a pre-application meeting?**

Pre-application meetings provide an opportunity for USACE, the applicant, and the sponsor to discuss the 408-permission process, build relationships, and work through requests to alter projects.

## WHO?

### **WHO should attend a pre-application meeting?**

Pre-application meetings should include you (the requester), the non-federal sponsor (if available), and the Section 408 Coordinator. Consider inviting consultants or contractors who may support your request. The Section 408 Coordinator may include representatives from USACE's engineering, regulatory, navigation, and real estate teams who may assist in reviewing your request.

## WHAT?

### **WHAT should happen in a pre-application meeting?**

#### **THE BASICS**

The Section 408 Coordinator will explain how USACE reviews requests, including the types of technical reviews required. They will also let you know how you can track the progress of the request during the review.

#### **DESCRIBING YOUR PROJECT**

Summarize your project, including the location, project boundary map, and a description of the work. Consider how you want to share designs and data with the Section 408 Coordinator and other meeting attendees.

#### **STEPS TO COMPLETE REQUEST**

The Section 408 Coordinator explains what steps you'll need to take to complete your request.

#### **QUESTIONS AND ANSWERS**

Pre-application meetings provide an opportunity for you to ask questions such as:

- How will we communicate during reviews?
- What changes might I need to make to my alteration?
- What kinds of analyses are typically needed for this kind of project?

## WHEN?

### **WHEN should a pre-application meeting take place?**

Pre-application meetings are recommended once you have a strong understanding of your project plans and have spoken with the non-federal sponsor. Although USACE and the non-federal sponsor can't help you design your project, they may be able to provide feedback on your project designs.