



**US Army Corps
of Engineers®**

Regulatory Division Electronic Submittal Instructions

**Special Public Notice
Galveston District**

July 7, 2020

Galveston District

**U.S. Army Corps of Engineers
Galveston District, Regulatory Division
Electronic Submittal Instructions**

PURPOSE OF PUBLIC NOTICE: To inform you of U.S Army Corps of Engineers, Galveston District (Corps) changes regarding the submittal and acceptance of electronic documents for the evaluation of permit applications and other Regulatory business.

INTRODUCTION: On July 19, 2020, the Galveston District's Regulatory Division, will begin its transition into a paperless/electronic submittal as our primary means of accepting Regulatory business submittals. This includes, but is not limited to: Pre-application Meeting Requests, Applications for Section 10 Rivers and Harbors Act and Section 404 Clean Water Act Permits, Aquatic Resource Delineation Verifications, Jurisdictional Determinations, Mitigation Proposals, Purported Permit Non-Compliance and Alleged Non-Permitted Violations.

SUBMITTAL INSTRUCTIONS: To submit permit applications and other Regulatory business submittals, Applicants and/or Consultants should email CESWGRegulatoryInbox@usace.army.mil.

Unauthorized Activities: For reporting a possible non-compliance action and/or unauthorized activity in a jurisdictional water, you may contact the Galveston District Regulatory office or you can complete a Galveston District [Alleged Violation Report Form](#) and email it to the same in box as listed above.

Permit applications:

1. Please include a Subject Line in your email listing: County (project location) and Applicant Name.
2. Attach a completed Engineering Form 4345, Engineering Form 6082, cover letter, vicinity map, project drawings and any additional information pertinent to the project.

Jurisdictional Determinations and Delineation Verifications:

1. Submit a written request and map from the property owner and/or his/her agent indicating the parcel(s) in review. The request may be individually tailored or the request may be submitted by completing the [request form](#).

2. Map must depict the boundaries of the subject request parcel(s)
3. All delineation and determination reports need to include all appropriate maps and data forms. This must be done in full accordance to the appropriate wetland identification manual and the appropriate updated information and regional supplemental manuals.

NOTE: You are not permitted to submit initial requests to individual regulator email accounts. This is to ensure that a file number is assigned to the request. If the project has recently been given a file number, you are permitted to submit additional information to the assigned regulator.

SUBMITTAL REQUIREMENTS: If you elect to submit electronically, your Adobe PDF submittals must have Optical Character Recognition (OCR) performed and must not be locked during the signing process. They need to comply with the following requirements:

1. Include all information as email attachments. Avoid transmitting information in the body of the email.
2. All document submittals (aquatic resource delineations, permit applications, endangered species biological assessment, historic properties reports, etc.) can be combined into one Adobe PDF file. Other file types may be submitted separately (for example Excel or KMZ files)
3. The request should be submitted using the project name and the naming categories below. Please do not use company project numbers or acronyms as the sole basis for the file name(s).

Wetland Delineation Verification
Jurisdictional Determination
Pre-Application Meeting Request
Application
Mitigation Plan
Section 106 Survey
ESA Info
Maps/Figures
Compliance Inspection Report

4. Aquatic Resource/Consolidated Upload sheets must be submitted as .xlsm spreadsheet format.
5. The majority of single Adobe PDF files should be less than 30 megabytes (MB). Please reduce file size of Adobe PDFs. Detailed engineering drawings can be a large file size. Please format drawings no larger than 11-inch x 17-inch. 8 1/2 by 11-inch size is preferred.

For emails with attachments larger than 30 MB, there are several methods to send your submittal electronically:

1. Reduce Adobe PDF file sizes.
2. Send multiple emails. Label each email with same subject line and indicate number of emails. For example:
Doe Subdivision Application, SWG-2019-00000 (1 of 2)
Doe Subdivision Application, SWG-2019-00000 (2 of 2)
3. Email CESWGRegulatoryInbox@usace.army.mil and ask for a drop-off code to go through the DOD SAFE site, found at <https://safe.apps.mil/>. You will be sent instructions on how to drop off large files from the Regulatory Division Administrative staff.
4. Mail a CD to the Galveston District. DO NOT send a USB flash drive.
5. Use .zip files as attachments. Combine multiple files into a .zip file to compress file size prior to adding as an email attachment. Documents should be formatted as Adobe Acrobat PDF files.

Failure to comply with these requirements could result in a delay in processing the request.

The Galveston District's Regulatory Program email in-box is checked daily during regular business hours. You should receive system generated email upon our receipt of your submission to the inbox. Within 5 business days of submitting the request you should receive a second email which will include the "stamped in" date, contact information for the regulator assigned to your request, and a file number. If you don't hear from our staff within 5 business days, please contact the Regulatory Division Office at (409) 766-3869. Should a request be received after business hours or on the weekend, the "stamped in" date will correspond to the following regular business day.

HARD COPY/PAPER SUBMITTALS: This paperless transition does not alter the regulatory review and/or permit evaluation process. The use of electronic communications is expected to reduce transmittal delays and improve timeliness of the Regulatory process. While electronic submittals will be the preferred method, the Corps will continue to accept paper copies of permit applications and other correspondence. The Corps Regulatory Division does not anticipate the need to provide paper copy correspondence unless specifically requested.

Paper submittals should be mailed to the appropriate Galveston District Office, based on the location of the project, as depicted on the [District's Area of Responsibility Map](#). For all inquiries, please call our Regulatory Hotline at (409) 766-3869.

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