

## Pre-Application Meeting Recommendations for the Sacramento Region

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1. The applicant should determine whether a Department of the Army Permit is required prior to scheduling a pre-application meeting. A Department of the Army Permit is required for discharges of dredged or fill material into waters of the United States and for work in, over, or under navigable waters. If there is a question as to the need for a permit, please call the Corps of Engineers Regulatory Branch for your area.

2. To set up your meeting, send an email to [SPKRegulatoryMailbox@usace.army.mil](mailto:SPKRegulatoryMailbox@usace.army.mil) with the following information:

- a. Project Name
- b. Type of Project
- c. Project County
- d. Approximate impact acreage
- e. Your Name
- f. Company Name
- g. Phone Number

3. A summary of the project should be provided to the appropriate regional representative of each of the following agencies at least ten days prior to the day of the pre-application meeting:

a. U.S. Army Corps of Engineers, Sacramento District, Regulatory Division, 1325 J Street, Room 1350, Sacramento, California 95814-2922; [SPKRegulatoryMailbox@usace.army.mil](mailto:SPKRegulatoryMailbox@usace.army.mil)

b. U.S. Fish and Wildlife Service, 2800 Cottage Way, Room W2605, Sacramento, California 95825-1846; [SFWO\\_mail@fws.gov](mailto:SFWO_mail@fws.gov)

c. U.S. Environmental Protection Agency, Region IX, Wetlands Section (WTR-2-2), 75 Hawthorne Street, San Francisco, California 94105-3901

d. National Marine Fisheries Service, 650 Capitol Mall, Suite 5-100, Sacramento, California 95814-4706; [ccvo.consultationrequests@noaa.gov](mailto:ccvo.consultationrequests@noaa.gov)

e. Department of Fish and Wildlife, Region 2, 1702 Nimbus Road, Rancho Cordova, California 95670-4599;

4. The applicant should furnish the Corps of Engineers a list of local and regional agencies with authority over land use at the project location. The Corps of Engineers will then invite a representative to the Pre-application meeting. Different agencies have requirements that seem to conflict. The pre-application meeting provides an opportunity to avoid potential conflict.

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5. Limit the number of people in your presentation group to four including yourself. Our space is limited and we want to be able to accommodate federal, state, and local agency representatives with interests in your projects.
6. The applicant should bring an accurate wetland delineation to the pre-application meeting if it is applicable to the project being considered.
7. The purpose of the pre-application meeting is to allow the attending agencies to provide input that may allow the applicant to gather information that, if included in the final project design, may expedite the permit process. It is not intended to be an opportunity for the applicant to "sell" the project to the attending agencies. Therefore, the applicant should limit the presentation of the project to no more than fifteen minutes and allow the attending agencies at least thirty minutes to provide feedback.