**Pre-Application Meetings**

Project proponents are encouraged to meet with the Sacramento District (District) before submitting a permit application, especially for activities that could result in impacts to more than 0.5 acres of waters of the United States, might require an individual permit, or are complicated or unique in nature. The purpose of a pre-application meeting is for project proponents to engage with the District and federal and state resource agencies with an interest in the project and receive feedback that may help to identify potential issues, highlight potential project design changes, and expedite the permit process.

The District hosts a day of pre-application meetings the first Thursday of each month. To request a pre-application meeting, send an email to SPKRegulatoryMailbox@usace.army.mil with the following information:

* 1. Project name;
	2. Type of project;
	3. Location of the project, including the County;
	4. Approximate acreage of impacts to waters of the U.S.;
	5. Your name and company, agency, or organization;
	6. Your telephone number; and
	7. The Corps identification number for the project (if one has been assigned).

You will receive an email from our team confirming the date and time of the meeting and the assigned Regulatory Program Manager.

At least ten days before your scheduled pre-application meeting, email the project information to the assigned Regulatory Project Manager and the appropriate regional representatives of the U.S. Environmental Protection Agency, the U.S. Fish and Wildlife Service, the National Marine Fisheries Service, the California Department of Fish and Wildlife, and the California Regional Water Quality Control Board. Project information should include the following:

1. Contact information for the applicant and the primary consultant;
2. An aquatic resources delineation map of the project area;
3. Project maps and figures;
4. Information on how impacts to waters of the U.S. are to be avoided, minimized, and if applicable, compensated.
5. Information on potential effects to federally threatened or endangered species
6. Information on potential effects to cultural or historic resources; and
7. Information on potential effects to Federal projects.

On the day of your meeting, limit the number of people in your group to no more than four. The project presentation should take no more than fifteen minutes to allow the attending agency representatives to ask questions and provide feedback.