



**U.S. Army Corps
of Engineers**
St. Paul District

REGULATORY PROGRAM SPECIAL PUBLIC NOTICE



July 1, 2019

NEW Paperless Procedure for Submitting Requests to the Corps of Engineers in Wisconsin

In an effort to improve efficiency, reduce costs and environmental footprint, and accommodate many stakeholders' preferred method of correspondence, the U.S. Army Corps of Engineers St. Paul District Regulatory Program (Corps), is implementing paperless procedures in Wisconsin. Beginning on July 1, 2019, requests for action (RFAs) in Wisconsin should be submitted electronically using one of two options described below. RFAs are submittals where the public or other stakeholders are requesting a response from the Corps Regulatory Program. RFAs include, but are not limited to: requests for pre-application consultations, jurisdictional determinations, delineation concurrences, permit applications, and mitigation bank proposals. The Corps will also deliver correspondence and permits by email (paper copies can be provided if requested).

OPTION 1: For requests to WDNR and Corps

Submit a Water Permit application to the Wisconsin Department of Natural Resources (WDNR)

- Follow the instructions for submitting a WDNR Water Permit application online from: <https://dnr.wi.gov/Permits/Water/>

Follow the instructions for the appropriate Water Permit application

- A submittal must include all required information, signature and state fees

Completed Water Permit applications are electronically provided to the Corps

- Corps project manager will contact the applicant if additional information is required

This option is for RFAs requesting Corps and WDNR authorization

- This option is not well suited for RFAs for other actions, including: pre-application consultations, jurisdictional determinations, delineation concurrences, or mitigation bank proposals
- Non-application RFAs should be submitted directly to the Corps following the directions for the email option shown on the right

OPTION 2: For requests to the Corps only

Submit an RFA by email to:
usace_requests_wi@usace.army.mil

- Submit in PDF format
- Forms requiring signature must be signed digitally or signed manually and scanned

Include the county name at the beginning of the email subject line

- Failure to identify the county (e.g. Washington County) could delay processing of the RFA
- If more than one county is involved, please choose only one

Keep PDF file size less than 20MB

- Documents must have sufficient resolution to show project details
- For larger or complex projects, the project manager assigned to your request may require paper documents in addition to electronic versions

Submit by mail on CD/DVD for files greater than 20MB

- For submittals that are larger than 20MB, or for those who are unable to email their requests, physically mail the request to the appropriate office identified on the Regulatory Program website (link below)
- Include a copy of the entire request on a CD/DVD

Contact Information

Regulatory Project Managers (PMs) are no longer assigned specific counties. In order to be more responsive to applicants and effectively balance workload, PMs now work in teams with an area of responsibility consisting of multiple counties. RFAs within a team's area of responsibility are distributed among PMs on that team. Areas of responsibility and contact information can be found on the Corps Regulatory website at <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>.



Contact information and more information about the Corps of Engineers Regulatory Program can be found at: <http://www.mvp.usace.army.mil/Missions/Regulatory.aspx>.

Contact us with questions or if an alternate method of correspondence is needed