



Public Notice

**U.S. Army Corps
of Engineers**
Pittsburgh District

In Reply Refer to
Notice No. below

US Army Corps of Engineers, Pittsburgh District
1000 Liberty Avenue
Pittsburgh, PA 15222-4186

Date: June 22, 2012

Notice No. 12-25

TO ALL WHOM IT MAY CONCERN: The following electronic copy procedure is highly encouraged to improve the quality of submittals, streamline coordination and improve efficiency. Regulatory action submittals may include Department of the Army Permit Applications, Revisions, Monitoring Reports and Aquatic Resource Delineations.

In addition to all paper copies, please provide a CD with information divided into the appropriate electronic folders. Please be sure to include the information in parentheses if applicable:

- 1.) Signed Application Form/Project Description
- 2.) Location/Topographic Map
- 3.) Delineation Report (Maps/Photos/Data Forms, Waters Upload Sheet)
- 4.) Environmental Assessment
- 5.) Alternatives Analysis (Alternative Site Maps)
- 6.) Impact Plan (Existing/Proposed Conditions Map, Impact Upload Sheet)
- 7.) ESA/SHPO Correspondence
- 8.) Mitigation Plan (Maps, Success Criteria, Monitoring Plan, Site Protection Document)
- 9.) Public Notice Information (8.5 X 11 Drawings, Adj. Property Owners Spreadsheet)
- 10.) Monitoring Reports/Compliance
- 11.) For Revisions (File #; Date)
- 12.) Other Information (GIS, .kmz, .shp, and other files)

Please note that all of the above mentioned information may or may not apply to a specific submittal. The aquatic resources, impacts, and mitigation upload sheets along with site protection templates and adjacent property owner spreadsheet can be downloaded at the following link: <http://www.lrp.usace.army.mil/or/or-f/permits.htm> After a submittal has been reviewed and USACE comments have been provided, if modifications are made, please include an electronic folder on CD labeled "Revisions (File#; Date)" along with your paper copy of revisions. If you have any questions, please contact Donald Bole at 412-395-7576 or e-mail Donald.R.Bole@usace.army.mil

FOR THE DISTRICT ENGINEER:

/SIGNED/

Scott A Hans
Chief, Regulatory Branch