

CHECKLIST

Common Reporting Requirements for FEDERAL, STATE AND LOCAL PERMITS*

CAVEATS:

- PERMITS CONSIDERED ARE FOR THOSE COMMONLY ISSUED FOR ACTIVITIES CONDUCTED IN WETLANDS, AREAS IN-WATER OR NEAR SHORE OF WATER BODIES
- THE APPLICANT IS RESPONSIBLE FOR ALL CONDITIONS STATED IN THE PERMIT
- PERMIT MONITORING AND REPORTING REQUIREMENTS WILL VARY BASED ON THE AGENCY ISSUING THE PERMIT, TYPE OF PERMIT, AND IF MITIGATION IS REQUIRED
- *MIKE REED WILL ASSIST WITH IDENTIFYING PERMIT CONDITIONS REQUIRING SPECIAL ATTENTION, SUCH AS MONITORING AND REPORTING REQUIREMENTS

PROJECT NAME:		PROJECT NUMBER:
CHECKLIST ITEM	Checked √	COMMENTS
A. BEFORE CONSTRUCTION:		
1. Does the Corps permit require notification of “start of work” date?	<input type="checkbox"/>	A.1 - The Corps requires the City to notify the Regulatory Branch with the date in-water activities are scheduled to begin. Notification shall be sent by email to: cenwp.notify@usace.army.mil . The subject line of the email should contain the name of the county in which the project is located, followed by the Corps permit number.
2. Has the Corps included a Preliminary Jurisdictional Determination (PJD) with the permit, and asked that it be signed and returned?	<input type="checkbox"/>	A.2 - A PJD is sent to the applicant on all Corps permitted actions. It is a determination that the aquatic features on the project site may be waters of the U.S. and may be affected by the proposed activity.
3. Does the BDS Land Use Decision indicate the need for a Zoning permit, Site Development, Building, Grading or an Erosion Control permit?	<input type="checkbox"/>	A.3 - The Land Use Decision will specify which permits will be required as well as a description of specific conditions that may require monitoring and reporting.
B. AFTER CONSTRUCTION:		
4. Corps Permits -		
a. Does the Corps permit require submitting a Project Completion report within 60 days of finishing the finishing permitted work?	<input type="checkbox"/>	
b. Does the Corps require a Compliance Certification to be submitted after the work is completed?	<input type="checkbox"/>	
c. Is an As Built Report of the project site required to the Corps within 60 days of completing the required vegetation plantings?	<input type="checkbox"/>	
d. Is an annual monitoring report required by the end of the year?	<input type="checkbox"/>	B.4.d – The annual monitoring report can be required for a period of several years and must include an analysis of the restoration area and if success criteria have been achieved and/or are on a trajectory to succeed. Corps generally requires annual reports to be sent by December 31.
e. SLOPES IV – Does the project qualify for a SLOPES IV Programmatic Biological Opinion? Are one or more of the following forms required :	<input type="checkbox"/>	B.4.e – SLOPES programmatic biological opinions are generally updated every 5 years. The current SLOPES IV version contains three focus areas; Restoration, Transportation and Over-water and In-Water Structures (docks and pilings).
i. Restoration Action Completion Form?	<input type="checkbox"/>	B.4.e.i – Restoration Action Forms must be submitted within 60 days of completion of all work below the ordinary high water line. Forms must be submitted to NMFS at slopes.nwr@noaa.gov .
ii. Transportation Action Completion Form?	<input type="checkbox"/>	B.4.e.ii – Transportation Action Completion Forms must be submitted within 60 days of completion of all work below the ordinary high water line. Forms must be submitted to NMFS at slopes.nwr@noaa.gov .
iii. In-Water Over-Water Structures Action Completion Form?	<input type="checkbox"/>	B.4.e.iii – In-Water Over-Water Structures Action Completion Forms must be submitted within 60 days of completion of all work below the ordinary high water line.

		Forms must be submitted to NMFS at slopes.nwr@noaa.gov .
iv. Transportation Salvage Reporting Form?	<input type="checkbox"/>	B.4.e.iv – Transportation Salvage Reporting Forms must be submitted within 10 days of completing a capture and release activity. Forms must be submitted to NMFS at slopes.nwr@noaa.gov .
v. Restoration Salvage Reporting Form?	<input type="checkbox"/>	B.4.e.v – Restoration Salvage Reporting Forms must be submitted within 10 days of completing a capture and release activity. Forms must be submitted to NMFS at slopes.nwr@noaa.gov .
vi. In-Water Over-Water Structures Salvage Reporting Form?		B.4.e.vi – In-Water Over-Water Structures Salvage Reporting Forms must be submitted within 10 days of completing a capture and release activity. Forms must be submitted to NMFS at slopes.nwr@noaa.gov .
vii. Transportation/Compensatory Mitigation Reporting Form?	<input type="checkbox"/>	B.4.e.vii – Transportation/Compensatory Mitigation Reporting Forms must be submitted to NMFS at slopes.nwr@noaa.gov by December 31 st for each year stipulated.
viii. In-Water Over-Water Structures Mitigation Reporting Form?		B.4.e.viii – In-Water Over-Water Structures Mitigation Reporting Forms must be submitted to NMFS slopes.nwr@noaa.gov by December 31 st for each year stipulated.
5. DSL PERMIT - a. Is an Oregon Watershed Restoration Inventory Report required?	<input type="checkbox"/>	B.5.a – Oregon Watershed Report Forms must be sent to the Oregon Enhancement Board and DSL. Forms can be downloaded or filled out online at: www.oregon.gov/OWEB/MONITOR/OWRI.shtml
b. Is an Annual Monitoring Report required?	<input type="checkbox"/>	B.5.b – DSL may only require monitoring of vegetation plantings for several years but not annual reports. DSL can request reports of the plant and site conditions at any time. DSL generally requires annual reports to be sent by Dec. 31. When mitigation is required as part of the permit, a Mitigation Report Cover Forms will be required as part of the annual reports. These can be found at http://www.oregonstatelands.us/DSL/PERMITS/docs/mitigation_rpt_cover.doc
6. BDS LAND USE DECISION - a. Does the BDS Land Use Review Administrative Decision require a Zoning Permit from BDS prior to obtaining City permits? Does the Decision require annual monitoring/reporting?	<input type="checkbox"/>	B.6.a – The Administrative Decision can require a Zoning Permit for the purposes of monitoring vegetative plantings as part of mitigation for disturbances in the Environmental Zone. BDS commonly requires annual reports to be submitted to the Land Use Services Division (BDS) and Neighborhood Associations.
b. Does the proposal include public works improvements such as street improvements, sidewalk reconstruction, stormwater drainage facilities, sanitary sewer extensions, etc. from one of the public works bureaus (BES/PBOT/WATER) and requires approval (signature) by the City Engineer or BES Chief Engineer? Is the proposed work occurring in a public right-of-way?	<input type="checkbox"/>	B.6.b - Public works improvement projects appearing on plans/specifications approved by the City Engineer or BES Chief Engineer do not require a BDS permit for work administered under Title 24 (Floodplain Regulations) and Title 10 (Erosion Control) . The permitting bureau must document compliance with flood hazard regulations (including all FEMA floodplain regulations). Public works improvements occurring in a public right-of-way do not require a BDS Permit. Public works improvement projects are not exempt from Title 33 (Zoning Regulations) and may require Zoning permits .