

# PUBLIC NOTICE

US Army Corps  
Of Engineers  
Wilmington District

**Issue Date: May 13, 2021**

**Subject: UPDATE - Electronic Submittals for Corps Regulatory Actions in North Carolina**

In March 2020, the Wilmington District Regulatory Division provided an initial Public Notice regarding electronic submittals for Corps Regulatory Actions in North Carolina. A few submittal protocols have been modified to improve the process over the past fourteen months and this notice is intended to provide these updates.

Paperless/electronic submittals is the preferred means of accepting project requests and issuing final agency action. This includes accepting applications for Standard Permits, Letters of Permission, Pre-Construction Notifications (PCN) for Nationwide or Regional General Permits, Jurisdictional Determination requests, No Permit Required requests, Mitigation Bank proposals, and Pre-application meeting requests. Our Wilmington District Regulatory coverage map and contact list by county is updated regularly based on staffing changes and may be accessed via – <https://www.saw.usace.army.mil/Missions/Regulatory-Permit-Program/Contact/>. Depending on the project location, applications and other requests listed above should be submitted to the appropriate email address below.

Projects covered by the Wilmington Regulatory Field Office must be submitted to email address:  
[WilmingtonNCREG@usace.army.mil](mailto:WilmingtonNCREG@usace.army.mil)

Projects covered by the Washington Regulatory Field Office must be submitted to email address:  
[WashingtonNCREG@usace.army.mil](mailto:WashingtonNCREG@usace.army.mil)

Projects covered by the Raleigh Regulatory Field Office must be submitted to email address:  
[RaleighNCREG@usace.army.mil](mailto:RaleighNCREG@usace.army.mil)

Projects covered by the Charlotte Regulatory Field Office must be submitted to email address:  
[CharlotteNCREG@usace.army.mil](mailto:CharlotteNCREG@usace.army.mil)

Projects covered by the Asheville Regulatory Field Office must be submitted to email address:  
[AshevilleNCREG@usace.army.mil](mailto:AshevilleNCREG@usace.army.mil)

Projects submitted by or on behalf of the North Carolina Department of Transportation (NCDOT) must be submitted to email address: [NCDOT\\_REG@usace.army.mil](mailto:NCDOT_REG@usace.army.mil)

## **A FEW IMPORTANT REMINDERS:**

- 1. These mailboxes are not for general inquiries, only new project request submittals.**
- 2. Individual Project Managers no longer accept new project request submittals to their respective USACE email accounts.**
- 3. Any follow-up information regarding a previously submitted request that has been assigned a file number must be submitted directly to the individual Project Manager responsible for the action and must contain the file number (e.g. SAW-20##-#####) assigned to the project.**
- 4. Do not submit duplicate requests (e.g. email submission via one of the addresses shown above and ePCN submission through North Carolina's ePCN website - see item 8 below) as this scenario delays processing.**

- 5. You must include any previously issued file number(s) (e.g. SAW-20##-#####) associated with the new request. Generally, any file number previously assigned to a specific project location will be re-assigned when new requests are received for the same location. Failure to include relevant file numbers with your submission delays processing.**
- 6. Completion and inclusion of the Preliminary Data Entry Fields for New Actions (attached) with your request will reduce initial processing delays.**
- 7. Requests and all supporting documentation should be submitted as a single PDF file. Multiple requests (i.e. Jurisdictional Determination and Nationwide Permit) for the same project can be combined into one file.**
- 8. Pre-Construction Notifications and Standard Permit Application packages may be submitted via the North Carolina Department of Environmental Quality (NCDEQ) ePCN website:  
[https://edocs.deq.nc.gov/Forms/Pre-Construction\\_Notification\\_Form](https://edocs.deq.nc.gov/Forms/Pre-Construction_Notification_Form).**
  - a. The Corps receives the ePCN submissions electronically from the NCDEQ portal.**
  - b. Choose either the ePCN website OR an email address above when submitting your request. Submitting the same request to both the ePCN site and an email address above will delay processing of your request.**

**SPECIAL INSTRUCTIONS FOR  
SUBMITTING ELECTRONIC  
FILES**

In order for the Corps to process your electronic submittals the following criteria must be met:

1. Structure the email subject line as follows: County, Type of Request, Project Name. For example – Jones, PJD, John Doe Driveway.
2. Submitted as a single PDF file. Multiple requests (i.e.: Jurisdictional Determination and Nationwide Permit) for the same project can be combined in one file.
3. Pages sized no larger than 11” x 17” with all text readable. Pages may be any combination of landscape and portrait.
4. Email addresses for all parties, consultant, applicant, property owner(s), etc.
5. The PDF file cannot be locked or secured and cannot contain active form fields (e.g. macros) or signatures. If a submittal contains active fields or signatures, please

use the function “print to PDF”. This step will flatten the document and remove active fields and signatures.

6. The PDF must be text searchable.
7. Please try to keep file sizes to a minimum. The mailboxes can only accept files up to approximately 13MB. Larger files can be submitted using either method below:
  - a. Please contact the appropriate Field Office to initiate a request authorization to drop-off a file(s). Authorization notification and instructions will be provided to you via email from the DoD SAFE site. A drop-off authorization is valid for fourteen (14) days. The maximum file size may not exceed eight (8) GB.
  - b. CD/DVD via postal or courier service addressed to the appropriate Field Office. Do not submit duplicate requests (e.g. DoD SAFE file drop-off submission and hard copy submission via the postal service) as this scenario will delay processing of your request. The Corps cannot accept submittals on any type of flash storage

device (e.g. thumb drive, memory stick, etc.).

Not complying with these requirements will delay processing your request. If you do not receive an email response within seven (7) days of submitting your request electronically, please call the appropriate Corps Regulatory Field Office to confirm receipt. Generally, requests received on a holiday, Saturday, Sunday, or after 2 p.m. on a regular working business day will be counted as received on the next working business day.

Submitting parties are welcome to request a delivery and/or read receipt notification with each email submission.

Please do not hesitate to contact a respective office for any questions.