



Date: February 13, 2024
To: IDWR Stream Channel Protection Staff
From: Tim Luke, Water Compliance Bureau Chief *TJL*
Copy: Mat Weaver, Director, Idaho Department of Water Resources
Subject: Stream Channel Alteration Permitting – Statewide (except Wood River Valley)

Introduction

The State Stream Channel Protection Act ([Chapter 38, Title 42, Idaho Code](#)) requires any person or entity altering the channel of a natural, continuously flowing stream to obtain a Stream Channel Alteration (“SCA”) permit from the Idaho Department of Water Resources (“Department” or “IDWR”).

To meet its statutory and rule-based requirements and to ensure a fair permitting process, the Department must carry out a SCA permitting process that is (1) formal, (2) consistent, (3) timely, and (4) within authority of statutes and rules. This memo establishes the permitting process that SCA staff should follow to review and issue SCA permits to assure the Department meets these objectives. This memo applies to the processing of SCA Joint Applications statewide except for the Big Wood River Valley and Small Scale Mining. SCA Administrator’s Memo No. 15, dated April 19, 2021, provides similar, but specific guidance for permitting in the Wood River Valley.

Administrative Memo SCA No. 8 instructs staff on the use of a standard permit format across the state. This memo does not affect the standard permit format guidance outlined in Administrative Memo SCA No. 8.

1. Application Submittal Requirements

Idaho Code § 42-3803 requires a person to apply for and receive a permit before commencing any project or activity that will alter a stream. Idaho Code § 42-3803 and Rule 30 of the Department’s Stream Channel Alteration Rules, IDAPA Rules 37.03.07, require the following:

- Applications shall be submitted to the Department using the Joint Application for Permits (“Joint Application”) form at least 60 days prior to the proposed construction start date.
- Each application must include plans.
- Applications shall include the statutory filing fee (\$20 per application).

Note: Joint Applications may be submitted online according to Administrative Memo No. 13 and using file@idwr.idaho.gov. An applicant may follow up by paying the filing fee.

Plans are defined as “maps, sketches, engineering drawings, photos, work descriptions and specifications sufficient to describe the extent, nature, and location of the proposed stream channel alteration and the proposed method of accomplishing the alteration.” (IDAPA 37.03.07.10.12.)

All Joint Applications, including those proposing alterations following minimum standards as described in the Rules, must include “drawings necessary to adequately define the extent, purpose, and location of the work” and “shall include some reference to water surface elevations and stream boundaries to facilitate review.” Each application must also “show the mean high-water mark on the plans.” (IDAPA 37.03.07.30.02.)

For purposes of this document, any reference to a Joint Application means the Joint Application form and accompanying plans or drawings.

A. Required Joint Application Items

Applications shall be made using the Joint Application form available on the Department’s website. The following items on the Joint Application must be completed unless noted otherwise:

- Block 1 – Name, Address, and Phone Number or E-mail
- Blocks 4, 5, and 6 – Project Address, Project County or City
- Block 8 – Waterway/Waterbody
- Blocks 11c, 11d, and 11e – Legal Description (Twp., Range, Sec.)
- Blocks 12a and 12b – Estimated Start and End Dates
- Block 14 – Directions to Project Site Including Map
- Block 15 – Purpose and Need
- Block 16 – Detailed Description of Each Activity (or alteration) within the Overall Project
- Block 17 – Alternatives to Avoid Impacts
- Block 19 and Block 20 – Type and Quantity of Material(s) and Impacts (Note: Place the value “0” or “NA” in either Block if the item does not apply)
- Block 21 – Any Started Activities
- Block 22 (If Applicable) – Previously Issued Permits

- Block 23 (If Applicable) – Public Trust Lands
- Block 24 (If Applicable) – Size and Flow Capacity of Bridge/Culvert and Drainage Area
- Block 25 – Mapped Floodway
- Block 26b – Best Management Practices (BMP's)
- Block 27 and Block 28 – List Each Impact
(Note: Place the value "NA" in either Block if the item does not apply.)
- Block 29 – Adjacent Property Owners
(Must be identified if any alteration or construction occurs on adjacent property, including construction access points and areas where equipment or materials may be staged)
- Block 30 – Signature (Applicant and any listed Agent)

Note: For complex projects or projects that include alterations or activities that do not meet minimum standards, the Department may require applicants to submit a narrative project description or report with Joint Applications. The narrative may further detail or supplement the information in Block items 15, 16, 17, 19, 20, 26b, 27, and 28.

B. Required Items for Plans

Plans (vicinity map, plan view drawing, and cross-section drawing) must be submitted with each Joint Application and include the following information or details:

1. A vicinity map of sufficient detail to allow someone who is unfamiliar with the area to access the site from the nearest city/town or major highway intersection/exit. The vicinity map should show the nearest main road and intersection, helpful landmarks, and show the *entire project boundaries* – not just the impact site.
2. One or more plan view drawings having sufficient clarity so a person can understand where the stream channel(s) are located and how they will be impacted by the proposed activities. The plan view drawing must include the entire project, existing and proposed contours with contour labels, stream channel boundaries, location of Mean High Water Mark ("MHW"), clear identification of the areas proposed for all activities and impacts (permanent and temporary), and referenced cross-sections.
3. One or more cross-section drawings illustrating the vertical extent of impacts (removal, dredge, and fill activities) to existing elevations. The cross-section(s) should be located in the area(s) of the greatest extent of impact and sufficient to evaluate proposed impacts. Plan sets must include enough cross-sections to describe all proposed activity fully. Cross-section drawings must include a vertical and horizontal scale, the existing and proposed ground elevations, MHW, all proposed structures, and

construction limits. The applicant should include at a minimum one cross-section diagram representing each treatment.

The Department may request from the applicant additional “sketches, engineering drawings, photos, work descriptions and specifications sufficient to describe the extent, nature, and location of the proposed stream channel alteration and the proposed method of accomplishing the alteration.” (IDAPA 37.03.07.10.12.) Department staff should request an additional plan or map items within (20) business days from the applicant in writing (email communication is acceptable) using the procedure described in Section 2.C. below, Notice of Initial Review.

C. Required Fees

Applicants must submit a filing fee of \$20 with each Joint Application. The Department will not consider a Joint Application complete unless it receives a filing fee with the application. The omission of the filing fee by an applicant may prevent or delay the Department’s processing of the Joint Application.

Applicants may submit a Joint Application to the Department via email with submittal of the fee at a later date, but staff may not initiate a review of the Joint Application until the Department receives the filing fee. The filing fee may be waived at the discretion of SC staff. Some examples include, but are not limited to, emergency permits or projects that propose treatments to protect life or property even if a fee request has been made by IDWR but not received.

If an applicant submits a Joint Application without a fee, Department staff should notify the applicant of the deficiency and request the fee. If the applicant does not submit the fee within 30 days of notification, the Department may return the application to the applicant and close the record in the database if a record has been created.

An exception exists for the filing fee for Idaho Department of Transportation (“ITD”) projects as described in a 2017 Memorandum of Agreement (“MOA”) between ITD and IDWR. The MOA waives the fee requirement for ITD stream alteration requests either via the Maintenance Activity Request Form or the Joint Application.

2. Initial Staff Application Review

A. Initial Review and Determinations - Checklist

Within 20 business days of receipt of a Joint Application and filing fee, staff should review the Joint Application using the Application Review Checklist attached herein (Attachment A). When completing a review of the Joint Application, staff should:

1. Determine whether the Joint Application is complete using the checklist (Attachment A).
2. Determine whether the proposed alteration(s) requires a permit from IDWR in accordance with criteria found in IDAPA Rules 10.01, 10.05, 10.10, 10.15, 25.01, 25.02, 25.03, 25.04, and 25.05. If a proposed alteration is determined not to require a permit from the Department, staff shall ignore the remaining review items (see item 2.B. below for further information). The Department should notify the applicant within 20 business days of receipt of a Joint Application of its determination when a permit is not required. Such notice shall cite the applicable rule.
3. Determine if proposed alterations or projects follow the minimum standards described in IDAPA Rule 37.03.07.55.
4. Confirm if construction is planned to commence at least 60 days from the date of application receipt.
5. Determine if comments should be requested from any state, federal or local agencies. IDWR typically seeks comments from other state agencies, including IDL, the Idaho Department of Fish and Game (“IDFG”), and the Idaho Department of Environmental Quality (“IDEQ”), on non-minimum standards projects and some minimum standards projects (Idaho Code § 42-3804.). Additionally, comments are typically requested from other state, federal, and local agencies if projects are on or adjacent to property owned or managed by a state, federal, or local agency, or if a state, federal, or local agency has jurisdiction.
6. Determine if comments should be requested from adjacent property owners or other interested parties. At a minimum, staff should seek comments from adjacent property owners (private or public) if any portion of the project is located on or involves the use of the adjacent property.
7. Confirm whether submitted plans include all related construction work within the MHWM.
8. Confirm whether sufficient information is included with the application to consider the review criteria listed in IDAPA 37.03.07.35.
9. Determine, preliminarily, jurisdictional boundaries, including continuous or perennial flow status, the extent of the stream channel and the MHWM. Department analysis of alterations only considers where the channel exists at the time of the proposed alteration, regardless of where the channel may have been located at any time in the past. The actual determination of jurisdictional boundaries may require a site visit. Staff shall determine jurisdictional boundaries per Idaho Code § 42-3802(d) and (h), and IDAPA 37.03.07.10.05, 37.03.07.10.10 and 37.03.07.10.15.

B. No Permit Required/Exemptions

A proposed alteration may not require a permit if it is either exempt or non-jurisdictional as follows:

1. Alterations located on a channel, which in its natural state normally goes dry at the location of the proposed alteration, excluding flood channels that are part of a stream which is continuously flowing in the reach where the alteration is located, and excluding streams which may go dry as a result of upstream diversion or storage of water (IDAPA 37.03.07.10.05);
2. Alterations outside or above the MHWL;
3. Alterations proposed to water bodies other than stream channels. A stream channel is defined as a natural water course of perceptible extent with definite beds and banks which confines and conducts continuously flowing water. For these rules only, the beds of lakes and reservoir pool areas are not considered to be stream channels (IDAPA 37.03.07. 10.15);
4. Alterations proposed to an existing or proposed reservoir project, including the dam (IDAPA 37.03.07.25.01);
5. Alterations proposed for work within the portion of the Snake River and Clearwater River from the state boundary upstream to the upper boundary of the Port of Lewiston Port District (IDAPA 37.03.07.25.02);
6. Alterations proposed to clean, maintain, construct, or repair a diversion structure, canal ditch or lateral, or to remove an obstruction from a stream channel which is interfering with the delivery of water under a valid existing water right (IDAPA 37.03.07.25.03);
7. Alterations proposed to remove debris from a channel provided no equipment will be working in the channel, and all material removed will be disposed outside the channel where it cannot reenter the channel (IDAPA 37.03.07.25.04); or
8. Alterations proposed for mining activities using non-powered equipment to move one-quarter (1/4) cubic yard per hour or less below the MHWL, except as otherwise described in Rule 61.05. (IDAPA 37.03.07.25.05).

The Department should notify the applicant of any non-jurisdictional or exempt determination within 20 business days of receipt of a Joint Application. Such notice shall cite the applicable rule for the determination. Staff will not refund a Joint Application filing fee reviewed by staff even when staff determines the proposed activities are exempt from permit requirements.

C. Notice of Initial Review

Department staff should send a written letter or email of Notice of Initial Review (“NOIR”) to the applicant or applicant’s agent within 20 business days of receipt of a Joint Application and filing fee. The NOIR shall be sent either by regular mail or by email and should include the following information:

1. Whether the Joint Application is complete or incomplete, or if staff require additional information or clarification to complete their initial review. The notice should identify any deficiencies or additional information needed to complete the initial staff review.

2. Determination of jurisdiction: the notice should state whether the proposed project, in whole or in part, is jurisdictional and requires an approved stream channel alteration permit, whether the proposed project, in whole or in part, is non-jurisdictional, or whether the Department needs more time or information to properly determine jurisdiction. The NOIR should explicitly identify any alteration or activity within an overall project that is non-jurisdictional.
3. Any Department concerns if the proposed project, or certain proposed components of the project, potentially conflict with the application review criteria stated in IDAPA 37.03.07.35, and if so, identify additional information, data, explanation, or alternative design considerations that may be helpful toward addressing the concerns.
4. The approximate time frame for reaching a permit decision for projects where the Department has determined a permit is required.

Any NOIR that identifies a Joint Application as incomplete shall include a deadline for submittal of the additional information no later than 20 business days from the date of the NOIR, unless extended by the Department upon written request for an extension by the applicant. If the applicant does not respond to the request for additional information to complete the application within 20 business days of the issuance of the NOIR or an approved extended deadline, the Department may return the application to the applicant and close the record in the database if one has been created. In these instances, the Department will not refund the application fee since it was used for staff review and the processing of the Joint Application through the NOIR phase.

The Department's NOIR may request additional information to clarify information submitted in the Joint Application so staff can complete a review of the proposed project. The NOIR may also include staff comments that identify concerns about project details or components and ask the applicant to comment on potential alternatives to all or portions of the proposed project. Any NOIR that seeks additional clarifying information, or comments regarding proposed alternatives, shall include a deadline for submittal of the information no later than 20 business days from the date of the NOIR, unless extended by the Department upon written request for an extension by the applicant. If the applicant does not respond to the request for additional information to complete the application within 20 business days of the issuance of the NOIR or an approved extended deadline, the Department may either return the application to the applicant or proceed with processing the application without the additional information. If IDWR proceeds with processing without the additional clarifying information, the applicant risks rejection of the application, approval of the application in part, or with special conditions that address any IDWR concerns.

Applicants responding to Department NOIRs shall resubmit all documents and plans depicting revisions or new information prepared in response to the NOIR. Applicants should also submit a cover letter with their resubmittal package that summarizes the revisions and where in the resubmittal package, the changes can be found.

D. Jurisdictional Boundaries

Consistent with IDAPA 37.03.07.30.02, all plans accompanying all Joint Applications shall show the MHWM and stream channel boundaries. IDAPA 37.03.07.10.15 states in pertinent part as follows:

The [stream] channel referred to is that which exists at the present time, regardless of where the channel may have been located in the past.

Based on IDAPA 37.03.07.10.15. and 37.03.07.30.02, plans should depict the stream channel boundaries and MHWM as they exist at the time the Joint Application is submitted to the Department.

Department staff may use recent aerial imagery, maps, or visual site inspections to verify or determine the MHWM and stream channel boundaries. In some cases, staff may have completed a preliminary inspection of the project site with the applicant or the applicant's agent or consultant prior to the Department's receipt of the Joint Application.

If Department staff's initial determination of jurisdictional boundaries differs from the jurisdictional boundaries identified in the applicant's plans, or if staff cannot determine all of the jurisdictional boundaries based on their initial review, the NOIR shall advise the applicant if (a) a site visit is necessary to assist with boundary determinations, or (b) additional information is necessary to reconcile any differences between the applicant and Department staff (e.g., a land survey). A site visit, if necessary, should be completed within 20 business days of the date of the NOIR unless the applicant wishes to schedule the site visit at a later date, or the Department cannot physically access the site until a later date. The Department should gather any additional information necessary to reconcile jurisdictional boundaries within 20 days of notification. If the Department requests additional information from the applicant to establish the jurisdictional boundaries, the applicant may request more time to submit data or information. The Department may conduct a site visit after receiving additional information if jurisdictional boundary questions are still unresolved.

Ultimately, after applicant coordination and all necessary site visits are concluded, the Department's determination of the jurisdictional boundaries associated with the project are final. Department staff shall notify the applicant of their final determination of jurisdictional boundaries. The Department shall approve the application, in whole or in part or upon conditions, or reject the

application based on its' final determination of jurisdictional boundaries. The applicant may contest the Department's decision and request a hearing before the Idaho Water Resources Board in accordance with Idaho Code § 42-3805 and the Idaho Rules of Administrative Procedure of the Attorney General IDAPA Rules 04.11.01.

3. Consultation and Request for Comments

Idaho Code § 42-3804 states:

It shall be the duty of the director to furnish copies of the application and plans to, and consult with, other state agencies having an interest in the stream channel to determine the likely effect of the proposed alteration on fish and wildlife habitat, aquatic life, recreation, aesthetic beauty, and water quality values of the stream.

Idaho Code § 42-3804 further requires the Department to send a copy of the application, plans, and all other accompanying materials to IDL. A 2007 Memorandum of Understanding (MOU) between IDWR and IDL further refines this requirement. The MOU states that IDWR will provide IDL all Joint Applications within 20-work days from receipt, in PDF electronic format, which propose stream alterations on or adjacent to endowment lands, on or adjacent to lands administered by IDL, or occupying the beds of navigable streams or beds of lakes and non-federal reservoirs.

IDL and other state agencies shall notify the Department within 20 days of receipt of the application and plans by the Department whether the proposed stream channel alteration will have an unreasonably detrimental effect upon stream values, and if so, shall include recommendations of alternate plans reasonable to accomplish the purpose of the proposed alteration without adversely affecting stream values.

A. Request for Review and Comments from State Agencies

In accordance with Idaho Code § 42-3804, the Department shall:

1. Request review and comments from IDL for all Joint Applications as defined by the MOU; and
2. Request review and comments from any other state agency when Department staff determines that the agency may have an interest or concern about the effect of a proposed project upon those stream values referenced in Idaho Code § 42-3804.

The Department assumes a state agency has an interest in any proposed project that is located on lands owned, administered or managed by the agency.

When the Department requests review and comments from a state agency other than IDL, it should explain the basis for the request to the applicant in the NOIR.

B. Furnishing Copies to the US Army Corps of Engineers (“USACE”)

As a matter of courtesy, the Department may forward a copy of any Joint Application to the USACE unless the Department has received notice or verification from the USACE that it has already received the Joint Application. If the USACE elects to submit comments, the Department may accept and review them any time before the issuance of a decision.

C. Furnishing Copies to Local Jurisdictions

As a matter of courtesy, the Department may also send a copy of any Joint Application to any local jurisdiction that permits stream channel alterations. The Department will not request comments from such local jurisdictions except as described in item D below.

Note, as described in a 2018 MOU between the IDWR and the USDA Forest Service (“USFS”), IDWR shall provide the USFS a copy of all Joint Applications for activities that alter a stream channel that are located on USFS lands as Joint Applications are received and notify USFS of projects on non-USFS lands that may affect USFS lands, streams, or programs.

D. Request for Review and Comments from Others

The Department may request review and comments from a federal agency, local jurisdiction, adjacent property owner, or another interested party in accordance with the following criteria:

1. When any portion of the proposed project is located on lands owned, administered, or managed by any public or private entity or person, including any federal agency, local jurisdiction, or property owner, regardless of whether or not the applicant proposes to follow minimum standards.
2. If there is a concern, identified through staff review or public inquiry, that the proposed project may cause harmful flooding or erosion upstream or downstream, interfere with the recreational use of the stream, detract from the aesthetic beauty of the area, or pose public safety concerns consistent with permit review criteria set forth in IDAPA Rule 35.01.e., h., i. or l; or
3. If IDWR is aware of a concern raised by adjacent property owners or other interested parties that may be impacted by the alterations, or who have inquired about the current proposed Joint Application, or parties who have been impacted by or inquired about prior stream channel alterations and permits at or near the same location.

Consistent with Idaho Code § 42-3804, state agencies shall submit comments to the Department within 20 days of receipt of copies of Joint Applications and supporting materials from the Department. All other parties invited to submit comments shall also submit comments to the Department within 20 days of receipt of copies of Joint Applications and supporting materials from the Department. The Department may allow an extension of time for submittal of comments on a case-by-case basis, upon good cause, and upon receipt of a written request from the agency or party making the request.

4. Second Review - Formal Staff Application Review

After receipt of a complete application, submittal of additional information if any, and comments from state agencies or other parties, and before issuing any SCA permit decision, staff must consider the following items pursuant to IDAPA Rule 37.03.07.35.

- What is the purpose of doing the work?
- What is the necessity and justification for the proposed alteration?
- Is the proposal a reasonable means of accomplishing the purpose?
- Will the alteration be a permanent solution?
- Will the alteration pass anticipated water flows without creating harmful flooding or erosion problems upstream or downstream?
- What effect will the alteration have on fish habitat?
- Will the materials used, or the removal of ground cover create turbidity or other water quality problems?
- Will the alteration interfere with the recreational use of the stream?
- Will the alteration detract from the aesthetic beauty of the area?
- What modification or alternative solutions are reasonably possible, which would reduce the disturbance to the stream channel and its environment, or better accomplish the desired goal of the proposed alteration?
- Will the alteration be accomplished per the adopted minimum standards?
- Are there public safety factors?

Department staff shall comment on each of the Rule 35 items listed above. Comments should be documented in writing by memo or by using a form developed by staff specifically for this purpose. These comments shall form the basis for the Department's decision to approve, conditionally approve, or reject the Joint Application. The comments shall be included in the Joint Application permit record. Staff should complete this review and decision process within 20 business days of receiving comments from state agencies and other parties, if any.

A. Request for Additional Information

In some cases, staff may develop questions or identify a need for further information or clarification after sending the NOIR to the applicant, after

receiving comments back from the applicant, or at or before the time staff comments on Rule 35 criteria. In this event, staff shall prepare a letter or email notifying the applicant of additional information that they require to complete processing the Joint Application. Staff should allow at least 10 business days for a response unless the applicant requests additional time. If the applicant does not timely respond to a request for additional information relative to the review of Rule 35 criteria, then the Department may notify the applicant that it is suspending further review and processing of the Joint Application until the applicant submits the information by a date specified by staff. If the applicant does not respond to the second request for additional information within the date specified by staff, then the Department may return the application to the applicant without refunding the application filing fee and close the record in the database if one has been created.

Applicants responding to a request for additional information from the Department shall resubmit all documents and plans depicting revisions or new information prepared in response to the call. Applicants should also submit a cover letter with their resubmittal package that summarizes the revisions and where in the resubmittal package the changes can be found.

B. Review of Resubmitted Materials

Upon receipt of additional or resubmitted materials from the applicant, staff shall complete the Rule 35 review criteria outlined in section 4 above. If staff have additional questions or need additional clarification, they may again request additional information, clarification, or proposed project details from the applicant, including the applicant's consideration of alternative treatments. Staff should allow the applicant at least 10 business days to submit the information unless the applicant requests more time. If the applicant does not submit the additional information or the applicant advises the Department that the additional information is not warranted or necessary, then the Department shall proceed to complete the Rule 35 review criteria in step 4 above. The Department may process the application without any additional information but without it, the applicant risks either rejection of the application or approval of the application with special conditions or limitations.

C. Final Review of All Submitted Material

Upon reviewing all submitted or resubmitted material, if Department staff finds that the application conforms to all Rule 35 review criteria, then staff shall issue the permit including any applicable Rule 55 Minimum Standards conditions, any special conditions, and general conditions if necessary. If staff finds that all submitted material does not conform to Rule 35 criteria, then staff may reject the application or issue a permit with special conditions to address any non-conformity with the criteria in question.

Department permit decisions shall be issued consistent with current and prior practice, in letter format with Minimum Standards conditions, special conditions, and general conditions as necessary (see Administrative Memo SCA No. 8). The applicant may object to the permit decision and request a hearing in accordance with Idaho Code § 42-3805 and IDAPA Rule 37.03.07.70.

The total timeline for the processes outlined herein may vary depending on the circumstances and complexity of each project and the responsiveness of the applicant in submitting materials needed for staff to complete the review. In general, the total process should vary from 20 to 70 days or more.

ATTACHMENT A

Stream Channel Alteration Application Review

Applicant: _____ Date Rec'd: _____ IDWR SCA #: _____

1. Application Fee:

- No Permit Fee Required - Idaho Transportation Department (ITD)
- \$20 – Non ITD Applications
- Date Received or Waived - ___/___/_____

Note: Any non-ITD application without the filing fee is considered incomplete. If the fee is omitted, notify the applicant in writing (use email, if available). Until the fee is received, processing may be delayed. Applications may be submitted by email with submittal of the fee at a later date. Scan and profile any written correspondence or receipt of fee into the administrative record.

2. Jurisdictional Determination (JD) Items IDAPA 37.03.07:

- Site location lacks continuously flowing water or a stream channel (Rules 10.05 and Rule 10.15)
- No proposed alteration or equipment below MHWM (Rule 10.01 and Rule 10.10)
- Site location is within an existing or proposed reservoir project (Rule 25.02)
- Site location is within the boundary of the Port of Lewiston Port District (Rule 25.02)
- Project proposes cleaning, maintenance, construction, or repair work (Rule 25.03)
- Project proposes removal of debris (Rule 25.04)
- Project proposes mining using non-powered equipment (Rule 25.05)

Note: If any JD item is checked above, send no permit required letter to applicant or agent.

3. Blocks 11c, 11d, and 11e – Required Joint Application Items:

- Block 1 – Name, Address, and Phone Number
- Blocks 4, 5, and 6 – Project Address, Project County and/or City
- Block 8 – Waterway/Waterbody
- Blocks 11c, 11d, and 11e – Legal Description
- Blocks 12a and 12b – Estimated Start and End Dates
- Block 14 – Directions to Project Site Including Map
- Block 15 – Purpose and Need
- Block 16 – Detailed Description of Each Activity within Overall Project
- Block 17 – Alternatives to Avoid Impacts
- Block 19 and/or Block 20 – Type and Quantity of Material(s) and Impacts
- Block 21 – Any Started Activities
- Block 22 (if applicable) – Previously Issued Permits
- Block 23 (if applicable) – Public Trust Lands
- Block 24 (if applicable) – Size and Flow Capacity of Bridge/Culvert
- Block 25 (if applicable) – Mapped Floodway
- Block 26b – BMPs
- Block 27 – List Each Impact
- Block 28 – List Each Wetland Impact
- Block 29 – (if applicable) Adjacent Property Owners
- Block 30 – Signature

4. Required Plan Items:

- Vicinity Map – sufficient detail to navigate to location
- Plan View Drawing(s)
 - One or more of entire project with existing and proposed contours
 - Stream boundaries
 - MHWM
 - All areas of activities and impacts identified
 - Location(s) of cross sections
- Cross Section Drawing(s)
 - Vertical extent of impacts
 - Vertical and horizontal scale
 - Existing and proposed ground elevations
 - MHWM
 - All structures or construction limits
 - One diagram for each treatment

Note: If any of the Application or Plan items listed above are omitted from the application or not described in sufficient detail, written notice should be sent within 20 business days as described by the *SCA Statewide Permit Process Guidance Memo, February 12, 2024*.

5. Any Applicable Minimum Standards IDAPA 37.03.07.55:
- | | |
|--|---|
| <input type="checkbox"/> 56 Construction Procedures | <input type="checkbox"/> 60 Removal of Sand and Gravel Deposits |
| <input type="checkbox"/> 57 Dumped Rock Riprap | <input type="checkbox"/> 62 Piling |
| <input type="checkbox"/> 58 Drop Structures, Sills and Barbs | <input type="checkbox"/> 63 Pipe Crossings |
| <input type="checkbox"/> 59 Culverts and Bridges | <input type="checkbox"/> 64 Concrete Plank Boat Launch Ramps |
6. Application Submitted to Other Agencies:
- USACE
 - IDL
 - Appropriate Local Jurisdiction (City, County, USFS, or BLM)
7. Construction Proposed to Commence 60 Days from Date of Receipt: Yes No
8. Identify Agencies or Interested Parties to Notify and Request Comment:
- USACE
 - IDL
 - IDFG
 - IDEQ
 - ITD
 - USFS
 - BLM
 - NOAA
 - USFWS
 - Tribe(s)
 - Flood Control District
 - City
 - County
 - NGO (Idaho Conservation League, Trout Unlimited, etc.)
 - Adjacent Property (Owner, Consultant, Attorney)
 - Other
9. MHW as defined by Rule 10.10 is accurately represented on Plans consistent with Rule 30.02 and Rule 10.12: Yes No

Note: If initial determination of MHW differs from MHW identified in the Plans, or if staff cannot determine the MHW after initial review written notice is to be sent as described by the *SCA Statewide Process Permit Guidance, February 12, 2024*.

10. Application and Plans provide sufficient detail to allow consideration of the following items (Rule 37.03.07.35) prior to issuing a permit:

Checking the box below indicates the item has been addressed sufficiently.

- What is the purpose of doing the work?
- What is the necessity and justification for the proposed alteration?
- Is the proposal a reasonable means of accomplishing the purpose?
- Will the alteration be a permanent solution?
- Will the alteration pass anticipated water flows without creating harmful flooding or erosion problems upstream or downstream?
- What effect will the alteration have on fish habitat?
- Will the materials used, or the removal of ground cover create turbidity or other water quality problems?
- Will the alteration interfere with recreational use of the stream?
- Will the alteration detract from the aesthetic beauty of the area?
- What modification or alternative solutions are reasonably possible which would reduce the disturbance to the stream channel and its environment and/or better accomplish the desired goal of the proposed alteration?
- Is the alteration to be accomplished in accordance with the adopted minimum standards?
- Are there public safety factors to consider?

11. Second Review: Formal staff Application review of resubmitted materials. Include comments describing the need for additional materials for second review, notes about sufficiency of materials received, etc.

Notes:

12. Third/Final Review: Formal staff Application review of resubmitted materials. Include comments describing need for additional materials for third/final review, notes about sufficiency of materials received, etc.

Notes: