



SPECIAL PUBLIC NOTICE

Regulatory Branch Operational Modifications

US Army Corps
of Engineers
New York District
Jacob K. Javits Federal Building
New York, N.Y. 10278-0090
ATTN: Regulatory Branch

**In replying refer to:
Electronic Submission of Permit Applications
Issue Date: 27 MARCH 2020**

REGULATORY OPERATIONS IN RESPONSE TO COVID-19 AND REQUEST FOR ELECTRONIC APPLICATION SUBMITTAL

This public notice pertains to the U.S. Army Corps of Engineers, New York District, Regulatory Branch. The purpose of this public notice is to:

1. advise the public of our current status due to the Coronavirus (COVID-19) epidemic; and
2. request electronic correspondence for applications and other submittals.

Status

We are closely monitoring the effect of COVID-19 on our community. The Secretary of Defense has given local commanders the flexibility to respond to conditions in their areas to effectively carry out their respective missions and meet the critical needs of their people. As such, the New York District Commander has implemented numerous measures to keep our employees, their families and the public safe, while still maintaining our public service commitment.

The Regulatory Branch offices at 26 Federal Plaza in New York City and the Upstate Regulatory Field Office in Watervliet, NY are closed to the public until further notice. However, our Regulatory staff is working diligently to process existing actions and new submittals electronically. We are working remotely in a social distancing mode, office visits are postponed until further notice, meetings will be conducted virtually if possible, and the need to conduct site visits will be evaluated on a case-by-case basis. Meetings and site visits will be scheduled or rescheduled when exposure risks are lower and guidance allows.

While we will continue to monitor our phone systems to the best of our ability, the most reliable form of communication is email. For recently mailed paper submittals, we may request that you provide an electronic copy so we may process your application as efficiently as possible. Your patience as we transition to an electronic process is greatly appreciated.

This is a rapidly changing situation. We are closely monitoring the effects to our employees and our tribal, federal, state and local agency partners that are critical in our ability to evaluate proposals and finalize permit decisions. Please continue to inquire, as needed, for updates.

New Electronic Application Submittal/Processing Procedure

To order to ensure our continuity of operations and improve the timeliness of permit application reviews due to the current COVID-19 virus, effective immediately, the New York District, U.S. Army Corps of Engineers is requiring that all new permit applications be submitted to the New York District electronically. Until further notice, the New York District will no longer process any paper permit applications. This electronic processing procedure will increase the efficiency of correspondence, furthering the goal of providing timely decisions. We expect this new procedure to last indefinitely as our improved operating procedure for maximum efficiency.

Please send all new Section 10/404/103/408 applications via email to the following address:
CENAN-R-Permit-App@usace.army.mil

This electronic document submission requirement includes all new permit applications, including Standard Permits, Letters of Permission, Pre-Construction Notifications for Nationwide, Regional and State Programmatic General Permits, Jurisdictional Determinations, No Permit Required Requests, and Pre-Application Consultation requests.

To further ensure timely processing, we request that applicants email copies of any applications sent to the New York District **after March 10, 2020**, to CENAN-R-Permit-App@usace.army.mil.

Please note that the **maximum file size limit for application submittals is 25 MB**. To overcome the size limitation when sending large emails, it is recommended that attachments are divided among multiple emails, and you contact this office via email to request a link to a government-approved file transfer program which will allow you to send larger files, if necessary.

To assist with this effort and to help expedite the processing of your request, please provide the following information in the body of your email for ALL new requests, and attach the appropriate application information:

- a. Applicant/requestor/client contact information (name, address, phone, email):
- b. Detailed narrative describing the project purpose:
- c. Location description of the project area (address or lat/long, city, county, state):
- d. Type of Request (pre-application, jurisdictional determination, general permit, individual permit, no permit required, dredge sampling plan, etc.). If you are already working with a project manager on a specific project, please continue to coordinate directly with them via their email.

Upon receipt of your electronic application, applications will be assigned to one of our Project Managers. After the application is assigned, all future communications and subsequent exchanges of documents must be made directly with the assigned Project Manager or their Section Chief.

Permit application forms and instructions for both New York and New Jersey can be found at the following website:

<https://www.nan.usace.army.mil/Missions/Regulatory/Obtaining-a-Permit/>

We thank you for your cooperation during these difficult times. This process is effective immediately. A new announcement will be made when we resume normal operations and are able to accept physical applications again. It is requested that you communicate the foregoing information concerning the electronic submission of permit applications to the New York District to any persons known by you to be interested and who did not receive a copy of this notice. If you have any questions, you may contact this office at (917) 790-8511 (Eastern Permit Section), (917) 790-8411 (Western Permit Section) or cenan.publicnotice@usace.army.mil, or our Upstate Regulatory Field Office at (518) 266-6350 or cenan.rfo@usace.army.mil.

For more information on New York District Corps of Engineers programs, visit our website at <http://www.nan.usace.army.mil>.



Stephan A. Ryba
Chief, Regulatory Branch

27 MAR 2020