



**U S Army Corps
of Engineers**
CHICAGO DISTRICT
Regulatory Branch

Public Notice

In reply refer to Public Notice No.

Issuance Date:

Informational - Electronic Submissions

13 March 2020

INFORMATIONAL PUBLIC NOTICE MAIL PROCESSING PROCEDURES

Request for Electronic Submissions

Due to Coronavirus precautions, effective the date of this Public Notice, the Chicago District Regulatory Branch is requesting all incoming correspondence for the Regulatory Branch be submitted electronically.

If your application/request has already been assigned to a project manager (PM), please email directly to the PM any submittals.

Please submit all new requests via email to chicagorequests@usace.army.mil. To assist us with this effort and to help expedite the processing of your request, provide the following information in the body of your email for ALL new requests:

- a) Project name:**
- b) Detailed narrative describing the project purpose:**
- c) Applicant/Requestor/Client Contact Information (Name, Address, Phone, Email):**
- d) Consultant Contact Information (Name, Phone, Email):**
- e) Latitude and Longitude (in decimal degrees) of the project area:**
- f) Location description of project area (Address or Cross Streets, City, County, State):**
- f) Type of Request (Pre-application Meeting, Jurisdictional Determination, Regional, Nationwide Permit, Individual Permit, Letter of Permission, Letter of No Objection, No Permit Required, etc.):**
- g) If the request related to any previous Army Corps reviews or permits, please provide the Army Corps file number(s) and the name of the project manager who has been working on your submittal.**

Larger files, generally over 10MB, can be sent through the DOD SAFE (Secure Access File Exchange; <https://safe.apps.mil/>). An access code can be requested via email at chicagorequests@usace.army.mil.

After your request is received, we will email you the file number for reference and identify the project manager responsible for reviewing your submittal. If you do not receive this response within 7 days, please let us know. We have discontinued posting a list of recently received applications on our web site.

If electronic submission is not possible, hard copy submissions thru postal mail or by fax will continue to be accepted. Hard copy or fax submissions should only be provided when electronic submissions are not possible. Precautionary internal mail handling procedures may be instituted to protect our workforce, which may result in longer than normal processing times.

Thank you for your assistance on this effort. Regulatory staff will continue to be available by telephone. If you have a general question, please contact our branch at telephone 312-846-5530 or by email at lrcregweb@usace.army.mil.

Keith L. Wozniak
Chief, Regulatory Branch
Chicago District