Use this template to prepare a cover letter to transmit the 404 & 401 Nationwide Permit (NWP) application packet. The purpose of a cover letter is to introduce the application so the regulator has an idea of what to expect when they review it.

Before using this template, use the [Section 404 & 401 Nationwide Permits](http://www.wsdot.wa.gov/environment/technical/permits-approvals/wetlands-streams/nationwide-permits) webpage to make sure the work may be verified under the NWPs.

**Instructions**

* Copy and paste the template text onto your group’s letterhead. WSDOT letterheads are available for download on the [Electronic Letterhead Instructions and Guidelines](http://wwwi.wsdot.wa.gov/fasc/adminservices/forms/letterhead.htm) intranet page.

-OR-

Copy and paste the text into an email. Use the contact information from the [Environmental liaisons contact webpage](https://www.wsdot.wa.gov/environment/technical/liaisons) to fill out the “to” and “cc” fields.

* Replace the italic text inside brackets, [*EXAMPLE TEXT*], with the information specific to your project.
* Use the language from the [Corps User’s Guide](https://www.nws.usace.army.mil/Portals/27/docs/regulatory2/NewsUpdates/Final%20NWP%20User's%20Guide%203-27-18.pdf?ver=2018-03-27-220844-980) for the NWP you are applying for verification under as much as possible to support your request.
* If Ecology is not the 401 agency for your project, replace all the reference to Ecology with the appropriate agency and contacts. Find who the 401 agency is on the [State water quality jurisdiction](http://www.wsdot.wa.gov/environment/technical/disciplines/wetlands/jurisdiction/state-waters) webpage.
* Modify the enclosure list based on your project’s needs. Find out what enclosures to include using the User’s Guide and the [JARPA & supplemental documents matrix](http://www.wsdot.wa.gov/sites/default/files/2017/11/27/env-perm-JARPAmatrix.pdf).
* Other information may be included if it provides information that needs highlighted or that isn’t included in the other application documents. Helpful information includes:
  + Corps reference # (include on all sheets if you have it).
  + Ongoing public, agency, or tribal concerns that could delay a permit decision.
  + Summary of tribal coordination efforts and design buy-off.
  + Non-standard mitigation approaches.
  + Explanation of who the applicant or project owner is when WSDOT is the co-applicant.
  + Construction dates.

[*DATE*]

US Army Corps of Engineers

Seattle District

Regulatory Branch

Attn: WSDOT Liaisons

PO Box 3755

Seattle, WA 98124-3755

**RE: Request for verification under Nationwide Permit [*NWP #*] for the [*PROJECT NAME*] (Federal Funding No.: [*FUNDING #*])**

Greetings,

The Washington State Department of Transportation (WSDOT) requests verification under Nationwide Permit (NWP) [*NWP #*] to [*Brief description of work. Use activity language from the NWP you are applying under. Examples: to repair a fish passage barrier (NWP 27); to improve safety on SR XX (NWP 14); add a dedicated turning lane to SR X (NWP14); repair a portion of SR X (NWP3); conduct geotechnical surveys for the construction of a bridge (NWP 6).*]. The proposed work is located in [*CITY, COUNTY*], Washington.

The proposed work would result in approximately [*ACRES*] of permanent wetland impacts and [*LINEAR FEET*] of permanent stream impacts. [*OPTIONAL: PROVIDE AN ADDITIONAL BRIEF SUMMARY OF THE IMPACTS TO JURISDICTIONAL WATERS OF THE US TO SUPPORT THE USE OF THE NWP.*]

The proposed work [*SELECT ONE:* meets the Washington State Department of Ecology’s (Ecology) Section 401 general conditions and the conditions specific to NWP *XX*. WSDOT believes no further review is needed by Ecology. *-OR-* requires Section 401 review by the Washington State Department of Ecology (Ecology) because *STATE THE CONDITION(S) NOT MET*. *-OR-* requires a Section 401 Individual Certification because *STATE THE CONDITION(S) NOT MET*.

Contact [*NAME & CONTACT INFORMATION*] if you have any questions about the enclosed application.

Sincerely,

[*TYPIST INITIALS (CAPITAL):AUTHOR INITIALS (LOWER CASE)*]

ENCLOSURES:

1. Joint Aquatic Resource Permit Application
2. Regional General Condition 5 supporting information
3. Regional General Condition 6 supporting information
4. Application drawings, [*DATE*]
5. Wetland and Stream Assessment, [*DATE*]
6. Mitigation plan/memo, [*DATE*]

cc: Caroline Corcoran, Ecology Wetlands Specialist; Stephanie Jackson, Permit Liaison Program Manager; [REGIONAL ENVIRONMENTAL MANAGER OR PERMIT COORDINATOR NAME & POSITION TITLE]