WSDOT User Guide for RRS

"Regulatory Request System" for the U.S. Army Corps of Engineers

Developed by the Multi Agency Permit Program, WSDOT

Version: October 6, 2026

Note: This is a working document and will be updated periodically as new information emerges.

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1. Overview of RRS

The Regulatory Request System (RRS) is a web-based platform developed by the U.S. Army Corps of Engineers (Corps) to streamline the submission and management of requests related to the Corps' Regulatory Program. It allows applicants to electronically submit permit applications, jurisdictional determination requests, and related documents. You may still need to use the JARPA for the Department of Ecology section 401 applications. The system is intended to improve transparency, efficiency, and communication between applicants and Corps regulatory staff. It is similar to APPS (Aquatic Protection Permitting System) used by the Washington Department of Fish and Wildlife (WDFW).

Beginning October 1st 2026, the Corps requires that all applications are submitted through the RRS. For more information check US Army Corps of Engineers webpage on how to Apply For A Permit

1.1 Limitations of RRS

RRS has the capability of processing Nationwide Permits, Individual Permits, and Maintenance Exemption requests. At this time, if you need to submit emergency notifications, reverifications, or modifications, please continue to email application materials to ESOPermittingliaisons@wsdot.wa.gov. This User Guide will be updated as more information emerges on how to apply for these other authorization and permit types with RRS.

This document was created by MAPP for WSDOT internal use only. It is not an official Corps document, but information has been reviewed and verified to the extent practicable by WSDOT's Corps liaisons.

At any time, please reach out for help or questions at MAPP@wsdot.wa.gov.

1.2 When to Use RRS

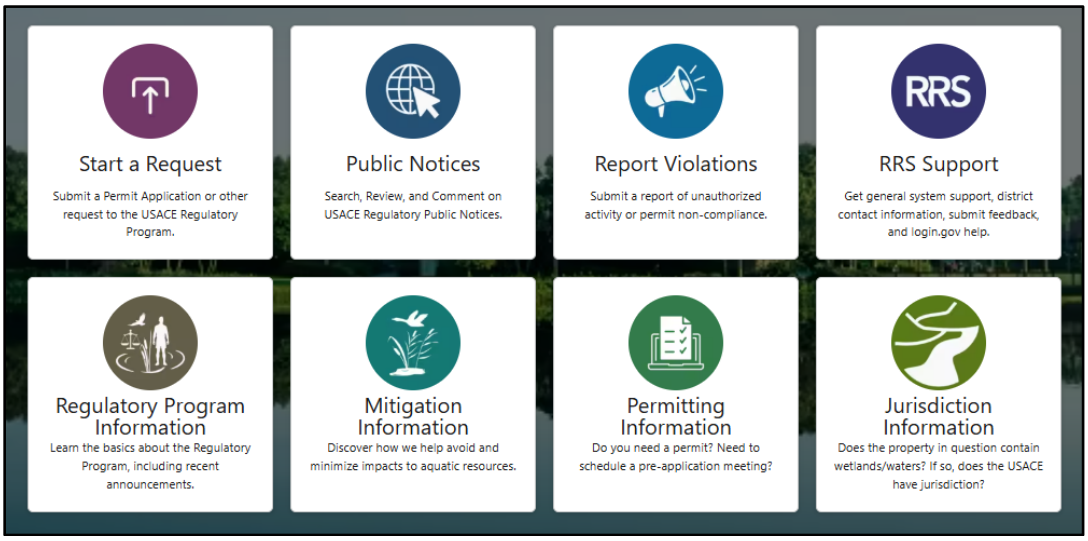
As a WSDOT applicant, you must use RRS when you need to request a permit or authorization from the Corps for activities regulated under Section 10 of the Rivers and Harbors Act of 1899 or Section 404 of the Clean Water Act. This includes projects that involve placing structures or performing work in, over, or under navigable waters, or discharging dredged or fill material into waters of the United States, including wetlands. RRS must also be used to submit jurisdictional determination requests, pre-application meeting requests, and self-verify Section 404 exempt activities. Using RRS ensures applications are submitted, tracked, and reviewed efficiently through the Corps secure online system.

MAPP has created a RRS Crosswalk (see Appendix A) that lists what documents you can consult to find the information needed in RRS.

RRS can be accessed at the following link: https://rrs.usace.army.mil/rrs

1.3 RRS Home Screen

The RRS home screen has helpful information and tools to help answer questions and with submitting an application.



- **Start a Request** – Use to start a new RRS application. You will need a login to access this section.
- **Public Notices** – Search public notices for projects.
- **Report Violations** – Submit a report for unauthorized Activity or permit non-compliance.
- **RRS Support** – General Support for RRS including how to submit a help ticket and videos.

The following four sections are connected to each other and can be accessed within each section.

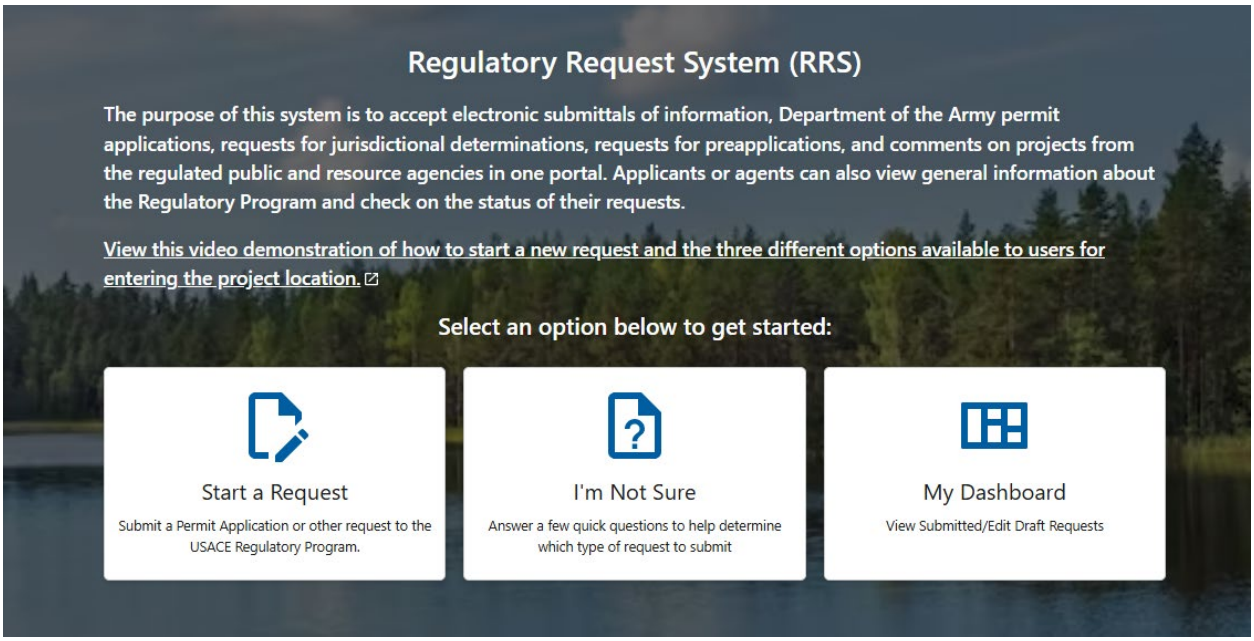
- **Regulatory Program Information** – General regulatory information. Also links to recent regulatory announcements. In the Regulatory Program Information, you can find the Permit Process Questionnaire which can help direct you to information and the type of request that may apply.
- **Mitigation Information** – Information on the mitigation rule and Regulatory in-lieu fee and bank information tracking system.
- **Permitting Information** – Information on types of permits and regulations.
- **Jurisdiction Information** – Information on the Corps jurisdictional boundaries.

1.4 Creating a User Account

When creating a user profile for RRS, each individual must register for and maintain their own unique account. Accounts are tied to personal credentials; the Corps does not allow account sharing, so users may not create or use region-wide or shared accounts. See How to create an account in RRS for detailed information on how to create a user account.

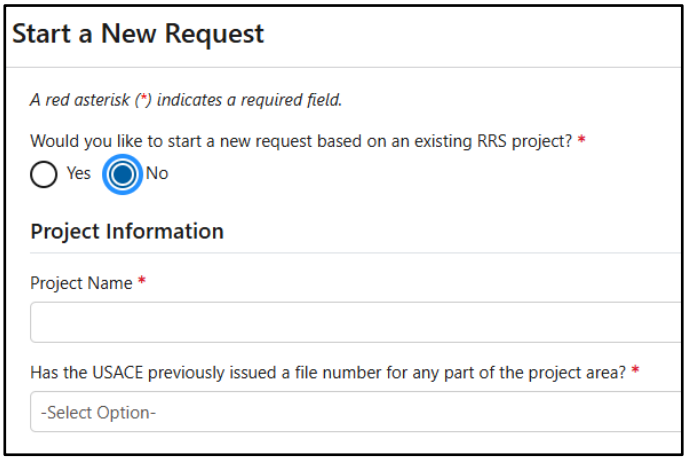
2. Starting a New Application

Text with an asterisk (*) is required. Text without an asterisk is optional.



To start a new application, select "*Start a Request*". If you need to work on an application that has been started but not submitted, you can select "*My Dashboard*" and click on your project.

To start a new request, you will need to fill out the following:



***Would you like to start a new request based on an existing RRS project? – Y/N**
Unless you have submitted an application via RRS previously you will likely select "***No***" for this. If you select "***Yes***", you will need to select the project in your dashboard from a drop-down menu. For reverification or modification see Section 1.1.

If **no**, you will also need to provide the following Project Information:

***Project Name**

***Has the USACE previously issued a file number for any part of this project area?**
This would be the Corps permit number for any previous work in the project area.

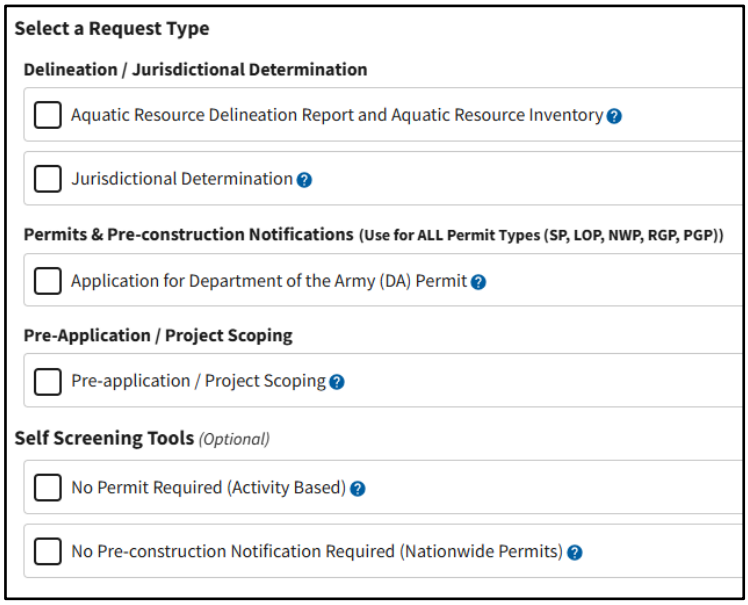
***Project location.** You can enter the project location in four different ways:

1. A physical address
2. Project coordinates. This must be in decimal degrees.
3. Placing a polygon or point on a map
4. Upload a geodatabase – RRS includes a geodatabase template.

***Project Area**
***Project area size**
***Unit of Measurement**. This can be in square feet or acres.

Additional Project Information – this section is optional.
Parcel Number
Nearest Waterbody
Directions to Project Location

Select Next



***Type of Request.** You will need to select the type of request to indicate what you are applying for. You can only select one type of request. There are five options. Most likely you will need to Select Application for the Department of the Army (DA) Permit for Nationwide Permits or Standard Individual Permits. However, you can select No Permit Required (NPR) to determine if a project is maintenance exempt.

- *Aquatic Resource Delineation Report and Aquatic Resource Inventory* – Select this request type when you would like to submit an Aquatic Resource Delineation Report and/or Aquatic Resource Inventory associated with another request type. WSDOT typically does not need to select this request.
- *Jurisdictional Determination* – Request a Jurisdictional Determination (JD) when you would like USACE to confirm whether aquatic resources are under USACE authority to regulate. A JD is a written determination by the USACE identifying which delineated areas are or may be (depending on the type of JD requested) regulated by the USACE under Section 404 of the Clean Water Act and/or Section 10 of the Rivers and Harbors Act.
- *Application for Department of the Army (DA) Permit* – Request an DA Permit when applying for an individual permit. Projects that have more than minimal individual or cumulative impacts, are evaluated using additional environmental criteria, and involve a more comprehensive public interest review. This form can also be used to receive confirmation that a particular activity is authorized by a USACE general permit, or to request re-verification of a prior cycle Nationwide or other general permit. Additional information will be asked during the evaluation process to ensure thresholds are not exceeded. The three types of general permits are Nationwide Permits, Regional General Permits and Programmatic General Permits. General permits are usually valid for five years and issued on a nationwide, regional, or state basis for activities with minimal individual or cumulative adverse environmental effects.
- *Pre-application / Project Scoping* – Select this request type when you are unsure what type of permit you need or what information needs to be submitted for a permit application, if you wish to discuss proposed project details prior to submitting a permit, or if you need to submit a Project Scoping letter.

- *No Permit Required (NPR)* – Request a (NPR) letter when seeking documentation that a particular activity does not require authorization from USACE. This path does not address geographic jurisdiction of aquatic resources; an official Corps determination that jurisdictional "waters of the United States," or "navigable waters of the United States" are either present or absent on the project site should be undertaken by submitting a Request for Jurisdictional Determination (JD) / Aquatic Resource Delineation through the Regulatory Request System. The "No Permit Required" Module can be used for maintenance exempt work.
- *No Pre-Construction Notification Required (Nationwide Permits)* – Self-verify that a preconstruction notification (PCN) is not required for a proposed activity covered under a Nationwide Permit (NWP). For some NWPs, applicants can proceed with the authorized activities without reporting those activities to USACE district offices as long as the applicant complies with all applicable terms and conditions of those NWPs. Other NWPs require project proponents to submit preconstruction notifications (PCNs) to USACE districts prior to proceeding with the authorized activities to give district engineers the opportunity to determine whether the applicants' proposed activities are authorized by an NWP. The former set of NWPs are called non-reporting/non-notifying NWPs and the latter set of NWPs are called reporting NWPs. This request path focuses on ensuring activities are non-reporting.

Select Next.
This is the end of the first section.

Important: review your information before you continue. Once you continue, you will be taken to where you enter information for your submittal. Once you click next, you will not be able to modify this information in RRS.

Navigating to the next section will save your progress automatically.

3. Application for Department of the Army (DA) Permits

Text with an asterisk (*) is required. Text without an asterisk is optional.

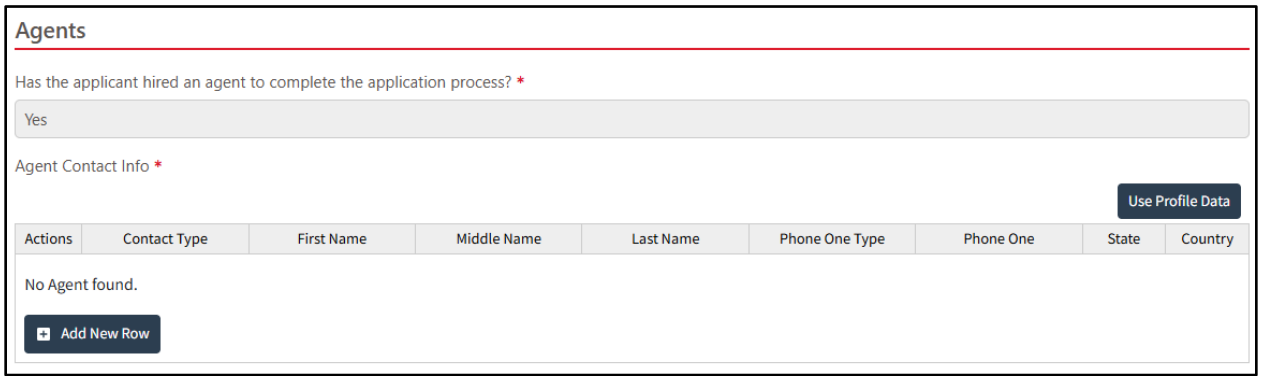
First, follow the instructions in Chapter 2: Starting a New Application. Then, after selecting "*Application for Department of the Army Permit"*, proceed with the following instructions.

3.1 Contact Information

Provide contact information for the applicant and the agent, if applicable.

- The applicant is the individual or entity requesting verification that the proposed activity is authorized by a Nationwide or other general permit.
- The agent is a third-party that has been retained by the applicant to act on their behalf in submitting this request to the USACE. If you are an agent, you must provide an Agent Authorization Form.
- WSDOT typically has the Environmental Coordinator fill out the application as the agent, while the Environmental Manager or other manager is the applicant, and signs the application. The project owner (the person who is filling out the application) can be changed from an agent to applicant (or reverse) by clicking on "*My Dashboard*" and selecting the "*Actions*" button for that project. There you can "*Manage Request Access*" from the agent to applicant and will not have to provide an agent authorization form.

Agent



*** Has the applicant hired an agent to complete the application process? – Y/N**. If you are signed-in as an agent, then this will be automatically filled in as "*Yes"*. For the signature at the end of the application, you can update the "Project Owner" to an applicant and not include the Agent Authorization form.

*** Agent contact information**. You can use the profile data that you made when you created your account. Otherwise, you will need to enter Name, Address, Country, City, State, Zip Code, Phone Number, and Email Address.

*** Agent Authorization –** An Agent Authorization from will need to be submitted if you are filling out RRS as an agent. See "*Manage Request Access*" above to change agent and applicant. If you are an applicant, you will not see the Agent Authorization form.

Right of Entry form. If needed, you can fill out and upload the Right of Entry form provided in RRS.

Applicant

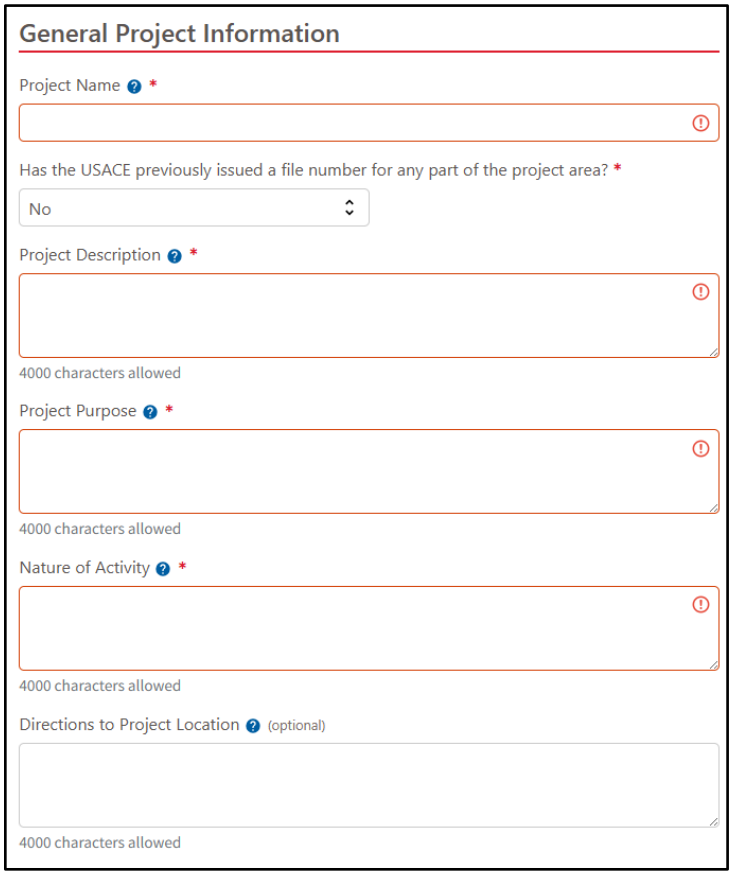
***Applicant information.** Enter applicant information including Name, Address, City, State, Country, Zip Code, Phone Number, and Email Address.

3.2 General Project Information

***Project name**

***Has the USACE previously issued a file number for any part of the project area? – Y/N.** If *"Yes"*, enter permit number.

***Project Description** – Describe the purposed activity and include appropriate dimensions of the structures, fill and/or excavation of the project. Include the direct, and indirect adverse environmental effects the activity would cause, its purpose, and its intended use. The description of the proposed activity should also include information on how the activity has been designed to avoid and minimize impacts to Waters of the United States (WOTUS) to the maximum extent practicable. Identify the material(s) to be used in construction, as well as the methods by which the work is to be done.



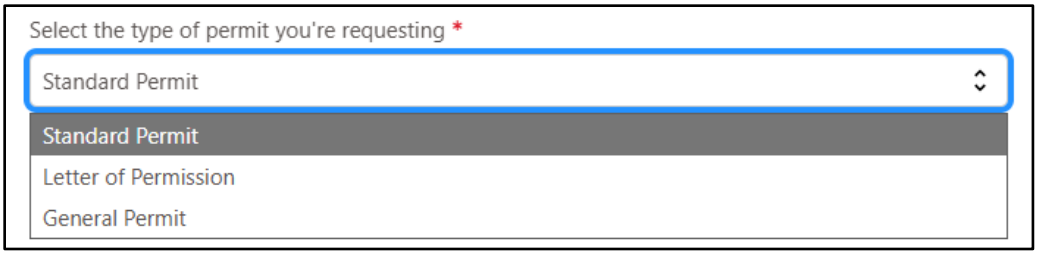
***Project Purpose**. Describe the purpose and need for the proposed project: what will it be used for and why? Also include a brief description of any related activities to be developed as the result of the proposed project.

***Nature of Activity**. Indicate if it is work in waters or discharge of fill material. Note that this is different than what is indicated in the blue question mark.

Direction to Project location. Include highway, street names and river mile if known.

3.3 Permit Information

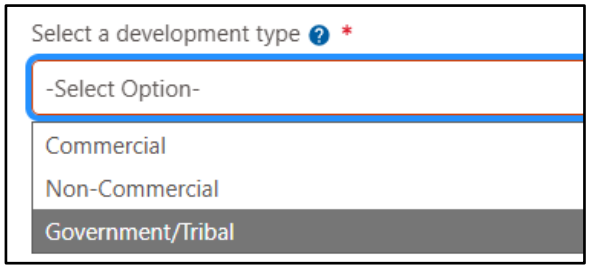
***Select the type of permit you are requesting**: Standard permit, Letter of Permission, General Permit



- *Standard Permit (SP or IP)* - Standard Permits are a type of individual permit typically used for projects that involve more than minimal impacts to Waters of the United States (WOTUS) or that exceed thresholds in the General Permits. An SP can be used to authorize many types of impacts to WOTUS. An SP requires a public interest review, including publication of a public notice (generally lasting 15 or 30 days), National Environmental Policy Act review, Section 404b(1) of the Clean Water Act analysis, and coordination with involved agencies, interested parties, and the general public.
- *Letter of Permission (LOP)* - A Letter of Permission (LOP) is a type of individual permit issued through an abbreviated processing procedure that includes coordination with federal and state fish and wildlife agencies. Letters of Permission are commonly used to authorize structures in Section 10 waters but in some cases can authorize discharges of fill material in WOTUS. A Letter of Permission will be issued where procedures of 33 CFR 325.2(e)(1) have been followed.
- *General Permit (GPs)* - There are three types of general permits: Nationwide Permits (NWPs), Regional General Permits (RGPs), and Programmatic General Permits (PGPs). General permits are typically not tailored for individual applicants/projects but instead authorize activities that the USACE has determined to be substantially similar in nature (such as utility lines, residential developments, bank stabilization, etc.) and which cause minimal individual and cumulative environmental impacts.

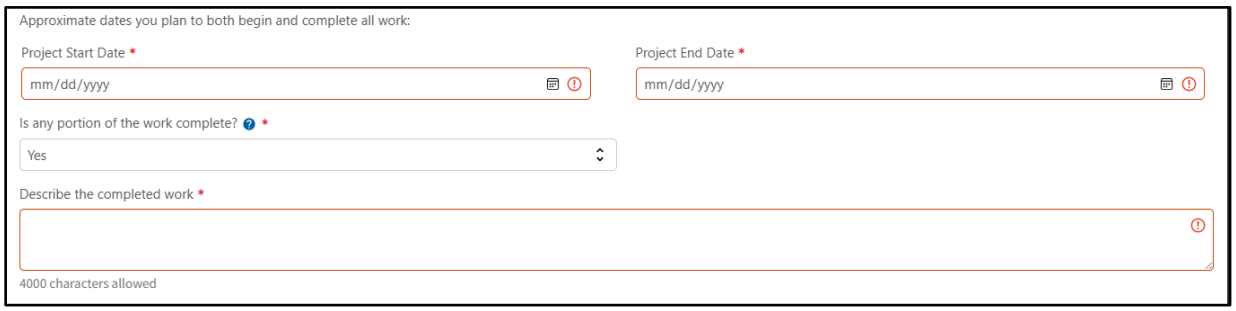
Standard Permit and Letter of Permission

***Select a development type**: Commercial, Non-Commercial, and Government/Tribal. This is to determine fees associated with Corps permits. WSDOT does not pay a fee for Corps permits.

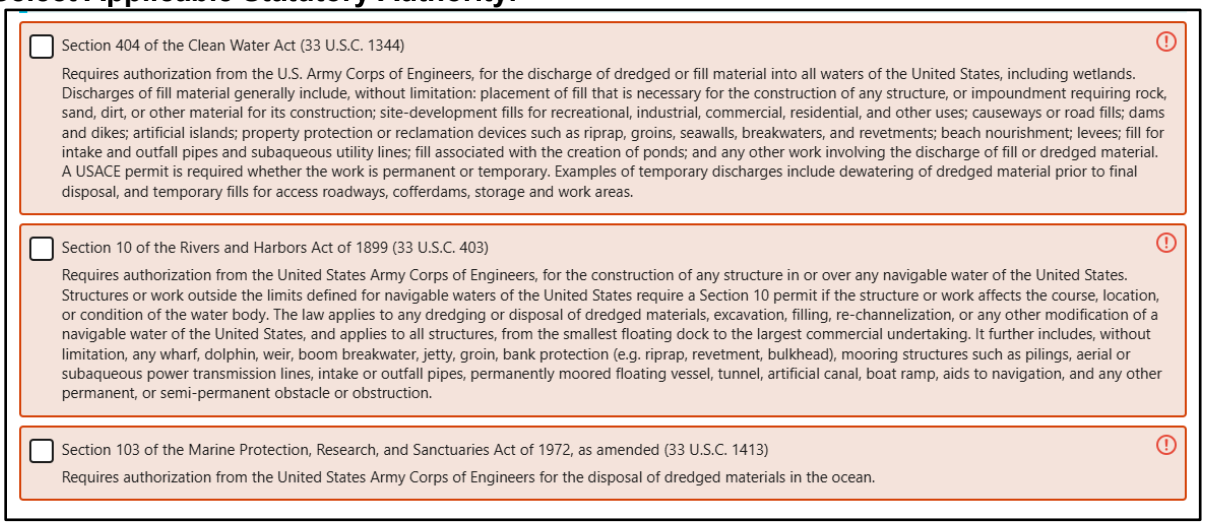


***Have other Certification or Approvals/Denials been received from other Federal, State, or Local Agencies for work described in this application? – Y/N.** If "*Yes*", you will need to include Agency Name, Type of Approval, Identification Number, and Date Applied.

***Approximate Dates you plan to begin and complete work.** This includes Project Start Date, Project End Date, if any portion of the work complete, and, if "*Yes*", a description of the completed work.



***Select Applicable Statutory Authority.**



The Applicable Statutory Authority are

- *Section 404 of the Clean Water Act (33 USC 1344)* – Requires authorization from the US Army Corps of Engineers, for the discharge of the dredged or fill material into all waters of the United States, included wetlands. A USACE permit is required whether the work is permanent or temporary.
- *Section 10 or the Rivers and Harbors Act of 1899 (33 USC 403)* – Requires authorization from the US Army Corps of Engineers for the construction of any structure in or over any navigable water of the United States. Structures or work outside the limits defined for navigable waters of the United States require a Section 10 permit if the structure or work affects of the course, location, or conditions of the water body
- *Section 103 of the Marine Protection, Research, and Sanctuaries Act of 1972, as amended (33 USC 1413)* – Requires authorization from the United States Army Corps on Engineers for the disposal of dredged materials in the ocean.

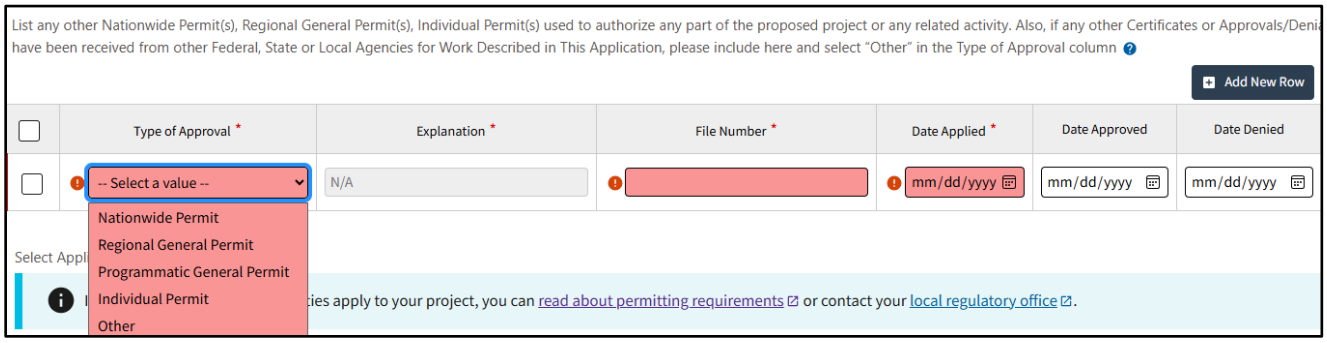
General Permit

***Identify the specific Nationwide Permit(s) or Regional or Programmatic General Permits you propose to use. For guidance on NWPs see Nationwide Permit Information.**

WSDOT typically uses:

- NWP 3 Maintenance,
- NWP 6 Survey Activities
- NWP 13 Bank Stabilization
- NWP 14 Linear Transportation Projects
- NWP 18 Minor Discharge
- NWP 23 Approval Categorical Exclusions
- NWP 27 Aquatic Ecosystem Restoration, Enhancement, and Establishment Activities
- NWP 53 Removal of Low-Head Dams
- NWP 60 Activities to Improve Passage of Fish and Other Aquatic Organisms

Existing Permit table. If there are any Nationwide Permit(s) or Individual Permit(s) that have been issued for the proposed project, list those and include: Type of Approval, Explanation, File Number, and Date Approved. Also, if any other certificates or approvals/denials have been received from other Federal, State, or Local Agency for the work described, select "other" and include.

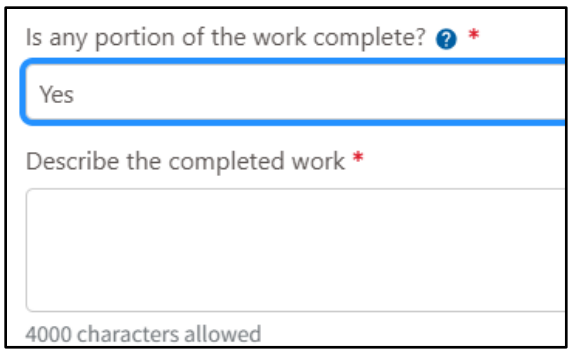


Terms of the NWP. If the terms of the Nationwide Permits(s) you want to use require additional information to be included in the Preconstruction Notification (PCN), provide them here. For Regional Conditions, you can also include that information here.

NWP 3, Maintenance
Information regarding the original design capacities and configurations of the outfalls, intakes, small impoundments, and canals.

NWP 27, Aquatic Ecosystem Restoration, Enhancement, and Establishment Activities
(1) Name, address, and telephone numbers of the prospective permittee;
(2) Location of the proposed activity;
(3) Information on baseline ecological conditions at the project site, including a general description and map of aquatic and terrestrial habitat types on that site. The map of existing aquatic and terrestrial habitat types and their approximate boundaries on the project site should be based on recent aerial imagery or similar information, and verified with photo points or other field-based data points for each mapped habitat type;
(4) A sketch of the proposed project elements of the NWP 27 activity drawn over a copy of the map of existing aquatic and terrestrial habitat types on the project site;
(5) The objectives of the proposed aquatic ecosystem restoration, enhancement, or establishment activity and a description of the techniques or mechanisms that are proposed to be used to increase aquatic ecosystem functions and services on the project site to meet the objectives;
(6) And if applicable, a copy of: (a) the binding stream enhancement or restoration agreement or wetland enhancement, restoration, or establishment agreement with the FWS, NRCS, FSA, NMFS, NOS, USFS, BLM, or their designated state cooperating agencies; (b) the NRCS or USDA Technical Service Provider documentation for the voluntary stream enhancement or restoration action or wetland restoration, enhancement, or establishment action; or (c) the SMCRA permit issued by OSMRE or the applicable state agency.

***Is any portion of the work complete? – Y/N.** If *"Yes"*, describe the complete work.

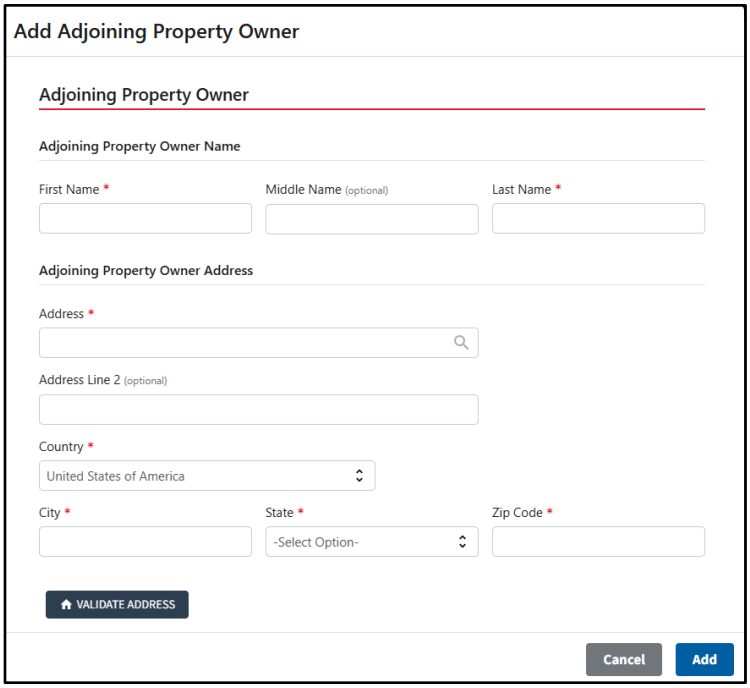


***Select Applicable Statutory Authority**.
Choose which statutory authority the project will be under:

- **Section 404 of the Clean Water Act (33 USC 1344)** – Requires authorization from the US Army Corps of Engineers, for the discharge of the dredged or fill material into tall waters of the United States, included wetlands. A USACE permit is required whether the work is permanent or temporary.
- **Section 10 or the Rivers and Harbors Act of 1899 (33 USC 403)** – Requires authorization from the US Army Corps of Engineers for the construction of any structure in or over any navigable water of the United States. Structures or work outside the limits defined for navigable waters of the United States require a Section 10 permit if the structure or work affects of the course, location, or conditions of the water body.

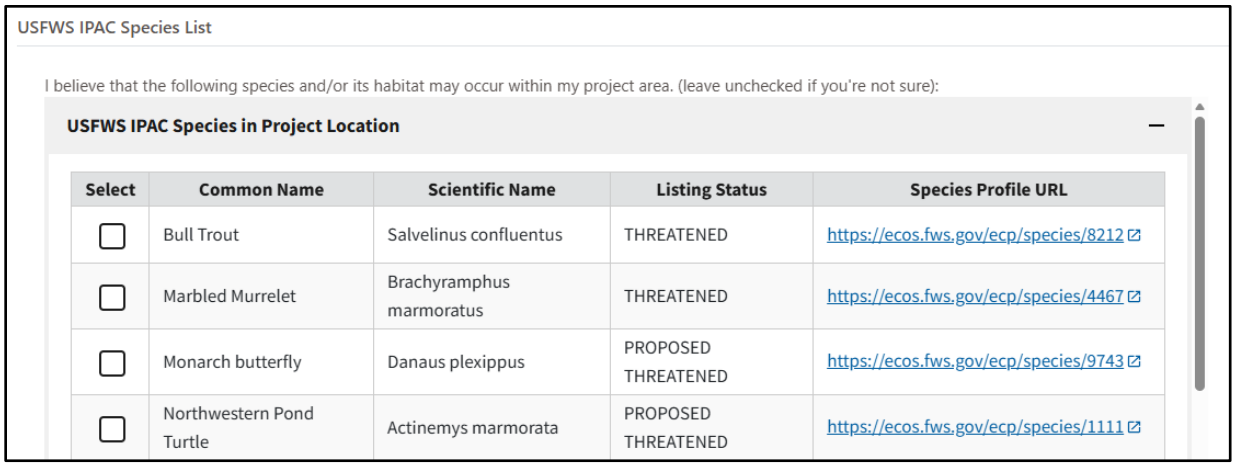
3.4 Adjoining Property Owner(s)

Adjoining property owners will only show up if you have selected Standard Permit.
For individual permits, at least one adjoining property will need to be submitted. This can be done by selecting "Add New Contact" and entering "Name" and "Address" or by uploading the property owner bulk file. See RRS for the "Adjoining Property Owner bulk file template".



3.5 Other Laws and Regulations

***Endangered and/or Threatened Species.** Use the USFWS IPAC Species List and select the species and/or habitat that may occur within the project area.


USFWS IPAC Species List

I believe that the following species and/or its habitat may occur within my project area. (leave unchecked if you're not sure):

USFWS IPAC Species in Project Location

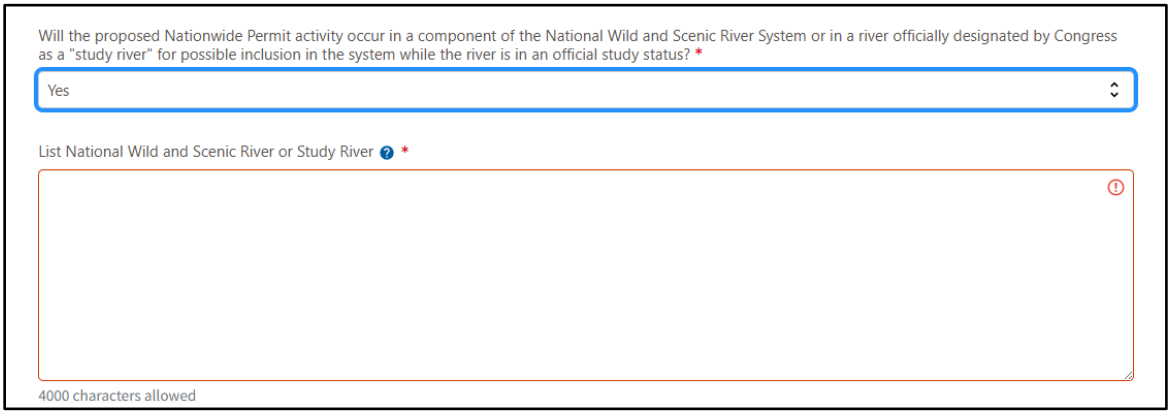
Select	Common Name	Scientific Name	Listing Status	Species Profile URL
☐	Bull Trout	Salvelinus confluentus	THREATENED	https://ecos.fws.gov/ecp/species/8212
☐	Marbled Murrelet	Brachyramphus marmoratus	THREATENED	https://ecos.fws.gov/ecp/species/4467
☐	Monarch butterfly	Danaus plexippus	PROPOSED THREATENED	https://ecos.fws.gov/ecp/species/9743
☐	Northwestern Pond Turtle	Actinemys marmorata	PROPOSED THREATENED	https://ecos.fws.gov/ecp/species/1111

***Additional T/E Species**. List any additional Threatened or Endangered species not included above. If no endangered species exist, enter "None" or "I'm not sure" if you cannot determine this information. You can use this space to list NOAA species and concurrence type and dates for all ESA listed species and habitat. You can also indicate "see ESA documentation".

***Historic Properties.** List any historic properties that have the potential to be affected by the proposed Nationwide Permit activity. If no historic properties exist, enter "None" or "I'm not sure" if you can't determine this information. You can also state "See Section 106 information".

***Wild and Scenic Rivers.** Will the proposed Nationwide Permit activity occur in the component of the National Wild and Scenic River System or in the river officially designated by Congress as a "study river" for possible inclusion in the system while the river is in the official study status? – Y/N.

If *Yes*, ***list the National Wild and Scenic River or Study River.**


Will the proposed Nationwide Permit activity occur in a component of the National Wild and Scenic River System or in a river officially designated by Congress as a "study river" for possible inclusion in the system while the river is in an official study status? *

Yes

List National Wild and Scenic River or Study River *

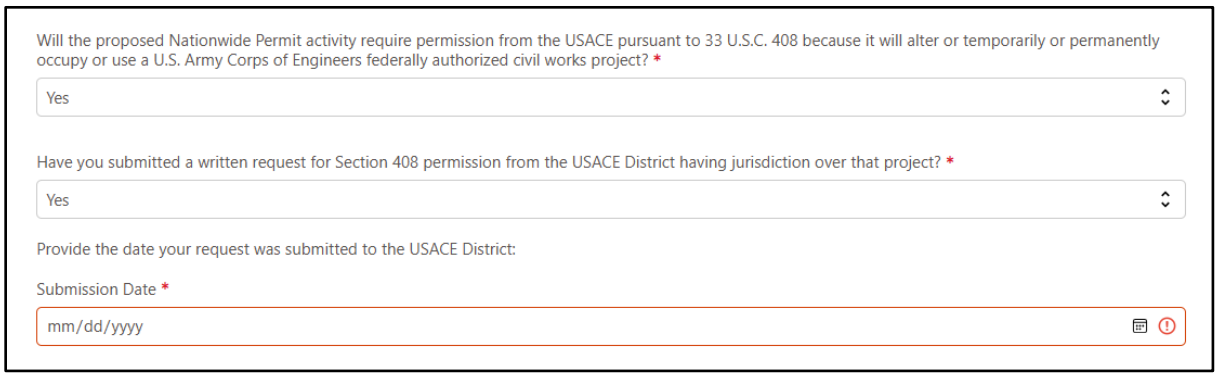
4000 characters allowed

***USACE Civil Work Projects (Section 408).** Will the proposed Nationwide Permit activity require permission from the USACE pursuant to 33 USC 408 because it will alter or temporarily

or permanently occupy or use a US Army Corps of Engineers federally authorized civil works projects? – Y/N

If *Yes*, ***have you submitted a written request for Section permission from the USACE District having jurisdiction over that project? – Y/N**

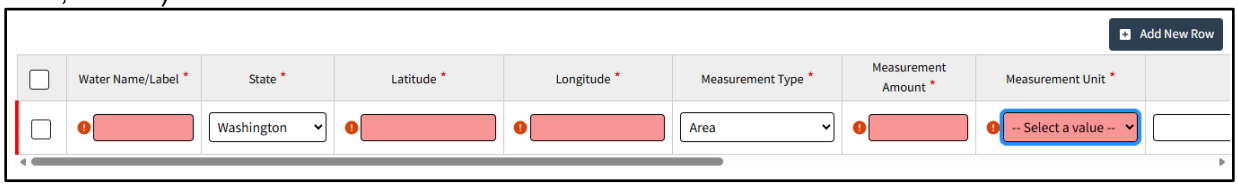
If *Yes*, ***provide the date your request was submitted to the USACE District.**



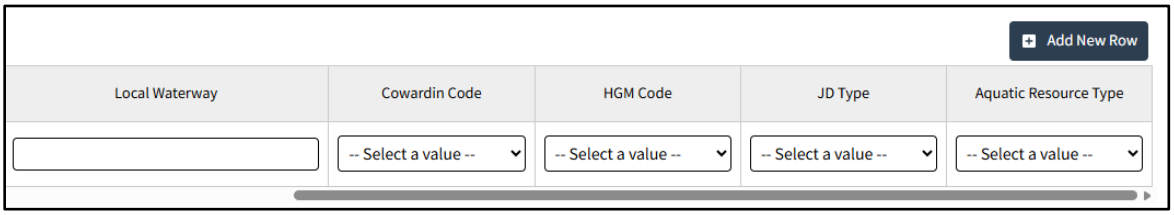
3.6 Aquatic Resource Inventory

Aquatic resources can be entered in three different ways: You can draw the resource on the map, you can enter each resource by selecting Add New Row, or you can upload a bulk file. See RRS_BulkUploadTemplate.xlsm for the bulk file template Aquatic Resources.

***Required fields**: Water name/label, state, longitude/latitude (must include 6 decimal places), measurement type (area or linear), measurement amount, and measurement unit (square feet, acre, or foot)



Optional fields: Local waterway, Cowardin code, HGM code, JD type (No JD required, preliminary, approved), and Aquatic Resource Type. Note: it is preferred that you do *not* enter a Cowardin code or Aquatic Resource Type.



3.7 Impacts and Mitigation

Project impacts and mitigation can be entered by selecting *Add New Row*, or you can upload a bulk file. See RRS_BulkUploadTemplate.xlsm for the bulk file template *Impacts and Mitigation*.

Impacts Table



***Water Name/Label** – Pick list of previously entered Aquatic Resource that would be impacted. Each aquatic resource may have multiple impacts, and/or a project may have several aquatic resources.

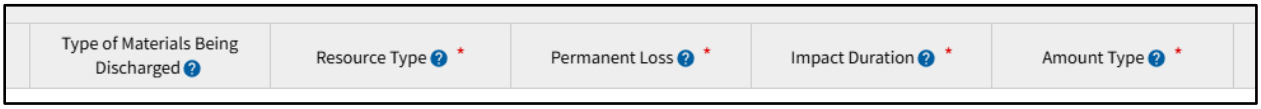
***Impact Name** – Give a unique impact name to each impact entered. Unique names help distinguish one impact from another and can contain information about the aquatic resource or type of activity.

***Activity.** There are numerous options to choose from.

- *Conversion of water types* – Enter fill amounts in area or linear units. Examples include conversion from a forested wetland to a scrub shrub wetland. Enter the amount of scrub shrub in conversion amount. Conversion of wetland type for a utility line installation (this situation occurs when there is no restoration of the forested wetland over the new utility line because of potential future tree root damage to the utility line and the need for emergency access and maintenance.
- *Discharge of dredged material* – Any addition of dredged material into, including redeposit of the dredged material other than incidental fallback within, the waters of the United States. The regulation includes specific examples of what this term includes 33 CFR 323.2(d)(1)(i-iii) and does not include 33 CFR 323.2(d)(2).
- *Discharge of fill material* – The addition of fill material into waters of the US. The term generally includes, without limitations, the following activities: Placement of fill that is necessary for the construction of any structure, infrastructure, or impoundment requiring rock, sand, dirt, or other material for its construction; site-development fills for recreational, industrial, commercial, residential, or other used; causeways or road fills; dams and dikes; artificial islands; property protection and/or reclamation devices such as riprap, groins, seawalls, breakwaters, and revetments; beach nourishments; levees. (33 CFR 323.2(f))
- *Dredging (Section 10)* – Enter area to be dredged and the volume of dredged material removed.
- *Ecology restoration* – Used for Nationwide permit 27 data entry. If the verified permit is a stream or wetland establishment re-establishment, rehabilitation, and/or enhancement activity or stream restoration project, enter the area or linear amounts for amounts for any fill or restored amount. This does not include voluntary restoration done as part of an unauthorized activity.
- *Removal (Section 10 structures)* – Use this field to enter area or linear values for any Section 10 structures that are being removed. This field is not to be used to record the removal of fill material.
- *Structure (Section 10 only)* – An object that is arranged in a definite pattern of organization. Examples of structures include, without limitation, any pier, boat dock, boat ramp, wharf, dolphin, weir, boom, breakwater, bulkhead, revetment, riprap, jetty, artificial island, artificial island, artificial reef, permanent mooring structure, power transmission line, permanently moored floating vessel, pilling, aid to navigation, or any

other manmade obstacle or abstraction (33 CFR 322.2 (b)). Enter area or linear value for the structures proposed to be authorized.

- *Transport of dredged material (Section 103)* – Enter fill volume.
- *Other (Aquaculture, Work, Aerial, or Submarine cable crossing)* – Enter the fill or removal area or removal linear value for temporary and permanent impacts as appropriate. Be careful to distinguish between temporary versus permanent impacts. This impact activity type can also be used for many aquaculture projects in Section 10 waters where cages, pens, etc. are used. "Work" (maintenance/replacement activities with no new fill or additional structures) where the footprint remains the same is not considered a loss of waters.



***Type of Materials Being Discharged**. Describe the material to be discharged within USACE jurisdiction. Please be sure this description will agree with your drawings. Examples of such fill material include, but are not limited to rock, sand, soil, clay, plastics, construction debris, wood chips, overburden from mining or other excavation activities, and materials used to create any structure or infrastructure in the waters of the United States. (33 CFR 323.2(e)).

***Resource Type**. Select the Resource Type from drop down list. Options are Harbor/Ocean, Lake, Non-Tidal Wetland, Other, Pond, River/Stream, and Tidal wetlands.

***Permanent Loss**. Permanent losses occur when a discharge of dredged or fill material changes an aquatic resource or a portion of an aquatic resource (e.g., wetland, stream, pond, deepwater habitat), to a non-aquatic resource (i.e., upland or dry land). The activity results in permanent loss of that aquatic resource in terms of area and function. Conversion of one aquatic resource type to another may not be considered a "permanent loss as some values and functions may remain.

- This differs slightly from the Nationwide Permit definition of permanent losses. The broader NWP Program definition of "loss of WOTUS" below is intended to ensure that NWP activities result only in minimal individual and cumulative effects on the aquatic environment and incorporates threshold requirements.
- Waters of the United States that are permanently adversely affected by filling, flooding, excavation, or drainage because of the regulated activity. The loss of stream bed includes the acres of stream bed that are permanently adversely affected by filling or excavation because of the regulated activity. Permanent adverse effects include permanent discharges of dredged or fill material that change an aquatic area to dry land, increase the bottom elevation of a waterbody, or change the use of a waterbody. The acreage of loss of waters of the United States is a threshold measurement of the impact to jurisdictional waters or wetlands for determining whether a project may qualify for an NWP; it is not a net threshold that is calculated after considering compensatory mitigation that may be used to offset losses of aquatic functions and services. Waters of the United States temporarily filled, flooded, excavated, or drained, but restored to pre-construction contours and elevations after construction, are not included in the measurement of loss of waters of the United States. Impacts resulting from activities that do not require Department of the Army authorization, such as activities eligible for exemptions under Section 404(f) of the Clean Water Act, are not considered when calculating the loss of waters of the United States.



***Impact Duration**. Enter "Permanent" or "Temporary" from the drop-down list. An example of a temporary impact is the discharge of fill for temporary access roads that are later removed and returned to pre-construction contours. The Interagency Wetland Mitigation Guidance discusses permanent, long-term temporary, short-term temporary, direct and indirect. For impact types that are not included in the "impact duration", include in the "provide any additional information" field below.

***Amount Type**. The options here are Fill Area or Removal Area and Removal Volume based on your Activity Type.

***Proposed Length (feet)**. Enter the length of the proposed impact. This is generally used for stream or linear wetland impacts.

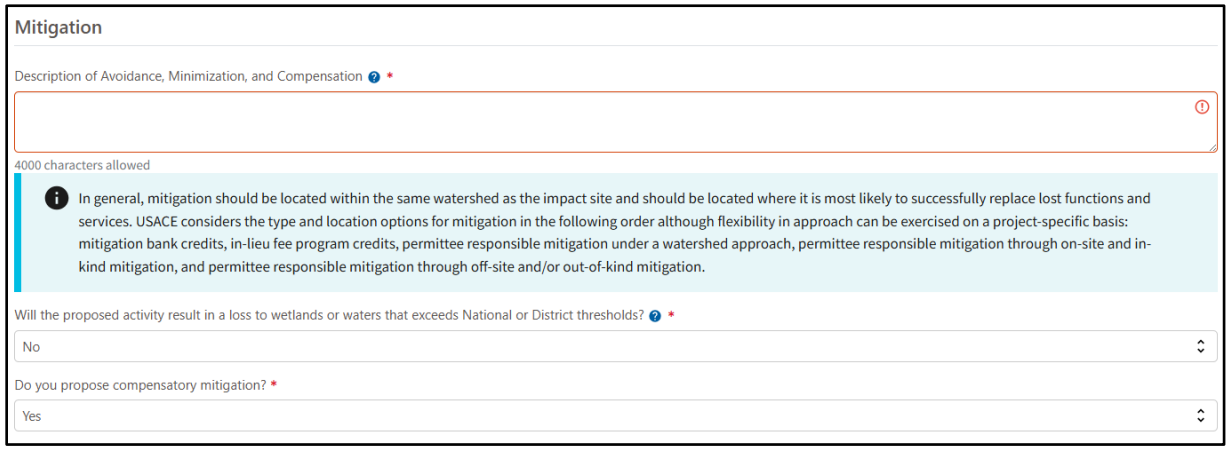
***Proposed Width (feet)**. *Note: The following calculation applies only when the "River/Stream" resource type is selected.*

***Proposed Area Amount**. Area will automatically be calculated if the length and width are provided. If you enter the proposed area the length and width will be grayed out.

***Area Units**. Corresponds to the Proposed Area Amount. Unit type depends on Amount Type selected. Will automatically defer to square feet if you enter a length and width. Can be grayed out depending on the Resource Type.

***Provide any additional information you may have about the proposed quantity of wetlands, streams, or other types of waters directly affected by the proposed activity.** You can include information about the wetland ratings and indirect impacts here.

Mitigation



***Description of Avoidance, Minimization, and Compensation**. Provide a brief explanation describing how impacts to waters of the United States are being avoided and minimized to the maximum extent practicable on the project site. Also provide a brief description of how impacts to waters of the United States will be compensated for, or a brief statement explaining why

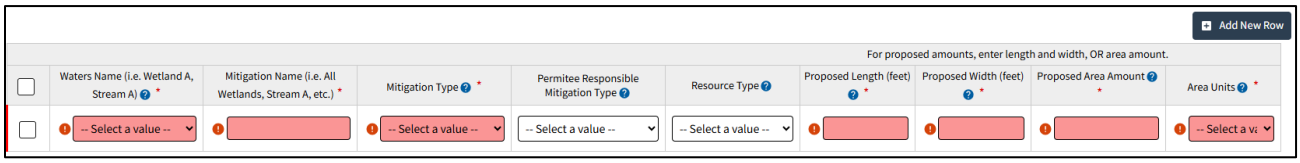
compensatory mitigation should not be required for those impacts. Refer to the Interagency Wetland Mitigation Guidance on how to describe mitigation sequencing.

***Will the proposed activity result in the loss to wetlands or waters that exceed National or District thresholds**? – **Y/N. (This questions will only show up if you have selected General Permit.)** National thresholds include losses greater than 1/10 acre of wetland or 3/100 acre of stream. If "*Yes"*, you will need to explain how compensatory mitigation requirements will be satisfied or explain why the adverse environmental effects are not more than minimal and why compensatory mitigation should not be required. Include how project provides a functional lift or no-net-loss.

***Do you propose compensatory mitigation? – Y/N**. If *"Yes"*, you will need to enter information on the mitigation proposal. You have the option of permittee responsible mitigation or mitigation banks/in-lieu fee program. For Permittee Responsible Mitigation, you can enter mitigation information below by selecting Add New Row or uploading a bulk file.

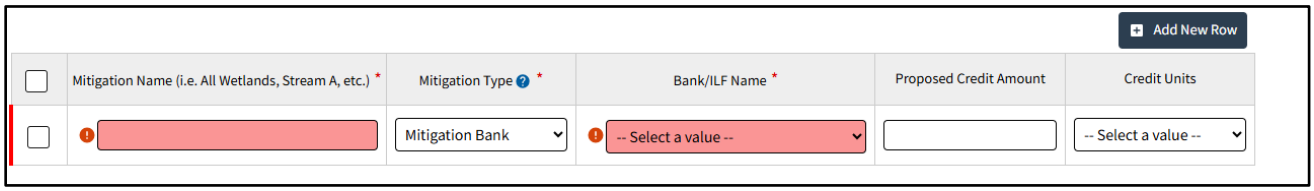
- ***Water Name**– Pick list of previously entered Aquatic Resources that would be impacted. Each aquatic resource may have multiple impacts and a project may have several aquatic resources.
- ***Mitigation Name –** E.g. All wetlands, Stream A
- ***Mitigation Type** – Select from drop down menu. On-site, off-site, or advanced. Advanced Permittee Responsible Mitigation is a form of permittee-responsible mitigation (PRM) constructed in advance of permitted impacts to aquatic resources. All PRM sites must comply with the standards and requirements of the 2008 Mitigation Rule.
- ***Permittee Responsible Mitigation Type**
    - *Establishment* (creation) means the manipulation of the physical, chemical, or biological characteristics present to develop an aquatic resource that did not previously exist at an upland site. Establishment results in a gain in aquatic resource area and functions.
    - *Re-establishment* means the manipulation of the physical, chemical, or biological characteristics of a site with the goal of returning natural/historic functions to a former aquatic resource. Re-establishment results in rebuilding a former aquatic resource and results in a gain in aquatic resource area and functions.
    - *Enhancement* means the manipulation of the physical, chemical, or biological characteristics of an aquatic resource to heighten, intensify, or improve a specific aquatic resource function(s). Enhancement results in the gain of selected aquatic resource function(s) but may also lead to a decline in other aquatic resource function(s). Enhancement does not result in a gain in aquatic resource area.
    - *Rehabilitation* means the manipulation of the physical, chemical, or biological characteristics of a site with the goal of repairing natural/historic functions to a degraded aquatic resource. Rehabilitation results in a gain in aquatic resource function but does not result in a gain in aquatic resource area.
    - *Preservation* means the removal of a threat to, or preventing the decline of, aquatic resources by an action in or near those aquatic resources. This term includes activities commonly associated with the protection and maintenance of aquatic resources through the implementation of appropriate legal and physical mechanisms. Preservation does not result in a gain of aquatic resource area or functions.
- ***Resource Type** – Select the Resource Type from drop down list. Options are Harbor/Ocean, Lake, Non-Tidal Wetland, Other, Pond, River/Stream, and Tidal wetland.

- **Proposed Length (feet)** - Enter the length of the proposed impact. This is generally used for stream or linear wetland impacts.
- **Proposed Width (feet)** - *Note: The following calculation applies only when the "River/Stream" resource type is selected.*
- **Proposed Area Amount** - Area will automatically be calculated if a length and width are provided. Enter the area of impact here.
- **Area Units** - Corresponds to the Proposed Area Amount. Unit type depends on Amount Type selected. Will automatically defer to square feet if you enter a length and width.



For mitigation Banks/In-Lieu Fee Programs you will need to enter the following information either by selecting Add New Row or by uploading a bulk file. Many Mitigation Banks and In-Lieu Fee sites are automatically populated in RRS.

- ***Mitigation Name**
- ***Mitigation Type** – Mitigation Bank or In-Lieu Fee
- ***Bank or ILF Name** – Select from a list or select other
- **Proposed Credit Amount**
- **Credit Units**



3.8 Supporting Information

***Are there any supporting documents you will be uploading?- Y/N**
If "*Yes*", select "*Add new row*" and enter the required information.
The document type options are:

- Aerial Photograph(s)
- Applicable Supporting Case Law
- Applicable Supporting Scientific Literature
- Aquatic Resource Delineation Report
- Automated Wetland Datasheet
- FEMA/FIRM Maps
- Historic Properties/Cultural Resources Information
- Maps, Plans, Plots or Plats
- Mitigation Plan
- National Wetland Inventory Map
- OHWM Datasheets
- Other information
- Project Plans
- Site Photograph(s)
- State Water Quality Certification
- State/Local Aquatic Resource Form
- State/Local Wetland Inventory Map
- Threatened and Endangered Species Information
- US Geological Survey Map
- USACE navigable water study
- USDA NRCS Soil Survey Map
- USGS Hydrologic Unit Code Map

- USGS National Hydrography Dataset Map
- Wetland Datasheets

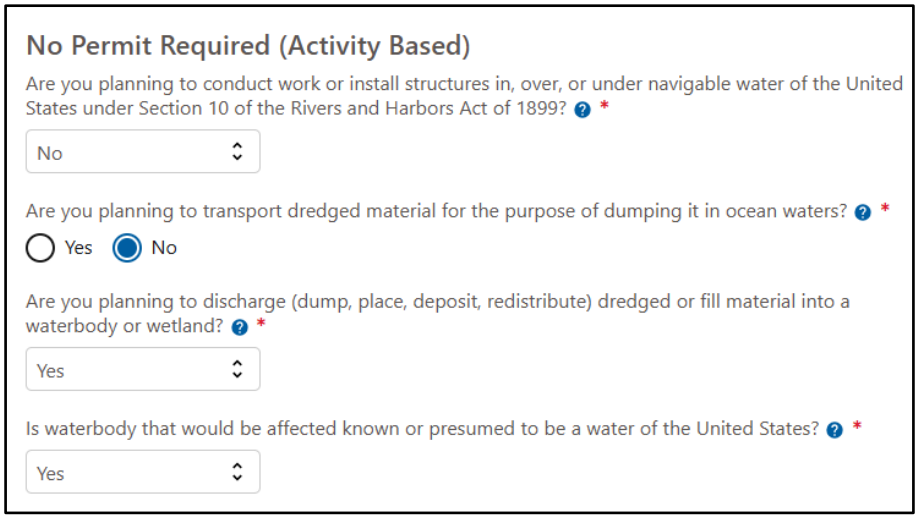
4. No Permit Required (Maintenance Exemption)

Text with an asterisk (*) is required. Text without an asterisk is optional.

First, follow the instructions in Chapter 2: Starting a New Application and select No Permit Required if you believe your activity is exempt under Section 404(f) of the Clean Water Act (CWA), and is not recaptured (33 CFR 323.4(c)). In such cases, a "No Permit Required" (NPR) letter may be provided to document that a DA permit is not necessary. This electronic NPR request offers applicants a means to obtain written correspondence that their project does not require DA authorization.

Then review Chapter 3.1 Contact Information and 3.2 General Project Information: Nationwide Permits before proceeding with No permit Required. **It is important to review those instructions in Chapter 3 because No Permit Required will require that information as well**. To reduce redundancy, these requirements are not repeated in Chapter 6, only new information needed specifically for No Permit Required is listed below.

***Are you planning to conduct work or install structures in, over, or under navigable water of the United States under Section 10 of the Rivers and Harbors Act of 1899? – Y/N.** Examples include: Floating docks, powerlines, dredging, and informational buoys located in, over, or under a navigable water. Definitions for Section 10 of the Rivers and Harbors Act of 1899 are provided at 33 CFR 322.2. If *"No"*, you will move on to the next question.



***Are you planning to transport dredged material for the purpose of dumping it in ocean waters? – Y/N.** Definitions for Section 103 of the Marine Protection, Research, and Sanctuaries Act are provided at 33 CFR 324.2. If *"No"*, you will move on to the next question.

***Are you planning to discharge (dump, place, deposit, redistribute) dredged or fill material into waters of the United States? – Y/N.** Definitions for Section 404 of the Clean Water Act are provided at 33 CFR 322.2. If *"Yes"*, you will move on to the next question. Examples include:

- Placement of fill that is necessary for the construction of any structure or infrastructure in a water of the United States
- The building of any structure, infrastructure, or impoundment requiring rock, sand, dirt, or other material for its construction

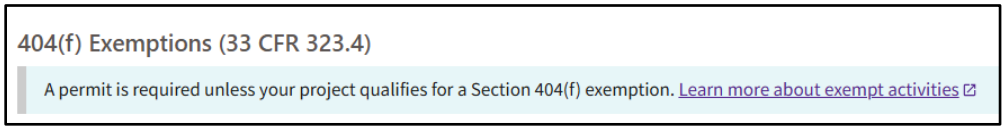
- Site-development fills for recreational, industrial, commercial, residential, or other uses
- Causeways or road fills
- Dams and dikes
- Artificial islands
- Property protection and/or reclamation devices such as riprap, groins, seawalls, breakwaters, and revetments
- Beach nourishment
- Levees
- Fill for structures such as sewage treatment facilities, intake and outfall pipes associated with power plants and subaqueous utility lines
- Placement of fill material for construction or maintenance of any liner, berm, or other infrastructure associated with solid waste landfills
- Placement of overburden, slurry, or tailings or similar mining-related materials
- Artificial reefs
- Mechanized grading

Temporary placement of fill material in waters requires a permit.

Definitions for Section 404 of the Clean Water Act are provided at 33 CFR 323.2.

Is waterbody that would be affected known or presumed to be a water of the United States? Y/N If you answer Not sure you will be directed to submit for jurisdictional determination. Contact MAPP if you have questions.

If you select the answers to move on to the next question, your project may be Section 404(f) maintenance exempt and the following will pop up:



For section 404(f) Exemptions you will need to answer the following questions.

***Does the discharge contain a toxic pollutant listed under Section 307 of the Clean Water Act? – Y/N.** If any discharge resulting from the exempt activities contains any toxic pollutant listed under Section 307 of the Clean Water Act, the discharge will be subject to any applicable toxic effluent standard or prohibition, and will require a Section 404 permit. If *"No",* you will move on to the next question.

***Will any part of the discharge convert an area of a water of the U.S. into a use to which it was not previously subject, where the flow and/or circulation of waters may be impaired or the reach of the waters reduced? – Y/N.** If the purpose of the project is to convert a waters of the U.S. into a use to which is was not previously subject, where flow or circulation of water of the U.S. may be impaired or the reach of such waters is reduced, your project would not qualify for an exemption

***Does your project involve the discharge of dredged or fill material for normal farming, silviculture, and ranching activities such as plowing, seeding, cultivating, minor drainage, harvesting for the production of food, fiber, and forest products, or upland soil and water conservation practices? Y/N**

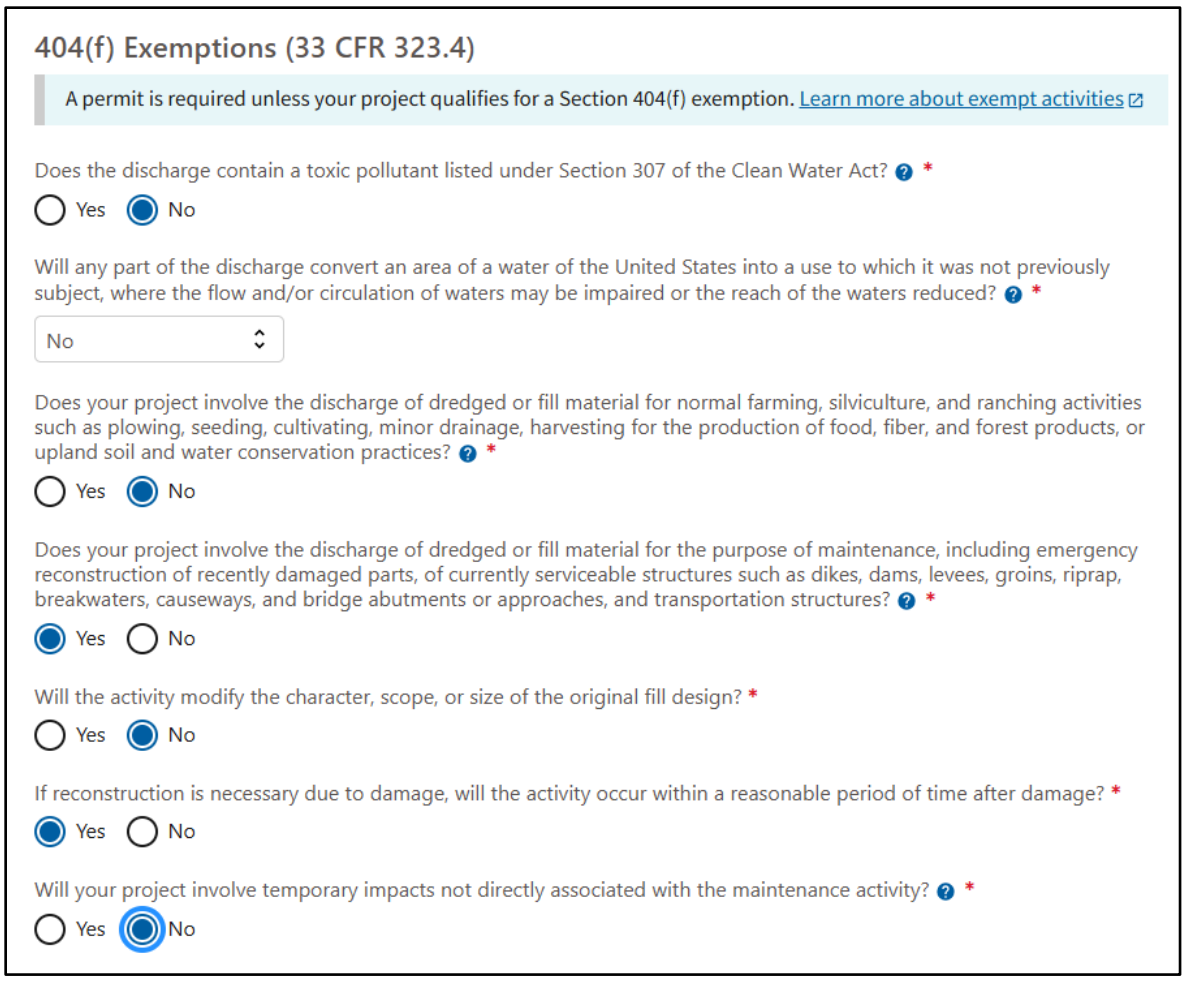
To fall under this exemption, the activities must be part of an established farming, silviculture, or ranching operation. These activities include plowing, seeding, cultivating, harvesting food, fiber, and forest products, or upland soil and water conservation practices. This specific exemption does not apply to farm or stock ponds or drainage ditches, they are addressed in a later exemption. Learn more information on this exemption. If *"No",* you will move on to the next question.

***Does your project involve the discharge of dredged or fill material for the purpose of maintenance, including emergency reconstruction or recently damaged parts of currently serviceable structures such as dikes, Dams, levees, groins, riprap, breakwaters, causeways, bridge abutments or approaches or transportation structures. – Y/N.**

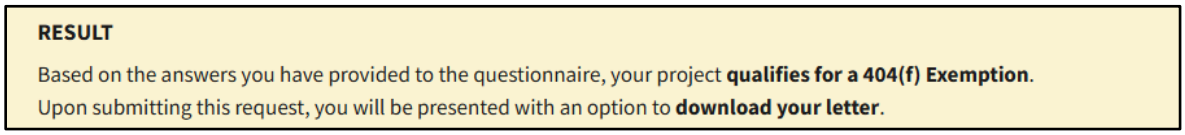
***Will the activity modify the character, scope or size of the original fill design? – Y/N.** Will the fill be placed outside of the originally authorized footprint? Is the same type of material being placed? Does the intent of the fill have a different purpose from what was previously authorized? If *"No",* you will move on to the next question.

***If reconstruction is necessary due to damage, will the activity occur within a reasonable period of time after the damage? – Y/N.** The Corps considers a reasonable time period to be two years from the time of damage. If *"Yes",* you will move on to the next question.

***Will your project involve more than temporary impacts associated with the maintenance activity? – Y/N.** Temporary discharges incidental to a maintenance activity that is exempt under Section 404(f) are also exempt. If *"Yes"* or *"No",* you will move on.



If you answered the following questions as shown in the picture above, you will not need to submit supporting information:



When you go to the Certify, Sign, and Submit screen will have a result box that explains that the project is maintenance exempt. It will also allow you to download or print out your maintenance exemption letter. If you have received a request for jurisdictional determination instead you will be directed to complete the jurisdictional determination module, please contact MAPP.

5. Submitting the Application

5.1 Certify, Sign, and Submit



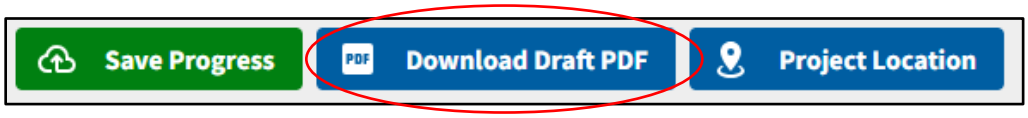
For all applications, the final section is "*Certify, Sign, and Submit*". RRS will show you what sections are incomplete (with a red exclamation point) and therefore need additional information. You will need to go back and make sure all the sections with an asterisk are filled out. You will not be allowed to submit an application until all those sections have been completed (with a green check mark). You can also look at the "Steps" on the left side of RRS.

Important!

After you click "Submit", you will need to email the Corps and Ecology to let them know you have submitted the application. Send an email to ESOPermittingliaisons@wsdot.wa.gov. This will send an email to MAPP, the Corps liaisons, and Ecology liaisons.

For projects that will need a section 401 individual water quality certification, include ecyrefedpermits@ecy.wa.gov along with

- **The 401 water quality request form**
- **A .PDF of the RRS application that was submitted to the Corps** "Download Draft PDF" to download the .PDF of the RRS application
- **A complete JARPA or WSDOT PCN, if available**



Project owner can be changed for signature. Go to "*My Dashboard*" and select the action button to the left of the project. This will allow manage request access. You can change project owner, give someone read/write access, or read only access. In order to give someone access they will need to have a login to RRS. Only the project owner can submit the application.

5.2 Tracking, Modifying, and Withdrawing Submissions

Tracking and withdrawing submissions can be done through the dashboard.

Important!

RRS does not accommodate modifying application materials after submission. If you need to update/modify information, you must send an email to the Corps project manager (Sandi Manning, Samantha Stanford).

6. Help and Resources

If help is needed beyond what is provided in this document, please reach out to the Multi Agency Permit Program at MAPP@wsdot.wa.gov.

6.1 FAQ

- Do I need to submit information to Ecology?
  Yes, you will need to submit an application to Ecology if an individual Water Quality Certification is needed under Section 401 of the Clean Water Act.
- Can I just put "see document" in the comment section? –
  Yes, you can put "see document" for specific field. The user guide explains which fields you can do this in.
- Do I still need to include indirect impacts?
  Yes, the Corps still regulates indirect impacts and will need that information. It can be included in the mitigation section field "Provide any additional information you may have about the proposed quantity of wetland, streams, and other types of waters directly affected by the proposed Nationwide permit activity."
- Do you have to use RRS to contact the Corps?
  No, you can still contact the Corps via email or phone.
- I have an emergency project do I have to use RRS?
  Emergency permitting should follow the written guidance available on the wetland and other waters webpage. If the work is maintenance exempt RRS can be used.
- I put in information that needs to be updated what do I do?
  If you have updated information, you will need to submit it to the Corps project manager via email.
- How do I make this information available for review before it is submitted? –
  You can change the project as well as add additional people to the project by going to the dashboard and selecting Action next to the project. Here you can manage request access to add additional people to your project or change project owner.
- I need help or have questions who do I contact? –
  You can contact MAPP@wsdot.wa.gov or submit feedback on the main page of RRS or to rrs@usace.army.mil.

6.2 Additional Resources

WSDOT RRS Resources [WSDOT SharePoint folder with RRS resources]
RRS Login Scribe [pdf]
NAEP Webinar Regulatory Request System RRS For Streamlined Permitting [YouTube video]
USACE RRS Overview [YouTube video]
USACE RRS Aquatic Resources [YouTube video]
USACE RRS Start a New Request [YouTube video]
USACE RRS Impacts and Mitigation [YouTube video]
Federal Log-In.gov Help Center [website]

Appendix A: RRS Information Crosswalk

This form is intended to show where RRS information can be found in the JARPA or other source documents so the JARPA can be used as a copy and paste document when submitting in RRS. More detailed information can be found in the RRS User Guide. Ecology will need the JARPA filled out and submitted so they have the necessary information to issue a permit decision for Section 401 Water Quality Certification.

Below are the questions from RRS and where the information can found in the JARPA or source documents.

Contact Information

Agent

RRS	Source Documents
Has the applicant hired an agent to complete the application process?	This will default to yes if you are the agent Project ownership change be changed in RRS.
Agent Contact Info	This can be automatically populated or JARPA Part 3a, 3c-3g
Agent Authorization	This is a form within RRS and will not need to be included if you change the project owner to applicant in RRS.
Right of Entry	This is a form within RRS.

Applicant

RRS	Source Documents
Applicant Name	JARPA Part 2a
Applicant Address	JARPA Part 2c and 2d
Applicant Contact Information	JARPA Part 2b and 2e – 2h

General Project Information

RRS	Source Documents
Project Name	JARPA Part 1
Has the USACE Previously issued a file number for any part of the project area?	Yes or no
Previous File Number(s)	Enter number for previous file number
Project Description	JARPA Part 6a
Project Purpose	JARPA Part 6b
Nature of Activity	Work in waters or discharge of fill material.

Permit Information

Identify the specific Nationwide Permit or Regional or Programmatic General Permit you propose to use	WSDOT has used select • NWP 3 Maintenance • NWP 6 Survey Activities • NWP 13 Bank Stabilization • NWP 14 Linear Transportation Projects • NWP 18 Minor Discharge • NWP 23 Approved Categorical Exclusions • NWP 27 Aquatic Ecosystem Restoration Enhancement, and Establishment Activities • NWP 60 – Activities to Improve Passage of Fish and Other Aquatic Organisms
Select the type of permit you are requesting	Select Standard Permit (IP) or General Permit (NWP)
List any other Nationwide Permit(s), Regional General Permits, Individual Permits used to authorize any of the proposed project or any relative activity. Also, if any other Certificates or Approvals/Denials have been received from Federal, State, or Local Agencies for work described in this application, please include here and select "other" in the type of approval column.	JARPA Part 10b
Select a development type	Select Government/Tribal
Project Start and End Date	JARPA Part 6f or JARPA Attachment D
Select Applicable Statutory Authority	• Section 404 of the Clean Water Act or • Section 10 of the Rivers and Harbors Act of 1899
Is any portion of the work complete?	Yes or no
Describe the completed work.	This is case-by-case.

Adjoining Property Owners Standard Permits (IP) only

RRS	Source Documents
Adjoining Property Owners	JARPA 5h or JARPA Attachment C

Other Laws and Regulations

Endangered and/or Threatened Species

RRS	Source Documents
USFWS IPAC Species in Project Location	JARPA Part 9m
List any Additional Threatened or Endangered Species not included above.	JARPA Part 9m

Historic Properties

RRS	Source Documents

List any historic properties that have the potential to be affected by the proposed Nationwide permit activity.	JARPA Part 9l

National Wild and Scenic Rivers

RRS	Source Documents
Will the proposed Nationwide Permit activity occur in a component of the National Wild and Scenic River System or a river officially designated by Congress as a "study river" for possible inclusions in the system while the river is in an official study status?	Wild and Scenic Rivers are not included in the JARPA.
List National Wild and Scenic River or Study River.	List

USACE Civil Works Projects (Section 408)

RRS	Source Documents
Will the proposed Nationwide Permit Activity require permission from the USACE pursuant to 33 USC 408 because it will alter or temporarily or permanently occupy or use a USACE federally authorized civil works projects	Section 408 information is not included in the JARPA.
Have you submitted a written request for Section 408 permission from the USACE District having jurisdiction over the project?	Yes or no
Provide date your request was submitted to USACE District.	Submittal date

Aquatic Resource Inventory

RRS	Source Documents
Aquatic Resource Inventory	Use excel spreadsheet from the WSAR or JARPA part 5i and 5j along with ratings forms and information from WSAR.

Impacts and Mitigation

Impacts

RRS	Source Documents
Impacts	JARPA Part 7h and 8e or use excel spreadsheet in mitigation plan or restoration report.
Provide any additional information you may have about the proposed quantity of wetland, streams, and other types of	See Nationwide Permits

waters directly affected by the proposed Nationwide permit activity. This level of detail is helpful to better understand the type of impacts that are proposed for your project.	

Mitigation

RRS	Source Documents
Description of Avoidance, Minimization, and Compensation.	JARPA Part 7a and 8a
Will the proposed activity result in a loss to wetlands or waters that exceed the National or District thresholds?	Yes or no. A loss is over 1/10 of an acre of wetland or 3/100 of an acre of stream.
Do you propose compensatory mitigation?	Yes or no
Explain how compensatory mitigation requirements will be satisfied or explain why the adverse environmental effects are not more than minimal and why compensatory mitigation should be required for the proposed activity.	See Nationwide Permits

Permittee Responsible Mitigation

RRS	Source Documents
Permittee Responsible Mitigation	Use excel spreadsheet from the mitigation plan or JARPA Part 7h

Mitigation Bank or In-Lieu Fee Program

RRS	Source Documents
Mitigation Bank/In-Lieu Fee Programs	Use excel spreadsheet from the mitigation plan or JARPA Part 7h

Supporting Information

RRS	Source Documents
Document Type	Select from list
Document Created Date	Creation date
Document Label	YYYYMMDD_Title Example 20250228_ESA
Information Source/Citation	WSDOT or Consultant