



January 12, 2017

Re: 2017 USACE Wetland Maintenance Permit Application
Annual USACE Permit Processing and SRCD Program Support Fee

Dear Suisun Marsh Landowners:

Suisun Resource Conservation District (SRCD), California Department of Fish and Wildlife (DFW), and Department of Water Resources (DWR) were issued the U.S. Army Corps of Engineers (USACE) Regional General Permit 3(RGP 3) Permit No. 2012-00258N. This permit allows landowners to conduct authorized maintenance activities in the managed wetland areas of the Suisun Marsh. The permit contains many special Terms and Conditions, new work items, construction Best Management Practices, detailed reporting requirements, pre-construction notification requirements, testing requirements for imported material, and on site monitoring requirements for certain permitted work activities.

Enclosed is a copy of the 2017 USACE RGP 3 Wetland Maintenance Permit Application and the \$4.00 per acre annual Permit Processing and SRCD Program Support Fee request.

This annual application form is the only one that will be mailed to your property. If you are not the person responsible for maintenance and work activities on your property, please forward this information to the appropriate individual within your club. The RGP 3, 401 Regional Water Quality Control Board Certification, U.S. Fish and Wildlife Service and U.S. National Marine Fisheries Service Biological Opinions, and application forms are all available on SRCD's website at www.suisunrcd.org.

SUMMARY OF APPLICATION PROCEDURES:

- Fill out the "2017 Proposed Work Application" and submit it to SRCD. SRCD will compile the information and submit it to the USACE on the last business day of each month. The USACE will review all proposed work activities and provide a written approval to each property. If you do not have this approval letter from the USACE your work application is not authorized to proceed.
- Please accurately fill out a map and designate each work activity by number and color on the maps. Each work activity has a designated number (found in the far left column of the application form). You may use this number to denote work activity locations on the map that will be submitted with the work application.
- If during the work season you find a need to conduct work activities you didn't apply for on your original application, then you must fill out a "Request for Maintenance Amendment" form and submit it to SRCD.

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Water Manager/Biologist
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SUISUN RESOURCE CONSERVATION DISTRICT •

2544 Grizzly Island Road
Suisun, CA 94585-9539
(707) 425-9302
(707) 425-4402 FAX
srcd@suisunrcd.org
www.suisunrcd.org

This request will also have to be reviewed and approved by the USACE. The form can be found on the Suisun RCD website.

- If an emergency situation occurs you must fill out the “Request for Urgent or Unforeseen Activity” form and fax it directly to the USACE and SRCD. This will trigger immediate review and possible approval of work activities. The form can be found on the Suisun RCD website.
- After October 1st of each year, SRCD will send a letter requesting the amount of work activities you actually completed. **NOTE:** You should keep a photocopy of the “Proposed Work Application” for your files. Upon receiving the letter from SRCD, fill in the columns of actual work completed and return the completed form to the SRCD office by **November 22, 2017**.
- During (or shortly after) the construction season the Regulatory Agencies will conduct a random audit of any or all work activities on selected properties. This audit will verify that the landowners are complying with the Terms and Conditions, best management practices, and are accurately reporting and conducting approved work activities. As a landowner, this means that you must be familiar with the permit conditions and ensure you or the contractors you hire are conducting work activities consistent with the permit.

As a landowner working under this permit you need to thoroughly understand and agree to the conditions and requirements prior to initiating any permitted work activities. It is your responsibility to ensure that you or your contractors comply with the Terms and Conditions, Best Management Practices and reporting requirements of this permit.

In addition, the policy of the SRCD requires payment of a \$4.00 per acre fee for your property to work under the USACE permit. Landowners that do not pay their annual fees will not be eligible to participate in SRCD Suisun Marsh programs such as wetland enhancement cost share programs, invasive weed control program, early flooding program, mosquito abatement, or seed programs.

SRCD thanks you in advance for your cooperation in the administration of this permit and the oversight and reporting requirements. SRCD has attempted to minimize reporting confusion and complications, but the permit has significant requirements that SRCD and the landowners must comply with. If you have any questions please contact the SRCD main office at (707) 425-9302 or the SRCD Water Manager office at (707) 426-2431 for assistance.

Sincerely,



Steven Chappell
Executive Director
Suisun Resource Conservation District