



January 8, 2025

Re: The USACE Wetland Maintenance Permit 2025 Application and SRCD Annual Permit Processing and Program Support Fee

**Dear Suisun Marsh Landowners:**

This is the third year of our renewed 5-year U.S. Army Corps of Engineers (USACE) Regional General Permit 3 (RGP 3) SPN-2012-00258. 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, permitting requirements such as construction Best Management Practices, hazardous materials management plans that must be on file at your club, detailed reporting, pre-construction notification, testing protocols for imported material, on-site monitoring and Bay Conservation and Development Commission (BCDC) Marsh Development Permits for certain permitted work activities.

Enclosed is a copy of the 2025 USACE RGP 3 Permit Application and the annual SRCD \$4.00 per acre Permit Processing and Program Support Fee. Please thoroughly read all documents carefully.

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

This annual application package 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, BCDC CZMA Consistency Determination, U.S. Fish and Wildlife Service and U.S. National Marine Fisheries Service Biological Opinions, Hazardous Materials Management Plan template, and application forms are also all available on SRCD's website at [www.suisunrcd.org](http://www.suisunrcd.org), under the "Permits" tab.

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## SUMMARY OF APPLICATION PROCEDURES:

- Fill out the “2025 Proposed Work Application” and submit it to SRCD. 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 at multiple locations on the map that will be submitted with the work application.
- Any proposed work items listed on the application in **RED (with \*\* above the #)** will need to have a BCDC Marsh Development Permit or receive concurrence that a permit is not needed with BCDC before the USACE approved work can be initiated.
- SRCD will compile the application information and submit it to the USACE on the last business day of each month for authorization. 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 with any work activity.
- If during the work season you find 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. This request will also have to be reviewed monthly and authorized by the USACE. This form can be found at [www.suisunrcd.org](http://www.suisunrcd.org) under the “Permits” tab.
- If an emergency situation occurs, you must fill out the “Request for Urgent or Unforeseen Activity” form and email it directly to the USACE and SRCD and call SRCD to verify a receipt and completeness of your application. This will trigger immediate review and request for USACE’s approval of urgent work activity. This form can be found at [www.suisunrcd.org](http://www.suisunrcd.org) under the “Permits” tab.
- Proposed work on the exterior levee listed on the application in **BLUE (exterior pipe replacements or replacement/installation of Rip-Rap)** have Pre, During, and Post construction reporting requirements. This includes pre-construction site monitoring for endangered plants, completion of inspection forms, and photos. Landowners are required to ensure contractors obtain “during work” photos during construction of the project and deliver them to SRCD staff **within 2 weeks** of project completion.
- After October 15<sup>th</sup> 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” you submit to SRCD 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 21, 2025.
- During (or shortly after) the construction season the Regulatory Agencies will conduct an audit of any or all work activities on selected properties in the Marsh. 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 your contractors are conducting work activities consistent with the permit requirements.

The policy of the SRCD requires the payment of a \$4.00/acre permit administration and program support fee for your property to work under the USACE permit. Landowners that do not pay their annual fees will not be eligible to work under the permit or participate in SRCD Suisun Marsh programs such as wetland enhancement cost share programs, invasive weed control program, Portable Pumps, or mosquito abatement cost share.

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 Water Manager office at (707) 426-2431 or the SRCD main office at (707) 425-9302 for assistance.

Sincerely,



Steven Chappell  
Executive Director  
Suisun Resource Conservation District