



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, US ARMY CORPS OF ENGINEERS REAL
ESTATE APPLICATION

OUTLINE

Section 1: Introduction to the Outgrant Application Process

Section 2: Frequently Asked Questions

Section 3: Submission Requirements Overview

Section 4: **General Information to be Submitted by All Applicants** (determines which additional sections need to be completed)

Section 5: To be completed by **Applicants Seeking to Use a Federal Placement Area for the Disposal of Non-Federal Dredged Material**

Section 6: To be completed by **Applicants Seeking Approval to Install, Operate, and/or Maintain a Pipeline**

Section 7: To be completed by **Applicants Seeking Approval to Construct, Operate, and/or Maintain a Facilities Other Than a Pipeline**

Section 8: To be completed by **Applicants Seeking a Shoreline Permit**

Section 9: To be completed by **Applicants Seeking Approval for Any Activity Not Identified in Section 4, Questions 7(a) - (d)**

Section 10: **Checklist and Final Signature Page** (to be completed by all applicants)



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, US ARMY CORPS OF ENGINEERS INTRODUCTION TO REAL ESTATE APPLICATION PROCESS (1)

INTRODUCTION

The Real Estate Application (RE APP) is the form the Pittsburgh District (District) requires applicants to submit for the District to consider requests to use Government controlled property, within its area of responsibility.

Use of Government controlled property is generally prohibited. When it is allowed restrictions, limitations, conditions and other requirements are imposed to assure all laws, policies, regulations and mission requirements are met and the District fulfills its obligation to protect the Federal assets in its area of responsibility.

Requests to use Government controlled property will not be entertained until a complete RE APP is submitted. The **completeness** of a RE Application is determined exclusively by the District. The RE APP has been designed to assure the base information needed to evaluate a request is provided. Additional information may be requested after an application has been accepted, but **if the RE APP is not complete at the time it is submitted it will be returned to the applicant and no further action taken by the District until all required information is provided.** This includes, but is not limited to, information about the applicant. It is the responsibility of the applicant to assure all necessary information is provided.

RE APP PROCESSING OVERVIEW

Whether or not a request to use Government controlled property will be agreed to and under what terms and conditions requires a full District evaluation. The **time** it takes to process an application **VARIES SIGNIFICANTLY** based on the complexity of the request and a number of other factors. Typically, **no less than 6 to 12 months** is needed from the time an application is accepted (acceptance here means all required information has been received by the District it deems necessary) until an outgrant is issued. The Real Estate Division requires a minimum of 60 days from the time it receives formal notice from the Operations Division to proceed with its work to issue an outgrant. There are, however, some types of requests that take **over 24 months** to process, as the approval for these actions does not lie within the District, but with U.S. Army Corps of Engineers (USACE) Headquarters.



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, US ARMY CORPS OF ENGINEERS INTRODUCTION TO REAL ESTATE APPLICATION PROCESS (1)

1. **THE REAL ESTATE APPLICATION:**

The starting point for requesting use of Government controlled property within the District's area of responsibility is the Real Estate Application (RE APP). The most recent version of the RE APP can be found on the RE website at:

<http://www.lrp.usace.army.mil/RealEstate/Outgrants.aspx>

The applicant must complete the RE APP and submit it to the RE email box at: LRP-RealEstate@usace.army.mil

This email box is monitored on business days. It is not monitored on weekends or Federal holidays. Applications submitted on weekends or Federal holidays will be considered submitted the next business day. Submitted applications are logged and assigned a **Real Estate Intake Number (REIN)** for the application. An email identifying the assigned REIN and points of contact for the Operations and Real Estate Divisions is sent to the applicant and agent, if an agent is identified. The REIN should be used on all correspondence with the District regarding the application, once it has been assigned.

Acceptance of the RE APP and assignment of a REIN **DOES NOT** assure the ultimate approval of the application. It only means the District is willing to **review** the request.

2. **ADMINISTRATIVE FEES AND CONSIDERATION:**

Two types of money are collected from applicants: administrative fees and consideration. One major difference between administrative fees and consideration is the timing of payment. **Administrative fees are paid in advance.** Consideration is paid at the time the transactional documents are **executed**. A more detailed description of each follows.

Administrative fees. Title 10 U.S.C. 2695 authorizes the collection of the administrative costs to the Government for processing requests for the use of Government controlled property.

These costs include, but are not limited to, payment for work products such as environmental, cultural and historical assessments, contract preparation,



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, US ARMY CORPS OF ENGINEERS INTRODUCTION TO REAL ESTATE APPLICATION PROCESS (1)

determinations of value, and preparation of land surveys, maps, and legal descriptions.

Administrative fees are paid by the applicant in advance. Once an application is assigned a REIN, the assigned Realty Specialist will prepare a letter requesting administrative fees that will be sent to the applicant. Work on the application WILL NOT take place until the requested administrative fees have been paid. Please note that even when administrative fees have been paid Corps mission work takes precedence and the prioritization of applicant work is at the District's discretion. Payment of fees DOES NOT mean your application will be immediately processed. Additionally, payment of administrative fees does not assure the ultimate approval of an application.

If the actual administrative costs for processing the application are greater than the initial request, the applicant will be notified and required to pay the additional amount for processing of the application to continue. If excess funds exist at the time processing of the application is complete, the balance will be refunded to the applicant.

There are a very limited number of exceptions to the requirement that administrative fees be paid. If a specific action falls within an exception, the applicant will be notified. Currently, requests to place non-Federal dredged material, pursuant to Section 401(c) of the Clean Water Act, do not require the payment of administrative fees.

Please note: only payments from Applicants will be accepted. Agents may not make payment on behalf of an applicant.

Consideration. Consideration is the value paid by the applicant for using the Government controlled property. For example, if Government controlled property is leased to the applicant, the consideration is the rent. If the use of the Government controlled property is for the placement of dredged material, the consideration is the value of the Federal capacity in the Dredged Material Placement Area (PLACEMENT AREA) being used. Typically, consideration is paid by the applicant at the time the applicant executes the required transactional documents. As each application differs, the specific consideration and payment terms are contained in the transactional documents executed by the parties.



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, US ARMY CORPS OF ENGINEERS INTRODUCTION TO REAL ESTATE APPLICATION PROCESS (1)

Please note: only payments from Applicants will be accepted. Agents may not make payment on behalf of an applicant.

3. TECHNICAL REVIEW:

Each application must undergo an in-depth technical analysis. The technical review begins in the Operations Division. The Operations Division will work directly with each applicant to request all necessary information for its technical evaluation. What information beyond that which is requested in the RE APP can vary greatly and each applicant must work with the Operations Division to assure what is needed is provided. For example, a request seeking to horizontally directionally drill through a flood protection levee will be required to submit geotechnical information for evaluation. An applicant seeking to place dredged material in a Federal placement area will need to submit a soil testing plan for approval, as well as the testing report, when testing is complete.

When the Operations Division completes its technical review, it submits a written report to the Real Estate Office. This report identifies all the technical terms, conditions, restrictions, etc., to be imposed if the Government controlled property is to be utilized as requested.

4. REAL ESTATE OFFICE REVIEW

Once the Real Estate Office receives the Operations Division's written technical report, it can begin its work processing the application for outgrant purposes. The Real Estate review includes, but is not limited to, meeting all due diligence requirements for the transaction, evaluation of the real estate interests involved, establishing all requirements associated with those interests, determining the application of a broad range of real estate policies, assuring survey requirements are met, establishing the fair market value to be paid, and preparing all appropriate transactional documents. This review typically takes a minimum of 60 days from receipt of the Operations Division technical report.



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, US ARMY CORPS OF ENGINEERS INTRODUCTION TO REAL ESTATE APPLICATION PROCESS (1)

OUTGRANT ISSUANCE

The next step in RE APP processing is the issuance of the transactional documents. It is at this time that consideration must be paid by the applicant. The applicant will receive a letter requesting the consideration for the action authorized, if applicable, along with copies of the transactional documents for execution. The applicant must execute the transactional documents returning the originals, along with a check for the consideration, to the Real Estate Office. Once the check for consideration and executed original documents has been received, the documents will be given to the Real Estate Contracting Officer for execution. Applicants will receive only one original of each transactional document unless multiple originals are requested in advance. **Only when the fully executed original is received by the applicant is the activity authorized.**

Please note: only payments from Applicants will be accepted. Agents may not make payment on behalf of an applicant.

OUTGRANT MANAGEMENT

The final step in outgrant processing is outgrant management. The RE Office is responsible for outgrant management and it lasts for the term of the outgrant, whether that is 30 days, 5 years or any other length of term. Applicants are responsible, pursuant to Title 10 U.S.C. 2695, for payment of administrative fees for outgrant management for term of the outgrant in advance.



**US Army Corps
of Engineers.**

PITTSBURGH DISTRICT, ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FREQUENTLY ASKED QUESTIONS (2)

FREQUENTLY ASKED QUESTIONS

1. HOW LONG WILL IT TAKE FOR ME TO GET MY OUTGRANT?

Whether or not a request to use Government controlled property will be agreed to and under what terms and conditions requires a full District evaluation. The time it takes to process an application VARIES SIGNIFICANTLY based on the complexity of the request and a number of other factors. Typically, no less than **6 to 12 months** is needed from the time an application is accepted (acceptance here means all required information has been received by the District it deems necessary) until an outgrant is issued. The Real Estate Office requires a minimum of 60 days from the time it receives formal notice from the Operations Division to proceed with its work to issue an outgrant. There are, however, some types of requests that take **over 24 months** to process, as the approval for these actions does not lie within the District, but with U.S. Army Corps of Engineers Headquarters.

2. HOW SHOULD MAPPING INFORMATION BE SUBMITTED?

RE Cadastral Data and Format Requirements:

Applicants must submit their GIS data in either the equivalent or lesser version of the following: AutoCAD (.dwg) or ESRI ArcMap 10.0 (.shp) file.

Appropriate metadata must be included (i.e. pipeline owner, size, type of material conveyed, projection and datum, etc.) to specifically include accuracy standards and methodology or locating (i.e. Horizontal & Vertical Accuracy expressed in US Survey Feet (i.e. precision), methodology would be survey grade GPS with ties to existing USACE monuments, digitizing, mapping grade GPS with post-processing, estimated location, etc.) All survey information will also note the Epoch of their datum (i.e. CONUS, 2011, etc.)

If submitting legal descriptions, at least 2 ties to our US Boundary (monuments as found in field) must be listed.

Upon receiving a design CADD or a GIS file we will better determined the location of projects interest and limits. We ask that you please include the Regulatory Permit



**US Army Corps
of Engineers.**

PITTSBURGH DISTRICT, ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FREQUENTLY ASKED QUESTIONS (2)

Tracking Number/Application Number and also indicate the coordinate system and datum that the drawing is currently in. The design data should consist of simple lines and polygons indicating the limits of the project and proposed construction only. If a CADD drawing is provided, please ensure that all layers are properly named to describe that specific feature. If the layers are named using acronyms we would need a legend or boxes with leader lines, identifying each feature class within the drawing. All areas must be created in real-world (model space) with an assigned coordinate system. Please do not send drawings with XREFs or reference files, simply insert all needed files or feature layers into one design file. Cut-sheet or plate layouts in CADD are not needed however, PDF's of propose project plans and/or as-built would be greatly appreciated for further review.

If a GIS shape file is provided, again the same applies about assigning a proper name sequence to describe that specific feature or it can also be defined in the spatial data within the shape file.

To help keep file sizes to the minimum imagery and USGS Quads do not need to be provided.

PERFERED PROJECTED COORDINATE SYSTEM

Datum: North American 1927 (US Survey Feet)

Projection: State Plane

Zone: As appropriate per location

If you have any questions pertaining to Cadastral requirements please feel free to contact Jeffrey Horneman at 412-395-7476.

3. *WHY CAN'T REAL ESTATE USE THE INFORMATION SUBMITTED TO REGULATORY?*

Regulatory Permits control the activities of the applicant to be performed in the Waters of the United States, including wetlands, pursuant to applicable laws and regulations, such as Section 10 of the Rivers and Harbor Act of 1899 and Section 404 of the Clean Water Act. The Regulatory Division's review of permit requests is LIMITED to their jurisdictional authority.

Regulatory Permits **DO NOT and CANNOT** authorize any activity within the Government controlled property of a Federal Navigation Project. **Only the Real**



**US Army Corps
of Engineers.**

PITTSBURGH DISTRICT, ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FREQUENTLY ASKED QUESTIONS (2)

Estate Office can authorize an applicant to access Government controlled property.

Government controlled property includes uplands and submerged lands over which the United States exercises Navigation Servitude, such as in a Federal navigation channel. Furthermore, the information the Regulatory Division needs to perform its work is not the same as that which is required for a Real Estate clearance.

Therefore, applicants must assure they work through BOTH the Regulatory and Real Estate clearance processes to obtain full authorization for any given activity.

4. HOW DO REGULATORY PERMITTING AND WRDA 408 CLEARANCE REQUIREMENTS FIT INTO THE PROCESSING OF THE RE APP?

Regulatory, 33 U.S.C. 408, and Real Estate clearances are **3 separate types of clearances** that may apply to a request to use Government controlled property. Depending on the use requested, even more laws or regulations may apply. For example, if a party seeks to place non-Federal dredged material in a Federal placement area, Section 401(c) of the Clean Water Act applies. A more detailed explanation of each follows.

REGULATORY CLEARANCE

Regulatory Permits control the activities of the applicant to be performed in the Waters of the United States, including Wetlands, pursuant to applicable laws and regulations, such as Section 10 of the Rivers and Harbor Act of 1899 and Section 404 of the Clean Water Act. The Regulatory Division's review of permit requests is LIMITED to their jurisdictional authority. The Regulatory Division does not have authority over Government controlled property.

To inquire as to the Regulatory permits requirements, please see the LRP-Regulatory Division web page at:

<http://www.lrp.usace.army.mil/Missions/Regulatory.aspx>

33 U.S.C. 408 CLEARANCE

33 U.S.C.408 makes it unlawful for any person or persons to build upon, alter, or deface work built by the United States to prevent floods, unless the Secretary of the Army grants permission. For permission to be granted it must be shown that the proposed activity will a) not be injurious to the public interest, and b) not impair the



**US Army Corps
of Engineers.**

PITTSBURGH DISTRICT, ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FREQUENTLY ASKED QUESTIONS (2)

usefulness of the Federal project.

To inquire as to 33 U.S.C. 408 requirements, please see the USACE Headquarters web page at:

<http://www.usace.army.mil/Missions/Civil-Works/Section408/>

REAL ESTATE CLEARANCE

The District is responsible for the use of Government controlled property in its area of operation. The Real Estate Application (RE APP) is the form the Pittsburgh District (District) requires applicants to submit for the District to consider requests to use Government controlled property, within its area of responsibility.

Use of Government controlled property is generally prohibited. When it is allowed restrictions, limitations, conditions and other requirements are imposed to assure all laws, policies, regulations and mission requirements are met and the District fulfills its obligation to protect the Federal assets in its area of responsibility.

The starting point for requesting use of Government controlled property within the District's area of responsibility is the Real Estate Application (RE APP). The most recent version of the RE APP can be found on the RE website at:

<http://www.lrp.usace.army.mil/RealEstate/Outgrants.aspx>

The applicant must complete the RE APP and submit it to the RE email box at: LRP-RealEstate@usace.army.mil

NO DUPLICATION OF REVIEW

It is during the technical review that the Operations Division will verify that Regulatory permits and 33 U.S.C. 408 clearances have been obtained, if required. Three situations can occur:

a. **NO REGULATORY OR SECTION 408 CLEARANCE REQUIRED:** If the activity presented does not require Regulatory or Section 408 clearances, then the Operations Division will begin its Technical Review.

b. **REGULATORY AND/OR SECTION 408 CLEARANCES REQUIRED AND COMPLETE:** If the Regulatory and Section 408 clearances are already complete, the Operations Division will not duplicate the work performed under the Regulatory



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FREQUENTLY ASKED QUESTIONS (2)

and Section 408 clearance processes. Instead, the Operations Division will incorporate the work performed through these clearances into its technical review.

c. REGULATORY AND/OR SECTION FOR CLEARANCES NEEDED BUT NOT COMPLETE: If Regulatory and/or Section 408 clearances are needed but not complete, then the Operations Division cannot begin its Technical Review. Once these clearances are complete, the Operations Division will incorporate the work performed through these clearances into its technical review.

NOTE: Neither a permit from SWG-Regulatory or a 33 U.S.C. 408 clearance authorizes the applicant to access to Government controlled property. **Only the Real Estate Division can grant access** to Government real estate interests within the District area of responsibility. Part of the Real Estate Division's determination of whether or not to grant access is based on whether all permitting and 408 clearance requirements have been met. A Real Estate clearance cannot be processed until all Regulatory permitting and 408 clearance requirements have been met.

5. DO I NEED A REAL ESTATE CLEARANCE TO PUT A PIPELINE UNDER A FEDERAL CHANNEL? **YES!**

The District is responsible for the operation and maintenance of the Federal navigation channel. This includes assuring that structures within and under the channel do not interfere with the operation of the Federal Navigation Projects. Through the Federal Government's right of Navigation Servitude, the District has the authority to control the placement of pipelines under the Federal navigation channels. Submission of a RE App is required. Successful applicants will be issued a Letter of Permission with specific requirements that must be followed.



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION SUBMISSION REQUIREMENTS OVERVIEW (3)

SUBMISSION REQUIREMENTS OVERVIEW

1. The “applicant” is the entity in whose favor the transactional documents will be issued. Applications that fail to provide the true “applicant” information will be rejected. ***If an application is submitted in the name of an agent and the agent later attempts to request the transactional documents be issued in the name of another entity, the application will be terminated and a new application will be required.***

2. All maps need to be submitted in a format compatible with the District’s GIS. SEE **FAQs** for more information.

3. Funds for payment of administrative fees or consideration will only be accepted from the applicant (the applicant is the entity in whose favor the transactional documents are issued). Payments from agents cannot be accepted. **Please note: only payments from Applicants will be accepted. Agents may not make payment on behalf of an applicant.**

4. **FILLING OUT RE APP:** The RE APP has been divided into sections to make it easier to complete.

- All applicants must complete **Section 4**.
- **Completing the questions in Section 4 will direct the applicant to the other Sections of the RE APP that must be completed based on the type of activity being requested.** RE APPS will be returned without processing for the following:
 - All applications **must** include a **specific start date** and duration for the requested activity. Applicants that enter “as soon as possible” or other non-specific language in this field of the application will have the application returned as incomplete.
 - Applications **must** be submitted with the **Articles of Incorporation** or other formation documents for the applicant, except when the applicant is an individual. If the applicant is an individual a social security number is required.
 - Applications submitted on behalf of businesses **must** provide a **W9** with the RE APP.



**US Army Corps
of Engineers.**

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION SUBMISSION REQUIREMENTS OVERVIEW (3)

- **Incomplete** RE APPs will be returned. Answer ALL the questions asked.
 - Any other **deficiency** identified by the Real Estate Office.
5. ***CERTIFICATE OF BUSINESS STATUS:*** Business applicants will be required to provide any other permit, license, or certification which may be required by federal, state, or local statute in connection with their proposed activity (Example: Vendor's license, health certificate, insurance certification). These documents must be submitted within 30 days of the execution of the outgrant transactional document. For more information on Certificates of Business Status please contact the Real Estate Office at LRP-RealEstate@usace.army.mil



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION: GENERAL INFORMATION TO BE SUBMITTED BY ALL APPLICANTS (4)

GENERAL INFORMATION TO BE COMPLETED BY ALL APPLICANTS

1. BUSINESS APPLICANT INFORMATION:

(Business) Name: _____
POC: _____
POC Title: _____
Physical Address: _____
P.O. Box: _____
E-Mail: _____
Phone: _____

- **Articles of Incorporation or Formation Documents - Attach copies**
- **W-9 - Attach copies**
- **Please note: only payments from Applicants will be accepted. Agents may not make payment on behalf of an applicant.**

2. BUSINESS AGENT INFORMATION (IF APPLICABLE):

(Business) Name: _____
POC: _____
POC Title: _____
Physical Address: _____
P.O. Box: _____
E-Mail: _____
Phone: _____

3. INDIVIDUAL APPLICANT INFORMATION:

Name: _____
Physical Address: _____
P.O. Box: _____
E-Mail: _____
Phone: _____
Social Security # _____



US Army Corps of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION: GENERAL INFORMATION TO BE SUBMITTED
BY ALL APPLICANTS (4)

4. **PERMITTING INFORMATION:** Do you hold a current authorizing Regulatory document (i.e., Section 404, Section 10, Nationwide permit(s) or Letter of Permission) for the requested activity?

YES, Enter # _____ **VERY IMPORTANT** NO

If YES, **ATTACH COPIES** of all authorizing permits and amendments.

Note: If your requested activity/action requires a Regulatory permit, no work on the request can be performed until proof of permitting is provided.

5. **PREVIOUSLY ISSUED OUTGRANT:** Do you hold a previously issued outgrant for the requested activity?

YES, Enter # _____ **VERY IMPORTANT** NO

If YES, **ATTACH COPY**

6. **What Federal Project(s) will your request involve? CHECK ALL THAT APPLY**

- | | |
|---|--|
| <input type="checkbox"/> Allegheny River | <input type="checkbox"/> Mosquito Creek Lake |
| <input type="checkbox"/> Berlin Lake | <input type="checkbox"/> Shenango River Lake |
| <input type="checkbox"/> Conemaugh River Lake | <input type="checkbox"/> Stonewall Jackson Lake |
| <input type="checkbox"/> Crooked Creek Lake | <input type="checkbox"/> Tionesta Lake |
| <input type="checkbox"/> East Branch Clarion River Lake | <input type="checkbox"/> Tygart Lake |
| <input type="checkbox"/> Kinzua Dam and Allegheny Reservoir | <input type="checkbox"/> Union City Dam |
| <input type="checkbox"/> Loyalhanna Lake | <input type="checkbox"/> Woodcock Creek Lake |
| <input type="checkbox"/> Mahoning Creek Lake | <input type="checkbox"/> Youghiogheny River Lake |
| <input type="checkbox"/> MJ Kirwan Dam & Reservoir | <input type="checkbox"/> Other (Enter X, Y Coordinate or address): _____ |
| | _____ |
| | _____ |



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION: GENERAL INFORMATION TO BE SUBMITTED
BY ALL APPLICANTS (4)

**7. PLEASE ANSWER THE FOLLOWING QUESTIONS TO ASSIST IN
COMPLETING ONLY THE REQUIRED SECTIONS OF THE REST OF THIS
APPLICATION**

- a. Does your request include the use of a Federal PLACEMENT AREA for the disposal of non-Federal dredged material?

YES NO

If **YES AND** your request involves activities/actions *in addition* to the use of a Placement Area(s) for the disposal of non-Federal dredged material, **complete Section 5 (Applicants Seeking to Use a Placement Area for the Disposal of Non-Federal Dredged Material) AND** answer 7(b), 7(c), and 7(d) to determine what other sections to complete.

If **YES**, but your request **DOES NOT** involves any other activity/action you need only complete **Section 5**.

If **NO**, go to question 7(b) to determine what other sections to complete.

- b. Do your actions/activities include the installation, operation and or maintenance of a pipeline?

YES NO

If **YES**, complete Section 6 (*Pipeline Application*). If **NO**, go to 7(c).

- c. Do your actions/activities include the construction of facilities **other than** a pipeline? Examples include boathouse, docks, bulkhead, uncovered deck, mooring dolphins, rock revetment, access roads, ingress, egress, etc.

YES NO



**US Army Corps
of Engineers.**

**PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION: GENERAL INFORMATION TO BE SUBMITTED
BY ALL APPLICANTS (4)**

If YES, complete Section 7 (*Construct and/or Maintain Facilities Other Than a Pipeline*). If NO go to 7(d) to continue determining if additional sections need to be completed.

- d. Do your actions/activities include having anything to do with the use of shorelines on Army Corps' property?**

YES **NO**

If YES. Complete Section 8 (*Shoreline Permit Application*). If NO go to 7(e)

- e. If your activities/actions do not include any of the items identified in sections 7(a) through (d) immediately preceding, complete Section 9 (*Applicants Seeking Approval for Any Activity Not Identified in Section 4, Questions 7(a) - (d)*).**



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION FOR USE OF FEDERAL PLACEMENT AREA FOR THE DISPOSAL OF NON-
FEDERAL DREDGED MATERIAL (5)

**TO BE COMPLETED BY APPLICANTS SEEKING TO USE A FEDERAL
PLACEMENT AREA FOR THE DISPOSAL OF NON-FEDERAL DREDGED
MATERIAL**

IMPORTANT NOTE: Applicants will only be authorized the use of a Federal Placement Areas for the disposal of non-Federal dredged material for one specific event at a time and for a duration of no longer than one year from the date the activity is authorized or when the dredging activity is complete, whichever comes first. Please submit separate applications accordingly.

- 1. PROJECT DESCRIPTION:** Please provide complete scope of work along with maps showing area to be dredged and placement areas to be used. Note: All maps need to be submitted in a format compatible with the District's GIS. See Section 2, FAQs, for more information
- 2. HYDROGRAPHIC SURVEY:** Please provide a hydrographic survey showing the area to be dredged.
- 3. PLACEMENT AREAS:** Per your Regulatory Permit, identify the Federal placement Area(s) you are requesting to use. Please list Placement Area(s) in order of preferred use. Use of Placement Area(s) is based on our District mission requirements._____.

Note: If you list Placement Area(s) for which you DO NOT have a Regulatory Permit, your application will be canceled and you will need to re-apply once a permit for the relevant Placement Area(s) has been obtained.

Note: If time is an issue selection of a private Placement Area for use rather than a Federal Placement Area means a Real Estate clearance is not required.

- 4. NEW OR MAINTENANCE MATERIAL/CYs:** Is this request for maintenance dredging of existing facilities or new work material? Please provide estimated cubic yard quantities for each type dredging (i.e., maintenance material and new material).



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION FOR USE OF FEDERAL PLACEMENT AREA FOR THE DISPOSAL OF NON-
FEDERAL DREDGED MATERIAL (5)

Maintenance Dredging of Existing Facilities
Estimated Cubic Yards _____
Placement Area Requested _____
Federal Navigation Project _____

Dredging of New Work Material
Estimated Cubic Yards _____
Placement Area Requested _____
Federal Navigation Project _____

NOTE: If you are requesting placement into **multiple Placement Areas** based on one dredging activity, please submit the information requested in #4 immediately above for each Placement Area for which you are seeking authorization.

5. SEDIMENT TESTING REQUIREMENT: Approval of sediment testing plans and reports prior to issuance of a Real Estate clearance is required for ALL applicants requesting to use a Federal Placement Area(s) for the disposal of non-Federal dredged material. Contact the Operations Division to obtain information on sediment testing requirements.

6. SCHEDULE. What is your proposed start date and duration? Note: If you enter "as soon as possible" in the field your application will be returned as incomplete _____.

7. MEMORANDUM OF AGREEMENT. Applicants seeking to use a Federal Placement Area(s) for the placement of non-Federal dredged material are required to enter into a Memorandum of Agreement (MOA) for the payment of disposal fees. The MOA requires a **primary signatory** on behalf of the Applicant/Company AND a **certifying signatory (who must be a "principal legal officer" for the applicant)**. **The two signatories CANNOT be the same person.** The purpose of the Certificate of Authority is to have an attorney, who is the "**principal legal officer**" of the company, certify that the primary signatory for the



**US Army Corps
of Engineers.**

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION FOR USE OF FEDERAL PLACEMENT AREA FOR THE DISPOSAL OF NON-
FEDERAL DREDGED MATERIAL (5)

company has the legal right to sign the MOA on behalf of the Company and bind the Company to the MOA terms and conditions. The person signing the certificate of authority **MUST** be an attorney for the Company and be willing to attest that he or she is the "principal legal officer" of the company.

The MOA for allowing the disposal of non-Federal dredged material into a Federal Placement Area(s) has been approved by USACE Headquarters (USACE HQ). Please be advised the District does not have the authority to change the MOA language. Any proposed change will have to be submitted in writing to the USACE HQ Office of Counsel for approval in advance. A request to alter the language of the MOA can add anywhere from 6 to 12 months to the processing of a request.

For this purpose, please provide the following information:

- a. The name and title of the person who will be signing the MOA on behalf of the Applicant as the primary signatory.

Name: _____

Title: _____

Mailing Address: _____

Email Address: _____

Telephone Number: _____



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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION FOR USE OF FEDERAL PLACEMENT AREA
FOR THE DISPOSAL OF NON-FEDERAL DREDGED MATERIAL (5)

***Note: The agent of an applicant CANNOT sign on behalf of the Applicant.
This typically is a corporate officer.***

b. The name of the signing as the Applicant's Principal Legal Officer.

Name: _____

Title: _____

Mailing _____

Address: _____

Email Address: _____

Telephone Number: _____



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FOR PIPELINE (6)

TO BE COMPLETED BY APPLICANTS SEEKING APPROVAL TO INSTALL, OPERATE, AND/OR MAINTAIN A PIPELINE.

Note: Applicants seeking to replace existing pipelines must present copies of all permits filed with the **DEP and/or PUC (if applicable)**, and legal documents (i.e. easements) granted by the surface owner/s.

1. PROJECT DESCRIPTION: Please provide a complete narrative of the project. The narrative should include the pipeline starting and finish points and route, channel crossings, tie-ins, valve stations, access roads, ingress, egress, ROW needed, etc., for pipeline. The goal is to make it as easy as possible for someone reviewing the mapping provided to tie the maps to the work being requested.

EXAMPLE: Pipeline Company 123, LLC, proposes to install six pipelines divided into two separate bundle configurations. The first bundle consists of a 16" ethane and 10" C5+, and 16" multiuse pipeline. The second bundle includes four 12" crude oil pipelines; all of which extend a total of 24 miles.

The pipeline route begins approximately 4 miles southwest of Saltsburg, PA and 5.45 miles south of Blairsville, PA, proceeding in a southeasterly direction and terminating at the Freeport facility on Old Quintana Road. The proposed route lies entirely within Indiana County, PA.

Pipeline company 123, LLC, intends to Horizontally Directionally Drill across the following three waters of the US; Conemaugh River (North crossing), Blacklick Creek (South crossing), and Clearfield Creek. The temporary construction workspace needed for the installation of the pipeline measures approximately 125 feet in width, of which approximately 55 feet would occur outside the maintained portion of the pipeline ROW.

Access to the project would be gained utilizing the existing ROW and existing public roads at points where the pipeline ROW crosses those public roads with one exception. Pipeline Company 123, LLC proposes the construction of a permanent access road approximately 800 yards south of the "New PA-8" (see map exhibit A-3). Lastly, according to proposed project timelines the construction will be approaching US controlled lands or waters between June – August of 2016.

Also, see Section 2, FAQs for information regarding mapping requirements.



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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FOR PIPELINE (6)

2. PROJECT IMPACTS: If a pipeline crosses a Federal Channel, Placement Area(s) or Placement Area Levee, Hurricane Levee, or Tributary waters, the Applicant must provide cross section diagrams depicting depth, entry, and exit points for each crossing. Applicants must also provide any and all standoff distances between the pipeline any of the features listed above, including other pipelines.

3. PIPELINE INFORMATION: Identify diameter of each pipeline, type of fuel being transported, and pipeline configuration for each bundle

4. BUILDINGS, UTILITIES, ROADS, ETC.: If applicable, provide scale drawings to include building size, specific locations, all utilities and roads or driveways, whether permanent or temporarily needed.

5. GROUND DISTURBANCE: Will there be ground disturbance (e.g. trenching, excavation)?

a. If so, what are the dimensions (i.e., length, width, depth) of each type of ground disturbance (e.g., trench, fence post hole, leveling, etc.)?

b. Will more than an acre of ground surface be disturbed? How much?

c. What kind of equipment will be used? How will work be done?

d. Will access across Government property in addition to the area identified for the requested activity be required for equipment?

e. Will there be a staging and/or storage areas? If so, where are they located and what are their dimensions? Will staging/storage areas be at locations different than the site of the proposed action?



US Army Corps
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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION FOR PIPELINE (6)

6. **CULTURAL RESOURCES:** Are there any cultural resources known to exist in the area?

7. **LIFE OF CONSTRUCTED STRUCTURES:** What is the estimated life of the constructed structures?

8. **GEOTECHNICAL STUDY:** Has a geotechnical study been prepared for this activity? If yes, please provide.

9. **ALTERNATIVES:**

a. Describe other reasonable alternative routes or locations considered.

b. Why were these alternatives not selected?

c. Give an explanation of why it is necessary to utilize Government controlled property.

10. **SCHEDULE.** What is your proposed start date and duration? Identify project timeline when applicant proposes to cross a Federal Channel or Government controlled land. **Note: If you enter as “soon as possible” or other similar language in this field, your application will be returned as incomplete.** _____

11. **PIPELINE REGISTRATION FORM.** Please provide a copy of the Act 127 Pennsylvania Pipeline Operator Annual Registration Form (or similar documentation from your state if applicable) for the proposed pipeline that clearly identifies the owner.



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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION FOR PIPELINE (6)

12. TRANSACTIONAL DOCUMENTS. Applicants seeking to use a Government controlled property will have to execute transactional outgrant documents. Examples of outgrant documents are easements, licenses, leases, etc. These documents require a primary signatory on behalf of the Applicant/Company AND a certifying signatory. The two signatories CANNOT be the same person. The certifying signatory executes a Certificate of Authority. The Certificate of Authority is to be executed by an individual, usually a corporate officer, who can attest that the primary signatory for the company has the legal right to sign the transactional documents on behalf of the Company and bind the Company to the terms and conditions contained therein.

The transactional documents have been approved by USACE HQ. Please be advised the District does not have the authority to change the language of these documents. Any proposed change will have to be submitted in writing to the USACE HQ Office of Counsel for approval in advance. A request alter the language of the transaction documents can add anywhere from 6 to 12 months to the processing of a request.

For this purpose, please provide the following information:

a. **Pipeline Owner Information:**

Owner Name: _____
Physical Address1: _____
Physical Address2: _____
City, State & ZIP: _____

Note: Post Office Box addresses cannot be used.

b. **Pipeline Owner Signatory:** Please provide the name and title of the person who will be signing the transactional documents on behalf of the Pipeline Owner.

Owner Name: _____
Physical Address1: _____
Physical Address2: _____
City, State & ZIP: _____
Email Address: _____
Telephone Number: _____



**US Army Corps
of Engineers.**

**PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION FOR PIPELINE (6)**

Note: The agent of an applicant CANNOT sign on behalf of the Applicant. The signatory is typically is a corporate officer.

c. Pipeline Owner Certifying Officer:

Name: _____
Physical Address1: _____
Physical Address2: _____
City, State & ZIP: _____
Email Address: _____
Telephone Number: _____



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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION SEEKING APPROVAL TO CONSTRUCT OPERATE AND/OR MAINTAIN A
FACILITIES OTHER THAN A PIPELINE (7)

**TO BE COMPLETED BY APPLICANTS SEEKING APPROVAL TO CONSTRUCT
OPERATE AND/OR MAINTAIN A FACILITIES OTHER THAN A PIPELINE.**

1. PROJECT DESCRIPTION: Please provide a complete narrative of the project. The narrative should include a description of the proposed temporary and permanent project site and features. (e.g. boathouse, docks, bulkhead, uncovered deck, mooring dolphins, rock revetment, access roads, ingress, egress, etc.)

Example:

The applicant proposes to construct a crude condensate storage and marine loading terminal. Primary project features include a dual vessel berthing area capable of mooring and loading barges and ships, two docks, an onsite Dredged Material Placement Area (DMPA) located in uplands, and various landside support infrastructure, such as storage tanks, roads, parking areas, and administrative buildings that would be constructed in uplands.

The proposed vessel berth would be dredged to -45 feet Mean Low Tide (MLT) plus 2 feet advanced maintenance and 2 feet allowable over depth. Approximately 2.6 million cubic yards of stiff clay would be dredged using both mechanical and hydraulic methods in association with the approximately 40-acre basin proposed for the berthing area. A rock revetment would be constructed along the side slopes of the proposed berth, with approximately 20,000 cubic yards of rock material placed across approximately 2 acres below the annual high tide line (AHT). The two proposed docks and associated marine structures would be 130 feet wide and 185 feet long. Construction (dredging and excavation) of the proposed berthing area would result in impacts to 2.87 acres of submerged aquatic vegetation (SAV) and 0.67 acre of salt marsh wetlands located on the La Quinta Channel shoreline. In addition, 0.04 acre of SAV and 0.1 acre of salt marsh in close proximity to the proposed top of slope may be impacted by equipment accessing the construction area or by long-term sloughing along the top of slope. The applicant's plans are enclosed in 16 sheets.

2. BUILDINGS, UTILITIES, ROADS, ETC.: If applicable, provide scale drawings to include building size, specific locations, all utilities and roads or driveways, whether permanent or temporarily needed.

3. GROUND DISTURBANCE: Will there be ground disturbance (e.g. trenching, excavation)?



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**PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION SEEKING APPROVAL TO CONSTRUCT
OPERATE AND/OR MAINTAIN A FACILITIES OTHER THAN A PIPELINE (7)**

- a. If so, what are the dimensions (i.e., length, width, depth) of each type of ground disturbance (e.g., trench, fence post hole, leveling, etc.)?

- b. Will more than an acre of ground surface be disturbed? How much?

- c. What kind of equipment will be used? How will work be done?

- d. Will access across Government property in addition to the area identified for the requested activity be required for equipment?

- e. Will there be a staging and/or storage areas? If so, where are they located and what are their dimensions? Will staging/storage areas be at locations different than the site of the proposed action?

- 4. CULTURAL RESOURCES:** Are there any cultural resources known to exist in the area?

- 5. LIFE OF CONSTRUCTED STRUCTURES:** What is the estimated life of the constructed structures?

- 6. GEOTECHNICAL STUDY:** Has a geotechnical study been prepared for this activity? If yes, please provide.



US Army Corps
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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION SEEKING APPROVAL TO CONSTRUCT
OPERATE AND/OR MAINTAIN A FACILITIES OTHER THAN A PIPELINE (7)

7. **ALTERNATIVES:**

- a. Describe other reasonable alternative routes or locations considered.

- b. Why were these alternatives not selected?

- c. Give an explanation of why it is necessary to utilize Government controlled property.

8. **SCHEDULE.** What is your proposed start date and duration? Identify project timeline when applicant proposes to cross a Federal Channel or Government controlled land. **Note: If you enter as “soon as possible” or other similar language in this field, your application will be returned as incomplete.**

9. **TRANSACTIONAL DOCUMENTS.** Applicants seeking to use a Government controlled property will have to execute transactional documents. Examples of the documents are easements, licenses, leases, etc. These documents require a primary signatory on behalf of the Applicant/Company AND a certifying signatory. The two signatories CANNOT be the same person. The certifying signatory executes a Certificate of Authority. The Certificate of Authority is to be executed by an individual, usually a corporate officer, who can attest that the primary signatory for the company has the legal right to sign the transactional documents on behalf of the Company and bind the Company to the terms and conditions contained therein.

The transactional documents have been approved by USACE HQ. Please be



**US Army Corps
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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION SEEKING APPROVAL TO CONSTRUCT
OPERATE AND/OR MAINTAIN A FACILITIES OTHER THAN A PIPELINE (7)

advised the District does not have the authority to change the language of these documents. Any proposed change will have to be submitted in writing to the USACE HQ Office of Counsel for approval in advance. A request alter the language of the transaction documents can add anywhere from 6 to 12 months to the processing of a request.

For this purpose, please provide the following information:

- a. **Primary Signatory:** Please provide the name and title of the person who will be signing the transactional documents on behalf of the Applicant.

Name: _____

Physical Address1:

Physical Address2:

City, State & ZIP:

Email Address: _____

Telephone Number:

***Note: The agent of an applicant CANNOT sign on behalf of the Applicant.
This is typically is a corporate officer.***

- b. **Certifying Officer:**



**US Army Corps
of Engineers.**

**PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION SEEKING APPROVAL TO CONSTRUCT
OPERATE AND/OR MAINTAIN A FACILITIES OTHER THAN A PIPELINE (7)**

Name: _____

Physical Address1:

Physical Address2:

City, State & ZIP:

Email: _____

Address: _____

Telephone Number: _____



US Army Corps
of Engineers.

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
APPLICATION FOR SHORELINE LICENSE (8)

TO BE COMPLETED BY APPLICANTS SEEKING A SHORELINE LICENSE

Application No. _____
_____ Project

PLEASE READ THE INFORMATION AND INSTRUCTIONS BEFORE COMPLETING FORM

IMPORTANT - Information provided on this form is your responsibility. Incorrect or incomplete applications will not be processed. Payment for the full amount of services/benefits requested must accompany this application. Payment should be made payable to: "FAO USAED, Pittsburgh District." Once the outgrant is accepted (after a 21 day "grace" period), the outgrant fee is non-refundable. If you would like to review the terms and conditions of a sample license, copies will be made available. While the terms and conditions of a license are "fixed," the clauses of the license are customized to address the specific services you requested. You will be provided a copy of the license executed by the Chief of Real Estate or his authorized representative.

1. Name of applicant (& spouse if applicable) _____.
2. Address at permanent residence or place of business, if you prefer contact at a business
Address: _____
_____.
3. Address at the project if different from No. 2 above: _____
_____.
4. Phone: Home () _____ Project () _____
Business () _____.
5. Government tract number or lot number, if known, of the property _____.
State _____ County _____, Township _____
_____, Subdivision _____, other identifying
Features _____
_____.
6. Is this application for?
 - a. New Use? _____ Yes _____ No.
 - Renewal? _____ Yes _____ No



**US Army Corps
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PITTSBURGH DISTRICT, ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FREQUENTLY ASKED QUESTIONS (8)

- b. Structural modifications or additions to an existing grants? _____. Give Original Contract No. _____.
- c. Change of owner _____. Give original Contract No. _____.
- d. Name of previous owner, if applicable: _____.
- e. Does this application require placement of any fill or rock? Yes _____ (Quantity in C.Y. _____). No _____.
- f. Brief description of the proposed use (i.e., drawings if applicable, diagrams, construction drawings of steps and/or retaining walls).

Signature of Applicant

Printed Name of Applicant



**US Army Corps
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PITTSBURGH DISTRICT, ARMY CORPS OF ENGINEERS REAL ESTATE APPLICATION FREQUENTLY ASKED QUESTIONS (8)

PRIVACY ACT NOTICE AUTHORITY

Section 4, 1944 Flood Control Act, as amended, PL 87-874

These applications are used in considering the issuance of outgrant agreements for use of federal lands or facilities by landowners adjacent to Corps of Engineer's water resource projects. This information is collected and maintained at the District Office and is used as a basis for issuing an outgrant agreement. Additionally, this information is entered into computerized data base system called "REMIS" and "NRMS" which enables the Corps to electronically track activities at the projects. The information is required for description of facilities to assure conditions of the outgrant agreement requirements are met. It also provides auditing information for programs with financial involvement and provides information for contact of responsible parties in case of emergencies.

ROUTINE USES

This information may be disclosed to the Department of Justice or other federal; state; or local law enforcement agencies charged with the responsibility of investigating or prosecuting violations or potential violations of law or enforcing or implementing statutes, rules, regulations, or orders issued pursuant thereto; or to a Congressional office in response to an inquiry made at the applicant's request. The applicant's name and address are considered public information and will be disclosed in response to a Freedom of Information Act request.

EFFECTS OF NONDISCLOSURE

Disclosure of information is voluntary. Failure to provide information will preclude issuance of an outgrant agreement.

LIGHTING STANDARDS FOR ILLUMINATING BOAT DOCK AREAS AT PITTSBURGH DISTRICT LAKE ACCOMPANY THIS APPLICATION



US Army Corps
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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION: APPROVAL FOR ANY ACTIVITY NOT
IDENTIFIED IN SECTION 4, Questions 7a – d (9)

**TO BE COMPLETED BY APPLICANTS SEEKING APPROVAL FOR
ANY ACTIVITY NOT IDENTIFIED IN SECTION 4, QUESTIONS 7(a) –
(d).**

1. PROJECT DESCRIPTION: Please provide a complete narrative of the project. The narrative should include the pipeline starting and finish points and route, channel crossings, tie-ins, valve stations, access roads, ingress, egress, ROW, etc., needed for pipeline. The goal is to make it as easy as possible for someone reviewing the mapping provided to tie the maps to the work being requested.

2. BUILDINGS, UTILITIES, ROADS, ETC.: If applicable, provide scale drawings to include building size, specific locations, all utilities and roads or driveways, whether permanent or temporarily needed.

3. GROUND DISTURBANCE: Will there be ground disturbance (e.g. trenching, excavation)?

a. If so, what are the dimensions (i.e., length, width, depth) of each type of ground disturbance (e.g., trench, fence post hole, leveling, etc.)?

b. Will more than an acre of ground surface be disturbed? How much?

c. What kind of equipment will be used? How will work be done?

d. Will access across Government property in addition to the area identified for the requested activity be required for equipment?

e. Will there be a staging and/or storage areas? If so, where are they located and what are their dimensions? Will staging/storage areas



US Army Corps
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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION: APPROVAL FOR ANY ACTIVITY NOT
IDENTIFIED IN SECTION 4, Questions 7a – d (9)

be at locations different than the site of the proposed action?

4. **CULTURAL RESOURCES:** Are there any cultural resources known to exist in the area?

5. **LIFE OF CONSTRUCTED STRUCTURES:** What is the estimated life of the constructed structures?

6. **GEOTECHNICAL STUDY:** Has a geotechnical study been prepared for this activity? If yes, please provide.

7. **ALTERNATIVES:**

a. Describe other reasonable alternative routes or locations considered.

b. Why were these alternatives not selected?

c. Give an explanation of why it is necessary to utilize Government controlled property.

8. **SCHEDULE.** What is your proposed start date and duration? Identify project timeline when applicant proposes to cross a Federal Channel or Government controlled land. **Note: If you enter as “soon as possible” or other similar language in this field, your application will be returned as incomplete.**



**US Army Corps
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**PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION: APPROVAL FOR ANY ACTIVITY NOT
IDENTIFIED IN SECTION 4, Questions 7a – d (9)**

9. TRANSACTIONAL DOCUMENTS. Applicants seeking to use a Government controlled property will have to execute transactional documents. Examples of the documents are easements, licenses, leases, etc. These documents require a primary signatory on behalf of the Applicant/Company AND a certifying signatory. The two signatories CANNOT be the same person. The certifying signatory executes a Certificate of Authority. The Certificate of Authority is to be executed by an individual, usually a corporate officer, who can attest that the primary signatory for the company has the legal right to sign the transactional documents on behalf of the Company and bind the Company to the terms and conditions contained therein.

The transactional documents have been approved by USACE HQ. Please be advised the District does not have the authority to change the language of these documents. Any proposed change will have to be submitted in writing to the USACE HQ Office of Counsel for approval in advance. A request alter the language of the transaction documents can add anywhere from 6 to 12 months to the processing of a request.

For this purpose, please provide the following information:

a. **Primary Signatory:** Please provide the name and title of the person who will be signing the transactional documents on behalf of the Applicant.

Name: _____

Physical Address1:

Physical Address2:

City, State & ZIP:

Email Address:



**US Army Corps
of Engineers.**

PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION: APPROVAL FOR ANY ACTIVITY NOT
IDENTIFIED IN SECTION 4, Questions 7a – d (9)

Telephone Number: _____

***Note: The agent of an applicant CANNOT sign on behalf of the Applicant.
This is typically is a corporate officer.***

b. Certifying Officer:

Name: _____

Physical Address1:

Physical Address2:

City, State & ZIP:

Email Address:

Telephone Number:



US Army Corps
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PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS REAL ESTATE
APPLICATION (10)



STOP AND CHECK ✓ BEFORE YOU SIGN!

_____ Have you included your business' Articles of Incorporation or other formation documents?

_____ Have you included your SS# or W-9?

_____ I have included a copy of all applicable Regulatory permits to this RE App

OR

_____ I attest that no Regulatory permit is required.

_____ Have you attached pipeline registration forms, if applicable?

_____ Have you signed the Real Estate Application as indicated below?



**US Army Corps
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**PITTSBURGH DISTRICT, U.S. ARMY CORPS OF ENGINEERS
REAL ESTATE APPLICATION (10)**

Title 18, U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious or fraudulent statements or representations as to any matter within its jurisdiction.

You may submit an electronic copy of this document, but a signed and dated hard copy must also be submitted to officially make application to use Federal land.

I HEREBY CERTIFY that I am of legal age and authorized to do business in the State(s) in question and that I have personally examined the information contained in this application and believe that the information submitted is correct to the best of my knowledge.

PRINT APPLICANT BUSINESS NAME

**PRINT NAME OF PERSON SUBMITTING
APPLICATION ON BEHALF OF
APPLICANT**

**PRINT TITLE OF PERSON
SUBMITTING APPLICATION ON
BEHALF OF APPLICANT**

SIGNATURE

DATE