

## NDEP GUIDANCE FOR COMPLETING A 401 WATER QUALITY CERTIFICATION APPLICATION

Electronic submittals are preferred. Project Proponent and Agent Information must be provided.

1. **NAME, PROJECT INFORMATION AND DESCRIPTION** – A narrative description providing the nature and scope of the project which includes:
  - a. The purpose of the project and what it involves
  - b. The timeframe of the project – expected start and end date
  - c. A description of the site and its physical location (stream, wetland, lake, wash, stream, steep drainage, Mainstem River, tributary, etc.)
  - d. A description of the work to be performed – where and how – for each stream reach or individual site or area
  - e. **Colored Photographs** of the project site. **Electronic jpeg files are preferred. No black and white copies.** Major linear utility projects may provide representative photos of only the most sensitive sites (e.g. a wetland or stream crossing).
  
2. **PROJECT LOCATION**
  - a. Indicate location of project using Latitude and Longitude in Decimal Degrees, UTM coordinates, etc.
  - b. If Latitude and Longitude is not available use Township, Range, Section and ¼ Section.
  - c. Include a GIS map, USGS 7.5 min Topographic Map *or equivalent* showing the general area of the project site and clearly identifying where the actual work in the waterbody(s) will be conducted.
  
3. **SITE PLAN**
  - a. Prefer engineered drawings at least 70% design. If only conceptual designs available at time of application, plans for construction should be submitted prior to start of project.
  - b. Show specific location of proposed activity and details of specific work elements planned for the project (e.g. staging area, silt fence or other BMPs, rock placement, diversion)
  
4. **BEST MANAGEMENT PRACTICES (BMPs):** Include a detailed description of BMPs to be implemented during the disturbance and/or work activities proposed in and along the stated waterbody for:
  - a. Water quality protection
  - b. Erosion and Sediment Control
  - c. Riparian stream zone protection and restoration
  - d. Stream bank stabilization/protection/rehabilitation
  - e. Diversion or dewatering controls, etc.
  - f. Debris and Hazardous Materials Management (Good Housekeeping)
  
5. **PHOTOGRAPHS** which document conditions before, during and after construction should be submitted to the Bureau of Water Quality Planning (BWQP) after project completion. Photos must include BMPs used to prevent erosion, control sediment and protect water quality.

**IMPORTANT: Before, during and after photos should be taken from the same photo point in the same direction using the same zoom and aspect.**
  
6. **OTHER PERMITS or APPROVALS WHICH MAY BE REQUIRED (not necessarily inclusive)**
  - a. **Army Corps of Engineers, Sacramento District**  
<http://www.spk.usace.army.mil/Missions/Regulatory/Contacts/Contact-Your-Local-Office/>
  - b. **Nevada Division of Environmental Protection, Bureau of Water Pollution Control**  
<http://ndep.nv.gov/bwpc/index.htm>
  - c. **Nevada Division of State Lands**  
<http://www.lands.nv.gov/>

d. **Nevada Department of Wildlife**  
[http://www.ndow.org/Our\\_Agency/Contact\\_Us/](http://www.ndow.org/Our_Agency/Contact_Us/)

e. **U.S. Fish and Wildlife Service**  
<https://www.fws.gov/nevada/contact.html>

f. **County or City Permits** (e.g. grading)

**7. FEES – NONE**

**8. SEND APPLICATION FORM TO:**

Nevada Division of Environmental Protection  
901 South Stewart Street, Suite 4001  
Carson City, NV 89701-5249  
ATTN: Birgit Widegren, Bureau of Water Quality Planning  
(775) 687-9550  
[ndep401@ndep.nv.gov](mailto:ndep401@ndep.nv.gov)

**9. All applications must be signed by the responsible party**, either as the Permittee, or as an Agent for the Permittee. This person, company or corporation will be the responsible party named to ensure the terms and conditions of the 401 Water Quality Certification are satisfied; and are responsible for any certification violations noted by the Division.