

**CARSON TRUCKEE WATER CONSERVANCY DISTRICT  
APPLICATION FOR FLOOD CHANNEL 408 ENCROACHMENT PERMIT**

**UPPER TRUCKEE RIVER – NV/CA STATE LINE to GLENDALE BRIDGE  
APPLICATION #: \_\_\_\_\_**

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**APPLICANT/OWNER NAME:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_  
City County State Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

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**APPLICANT'S AGENT:** \_\_\_\_\_

**AGENT'S ADDRESS:** \_\_\_\_\_  
City County State Zip Code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

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**APPLICATION DATE:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**PROJECT LOCATION DESCRIPTION:**

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**PROJECT DESCRIPTION:** Briefly describe the overall general project scope, necessity and potential encroachments/impacts to the flood channel. Additional information may be attached.

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- 1) Attach a vicinity map showing the project Location with Longitude and Latitude; include any residential neighborhoods near the project.
- 2) Attach an area map showing the project area, disturbance area, access routes, staging areas, etc. with topography, established benchmarks and survey (see note in 5 below). Note the 14,000cfs flood channel demarcation on this map.
- 3) Attach photos showing the project area, pre-project conditions, access routes, staging areas, vegetation, Ordinary High Water Mark (OHWM) identification and other relevant features.
- 4) Provide evidence of property ownership or right of access agreements for all properties used by the project; note if any federal property is involved.
- 5) Provide Project Plans including descriptions of work to be performed, project features, materials specifications, design details with cross-sections, survey data with date, 14,000cfs flood channel demarcation, channel cross-sections and geometry, identification of the OHWM, floodplain zone identifications and other relevant information. NOTE: all survey data must be using Horizontal Datum Nevada Coordinate System West Zone, NAD83, US Survey Feet, Vertical Datum: NAVD88, and Geoid: 03 CONUS; date of survey must be provided. Demonstrate how the design does not impact public interest or impair the 14,000cfs flood channel capacity.

- 6) Provide information regarding the structural impacts of the project to the flood channel including scour analysis, geotechnical impacts and stability analysis for the project design and describe how these factors were incorporated into the design for river flows up to 14,000cfs.
- 7) Provide information regarding the hydraulic impact of the project to the flood channel including hydraulic model analyses for areas upstream, downstream and in the immediate area of the project using survey data compliant with note in 5 above. HEC-RAS model is preferred. Alternatively, provide percentage blockage analysis of the project at the critical flow cross-section. Demonstrate through these analyses that the project does not impair the flow channel.

**CONSTRUCTION METHODS:** Generally describe construction methods to be used for the project installation, equipment to be used, dewatering plans and other relevant construction information.

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- 8) Provide details of the temporary dewatering plan and post project restoration of flows.
- 9) Provide information regarding vegetation disturbance/removal required for the project work and provide a revegetation plan for all project areas; especially those areas within the 14,000cfs flood channel.
- 10) Provide information regarding disturbance of the river channel and plans for restoration of the impacted channel areas.

**PROJECT SCHEDULE/ TIMELINE:** Please provide a general project schedule and construction timeline for the project including an estimated project start date and completion date.

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- 11) Please provide a detailed project schedule/timeline including mobilization, construction and demobilization; delineate periods during which the river channel capacity will be impacted with dewatering, construction, excavation and materials. NOTE: Work between November 1 and June 30 may require additional District authorization.
- 12) Please provide information regarding project requirements or limitations related to schedule and permitting (ie: grant expiration date, river flow limitation, etc).

**ENVIRONMENTAL (NEPA) REQUIREMENTS:**

- 13) Is your project applying for a USACE Regulatory 404/Nationwide Permit? Yes \_\_\_\_\_ No \_\_\_\_\_ ; If yes, please request coordination of the NEPA review between the Regulatory and Flood Branches of the USACE when applying for the Regulatory Permit.
- 14) If your project is not applying for a USACE Regulatory Permit and is only applying for a 408 Permit, please provide the following or provide a request for the USACE Flood Branch to manage NEPA reviews for this project (this may extend permitting timelines):
  - a. An Environmental Assessment, Environmental Impact Statement or a request for the USACE Flood Branch to consider the project of a Categorical Exclusion.

- b. A Biological Assessment for ESA Section 7 Consultation with the USFWS or a request for the USACE Flood Branch to manage this need for this project.
- c. A Cultural Resources/Archeological Report assessing the effects on cultural resources for Section 106 National Historic Preservation Act consultation or a request for the USACE Flood Branch to manage this need for this project.
- d. Evidence of Tribal Coordination or a request for the USACE Flood Branch to manage this need for this project.
- e. A map of the project depicting the impacted floodplains and any information which demonstrates any impacts to the floodplain and the level of hazard to the project and surrounding community.
- f. Provide information on any air quality impacts from the project including durations and permits required.
- g. Provide any mitigation plans for the project.

**REQUIRED PERMITS OR APPROVALS:** List all permits, licenses and approvals that are required for your project and note if each has been acquired or is in process. If in process, note the current status and expected approval date. Below are typical permits and approval contact phone numbers; however, this list is not all inclusive and obtaining all required permits and approvals is the responsibility of the applicant.

- U.S. Army Corp of Engineers Regulatory Branch- Reno Office 775-784-5304
- Nevada Division of State Lands 775-687-2720
- Nevada Division of Environmental Protection, Bureau of Water Pollution Control 775-687-9418
- Nevada Division of Environmental Protection, Bureau of Water Quality Planning 775-687-9456
- Nevada Department of Transportation 775-834-8330
- Nevada Department of Wildlife 775-688-1506
- U.S. Fish & Wildlife Service, Nevada Office 775-861-6300
- Other local jurisdictional permits- building, grading, air-quality, etc

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**OTHER INFORMATION:** Provide any information that may be important to the approval of this application.

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**FINAL PROJECT REPORT & AS BUILT DRAWINGS:** Project applicant shall submit a final report to the District within 30days of project completion which shall detail the project elements completed; The Applicant shall provide as-built drawings for the project upon request by the District. If requested by the District Board, the applicant shall provide a presentation regarding the project to the Board at a regularly scheduled Board meeting.

**APPLICATION & FEE:** A complete application package along with all submittals shall be made to the Carson-Truckee Water Conservancy District; review will begin once all items have been submitted and the initial Application Fee is received by the District. Submission should be in a typically used electronic format (such as PDF) on a USB flash drive or via email to [ctwcd1958@gmail.com](mailto:ctwcd1958@gmail.com) ; applications may also be submitted through access to a share site when documents are too large to email.

Submittals made via print materials shall have three copies submitted to the Carson-Truckee Water Conservancy District, Attention: Encroachment Permitting, 1005 Terminal Way, Suite 150, Reno NV 89502.



An Application Fee shall be submitted to the Carson Truckee Water Conservancy District with the completed application and submittals based on the Districts current Application Fee Levels; the appropriate Fee Level for each project will be determined by the District's Engineer. See the attached Fee Policy for details.

**APPLICATION AUTHORIZATION:** I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete and accurate. I further certify that I have the authority to undertake the proposed Project and that as the applicant, I assume all responsibility for all project elements including, but not limited to, compliance with all 408 Permit Conditions, compliance with all environmental and safety regulations, and compliance with all relevant construction standards. I certify that as the applicant, I or the agency I represent will be the Grantee/ Permittee and Owner of the permit issued for the Project.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**THE CARSON-TRUCKEE WATER CONSERVANCY DISTRICT WILL RESPOND TO APPLICATIONS WITHIN 45 DAYS FROM THE DATE THE COMPLETE APPLICATION AND PERMIT FEE IS RECEIVED. THE CARSON-TRUCKEE WATER CONSERVANCY DISTRICT RESERVES THE RIGHT TO REQUEST ADDITIONAL INFORMATION AND/OR TO DENY ANY APPLICATION FOR FLOOD CHANNEL 408 ENCROACHMENT PERMIT, BASED ON INFORMATION PROVIDED.**

**NOTE: ALL 408 ENCROACHMENT PERMITS REQUIRE AUTHORIZATION FROM THE SACRAMENTO FLOOD BRANCH OF THE USACE; PERMIT PROCESSING AND REVIEW BY THE USACE MAY TAKE UP TO 18 MONTHS TO COMPLETE FOR THE ISSUANCE OF THE PERMIT. Refer to the Section 408 Requirements at <http://www.usace.army.mil/Missions/Civil-Works/Section408/> ; and Refer to the Policy Guidance document EC 1165-2-216 at [http://www.publications.usace.army.mil/Portals/76/Publications/EngineerCirculars/EC\\_1165-2-216.pdf](http://www.publications.usace.army.mil/Portals/76/Publications/EngineerCirculars/EC_1165-2-216.pdf);**

**NOTE: THE 408 ENCROACHMENT PERMIT MUST BE AUTHORIZED BY THE SACRAMENTO FLOOD BRANCH OF THE USACE PRIOR TO THE ISSUANCE OF THE SECTION 404 REGULATORY PERMIT.**

**CTWCD  
FEE POLICY  
For 408 Permit Application Review  
June 2021**

**Notice: Failure to apply for a 408 Permit when a District Permit Review & Approval is required, and when Authorization by the USACE Flood Branch is required, may result in the removal of the unauthorized project from the Truckee River Channel and/or the cost of the project review being assessed to the owner.**

**Fee Structure:** The appropriate project application and review fee below will be collected with the project application. The project application will not be reviewed until the appropriate fee is received by the District. Review fees have been established at levels which are expected to cover the full costs of the CTWCD review. Based on the anticipated general project details as discussed with the applicant, the District's Engineer shall select the appropriate tier level for each project based on complexity and similar project review costs.

- Consultation - \$350 Fee – This includes District consultation and engineer review to determine if a project will require a 408 Permit.
  - Level 1- \$1000 Application Fee- This level is for projects such as utility crossings, decks etc whose structures, construction and excavation are entirely outside the 14,000cfs Flow Channel, but which require a 408 Permit.
  - Level 2- \$2500 Application Fee- This level is for small projects which have minimal or Temporary disturbance in the 14,000cfs flood channel and require minimal flow modeling and minimal bed and bank disturbance and restoration.
  - Level 3- \$7500 Application Fee- This level is for typical projects which have some temporary or minimal disturbance in the 14,000cfs flood channel, require some level of flow modeling, disturb the bed or banks and require river channel restoration.
  - Level 4- \$10,000 Application Fee- This level is for projects which have some permanent disturbance in the 14,000cfs flood channel, require flow modeling and/or scour analysis, and disturb the bed or banks and require river channel restoration.
1. Permit Review hours and any District costs associated with processing the permit or payment to the District for the Permit review, will be billed at \$175/hour (or an updated rate approved by the Board from time to time).
  2. No permit review will begin until the Application Fee is paid in full.
  3. The District will provide the applicant a complete statement of hours worked on the permit review and processing once the review is complete; the statement will show the additional dollars owed to the District or unused dollars to be refunded to the applicant.

4. Any unused portion of the Application Fee be returned to the applicant once the District permit review and USACE authorization is completed; the District will NOT pay interest on any unused funds held.
5. If the initial Application Fee is insufficient to cover all review, processing and authorization costs; the 408 Permit will NOT be issued until such time as the fee balance, including any additional processing costs incurred for fee collection, is paid in full.
  - a. Once the review and processing costs exceed the initial application fee, the applicant will be invoiced monthly with a statement of hours for the additional costs incurred during the prior month; invoices are to be paid within 30days.
  - b. Failure to remit payments for review and processing fees will result in curtailment of the project review until delinquent fees are paid in full and the assessment of interest at 5% per month on unpaid balances more than 30 days in arrears.
6. This Policy is an attachment to the 408 Permit Application.