

**[SUBMITTAL INSTRUCTIONS]:** Please complete a written request per the template provided. Submit the written request via email to the Section 408 coordinator. Do not mail the written request to the District Commander.]

[insert date]

COL Robert J. Clark  
U.S. Army Corps of Engineers  
69 Darlington Avenue  
Wilmington, NC 28403

SUBJECT: [insert alteration project name]  
[insert impacted federal project name]

Dear COL Clark,

[insert company name] is requesting permission to alter [insert federal project name] by [insert scope of alteration]. [Provide a complete description of the project, including but not limited to location, purpose, need, schedule, etc. (provide drawings and maps as necessary).] The project [is] [is not] located on federally owned property. The project [is] [is not] located on property owned by a non-federal sponsor. [If project is located on property owned or a project maintained by a non-federal sponsor, please include a letter from the non-federal sponsor indicating no objection to the project.]

As the requestor, [insert company name] [is] [is not] pursuing authorization pursuant to Section 10/404/103. [If a Section 10/404/103 permit application has been submitted, please provide details (date, Regulatory POC).]

As the requestor, [insert company name] [is] [is not] requesting credit under Section 221 of the Flood Control Act of 1970, as amended, or approval under Section 204(f) of WRDA 1986.

[Please find enclosed project drawings and specifications for the requested alteration.]

If you have any questions on our request to alter [insert federal project name], please contact [insert point of contact name] at [insert phone number and email].

[insert name]