



Application Instructions for Site Use Authorization

Step 1. Complete the Application for Open Water Disposal Site Authorization.

A complete application package will contain:

- A completed signed site use application.
- Copies of all federal, state and tribal permits required for the project.
- Copy of DMMP suitability determination memo.

Step 2: Email application package to DNR's email at: Shannon.Soto@dnr.wa.gov or DMMP@dnr.wa.gov

Step 3: The following is required after initial submittal of the complete application package but prior to DNR issuing the Site Use Authorization (SUA):

- Contractor dredge plan approved by regulatory agencies (USACE, Ecology, WDFW).
- Additional documents, reports, amendments, memos, or approved changes to any previously submitted federal, state and tribal permits.
- Pre-Dredge meeting date.

Step 3: Schedule the Pre-Dredge Meeting with the USACE Project Manager.

Step 4: Review the Site Use Authorization and Exhibit A (Plan of Operations).

Step 5: Signatory signs the Site Use Authorization and Exhibit A via DocuSign.
(See Step 7 if you have opted out of using DocuSign to receive your authorization.)

Step 6: Signed Copies of the Site Use Authorization and Exhibit A will be sent to you via DocuSign.

Step 7: Mail the signed Site Use Authorization and Exhibit A to the DNR address below, a signed copy will be mailed back to you using USPS. Please expect a 2 week processing time for this process.

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