



Public Notice

U.S. Army Corps
of Engineers
Baltimore District

Date August 01, 2005

Special Public Notice 05-13

Subject: New Web-based Public Notice Distribution Procedures and Public Notice Mailing List Update

NEW PUBLIC NOTICE PROCEDURES

The U.S. Army Corps of Engineers, Baltimore District's Regulatory Branch is updating its current public notice mailing list (as required by 33 CFR Part 325.3(d)(4)) and will change established procedures for publication and distribution of public notices.

Beginning on September 6, 2005, the Baltimore District will no longer mail paper copies of public notices, except for on a case by case basis at the discretion of the Regulatory Branch. Instead, public notices will be available on the Baltimore District's Regulatory Program public website at <http://www.nab.usace.army.mil/Regulatory/>, and by email.

A weekly electronic notification for issuance of public notices with a link to our website will be sent to individuals or organizations who have requested to be added to the electronic mailing list. Public notice listings on our website will clearly identify State, County, and type of work to facilitate finding specific projects or a special issues public notice. Special issues public notices do not involve a permit application, for the most part, but instead are on general topics such as changes in Corps regulations and policies, restricted areas, emergency permitting requirements, etc. If there are no public notices in a given week, an email notification will not be sent.

Individuals or agencies seeking an exception to the new procedure must provide an explanation as to why paper copies are required (such as no access to internet or email) and current contact information, including name, complete mailing address, and a daytime phone number. In addition, individuals or agencies that require paper copies must indicate on which distribution list(s) they would like to be included. The distribution list choices are:

AL – All Baltimore District Regulatory Program public notices

SP – Special Issues public notices

PA – All Pennsylvania public notices (within Baltimore District Regulatory boundaries)

MD – All Maryland, District of Columbia, and Northern Virginia military bases public notices

MW – Western Maryland public notices (Allegany, Frederick, Garrett, and Washington counties)

MN – Northern Maryland public notices (Baltimore, Carroll, Cecil, and Harford counties and Baltimore City)

MS – Southern Maryland public notices (Anne Arundel, Calvert, Charles, Howard, Montgomery, Prince Georges, and St. Mary's counties, District of Columbia, and Northern Virginia military bases)

ME – Maryland Eastern Shore public notices (Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester counties)

Requests for an exception to the new web-based public notice distribution procedure can be mailed or faxed to:

**Public Notice Coordinator
Regulatory Branch
USACE-Baltimore District
P.O. Box 1715
Baltimore, Maryland 21203-1715
FAX #: (410) 962-6024**

Paper copies of public notices will continue to be furnished to applicants and adjacent property owners of proposed projects.

To receive electronic public notice notifications, interested persons must submit a completed "Public Notice Electronic Mailing List Registration Form" (see enclosure). Registration forms may be mailed, faxed, or completed and submitted via the Baltimore District website. Registration forms without an email address will not be processed. Individuals and organizations that are currently on our mailing list must also submit a registration form to be included on the updated electronic mailing list. Individuals and organizations are responsible for providing correct email addresses to ensure timely delivery and receipt of public notices. We will not verify the receipt of any electronic notifications sent to individuals or organizations.

Thank you for your support of this new procedure. You are encouraged to contact Ms. Beth E. Bachur at (410) 962-4336, for additional information.


JANET M. VINE
CHIEF, REGULATORY BRANCH

**U.S. Army Corps of Engineers
Baltimore District
Regulatory Branch
P.O. Box 1715
Baltimore, Maryland 21203-1715
FAX: (410) 962-6024**

**PUBLIC NOTICE ELECTRONIC MAILING LIST
REGISTRATION FORM**

Instructions: Please fill in the form below with the requested information to add your name to the updated US Army Corps of Engineers, Baltimore District, Regulatory Branch Public Notice Electronic Mailing List. Reference 33 CFR Part 325.3(d)(4). Individuals and organizations that are currently on our mailing list must also submit a registration form to be included on the updated electronic mailing list.

It is important that you provide the correct information, particularly the email address to ensure timely delivery and receipt of electronic public notices. Registration forms without an e-mail address will not be processed. Registration forms may be mailed, faxed, or completed and submitted via the Baltimore District website at <http://www.nab.usace.army.mil/Regulatory/>.

Privacy Policy: The information that you provide will be used solely for the purposes of forwarding Public Notices and for our required official records (list of persons that Public Notices were forwarded to).

Last Name: _____

First Name: _____

Company Name (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Email Address: _____

Signature: _____ Date: _____