



**US Army Corps  
of Engineers**

Louisville District ®

# Public Notice

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## ELECTRONIC BUSINESS PROCESS

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Please address all comments and inquiries to:  
U.S. Army Corps of Engineers, Louisville District  
ATTN: Eric Reusch, CELRL-RDE, Rm 752  
P.O. Box 59  
Louisville, Kentucky 40201-0059  
Email: [Eric.G.Reusch@usace.army.mil](mailto:Eric.G.Reusch@usace.army.mil)

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### NOTICE ANNOUNCING THE PERMANENT TRANSITION TO AN ELECTRONIC BUSINESS PROCESSES FOR PERMIT APPLICATIONS AND JURISDICTIONAL DETERMINATIONS

The Louisville District Regulatory Division (RD) is **permanently transitioning** to an electronic business process. The process is intended to maximize the use of email for sending and receiving documents, reduce the use of paper and postage, and eliminate the need for scanning documents. This will improve process efficiency, reduce costs, and reduce the environmental footprint of our processes. The preferred method for the public to transmit permit applications and jurisdictional determination requests to RD is via email.

RD has developed the following procedure for the public to submit requests electronically:

1. To submit applications or other requests electronically, all documents should be saved as a PDF document, and then submitted as an attachment in an email to the following email address:

**[CELRL.Door.To.The.Corps@usace.army.mil](mailto:CELRL.Door.To.The.Corps@usace.army.mil)**

2. Your email should include the following:

- a) Subject Line with the name of the applicant, type of request, and location (County and State). Example: RE: Doe, John, DA Permit Application, Jefferson County, KY
- b) Brief description of the request and contact information (phone number, mailing address, and email address) for the applicant and/or their agent.
- c) Project Location: Address and Latitude/Longitude in decimal degrees (e.g. 42.927883, -88.362576).

3. All forms that require signature must be digitally signed or signed manually, scanned and then sent electronically.

4. Electronic documents must have sufficient resolution to show project details. In order to have the highest quality documents, the original digital documents should be converted to PDF rather than providing scanned copies of original documents.

5. The electronic application and attached documents must not exceed 10 megabytes (10MB).

Louisville District Regulatory Division (LRL-RD)  
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Multiple emails may be required to transmit documents to ensure the 10MB limit is not exceeded. Alternatively, use of the Department of Defense Secure Access File Exchange (DoD SAFE) service to transfer large files may be requested in your email.

6. The project manager assigned to your request may request that you send paper documents and plans. If it is necessary to provide a hard copy of the application materials, and/or any subsequent material, a digital copy must also be provided for the digital record.

This procedure is for the Louisville District Regulatory Division only. If submitting paperwork for another District's Regulatory Division, or any other element of the Louisville District, please contact them first to determine their requirements.

This procedure is effective immediately. If you have any questions, please contact Eric Reusch, Chief, Mitigation, Compliance and Enforcement Branch via email at [Eric.G.Reusch@usace.army.mil](mailto:Eric.G.Reusch@usace.army.mil).