

NCDOT / Regulatory Request System (RRS) User's Guide



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About this Guide

Purpose:

This guide was created to assist with the completion of Regulatory Request System (RRS) Requests for NCDOT projects to ensure consistent and complete responses.

It was developed in coordination with the US Army Corps of Engineers and NC Division of Water Resources Transportation Permitting Branches.

Format:

The format of this guide displays the various steps from the RRS Site on the left side of the page, and the corresponding guidance for a response on the right side of the page.

This will display correctly once you download the pdf (versus viewing online).

Blue bars identify the step pages in RRS

Gray bars represent the questions for that page/step.

Black and blue text provides instructions or recommend responses.

Starting a New Request for an Aquatic Resource Delineation Report and/or Jurisdictional Determination

rrs.usace.army.mil

The screenshot shows the RRS website interface. At the top left is the URL rrs.usace.army.mil/rrs. The header includes the RRS logo (a red shield with a white castle) and the text "RRS REGULATORY REQUEST SYSTEM". Navigation links for "Home", "Support", "Request Page", and "Dashboard" are visible. A user is logged in as "Michael Turchy (Applicant)", with a dropdown menu showing "Profile" and "Logout". A yellow callout box with a red arrow pointing to the "Profile" link contains the text: "First Time Step... You must complete your profile before making a request." The main content area features the title "Regulatory Request System (RRS)" and a paragraph explaining the system's purpose. Below this is a link to a video demonstration. The section "Select an option below to get started:" contains three buttons: "Start a Request" (with a hand icon pointing to it), "I'm Not Sure", and "My Dashboard".

rrs.usace.army.mil/rrs

RRS REGULATORY REQUEST SYSTEM

Home Support Request Page Dashboard

Logged in as: Michael Turchy (Applicant)

Profile

Logout

Regulatory Request System (RRS)

The purpose of this system is to accept electronic submittals of information, Department of the Army permit applications, requests for jurisdictional determinations, requests for preapplications, and comments on projects from the regulated public and resource agencies in one portal. Applicants or agents can also view general information about the Regulatory Program and check on the status of their requests.

[View this video demonstration of how to start a new request and the three different options available to users for entering the project location.](#)

Select an option below to get started:

- Start a Request**
Submit a Permit Application or other request to the USACE Regulatory Program.
- I'm Not Sure**
Answer a few quick questions to help determine which type of request to submit
- My Dashboard**
View Submitted/Edit Draft Requests

Start a New Request

A red asterisk (*) indicates a required field.

Would you like to start a new request based on an existing RRS project? *

Yes No

Project Information

Project Name *

Has the USACE previously issued a file number for any part of the project area? *

Project Location

Latitude *

Longitude *

Project Area

Project Area (size) *

Unit of Measurement *

Additional Project Information

Parcel Number (optional)

Nearest Waterbody (optional)

Directions to Project Location  (optional)

4000 characters allowed

Step 1 of 3

Cancel

Next

Start a New Request


Select a Request Type

Delineation / Jurisdictional Determination

Delineation has been conducted.

No delineation has occurred.

Aquatic Resource Delineation Report and Aquatic Resource Inventory 

Jurisdictional Determination 

Both Request Types will allow for the request of a Preliminary or Approved JD, if needed.

This guide continues with questions/ guidance for an Aquatic Resource Delineation Report and/or Jurisdictional Determination request.

Start a New Request – Screen/Step 1

Warning: You cannot return to, or edit any fields in the “Start a New Request” screens once you select “Continue” on Step/Screen 3. All information will remain for future RRS requests within the same project.

Project Name

Corps Preferred format:

NCDOT/ TIP# or State Project Number/ Waterbody Name/ Common Road Name (SR No) / County/ Div/ WBS #

Example 1: NCDOT/ B-1234/ Banks Creek / Banks Creek Road (SR 1136) / Yancey / Div 13 / DF18313.2100347

Example 2: NCDOT / U-5707 / Gillis Hill Road Extension / Hoke / Div 8 / WBS 12345.6.7

Has the USACE previously issued a file number for any part of the project area?

If there is a previous delineation or permit, select Yes, and enter the Action ID for reference.

Project Location

Keep it simple - A free-handed approximation of your study area is acceptable.

If you have the means to upload the correctly formatted study area (WGS84 Geodatabase), you can do so.

If the project does not have a study area (e.g. maintenance repair), use a point on the map, or create a drawing that captures the project.

Additional Project Information

These are optional fields that are covered in other sections of RRS for NCDOT.

Start a New Request – Screen/Step 2

Select Request Type

For nearly all NCDOT projects, “Aquatic Resource Delineation Report and Aquatic Resource Inventory” should be selected. This Request Type will allow for:

- Input of all aquatic resource information that is collected during NRTR work.
- Acquisition of Delineation Concurrences and Preliminary/Approved Jurisdictional Determinations, as needed.

The “Jurisdictional Determination” Request Type is used as a request for the USACE to conduct a delineation, which is not NCDOT standard protocol.

*This guide will be updated with additional Approved JD guidance in the future.

Start a New Request – Screen/Step 3

This is a confirmation screen. No data input.

 DRAFT

Current Step: 2 of 8

-  Instructions
-  Contact Information
-  General Project Information
-  Jurisdictional Determination Information
-  Property Owners
-  Aquatic Resource Inventory
-  Supporting Information
-  Certify, Sign, and Submit

Applicant

 USE PROFILE DATA

Choose an Existing Contact (optional)

Applicant Name

Salutation (optional)

First Name *

Middle Name (optional)

Last Name *

Applicant Address


Address *

Country *

City *

State *

Zip Code *

 VALIDATE ADDRESS

Applicant Contact Information

Phone Number *

<input type="text" value="Business"/>	<input type="text" value="1"/>	<input type="text" value="(919) 707-6157"/>	<input type="text"/>	<input type="button" value="Add"/>
<small>Phone Type</small>	<small>Country Code</small>	<small>Area Code and Phone Number</small>	<small>Extension</small>	

Email Address *

Company (optional)

Agents

Has the applicant hired an agent to complete the application process? *

Step 1 - Delineation Report and Jurisdictional Determination Instructions

Instructions only. No data fields.

Step 2 – Contact Information

All organizations must have a single applicant, which is identified here.

Applicant Name/ Address/ Contact Information

The NCDOT applicant must be an authorized individual with signatory authority on behalf of NCDOT. This **must be** an NCDOT employee.

Selecting “Use Profile Data” should complete all of the applicant information.

Agents

NCDOT will answer this question as “No”. The application process will be completed by an NCDOT employee.

Otherwise the 1) Right of Entry Form and 2) Agent Authorization Form become required elements.

Current Step: 3 of 8

- ✓ Instructions
- ✓ Contact Information
- ✓ **General Project Information**
- ✓ Jurisdictional Determination Information
- ! Property Owners
- ! Aquatic Resource Inventory
- ! Supporting Information
- ! Certify, Sign, and Submit

General Project Information

Project

Project Name ? *

NCDOT / Helene US 19W North Bridges / Bridges 93, 124, 138 / Yancey / Div 13 / 18313.1100999

Has the USACE previously issued a file number for any part of the project area? *

No

Project Description ? *

Repairs/replacements of three bridges destroyed by Hurricane Helene off of US 19W North from Bent Creek Road to Murphytown Road, north of Burnsville, Yancey County.

Project Purpose ? *

To replace 3 bridges destroyed by Hurricane Helene.

Nature of Activity ? *

Step 3 – General Project Information

Warning: Information entered in this step will be locked (not editable) in future RRS Requests for the same project (e.g. future permit applications).

Project Name

Project Name from the “Start a New Request” section. This is displayed at the top of each page.

NCDOT/ TIP# or State Project No./ Waterbody Name/ Common Road Name (SR No) / County/ Div/ WBS #

Has the USACE previously issued a file number for any part of the project area?

If there are previous delineation concurrences, JDs, or permit actions, select “Yes” and enter the Action ID from the previous action(s).

If entered in previous “State a New Request” step, this number will auto-copy here.

Project Description

Replacement of Bridge 39 over Cane Creek on Upper Lower Road (SR 2026) in Caldwell County. The lead federal agency is (FHWA or USACE).

Project Purpose

Purpose and Need of Project:

Bridge: To replace a bridge that is in poor condition and has reached the end of its useful life.

Other project: Specific purpose and need as found in the NEPA/SEPA Document.

Nature of Activity

Project details, such as:

A 20-foot, 2 span bridge will be replaced with a 60-foot, single span bridge.

This is not the location to enter project impact values.

- ✓ Instructions
- ✓ Contact Information
- ✓ General Project Information
- ✓ Jurisdictional Determination Information
- ✓ Property Owners
- ✓ Aquatic Resource Inventory
- ! Supporting Information
- ! Certify, Sign, and Submit

Delineation Information

Reason(s) for Request (select all that apply): *

I intend to construct/develop a project or perform activities on this parcel which may require authorization from the USACE; and the JD would be used to avoid and minimize impacts to...

What is your relationship to the request? *

Other

Type your relationship to the request *

NCDOT Environmental Coordinator

3969 characters left

Are you requesting that the USACE provide a written Jurisdictional Determination? *

Yes

Please specify the type of Jurisdictional Determination(s) (at least one required) *

Preliminary

Approved

Next Section: Pr

Step 4 – Delineation/Jurisdictional Determination Information**Reason(s) for Request**

Multi-Dropdown Selection of Reason(s) for Request.

Select the third option: “I intend to construct/develop a project or perform activities on this parcel which may require authorization from the USACE...”

What is your relationship to the request?

Select “Other” and add a short description of your relationship (e.g. “NCDOT Environmental Coordinator” or description to that effect.)

Are you requesting that the USACE provide a written Jurisdictional Determination?

Yes/No selection.

If “Yes” – Select Preliminary and/or Approved (both may be selected in the event a selective AJD is needed).

If “No” – The following statement will appear in RRS:

“The USACE will retain the delineation report in the administrative record. The USACE District may conduct a technical review of the report, conduct a field review, and/or may choose to provide a form letter or e-mail to the applicant concurring with the technical accuracy of the report (delineation concurrence).”

Current Step: 5 of 8

- ✓ Instructions
- ✓ Contact Information
- ✓ General Project Information
- ✓ Jurisdictional Determination Information
- ✓ **Property Owners**
- ! Aquatic Resource Inventory
- ! Supporting Information
- ! Certify, Sign, and Submit

✓ This section is complete

Property Owners

If USACE determines a site visit is needed, you must include contact information for all current deeded property owners and provide a signed right-of-entry form. This form ensures that USACE has the legal right to enter the property.

[Download a blank Right of Entry form](#) to complete or [download a Right of Entry form populated](#) with the information you entered, and upload the completed form.

Property owners can be provided in this section by adding them individually or bulk loading them using the provided bulk upload CSV.

Download CSV Bulk Upload Template:

- [Property Owner Bulk Upload CSV Template \(CSV, 2 KB\)](#)
 - Use for uploading property owners

Right of Entry

i The property owner or an easement holder must provide right-of-entry to the U.S. Army Corps of Engineers and be a duly authorized owner or agent. If the agent signs the right-of-entry, they must have an agent authorization signed by the property owner. For multiple property owners, please consolidate right-of-entry forms into one file before uploading. Alternatively, you can upload additional forms. **Individual files cannot exceed 100MB, and in total cannot exceed 500MB per save.**

Input accepts a single, DOCX or PDF file (optional)

Select a .DOCX or .PDF file

Drag your Right-of-Entry Form here

Right of Entry Comment (optional)

4000 characters allowed

Are there any property owners other than the applicant? *

No ⌵

Step 5 – Property Owners**Right of Entry Form**

Not required. NCDOT projects will not have Right of Entry Forms.

Right of Entry Comment

Although optional, it is encouraged to use the following language, as applicable:

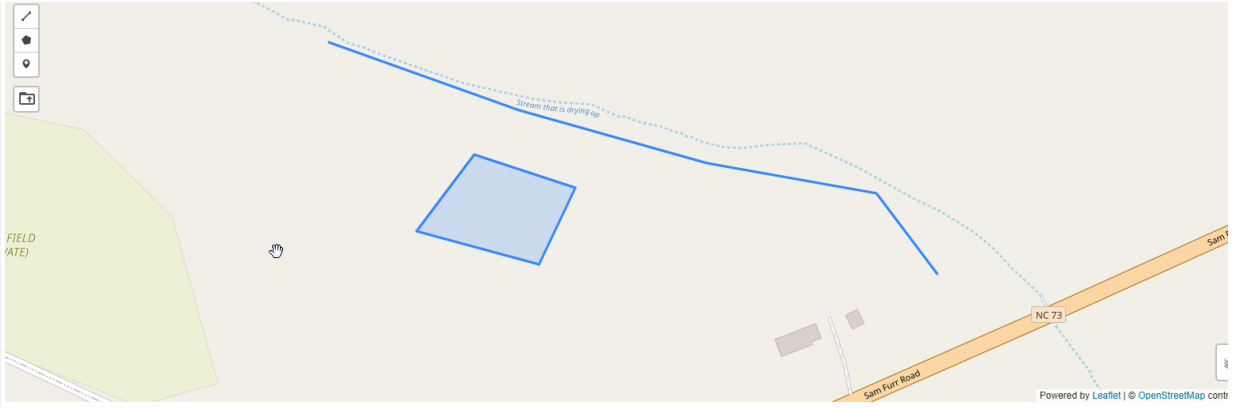
“Survey Notification Letters (developed with the USACE to ensure compliance with Corps land access procedures as well as to obtain any previously issued Jurisdictional Determinations to landowners within the project area) have been distributed to property owners within the project study area.”

Are there any property owners other than the applicant?

Answer will be “No” for NCDOT projects.

Current Step: 6 of 8

- Instructions
- Contact Information
- General Project Information
- Jurisdictional Determination Information
- Property Owners
- Aquatic Resource Inventory
- Supporting Information
- Certify, Sign, and Submit



Aquatic Resources

<input type="checkbox"/>	Water Name/Label *	State *	Latitude *	Longitude *	Measurement Type *	Measurement Amount *	Measurement Unit *	Local Waterway	Cowardin Code	HGM Code
<input type="checkbox"/>	SA	North Carolina	35.4531833	-80.8173159	Linear	1353.759102760	Foot		R4	Select...
<input type="checkbox"/>	WA	North Carolina	35.4529589	-80.8187701	Area	0.951876211548	Acre		PFO	Select...

Cowardin Code	HGM Code	JD Type	Aquatic Resource Type
R4	Select...	Preliminary	DELIN.PJD-404
PFO	Select...	Approved	Select...

General Note:

This page is the IDENTIFICATION of the Aquatic Resources present in the Project Area.
Not the impacts to them.

Step 6 – Aquatic Resource Inventory

The “Project Area” is what was drawn/approximated in “Start a New Request” steps.

The resources you should list here are the resources that were found in the NRTR and/or ARDR.

Aquatic Resources

For projects with relatively few aquatic resources, manual entry will likely be most efficient.

- Free-hand drawing of aquatic resources is available, *but depiction is not required*. For aquatic resource depictions, geodatabase upload is highly encouraged.

Geodatabase and CSV templates for easier uploading of aquatic resources can be found on the ECAP website alongside the Aquatic Resource Delineation Report Template/Guidance.

Aquatic Resources Table (non-mandatory fields encouraged but not required)

Notes:

- If no JD is being requested, “Aquatic Resource Type” should be “Delin.Conc”
- It is important that the Cowardin Code is filled in for intermittent and perennial streams for NCDWR regulation purposes. If not specified, NCDWR will assume perennial flow regime.

Add Supporting Document Information


Document Type *

Document Created Date *

Document Label *

Information Source/Citation *

Documents*











Input accepts multiple files  *

Drag files here or [choose from folder](#)

Remove

Add

Cancel

Actions	File Name	Document Label	Document Type
	BR-0077 Aquatic Resources Delineation Report.pdf	BR-0077 Delineation Report	Other Information
	Figure 1 Project Vicinity.pdf	Project Vicinity Map	Map plan plot or plat
	Figure 2 Aquatic Resources.pdf	Aquatic Resources Map	Aerial Photograph
	Figure 3 USGS Topo.pdf	USGS Topography Map	US Geological Survey Map
	Figure 4 NRCS Soil Survey.pdf	NRCS Soil Survey Map	USDS NRCS Soil Survey Map
	NCDWR Stream ID Forms.pdf	NCDWR Stream ID Forms	State Local Aquatic Resource form
	NCSAM Forms.pdf	NC Stream Assessment Forms	State Local Aquatic Resource form
	NCWAM Forms.pdf	NC Wetland Assessment Forms	State Local Aquatic Resource form
	PictureLayout.pdf	Site Photos	Site Photograph
	USACE Wetland Data Forms.pdf	USACE Wetland Delineation Data Forms	Wetlands Datasheet

Step 7 – Supporting Information

Are there any supporting documents you will be uploading?

Yes.

Select: “Add New Row” button to add a document.

Table of Documents

Columns:

Document Type Dropdown:

Likely NCDOT Documents:

- Aquatic Resource Delineation Report
- Figures (Project Vicinity, Aquatic Resources, USGS Topo, NRCS Soil Survey)
- Data Forms (Wetland Data Sheets, Stream ID Forms, NCWAM, NCSAM)
- Site Photos / Photo Logs

Document Creation Date:

This date does not matter. Select the date you completed this application.

Document Label:

Identification of the file e.g., “Aquatic Resources Map”

Information Source/Citation:

Does not matter. Recommend “NCDOT”

Select “Add” Button

Documents do not upload until “Save Progress” is selected, so periodically select:



Step 8 – Certify, Sign, and Submit

This should be an NCDOT official.

Steps for NC DWR Stream Determination Form Submittal

Until DWR's system is fully integrated with RRS, continue to use the Electronic Stream Determination Form Submittal for Stream Origin/Buffer Applicability.

<https://edocs.deq.nc.gov/Forms/Determination-Request-Form>

RRS Access Management

Modify Request Access

Details

Project Name:

Test

Project Owner:

Michael Turchy

Request Type:

Preconstruction Notification (PCN) (ENG 6082)

Project Owner Email:maturchy@ncdot.gov

Add User to Request

User Search:

Search by email to add a user to this request. The user must have an existing RRS account before being added.

**Users Granted Request Access:**

No users have been added to this request yet. Use the search field above to add users.

Permission Levels

Project Owner: Full access, can manage permissions and transfer project ownership. Only the project owner can sign and submit a request.

Read/Write: can view and edit the request, but cannot manage permissions or sign and submit the request.

Read Only: Can view the request, but cannot make any changes.