



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET, NW  
WASHINGTON, DC 20314-1000

CECW-CO

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND  
DISTRICT COMMANDS

SUBJECT: Policy Guidance – U.S. Army Corps of Engineers Shoreline Management  
Program Permit and License Issuance

1. References.

- a. 36 CFR § 327.30, Shoreline Management on Civil Works Projects.
- b. ER 405-1-12, The Real Estate Handbook.
- c. ER 1130-2-406, Shoreline Management at Civil Works Projects.
- d. Memorandum, CECW-OM, 1 Jun 20, subject: Policy Guidance – Guidance for U.S. Army Corps of Engineers Shoreline Management Program and Associated Real Estate License, Figure 2-4, AR 25-50.

2. Background.

a. It is the responsibility of the U.S. Army Corps of Engineers (USACE) to manage and protect the lands and waters associated with our water resource development projects. Pursuant to regulations at 36 CFR 327.30, the Shoreline Management Program (SMP) is implemented at a subset of our water resource development projects. Projects that have an SMP must balance resource protection for general public use with requests for private uses of project shorelines. More than 80,000 shorelines use permits and associated real estate instruments have been issued across the nation. The objectives of USACE management actions are to achieve a balance between permitted private uses and resource protection for general public use while meeting the demand for new permits and instruments, achieving inspection requirements, and processing renewal requests in a timely manner.

b. In many instances, a proposed private shoreline use, activity, or development requires both a shoreline use permit and a real estate instrument. Currently, the shoreline use permit and real estate instrument may be processed at different times by different offices and be valid for different periods of time. The lack of synchronization between these processes results in confusion for the applicant regarding the rights and permissions granted. Often neither the permit nor the license has full value without the other instrument.

CECW-CO

SUBJECT: Policy Guidance – U.S. Army Corps of Engineers Shoreline Management Program Permit and License Issuance

3. Purpose. The purpose of this memorandum is to direct consistent processing of Shoreline Use Permit requests and associated real estate instruments. This direction does not modify the Major Subordinate Commands (MSCs), Real Estate (RE), and Operations processes for the evaluation of proposed activities. The intent is to align the evaluation and timing of decisions for both Shoreline Use Permits and real estate instruments for a proposed use, activity, or development. The result will provide applicants greater clarity on the terms and duration of the permit and real estate instruments and improve USACE procedures by establishing a uniform issuance cycle. The Shoreline Management Project Delivery Team (PDT) established by reference 1.d. above, identified this as a Best Management Practice to improve efficiency, reduce redundancies, minimize costs, and provide improved customer service.

4. Guidance. MSCs will synchronize the approval process for private shoreline use permits and associated real estate instruments so an applicant receives a coordinated decision of relevant authorities as a single transaction. MSCs will provide to headquarters the use of a single transaction procedure for decisions for Shoreline Use Permits and associated real estate instruments or submit their plan to achieve a single transaction procedure to headquarters by 1 September 2021. MSCs may develop district or regional procedures. The plan must include a schedule for implementation of the new procedures for previously issued and new requests. MSCs shall implement this guidance, which will consist of the adoption of the new procedures, no later than 1 October 2021.

5. Our points of contact for this action are Jeremy Crossland, Program Manager for Land Use and Natural Resources, at (202) 761-4259 or [jeremy.m.crossland@usace.army.mil](mailto:jeremy.m.crossland@usace.army.mil) and Bobby Roberts, Deputy for Real Estate, at (202) 761-0057 or [bobby.l.roberts@usace.army.mil](mailto:bobby.l.roberts@usace.army.mil).

MICHAELE J. MANDULAK  
Interim Director of Real Estate

THOMAS P. SMITH, P.E.  
Chief, Operations and Regulatory Division  
Directorate of Civil Works