

INSTRUCTIONS FOR COMPLETING THE SF-299 FORM

Items 1 thru 6: Self-explanatory

Item 7: Describe your project in detail with a narrative statement outlining the project scope. The narrative must include at a minimum:

- an introductory statement on the overall project scope (see following examples);
- the reason or necessity for the project;
- a description of each major component, including but not limited to the:
 - type;
 - location;
 - dimensions;
 - whether or not the component is new construction or an existing element; and
 - elevations (if applicable);
- proposed project start and end dates
- describe required vehicles/equipment to complete the project

The following are examples that illustrate a project-specific description and example plans for Reclamation's review:

Utility Line – Aerial ([Aerial Crossing.pdf](#))

A fiber optic communications line encased in a protective housing will be suspended across the stream to provide enhanced telephone and data service to the area. A 40' high steel support tower will be constructed at existing grade approximately 100' landward of the top of bank on each side of the stream. Each tower base will be surrounded by a 6' high chain link fence covering a 20' by 20' area. The low point of the line under maximum wind and temperature conditions will be approximately 25' above the stream's normal water level. Plans and color photographs are enclosed in the application package.

Utility Line - Underground ([Utility Crossing.pdf](#))

A 4" diameter water line will be placed beneath Buck Creek to expand public water service in the eastern portion of Marion County. The directionally bored line will have 4' of cover beneath the streambed and 3' in the banks. The bore pits will be restored to the pre-disturbance ground contours following construction. Plans and color photographs are enclosed in the application package.

Bridge - Widening (no plan available)

The superstructure of the existing 2-span bridge carrying State Road 135 over Buffalo Creek will be widened to 4 lanes to reduce traffic congestion. The 41'-6" deck will be increased by extending both the abutments and piers upstream and downstream 10'-11" thereby increasing the out-to-out width to 63'-4". The approach roads will not be raised and there will be minimal work in the channel. Color photographs and plans are enclosed in the application package.

Example of Items that should be on every plan

- Streams / other water features
- Roads (including railroads)
- Existing Structures (buildings, parking lots, etc)
- Proposed structures
- Cross Sections if applicable
- Property Limits
- North Arrow
- Scale (numerical / graphical)
- Horizontal / Vertical Benchmarks
- Horizontal / Vertical Datums
- Contours (including date of photography, if applicable)
- Date
- Preparer's Name

Item 8: Example of vicinity/location maps are:

- Example #1 ([VicinityMap.pdf](#))
- Example #2 ([Assessor Map.pdf](#))

Items 9 thru 12: To be provided by responsible agency.

Item 13: Refer to “Specific Instructions” (SF-299, page 3)

Item 14: To be provided by responsible agency.

Item 15: Refer to “Specific Instructions” (SF-299, page 3)

Item 16 thru 19: Refer to “Specific Instructions” (SF-299, page 3)

APPLICATIONS MUST BE SIGNED BY THE APPLICANT OR APPLICANT’S AUTHORIZED REPRESENTATIVE.