

Appendix H - Checklist & Sample Outline for a Delineation Report

At a MINIMUM, a delineation report should include:

- Field data sheets (complete set that were filled out during the wetland determination and delineation). These could be added as an Appendix to the report.
- A map identifying wetland boundaries and the locations of all data collection points (for large and/or complex projects, a large scale [1":400' to 1":100'] aerial photo with overlays displaying site property and wetland boundaries is helpful). This map must also clearly delineate the boundaries of the area evaluated.
- An explanation of the approach used to delineate the wetlands and synthesize the data. Describe the vegetation, soils, and hydrologic characteristics and summarize the available information used in making the wetland determination. The following are examples of potential sources of information¹¹:
 - USGS quadrangle map (or other topographic map of the area).
 - National Wetland Inventory (NWI) map.
 - Local wetland inventories.
 - County soil surveys.
 - Stream and tidal gage data.
 - Previous site documentation and/or analysis (e.g., environmental checklist, environmental impact assessment or statement (EIA or EIS), geotechnical report).
 - Federal Emergency Management Agency (FEMA) flood insurance rate maps.
 - Regional maps that characterize the area.
 - Local experts.
 - USGS land use and land cover maps.
 - Survey plans and engineering designs for the proposed development project.
 - Aerial photos.
 - Other site specific information.
- Information on rare plants and high-quality wetlands from the Washington National Heritage Program.
- Information on priority habitats and species from the Washington Department of Fish and Wildlife.

¹¹ These are potential sources of information that may have been helpful in making a determination, but not all listed sources of information may be applicable to a given situation. The delineator is not required to obtain information from all of the listed sources of information.

The following sample outline for a wetland delineation report has been copied with permission from the *Field Guide for Wetland Delineation: 1987 Corps of Engineers Manual* prepared by the Wetland Training Institute. Additional information can be found at the end of that field guide in the section of the document entitled “Preparing a Delineation Report.”

I. Introduction

- A. Who authorized the delineation
- B. Why is it being done
- C. Location of site (Map)
- D. Date of site visit (s)
- E. Identification of delineators

II. Methods

- A. Brief description of method used
- B. Any modification of methods
- C. Sources of existing information used

III. Results and Discussion

- A. Description of the site
 - 1. Topography
 - 2. Plant communities
 - 3. Soils mapped and found (map)
 - 4. Hydrology information
 - 5. Existing wetland mapping (e.g., NWI/state/local)
- B. Findings
 - 1. Types of wetlands identified (e.g., Cowardin, et al 1979)
 - a. Description
 - b. Locations
 - c. Area
 - d. Contrast with nonwetland
 - e. How was boundary chosen (e.g., feature on the landscape)
 - 2. Types of other waters identified
 - a. Description
 - b. Locations
 - c. Area
 - d. Contrast with nonwetland
 - e. How was boundary chosen (e.g., feature on the landscape)
 - 3. Include maps/drawings showing results

IV. Conclusion

- A. Brief summary of total area and types of wetlands and other regulated waters
- B. Statement regarding the need for permits
- C. Caution that final authority rests with the appropriate agencies

V. Literature Cited

VI. Appendix A (Data Sheets)