

DR 1130-2-400

DEPARTMENT OF THE ARMY  
ST. LOUIS DISTRICT, CORPS OF ENGINEERS  
1222 SPRUCE STREET  
ST. LOUIS, MISSOURI 63103-2833

CELMS-OD-R

Regulation  
No. 1130-2-400

28 June 1991

Project Operation  
MANAGEMENT OF OUTGRANTS

1. PURPOSE. This regulation establishes policy and procedures, and forges a partnership of Corps personnel responsible for the management of outgrants at the field operating activities in the St. Louis District. It is intended to supplement ER 405-1-12 and ER 1130-2-400.

2. APPLICABILITY. This regulation applies to all organizational elements of the St. Louis District involved in the administration and management of outgrants. It supersedes any existing District guidance on the management and inspection of outgrants. Additional guidance can be found in various regulations referenced below.

3. REFERENCES.

a. ER 1130-2-400, Management of Natural Resources and Outdoor Recreation at Civil Works Water Resource Projects.

b. ER 1165-2-400, Recreation Planning, Development, and Management Policies.

c. ER 405-1-12, Real Estate Handbook.

d. EM 1110-2-410, Design of Recreation Areas and Facilities, Access and Circulation.

e. EM 1110-1-400, Recreation Planning and Design Criteria.

f. EM 385-1-1, Safety and Health Requirements Manual.

g. ER 1130-2-435, Preparation of Project Master Plans.

h. DR 1130-2-11, Administration of Public Lands and Waters.

i. Title 36, Chapter III, Part 327, Code of Federal Regulations.

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j. The National Water Safety Congress, Guide for the Safe Operation and Maintenance of Marinas, NWSC B-13, 1988.

k. State of California, The Resources Agency, Department of Boating and Waterways, Layout and Design Guidelines for Small Craft Berthing Facilities, January, 1984.

#### 4. POLICY.

a. It is the policy of the St. Louis District that the lake or area manager is responsible for all management decisions concerning outgrants at their respective areas. Management decisions will be coordinated with Real Estate Division and other District elements for execution as appropriate. Real Estate Division is primarily responsible for negotiation and administration of outgrants.

b. The lake or area manager in cooperation with Planning Division will be responsible for making determinations of the availability of project lands for all outgrants.

c. Outgrants will be used as a management tool to assist lake and area managers in providing: quality and safe recreational experiences for the visiting public; wildlife habitat protection and restoration; viable business opportunities; and a spirit of cooperation with private business, public utilities, and state and local governments.

d. Each organizational element will fulfill their responsibilities relative to the management of outgrants in a spirit of cooperation and coordination with other organizational elements.

e. The District will give outgranted lands the same management interest and attention as those lands directly managed by the Corps of Engineers. The ultimate responsibility for the conservation and management of natural resources on a water resources project remains with the Corps even though daily management may be delegated to a second party through an outgrant. It is the responsibility of the park or area manager to insure that this basic trust is fulfilled through the proper stewardship of public lands.

f. All District elements will notify the lake or area manager of request contacts, or proposed activities and coordinate any response affecting an outgrant.

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g. The District will insure that all conditions, technical requirements, minimum facilities, and rental offsets included in outgrant instruments reflect a sound and comprehensive approach to providing a viable economic business while safeguarding the role of professional natural resource management, protection of the environment, protection of archeological resources, safety, proper soil conservation practices, and the provision of quality services and facilities for public use and enjoyment.

## 5. RESPONSIBILITIES.

a. Real Estate Division acting through the Real Estate Management and Disposal Branch is responsible for:

- (1) Overall negotiation and administration of outgrants.
- (2) Determining the proper type of outgrant instrument to be issued for outgrant proposals, and interpreting all outgrant instruments.
- (3) Packaging, advertising, negotiating, reviewing proposals, and issuing the outgrant instrument.
- (4) Amending outgrant instruments to incorporate approved changes and alterations.
- (5) Developing those conditions of the outgrant instrument which relate to rents and other financial liability to the Government by the outgrantee.
- (6) Administering rent payment procedures as outlined in the outgrant instrument.
- (7) Acting as the Office of Record for all outgrant instruments.
- (8) Initiating financial audits and taking corrective actions when necessary.
- (9) Taking actions leading to termination or revocation when such action is deemed necessary.
- (10) Ensuring Appendix A of this regulation is updated as necessary.
- (11) Conducting compliance inspections in accordance with paragraph 5.a.(1) above.

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(12) Cooperating with lake or area managers to insure that corrective measures are taken in a timely manner.

(13) Participating in and/or conducting meetings with outgrantees as appropriate.

(14) Conferring with Office of Counsel on matters related to outgrant instruments.

b. Lake managers and area managers are responsible for:

(1) Determining with Planning Division the lands which will be available for outgrants.

(2) Developing special conditions to be included as part of the outgrant instrument.

(3) Insuring that all information and services as required by the outgrant instrument are provided to the outgrantee.

(4) Acting as the point of contact for the outgrantee.

(5) Conducting compliance inspections in accordance with the procedures for such inspections as outlined in this regulation.

(6) Insuring that corrective actions are taken in a timely manner when instances of non-compliance occur.

(7) Taking immediate action to eliminate emergency health and safety hazards.

(8) Making decisions relative to termination or revocation and requesting such action by Real Estate Division.

(9) Conducting coordination meetings with outgrantees.

(10) Reviewing and approving annual management plans submitted by outgrantees.

(11) Requesting special technical inspections by Engineering Division and the Safety Office.

(12) Formulating with Planning Division the required minimum development plans for outgrants.

(13) Ensuring that Appendix B is updated as necessary.

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c. Engineering Division is responsible for:

(1) Conducting special technical inspections when requested by lake or area managers.

(2) Reviewing proposed construction plans and specifications on outgranted lands for technical adequacy.

(3) Ensuring that Appendix C and Appendix D are updated as necessary.

d. Planning Division is responsible for:

(1) Conducting marketing studies relative to commercial leases.

(2) Developing Master Plans which establish zoning of project lands and waters for all uses including existing and proposed outgranted areas.

(3) Determining with lake or area managers the lands which will be available for outgrants.

(4) Formulating with Real Estate Division and lake or area manager the required minimum development plans for outgrants.

e. Safety Office is responsible for:

(1) Conducting special technical inspections when requested by lake or area managers.

(2) Consultation on safety questions, applicable standards and recommendations pertaining to non-compliance of safety standards.

f. Office of Counsel is responsible for review of all legal issues regarding outgrants when so requested by any element(s) in need of legal counsel.

6. PROCEDURES.

a. General

(1) Various authorities (such as Title 10 U.S.C. 2667, 16 U.S.C. 460d and 16 U.S.C. 4601-13) empower the Secretary of the Army with the authority to grant the use of Corps

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administered land to others. The type of instrument is determined by Real Estate Division in accordance with existing policies and regulations.

(2) The basic approach to outgrant management is initiated through determinations of availability and market feasibility studies. Normally, determinations of availability are made by the park or area manager jointly with the Planning Division which are then referred to the Real Estate Division for action. Market feasibility studies are normally initiated by Planning Division to determine whether the growth potential and economic environment will support a commercial venture.

(3) Real Estate Division has the responsibility to determine the appropriate instrument, to coordinate with the Operations Division and Planning Division for the preparation for proposal packages, advertisement, and award.

(4) The Real Estate Division is the office of record for the administration of the respective real estate instrument. Any decisions which involve major changes, additions and/or deletions to the outgrant instrument must be incorporated by Real Estate in the document.

(5) All outgrants will include standard conditions which require compliance with applicable national, state and local safety, electrical, health and building codes.

(6) Each project or area office will designate a park ranger to be responsible for coordinating each type of outgrant with the grantee and a counterpart will be designated in the Real Estate Management and Disposal Branch. These individuals will be the primary contacts for the coordination of the compliance management of the respective outgrant. A list of these designations will be maintained at each office and updated as necessary with additional outgrants or personnel changes.

(7) Items involving outgrants with the states of Illinois and Missouri will be discussed at periodic field coordination meetings conducted between project personnel and appropriate field representatives of the respective state agency involved in the management of the outgrant. Every effort will be made to resolve the problem at the field level. Any problems with subleases of the respective state agency on the outgranted lands will be directed to the applicable state agency responsible for administering the sublease for compliance.

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(8) The park or area manager will direct the grantee to cease all activity, construction, farm operations, land clearing, etc. not included in the real estate instrument and that does not have approved plans, or subleases covering the activity. If work persists, authorized personnel will issue violation notices of Title 36 to the grantee under the paragraph applicable to unauthorized use.

(9) Title 36, Code of Federal Regulations, Chapter III, Part 327 applies to all lands and waters managed or outgranted by the Corps of Engineers. Personnel authorized to issue citations for violations of Title 36 are not to disregard violations observed on outgranted lands.

(10) Immediate action will be taken by project personnel in emergencies to stop activities involving health or safety. The Operations Division will be contacted immediately when action is anticipated so appropriate District elements can be notified of possible consequences.

(11) Real Estate Division will coordinate the review process of any proposed development or major rehabilitation through the appropriate District elements and insure that a reasonable time frame of 30-60 days is maintained, depending on the complexity of the proposal and any necessary changes or alterations to plans.

(12) The Real Estate Division is responsible for insuring that the outgrant instrument is a working document that reflects actual activities, realistic schedules and timely incorporates any approved changes that deviate from the existing plan and document.

(13) All rent and payments to the Government and insurance requirements are the responsibility of the Real Estate Division. Any questions or problems will be directed to that office. The park or area manager will be kept informed of the payment status and will be advised by Real Estate Division of any action necessary to remedy problems.

(14) A current and complete listing of all outgrants will be provided to the park or area manager by 1 October each year by the Real Estate Division.

b. Leases

(1) Leases for Agriculture and Grazing Purposes

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(a) A determination of availability will be the basis for all leases concerning agriculture, hay and grazing purposes.

(b) The determination of availability will be submitted by the park or area manager with applicable lease conditions, maps, tract numbers, crop rotation schedules, and rental offsets to Real Estate Division for incorporation into the appropriate instrument, advertisement, and award. Lease packages will normally be submitted to the Real Estate Division by 1 October each year.

(c) The primary purpose of leasing lands for agriculture and grazing uses is to support natural resource management goals and objectives. The park or area manager will be responsible for insuring that any lands determined available for these uses are supported by resource use objectives included in the Master Plan and management decisions incorporated in the Operational Management Plan.

(d) The park or area manager will formulate in consultation with Real Estate Management and Disposal Branch lease conditions, crop rotations, schedules, maps, and rental offsets that incorporate sound soil conservation measures, progressive agricultural practices, and professional natural resource management techniques.

(e) The terms of leases for agriculture and grazing purposes may be established for a maximum period of five years.

(f) The park or area manager will consult applicable state and federal agencies such as the U.S. Soil Conservation Service, the state Cooperative Extension Service, and the Agricultural Stabilization and Conservation Service during the preparation of lease packages.

(g) Each year, and in accordance with the conditions and rental offsets stipulated in the lease, the lessee will be provided instructions and approvals by the park or area manager on how to fulfill any necessary requirements of the lease.

## (2) Leases for Commercial Concessions

(a) The Corps of Engineers has an obligation to provide the public with services and facilities at water resource projects. Each project Master Plan designates and reserves certain sites for future development of commercial concessions in order to provide these services and facilities. The park or area manager will jointly coordinate any proposed development with

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Planning Division and review current Master Plans to insure that the plan represents a realistic approach to future needs. Any updates/letter reports should incorporate current public input obtained through surveys or open meetings. As site availability is determined, Planning Division will initiate a site market analysis/feasibility study.

(b) From a site market analysis/feasibility study that yields positive results, a minimum development plan will be prepared and jointly coordinated by the appropriate District elements including Real Estate, Engineering, Planning, and operations. The park or area manager will be kept advised and involved in all aspects of proposed development.

(c) Real Estate is responsible for the actual preparation of the Invitation For Proposals/Bids, the coordination of pre-award conferences and bid/proposal review and award. The park or area manager and the appropriate District elements will be provided a reasonable review and comment period on all documents.

(d) Commercial concession leases will include standard conditions which require compliance with the appropriate national, state and local safety, electrical, health and building codes.

(e) An annual meeting will be held sometime between October and March with the concessionaire prior to the peak recreation season to review the development and operation and maintenance plans and discuss standard operating procedures, past problems, future plans, public comments or other items of mutual concern. This meeting will be held at the project with the park or area manager and the appropriate real estate coordinator attending.

(f) Plans/specifications/drawings for proposed development or additions/changes to existing facilities must be submitted to Real Estate by the lessee for coordination of the review and approval process. A general site layout must accompany each submittal. Real estate will provide a reasonable time period for review by the appropriate District elements. The park or area manager will be involved in the entire review process.

### (3) Leases for Public Park and Recreation Facilities

(a) The lake or area manager will be involved in all aspects of proposals and implementation of leases for public park

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and recreation facilities. Advanced copies of all correspondence will be provided to the lake or area manager.

(b) An annual management plan will be submitted by the lessee to Real Estate by 1 February each year unless otherwise stated in lease/agreement. Real Estate Division will coordinate the review process with the park or area manager, the Operations Division and other applicable District elements. Sufficient time will be provided for the review of the plan and consolidation of comments for reply to the grantee.

(c) An annual meeting will be held sometime between October and March with the lessee prior to the peak recreation season to review the annual management plan and discuss operating procedures, past problems, future plans, public comments or other items of mutual concern. This meeting will be held at the project with the park manager and the appropriate real estate coordinator.

(d) Leases for public park and recreation facilities will include a standard condition which states that the responsibility for preventing and removing encroachments rest with the grantee.

#### (4) Industrial Leases

(a) Industrial leases can be utilized to outgrant Government lands for industrial purposes when a satisfactory determination of availability has been provided by the lake or area manager.

(b) The park or area manager will insure that proposed activities or use will not conflict with objectives defined in the Master Plan and Operation Management Plan. Satisfactory precautions will be included as conditions to safeguard public use and safety.

(c) Actual acreage included in the lease will be limited to the minimum necessary to meet the requirements of the lease in order to avoid impacting the availability of lands for public use.

(d) Conditions will include minimum maintenance, health, safety, and security standards necessary to protect any Government property included in the lease.

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(e) All industrial leases will include standard conditions which require compliance with applicable national, state, and local safety, health, and building codes.

(f) All industrial leases will include a standard condition which states that the responsibility for preventing and removing encroachments rests with the grantee.

(5) Cabin Leases

(a) There will be no new cabin leases on the Riverlands, only renewals of existing leases.

(b) Cabin outgrantees will also be required to obtain a Section 10 of the Rivers and Harbor Act Permit for any structure placed in the water.

(c) Cabin leases will include standard conditions which require compliance with appropriate national, state, and local safety, electrical, health and building codes. Also, conditions will include minimum maintenance, health, safety, and security standards necessary to protect the Government property included in the lease.

(6) Leases for Miscellaneous Purposes

(a) A determination of availability prepared by the park or area manager will be the basis for all leases for miscellaneous purposes.

(b) Leases can be utilized to outgrant project lands and buildings for other purposes when a satisfactory determination is provided after careful analysis by the park or area manager.

(c) The park or area manager will insure that proposed activities or use will not conflict with objectives defined in the Master Plan and Operational Management Plan. Satisfactory precautions will be included as conditions to safeguard public use and safety.

(d) Actual acreage included in the lease will be limited to the minimum necessary to meet the requirements of the lease in order to avoid impacting the availability of lands for public use.

(e) Conditions will include minimum maintenance, health, safety, and security standards necessary to protect any government property included in the lease

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c. Easements

(1) Normally easements are used to allow a specific use such as a road, powerline, pipeline, etc. on Government property.

(2) After receiving a request for an easement the lake or area manager will make a determination of availability for the Government lands requested.

(3) The lake or area manager will insure that proposed activities or use will not conflict with objectives defined in the Master Plan and Operation Management Plan. Satisfactory precautions will be included as conditions to safeguard public use and safety.

(4) Actual acreage included in the easement will be limited to the minimum necessary to meet the requirements of the easement in order to avoid impacting the availability of lands for public use.

(5) Easements will include but not limited to conditions that provide the following requirements:

(a) Safety

(b) Restoration of disturbed areas

(c) Compliance with state and local public health and sanitation standards

(d) Protection of archeological resources

(e) Compliance with cultural resource management plan

(f) Protection of natural resources and the environment

(g) Define term (time period) of easement

(6) Any easement for which the grantee requires no current or future use will be terminated.

d. Licenses

(1) Licenses for Fish and Wildlife Management (including General Plan Lands).

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(a) The lake or area manager with Planning Division will prepare a determination of availability for any lands that may be made available to other agencies for fish and wildlife management.

(b) The management of fish and wildlife habitat, facilities, lands and/or waters by another agency will be through the use of an appropriate outgrant issued by Real Estate.

(c) The Operational Management Plan will identify the management objectives for such lands. These objectives will be used by the lake or area manager to evaluate the annual management plans submitted by the grantee.

(d) An annual management plan will be submitted by the grantee to Real Estate by 1 February each year unless otherwise stated in lease/agreement. Real Estate Division will coordinate the review process with the lake or area manager, the Operations Division and other applicable District elements. Sufficient time will be provided for the review of the plan and consolidation of comments for reply to the grantee.

(e) Licenses for fish and wildlife management/ general plan lands will include a standard condition which states that the responsibility for preventing and removing encroachments rest with the grantee.

(f) Items involving outgrants with the states of Illinois and Missouri will be discussed at periodic field coordination meetings conducted between project personnel and appropriate field representatives of the respective state agency involved in the management of the outgrant.

(2) Licenses for Miscellaneous Purposes

(a) The park or area manager will prepare declaration of availability for any lands or activities that may require a license or permit for miscellaneous purposes.

(b) A license is often determined as the appropriate outgrant instrument for providing other services or activities.

(c) Examples of services or activities outgranted by license are:

- (1) Coin telephone
- (2) Minor Concessions

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- (a) Beach concession sales
- (b) Firewood sales
- (c) Laundry services
- (d) Newspaper sales
- (e) Fishing guides
- (f) Boat rentals
- (3) Borrow pits and temporary construction areas
- (4) Oil, coal and gas surveys and explorations

(d) The park or area manager will insure that any proposed services or activity is compatible with the goals and objectives for the area.

(e) Any outgrant for these purposes will include, but not limited to, conditions that provide the following requirements:

- (1) Safety
- (2) Restoration of disturbed areas
- (3) Compliance with state and local public health and sanitation standards
- (4) Protection of archeological resources
- (5) Compliance with cultural resource management plan
- (6) Protection of natural resources and the environment
- (7) Term (time period) of license.

## 7. COMPLIANCE INSPECTIONS

### a. General

(1) Compliance inspections will be conducted in order to protect the Government's interest by insuring that grantees are complying with the conditions of the outgrant instrument.

(2) Depending on the type of outgrant and proposed activity, the lake or area manager will conduct periodic compliance inspections in accordance with the procedures in this regulation. Real Estate Management & Disposal personnel will conduct selected periodic compliance inspections in conjunction with project personnel. The park or area manager will determine any actions or changes to correct deficiencies, resolve conflict, and/or coordinate proposed development and activities. As primary agency contact, every effort will be made to resolve problems at the field level. Assistance will be requested

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through the Real Estate coordinator for those matters in which compliance cannot be obtained from the grantee.

(3) In certain circumstances, compliance inspections may require technical expertise beyond the capabilities of the lake or area management office. In these instances, the lake or area managers will request special technical inspections by Engineering Division or the District Safety Office. Real Estate Management and Disposal Branch will be kept informed of all inspections.

(4) The grantee or representative of the grantee will be invited to accompany and take part in the inspection.

(5) Compliance inspections will include any areas or activities subleased within the outgrant area. Inspections of sublease areas should be coordinated with representatives of the lessee and sublessee, but it is the responsibility of the lessee to insure that compliance is achieved.

(6) ENG Form 3131 (Report of Compliance Inspection of Army and Air Force Property Occupied Under Lease, License, Easement or Permit), Appendix A, will be used to record the findings of a compliance inspection. A copy of completed ENG Form 3131, along with any attachment, will be submitted to Real Estate Management and Disposal Branch and to the grantee in a timely manner.

(7) The General Check List for Outgrant Inspections, Appendix B, will be used by the lake or area management office to assist in organizing the compliance inspection in an effort to make it as thorough as possible.

(8) The Technical Checklist for Outgrant Inspections, Appendix C, will be used by Engineering Division or the District Safety Office when performing a technical inspection as requested by the lake or area manager. This technical checklist can also be used as a reference for the lake or area management office inspectors while making a compliance inspection.

(9) Efforts to correct instances of non-compliance will take place at the field level. Dates by which non-compliance will be corrected will be agreed upon between the grantee and inspector. Follow up inspections, if deemed necessary, will be scheduled and subsequent compliance inspections will be addressed in these instances.

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(10) Relative to agriculture and grazing lease non-compliance, if corrective action can no longer be accomplished due to soil or seasonal restrictions, corrective action(s) will be identified in the lease which will be intended to obtain a suitable product for the Government and may include work items within the lease area that are comparable to the deficient work. In the event that compliance cannot be obtained at the field level, Real Estate Division will be made aware of the situation and their assistance requested. All subsequent actions will be coordinated with the lake or area management office.

b. Frequency of Inspections

(1) The type of outgrant will dictate the frequency of compliance inspections. An annual compliance inspection schedule will be developed by the lake or area management office for each outgrant and coordinated with Real Estate Management and Disposal Branch by 1 December. In addition to the scheduled inspections, interim inspections will be made whenever they are warranted.

(2) Agriculture and grazing leases will be inspected a minimum of twice each year. Inspections will be scheduled to coincide with progression of work, optimally during the completion of planting and harvesting practices.

(3) Compliance inspections, commercial concession leases, park and recreation leases will be conducted at least monthly during the peak recreation season of April through October each year. Off-season inspections may be adjusted commensurate with use.

(4) Compliance inspections for industrial or commercial leases will be conducted every six months.

(5) Compliance inspections for cabin leases will be conducted two times a year, once in the spring and once in the fall.

(6) Compliance inspections of leases for miscellaneous purposes will be conducted every six months.

(7) The compliance inspections for easements will be performed on a five year cycle (or more often if circumstances dictate) by project personnel. During periods when work is being performed by the grantee on the easement area, inspections will be conducted as necessary to document compliance with any special conditions and insure adequate safeguards for the protection of the natural resources. Where applicable, aerial observation can be utilized to reduce manpower and improve the efficiency of the

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inspection process. The following examples are applicable to compliance inspections on typical easements:

(a) New easements - inspector should be present to insure proper alignment and clearing and to implement precautions necessary to minimize impact on surrounding area.

(b) Any construction should be conducted in accordance with approved plans.

(c) Grantee's operations shall be confined to the land base included in the instrument.

(d) The right-of-way should only be used for the purpose granted in the easement.

(e) Easement area should be free of any hazardous conditions or wastes and steps should be taken to protect any supplementary use of the outgrant area.

(f) Any easement for which the grantee requires no current or future use should be referred to the Real Estate Division for cancellation.

(8) Compliance inspections of facilities on lands licensed for fish and wildlife management/general plan lands will be conducted monthly. Agricultural activities and lands in general will be inspected twice a year to coincide with planting and crop maturing activities.

(9) Schedules for inspection of licensed miscellaneous activities or services will insure inspections during periods of peak use or substantial activity.

## 8. Facility Standards

Appendix D prescribes procedures and standards for the design and construction of facilities on all outgrants under the jurisdiction of the St. Louis District.

## 9. Changes To Appendices

Appendices of this regulation are the responsibility of various technical elements as stated in paragraph 5. The responsible element is delegated authority to change those appendices with proper coordination and no formal changes to this District regulation.

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## 10. Correspondence

a. In the execution and administration of outgrants various correspondence and documentation is required. Real Estate Management and Disposal is hereby designated as the office of record and will maintain the official files for all outgrants.

b. Real Estate Management and Disposal Branch will generally prepare most correspondence to outgrants, after proper coordination with the lake or area manager affected and other appropriate District elements. Such correspondence will include but will not be limited to:

- (1) Terminations, Revocation, Relinquishments and Expirations
- (2) Intents to Renew
- (3) Approvals to Construct
- (4) Approvals for Rates and Prices
- (5) Approvals for Deviations
- (6) Notices of Non-Compliance
- (7) Results of Inspections

c. Lake and area managers will prepare certain correspondence to outgrantees in the execution of management duties. Such correspondence might include but not be limited to notices of non-compliance, results of inspections, and scheduling of meetings. Copies of all such correspondence will be sent to Real Estate Management and Disposal Branch for the official file.

d. All District elements will notify the park or area manager of request, contacts or proposed activities to coordinate any response affecting this outgrant. All correspondence to the grantee will be routed through and copies furnished the respective park or area manager and copies provided to the Real Estate Division for the official file.

e. The use of electronic mail, facsimiles, and telephonic communications will normally be considered appropriate in

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obtaining approvals and routing correspondence in an expeditious manner.

*James E. Corbin*

## APPENDIXES:

A - ENG FORM 3131

B - General Checklist for  
Inspection of OutgrantsC - Technical Checklist for Outgrant  
Inspections

D - Facility Standards

JAMES E. CORBIN

Col, EN

Commanding

## DISTRIBUTION:

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AH

*Lake and/or park managers will at least once a year brief the District Commander or his designated representative on their outgrant program with appropriate representation and comments by other affected district element!*

*James E. Corbin*  
COL, EN

*Commanding*

**REPORT OF COMPLIANCE INSPECTION OF ARMY AND AIR FORCE PROPERTY OCCUPIED UNDER  
LEASE, LICENSE, EASEMENT OR PERMIT**  
(ER 405-1-12)

LOCATION		DATE OF INSPECTION		
PROPERTY NAME OR DESCRIPTION				
NAME OF LESSEE, LICENSE, USER OR PERMITTEE				
INSTRUMENT		INTEREST OR RIGHT GRANTED		
TYPE	<input type="checkbox"/> LEASE			<input type="checkbox"/> EASEMENT
	<input type="checkbox"/> LICENSE			<input type="checkbox"/> PERMIT
NUMBER				
EFFECTIVE DATE	EXPIRATION DATE			
ANNUAL RENTAL		COMPLIANCE WITH TERMS <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY		
RECOMMENDATIONS AND REMARKS				
SIGNATURE OF INSPECTOR				
DISTRICT		REPORT APPROVED (Signature of Chief Real Estate Division)		

APPENDIX B

**GENERAL CHECKLIST FOR INSPECTION OF OUTGRANTS**

\_\_\_\_\_  
 Lake

\_\_\_\_\_  
 Area

\_\_\_\_\_  
 Document Number

\_\_\_\_\_  
 Inspected By

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Accompanied By Lessee or Representative

\_\_\_\_\_  
 Date

Sat - Satisfactory  
 Barely Sat - Barely Satisfactory  
 Unsat - Unsatisfactory

	<u>Sat</u>	<u>Barely Sat</u>	<u>Unsat</u>	<u>Comments</u> (Continue on separate sheet)
<u>1. Grounds/Lands</u>				
1.1 Landscaping				
1.2 Turf				
1.3 Mowing				
1.4 Trees/Shrubs				
1.5 Erosion				
1.6 Hazardous Terrain				
1.7 Wooded Areas				
1.8 Trash Collection Sites				
1.9 Litter				
1.10 Pets Control				
1.11 Revetment				
1.12 Breakwaters				
1.13 Equestrian Trails				
1.14 Unauthorized Burning/ Fires				
<u>2. Outside Storage Areas</u>				
2.1 Screening				
2.2 Organization				
2.3 Hazardous Materials				
2.4 Fire Hazards				
2.5 Electrical Hazards				
2.6 Fire Extinguishers				
<u>3. Outside Lighting</u>				
3.1 Location/Coverage				
3.2 Electrical Hazards				
3.3 Operating Properly				

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	<u>Sat</u>	<u>Barely Sat</u>	<u>Unsat</u>	<u>Comments</u>
<u>4. Roads, Parking Areas</u>				
4.1				Surface Conditions
4.2				Parking Organization
4.3				Signage
4.4				Number of Parking Spaces
<u>5. Docks</u>				
5.1				Stability
5.2				Signage
5.3				Decking
5.4				Handrails
5.5				Flotation
5.6				Tripping Hazards
5.7				Life Saving Devices
5.8				First Aid Kits
5.9				Dock Superstructure
5.10				Anchorage System
5.11				Powerline Clearance
5.12				Panelboards Weather-proof
5.13				Outlets GFI Protected
5.14				Other Electrical Hazards
<u>6. Boat Ramps</u>				
6.1				Algae, Other Slipping Hazards
6.2				Chock Blocks
6.3				Maneuvering Area Adequate
6.4				Grade
6.5				Water Depth
6.6				Surface Conditions
6.7				Siltation
<u>7. Public Telephones</u>				
7.1				Availability
7.2				Operating
7.3				Emergency Numbers Listed
<u>8. Fuel Dispensing Areas</u>				
8.1				Accessibility
8.2				Approved Dispensing Units
8.3				Shut Off Valves
8.4				No Smoke/Open Flame Signs
8.5				Storage Tanks Location
8.6				Fire Extinguishers

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<u>8. Fuel Dispensing Areas</u>				
8.7 Storage Tanks Diked Area				
8.8 Storage Tanks Anchorag				
<u>9. Administrative Bldgs/ Sales Bldg</u>				
9.1 General Outside Appearance				
9.2 Housekeeping				
9.3 Electrical Hazards				
9.4 Fire Hazards				
9.5 Signage				
9.6 Landscaping				
9.7 Turf, Mowing				
9.8 Trees/Shrubs				
9.9 Litter				
9.10 Trash Collection Areas				
9.11 Hazardous Terrain				
9.12 Fire Extinguishers				
9.13 Swimming Pool Safety Procedures & Equip				
9.14 Nondiscrimination Notice Posted				
9.15 Title 36 Posted				
9.16 Emergency Information Posted				
9.17 Approved Prices Being Charged				
9.18 Insurance Certificates				
<u>10. Maintenance Bldgs/Areas</u>				
10.1 Electrical Hazards				
10.2 Fire Hazards				
10.3 Ventilation				
10.4 Lighting				
10.5 First Aid Kits				
10.6 General Outside Appearance				
10.7 Restroom Availability and Cleanliness				
10.8 Housekeeping				
10.9 Tripping Hazards				
10.10 Machinery Hazards				
10.11 Fire Extinguishers				
10.12 Signage				
10.13 Lighting				
10.14 Equipment Maintained				
10.15 Equipment Safety Devices in Place				
10.16 Emergency Information Posted				
10.17 Pollutants, Air, Ground, Water				

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	<u>Sat</u>	<u>Barely Sat</u>	<u>Unsat</u>	<u>Comments</u>
<u>11. Harbor</u>				
11.1				
11.2				
11.3				
11.4				
<u>12. Campgrounds/Picnic Areas</u>				
12.1				
12.2				
12.3				
12.4				
12.5				
12.6				
12.7				
12.8				
12.9				
12.10				
12.11				
12.12				
12.13				
12.14				
12.15				
12.16				
12.17				
12.18				
12.19				
<u>13. Playground Areas</u>				
13.1				
13.2				
13.3				
13.4				
<u>14. Out Buildings</u>				
14.1				
14.2				
14.3				
14.4				
14.5				
14.6				

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	<u>Sat</u>	<u>Barely Sat</u>	<u>Unsat</u>	<u>Comments</u>
<u>15. Living Quarters</u>				
15.1 General Appearance				
15.2 Housekeeping				
15.3 Water Supply				
15.4 Sewage Treatment				
15.5 Authorized				
<u>16. Restaurants</u>				
16.1 Health Certificate				
16.2 Sale of Alcohol Approval				
16.3 Cleanliness				
16.4 Kitchen Cleanliness				
16.5 Electrical Hazards				
16.6 Housekeeping				
16.7 Kitchen Ventilation				
16.8 Fire Extinguishers				
16.9 Storage Areas Fire Hazard				
16.10 Lighting				
16.11 Natural Gas Hazards				
16.12 Emergency Information Posted				
<u>17. New Construction</u>				
17.1 Approvals				
17.2 Public Safety				
17.3 Worker Safety				
17.4 On schedule				
<u>18. Programs</u>				
18.1 Visitor Assistance				
18.2 Visitor Control				
18.3 Law Enforcement				
18.4 Interpretations				
18.5 Special Programs				
<u>19. Agriculture Outgrants</u>				
19.1 Crop Rotation				
19.2 Crops Left In Field				
19.3 Soil Conservation				
<u>20. Easements for Right of Ways</u>				
20.1 Actions Within Easement Limits				
20.2 All Actions Authorized				
20.3 Easement Need Still Required				

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	<u>Sat</u>	<u>Barely Sat</u>	<u>Unsat</u>	<u>Comments</u>
<u>21. Beaches/Swimming Areas</u>				
21.1 Hours of Operation Posted				
21.2 Prices Posted				
21.3 Trash Collection Sites				
21.4 Litter				
21.5 Pet Control				
21.6 Life Saving Devices				
21.7 Comfort Stations/ Showers				
21.8 Unauthorized Commercial Activities				
21.9 Signage				
21.10 Buoys				
21.11 Boats in Area				
21.12 Grade of Swimming Area				
<u>22. Cabins</u>				
22.1 Litter Controlled and No Accumulation				
22.2 Vegetation Controlled				
22.3 No Abandoned Vehicles Equipment/Buildings				
22.4 Roads/Driveways Graded/Free of Potholes				
22.5 Walks/Trails Free of Tripping Hazards				
22.6 Docks Properly Anchored/ Not Tied to Trees				
22.7 No Electric Wires in Trees				
22.8 No Signs/Advertising				
22.9 Absence of Soil Erosion				
22.10 No Evidence of Ground Fires				
22.11 No Objects Affixed to Trees				
22.12 No Evidence of Sewage Disposed on Ground/ Waterway				
22.13 Lot Drains, No Standing Water				
22.14 No Evidence of Litter Burning				

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	<u>Sat</u>	<u>Barely Sat</u>	<u>Unsat</u>	<u>Comments</u>
<u>22. Cabins</u>				
22.15 No Evidence of Illegal Use of Pesticides				
22.16 No Evidence of Improper Sewage Disposal System				
22.17 Water System Proper				
22.18 Absence of Peeling and/or Faded Paint				
22.19 No Broken Glass				
22.20 Window Screens Absent of Holes, Tears, Rust				
22.21 Roof (no missing shingles and in tack)				
22.22 Absence of Rotted or Damaged Structural Members				
22.23 Siding is Absent of Damage				
22.24 Absence of Rotted/ Damage Wood Trim/ Stairs/ETC				
22.25 Acceptable Weather- head/ Service Entrance on Electric				
22.26 No Trailer/Mobile Homes				
22.27 No Evidence of Unstable Structural Condition				
22.28 Lot Number Visible/ Minimum 4" High				
22.29 All Improvements Approved/On File				
22.30 No Construction Underway Without Permit				
22.31 Correct Address for Lessee on File				
22.32 No Evidence of Use a Permanent Residence				

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### Marina Structure

#### 1.0 Marina Superstructure

##### 1.1 Connections

All connections between members should appear to be intact. For wooden docks check for nails pulling out. If plywood gussets are used, check for delamination or splits. For bolted or welded connections check for corrosion and deterioration.

##### 1.2 Bracing

The superstructure should be adequately braced to resist lateral movement. Visually check that the superstructure is vertically true. There should be no visible leaning or "parallelograming" of the system. Check all members for deterioration.

##### 1.3 Roofing

For wood roofs, check for loosened roofing material or leaks which may be causing deterioration of the wood material. For metal roofs, check that the roofing material is intact and remains securely fastened. Refer to 15.1 connections.

##### 1.4 Paint

No bare wood is permitted. The superstructure does not require preservative wood treatment but should have two coats of oil base paint. Check for peeling paint or extreme weathering. Metal docks do not require painting but check for corrosion and deterioration.

#### 2.0 Marina Flotation

2.1 Type of Materials (will not sink, gas resistant at fuel dock)  
Should be of materials which will not become waterlogged or sink if punctured. In gas dock areas, type GR gas resistant flotation should be used.

##### 2.2 Connections to dock

The flotation should be securely fastened to the dock using steel straps, treated wood dowels, or galvanized bolts. Check all connections for corrosion and deterioration. Check that the flotation material is properly aligned beneath the dock structure.

##### 2.3 Adequacy (40% above water line, keeps dock level)

At least 40 percent of the flotation should be above the water

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line under all conditions. Check that there is no noticeable vertical movement or listing as personnel walk along the dock. The flotation should be evenly distributed so that the dock is level throughout.

2.4 Wear (material not significantly worn or deteriorated)

Check for severe abrasion or impact dents and gouges that could reduce the effectiveness of the flotation material. Check for severe algae growth and deterioration of the flotation material.

3.0 Marina Anchorage

3.1 Adequate to secure facility & allows for max. pool fluctuation

The anchorage system should be capable of securing the dock structure throughout all possible fluctuations in water level as well as securing the dock structure against movement due to wind and wave action.

3.2 System laid out in a safe manor

The anchorage system should not interfere with vehicular, pedestrian or marine traffic. Anchor cables or other securing devices should not be attached to trees, stumps, power poles, etc. Winches mounted on docks should have cable guards and mounted so they do not create a hazard.

3.3 Connections are secure.

Anchor cables should be fastened with a minimum of three U-bolts or fist grip clamps. Check for corrosion and deterioration of all cables and connections.

4.0 Walkways

4.1 Width of walkways adequate (Main 4', Berthing Slip 3')

Main walkways should be not less than four feet in width. The minimum width between berthing slips should be not less than three feet when used as access to boats.

4.2 Free of hazards (mud, ice, debris, etc.; slip proof surface)

Check walkways for mud, ice, snow, grease, or any material or obstruction that could create a slipping or tripping hazard. Walkways should be above the water at all times. The walkways should have a slip-free surface. Carpeting is not to be used for this purpose.

4.3 Adequacy (Structurally sound, not spongy, level)

The walkways should not noticeably deflect under the weight

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of a person. Check for deterioration or "spongy" feel to the flooring material. Check for protruding nails or other unsafe conditions. Wood members near the water line should be treated with a wood preservative. Walkways should be level.

#### 4.4 Access walkways (max. slope 3 on 1; stable & secure)

Walkways from shore to dock should have a maximum slope of 3 to 1. Check the access walkway for excessive spring, deflection, and lateral movement. See also 8.3. Where feasible, walkways from shore to dock should be constructed to allow access by the handicapped.

### 5.0 Handrails

#### 5.1 Placement (stairways, walkways; double handrails to dock)

Handrails should be provided on all stairways and walkways that are open to the general public. Stairways and walkways from shore-to-dock should have handrails on each side of the stairway or walkway.

#### 5.2 Adequacy (height, upright spacing, stable & secure)

Handrails should be 42 inches in height with an intermediate rail approximately 22 inches in height. Posts should be spaced no more than 8 foot centers. The handrail should be rigid and should not noticeably deflect if leaned on. Handrails should be smooth surfaced with no protruding vertical posts. Check for deterioration of members and connections as in 15.1.

### Utilities

### 6.0 Fuel (gasoline) Delivery System

#### REFUELING AREAS

#### 6.1 Location for Refueling Area (<25' away from other activities)

Fuel dispensing units should be at least 25' away from other activities. If conditions permit all fuel handling should be outside the main berthing area. If inside the berthing area, fuel dispensing should be near water exit, so in case of a fire on a boat it can be easily removed.

#### 6.2 Dispensing units (approved, no "latch open" nozzle or drawing below deck)

Dispensing units should be in accordance with Flammable and Combustible Liquids Code (NFPA No. 30). Delivery nozzle should be equipped with a self closing control valve and not have a "automatic nozzle with a latch open device". Fueling from cans is

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discouraged. Drawing gasoline below deck for any purpose is prohibited. Fueling operations in accordance with NFPA 302 "Fire Protection Standard for Pleasure and Commercial Motor Craft".

6.3 Signage ("SMOKING OR OPEN FLAMES PROHIBITED")

The fuel dispensing area should be clearly labeled as such and contain appropriate "no smoking" etc. signs.

6.4 Flootation - Gasoline Resistent

All new gas docks or when flootation under existing docks is replaced should be type GR - gasoline retardant.

6.5 Fuel dock quickly detachable

When practical, fueling stations should be equipped with a quick disconnect systems in case of fire.

6.6 Fire extinguisher

A means of extinguishing small fires should be located in fuel dispensing area.

6.7 USDA - Division of Weights & Measurement

The USDA - Division of Weights & Measurement makes periodic inspections of all commercial fuel delivery systems. A copy of the latest copy of this inspection should be available for review to determine if anything out of the ordinary was noted.

6.8 Electrical Service

a. Class I Wiring.

NEC Article 514 specifies that where Class I liquids ( e.g., gasoline, which has a flash point of 100 degrees F.) are stored, handled and dispensed, NEC Table 514-2 shall apply. The table notes which locations are to be classified as Class I; in these locations only satisfactory wiring methods for Class I shall be used.

b. Circuit Disconnects.

Each circuit leading to or through a dispensing pump shall be provided with a switch or other acceptable means to disconnect simultaneously from the source of supply all conductors of the circuit, including the grounding conductor, if any. Single-pole breakers utilizing handle ties shall not be permitted.

c. Sealing.

An approved seal shall be provided in each conduit run entering or leaving a dispenser or any cavities or enclosures in direct communication therewith. The sealing fitting shall be the

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first fitting after the conduit emerges from the earth or concrete. Seals shall be provided at the horizontal and vertical boundaries of the defined Class I locations.

d. Grounding.

Metal portions of dispensing pumps, metal raceways, metal-jacketed cables and all non-current carrying metal parts of electric equipment, regardless of voltage, shall be grounded.

e. Outdoor Dispensing Devices.

Division 2. Up to 18 inches above grade within 20 feet horizontally of any edge of enclosure.

f. Remote Pump - Outdoor.

Division 1. Any pit, box or space below grade level if any part is within a horizontal distance of 10 feet from any edge of pump. Division 2. Within 3 feet of any edge of pump, extending in all directions. Also up to 18 inches above grade level within 10 feet horizontally from any edge of pump.

g. Equipment Enclosures.

Division 1. Any space within the enclosure where vapor or liquid is present under normal operating conditions. Division 2. The entire space within the enclosure other than Division 1.

**BULK FUEL STORAGE**

6.9 Describe Storage Facilities (circle appropriate items)

below ground tanks    above ground tanks    floating tanks

Number of tanks:        0    1    2    3    4 or more

Size of tanks: \_\_\_\_\_

Tank contents: \_\_\_\_\_

All non integral pumps or tanks should be located on shore or on a solid fill pier above the maximum water level. In situations that would require excessively long shore lines, the authority have jurisdiction may grant a permission for installation of tanks on a pier. The quantity stored should be less then 1100 gallons.

6.10 Signage ("SMOKING OR OPEN FLAMES PROHIBITED", tanks labeled)

The bulk storage area should have appropriate "no smoking" signage and the contents of the tanks should be clearing labeled.

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#### 6.11 Corrosion and Leak Protection

The tank and piping should be provided with corrosion/leak protection (i.e. protective coating, corrosion resistant materials, cathodic protection).

#### 6.12 Leak/Seepage Monitoring System

The EPA regulations on underground storage tanks.

#### 6.13 Above Ground Storage Tanks (diked area 110%, drain, no debris)

The area surrounding above ground tanks should be diked to contain accidental discharges. The volumetric capacity of the diked area should be for 110% of the capacity of the largest enclosed tank. Dike walls should be liquid tight and may be built of earth, steel, concrete, or masonry. An earthen dike should be top-compacted and between 3'-6' in height with 2' wide cap. Provisions should be made for draining water from diked area but kept closed at other times. There should be no combustibles inside the diked area.

#### 6.14 Vents (location, vacuum/pressure relief or flame arrestor)

Vent discharges for fuel storage tanks should  $\geq 12'$  above ground level and located in a manner that fumes will not collect around adjacent buildings. If vent is  $\geq 2''$  in diameter or less than 10' in length it should be fitted with a vacuum and pressure relief device or flame arrestor.

#### 6.15 Compliance with Underground Storage Tanks (UST) Program

The Underground Storage Tank (UST) program set up by RCRA, has deadlines for site investigations and remediation of non-compliance items. Compliance includes: corrosion and leak protection in tanks and in piping; providing for spills during delivery; and monitoring and testing throughout life of tank.

#### 6.16 Underground Storage Tank Cover

Underground tanks should be covered with  $\geq 2'$  of soil or  $\geq 1'$  of soil and  $\geq 4''$  slab of concrete. When subject to traffic the underground tanks should be covered with  $\geq 3'$  of soil or  $\geq 1.5'$  of soil and  $\geq 6''$  slab of concrete or  $\geq 8''$  asphalt.

### FUEL CONDUITS AND CONNECTORS

#### 6.17 Piping (secure, connections accessible, grounded, sleeved)

The piping should be in accordance with Flammable and Combustible Liquids Code (NFPA No. 30). Piping should be located so it's protected from physical damage. Pipes that handle Class I fuels should be grounded. The fuel pipes and connections should be readily accessible and secured against excessive movement or

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vibration. Flexible, oil resistant hose should be used between floating structures and shore with significant slack to allow for changes in water level. Pipes passing through or under concrete slabs should be in pipe sleeves or mastic to allow for settlement, vibration, etc.

#### 6.18 Connections

Piping should be installed free of leaks and in a manner to prevent leaks. Sealing compound used should be gasoline resistant. Flared tube connections are not recommended but if used should be of steel and square.

#### 6.19 Valves (shutoff, gravity flow, fusible disconnect)

Shut off valves for each pipeline should be readily accessible and clearly identified. It should be located on the shore where the flexible hose is connected. A gravity flow check valve should be located outside the tank block valve. Automatic emergency shutoff valves (fusible disconnects) should be installed at the storage tank.

### 7.0 Fuel (propane/LPG) Delivery System

#### 7.1 Location

Propane/lpg should be located in a separate area away from gasoline bulk storage area.

#### 7.2 Signage ("SMOKING OR OPEN FLAMES PROHIBITED", tanks labeled)

The fuel storage area should have appropriate "no smoking" signage and the contents of the tanks should be clearly labeled.

### 8.0 Electrical Systems

#### 8.1 Power Supply

- a. Overhead or buried cable
- b. Pole or underground
- c. Disconnect
- d. Service Meter
- e. Grounding

#### 8.2 Distribution

- a. Panelboard, fuses or circuit breaker
- b. Voltage, phases
- c. Neutral bar grounded
- d. Number of circuits, type, wire sizes, conduit type(s)
- e. Nature of circuit extensions, flexible joints. at dock flexing points.

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- f. Service risers at boat stalls, kinds of receptacles and housings installed.
- g. Circuit breaker protected, or GFCI
- h. Outlets, type, housing
- i. Special Purpose Outlets, type, size, housing circuit breaker protected, or GFCI protected
- j. Grounding

### 8.3 Lighting

- a. Area Lighting.: Circuit voltage, type fixture, wattage
- b. How is area lighting served
- c. Boat Stalls: Circuit voltage, type fixture, wattage
- d. How is boat stall lighting
- e. Are supports for lighting properly grounded

## 9.0 Water Supply System

### 9.1 Water Supply Source - Public Utility or Well (circle one)

### 9.2 Certification of Drinking Water Safety

The most recent copy of certification that water meets Drinking Water Standards from the DNR or EPA should be produced if not a public utility. If private well system has not been checked within the last year, a system should be implemented to assure that water meets Drinking Water standards.

### 9.3 Piping/Plumbing (Check Restrooms, Kitchens, and Docks)

Faucets/Hydrants should be checked for adequate water pressure. There should be an air gap between faucet and edge of sink. All visible piping should be inspected for leaks. All piping should be secured to dock superstructure and not draped in water. The connection between land and floating facilities should be flexible and in good condition with enough excess to allow for water level fluctuations.

### 9.4 No Connection between Potable and Non-potable Water

There should be no connection between potable and non-potable water and precautions should be used to assure this does not occur. Water piping on docks with hydrants/faucets should be equipped with vacuum breakers. Hoses should not be connected to hydrants and allowed to fall into the water.

Is there a vacuum relief valve on water heater?

Are there isolation gate valves installed on each side of equipment such as pumps?

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## 10.0 Wastewater System

### 10.1 Wastewater System - (Public Utility, Septic Tank, leach field) (circle one)

### 10.2 NPDES permit (if wastewater system has discharge)

If septic tank, check location of tank. Should be at least 50 feet from a well. Check condition of disposal field area.

### 10.3 Piping/Plumbing (Check Restrooms, Kitchens, and Docks)

All visible piping should be inspected for leaks. The plumbing should have "P" traps. All piping should be secured to dock superstructure and not draped in water. The connection between land and floating facilities should be flexible and in good condition with enough excess to allow for water level fluctuations.

### 10.4 Boat Pump Out Unit

The wastewater boat pump out system should be maintained in good, septic operating condition. It should have a vent pipe and a high water alarm. Is it a duplex system?

### 10.5 Wastewater Pump Station

The wastewater pump station should be maintained in good, septic operating condition. It should have a vent pipe and a high water alarm. Is it a duplex system?

### 10.6 Restrooms (floating and non-floating)

The restrooms should be clean and septic. The restrooms should be maintained on a daily basis "in season". There should be separate facilities for men and women. Toilets should adequately flush and floor drains should be present. There should be adequate ventilation via vent pipes or vent fans.

## General Items

## 11.0 Grounds

### 11.1 Landscape Maintenance (Mowing, litter & debris removal, fires)

The grounds or landscape should be maintained in a neat and clean fashion. The grounds should be maintained clear of litter. The grass should not be taller than 8". Dead trees and fallen limbs should be cleared from non-woody areas. Replacement planting of new trees is strongly encouraged. There should be no debris or trash piles. Fires should only be allowed in designated fire pits.

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### 11.2 Trash Removal

There should be an adequate number of trash receptacles and dumpsters on site. Trash removal should be frequently enough that receptacles are not overflowing.

### 11.3 Equipment and supply storage

Mowers, tractors and other maintenance related equipment should be stored in a neat and orderly fashion. Spare machinery parts relating to operation of the leased area should also be kept in a neat and orderly fashion. Storage of scrape metal, non-operating machinery, and other decayed items (i.e. junk) should be discouraged.

### 11.4 Roadway & Parking Facilities

The roads should be maintained and potholes repaired as they develop. Adequate directional signage and road lines should be in place and kept in good repair.

## 12.0 Fire Protection & Safety Equipment

### 12.1 Fire Extinguishers (type, quantity, location, labeled, inspected)

Portable fire extinguishers of type 2-A:20-B:C should be located throughout the marina and within 50' of any point. Additionally at least 2 type 4-A:40-B:C fire extinguishers should be located within 30' of fuel pumps and  $\geq 15'$  apart. All fire extinguishers should be in plain view and clearly labeled with use codes. All extinguishers must have inspection within last 12 months and have a recharge indicator.

### 12.2 Fire Alarm

There should be an approved means for sounding an alarm to alert those on premises in case of a fire. Immediate notification of fire department should be the established operating procedure.

### 12.3 Life Saving Devices (floatation devices, reach poles)

At least one Coast Guard approved floatation device (type IV PFD) should be located within clear view every 200'. The rope should float and be sixty feet long and 3/8" in diameter. Also, a reach pole 12 feet in length should be located at each floatation device location.

### 12.4 Emergency Phone Numbers

A list of emergency phone should be conspicuously posted next to all telephones.

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### 12.5 First Aid Kits

A minimum 16 item first aid kits should be readily available at each marina.

### 12.6 Combustible Waste

Metal receptacles with lids should be provided for combustible waste and emptied daily.

### 12.7 Signage

Adequate signage should be located throughout project pointing out safety hazards. For example: "Gasoline Dispensing Area No open lights, no smoking"; "Explosion Hazard: Batteries MUST Be Removed From Boats To Be Charged"; "Fire Extinguisher". (Must indicate suitability for fires); "Life Line With Float - For Emergency Use"; "Exit" (with direction arrow).

## 13.0 Hazardous Material Storage

### 13.1 Flammable Liquids (vented, signage, approved containers)

Flammable liquids should be stored in a ventilated with minimum air circulation provided by an air intake and exhaust vents located on opposite walls approximately 12" off the floor. Appropriate "No smoking" signs should be posted inside and out. Batteries should not be stored in same room. Flammable liquids should be in approved safety containers and clearly labeled. Fire extinguishers should be located in room.

### 13.2 Battery Storage and Charging Areas (vented, signage)

Battery charging areas should be ventilated near ceiling. Flammable liquids should not stored in same room. Metal parts in the room should be corrosion resistant or protected. Appropriate "no smoking" signs should be located inside and outside. A 2-A:40-B:C fire extinguisher should be mounted on the outside wall. Protective equipment and emergency eye/body wash area should be available for employees protection.

## Auxiliary Items

## 14.0 Boat Launching Ramps (if applicable)

### 14.1 Ramp Design (Deliberate turn, width, slope, scored)

A boat ramp should be built so that a deliberate turn must be made for access. The ramp should be at least 12' wide and extend 4' below the water. The ramp slope should be 12-16% above the water line and 15-20% below. The ramp should include a minimum of 75 diameter turnaround. The ramp surface should be scored or patterned for added traction and curbs on the outside edges where

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drop might form.

14.2 Signage ("No Swimming" etc.)

A sign should be located at the launching area and include appropriate safety warnings, such as no swimming or warning of any overhead power lines, etc..

14.3 Slipping hazards (algae, mud)

The ramp should be kept free of algae growth and silt build-up to prevent slipping hazard.

14.4 Security light (non-critical item)

A launching ramp should have a security light for safety and security.

14.5 Courtesy dock (non-critical item)

Courtesy loading docks should be provided for safe loading and unloading of persons and gear.

15.0 Restaurant/Commissary Facilities (if applicable)

15.1 Dept. of Health Inspection - Rating: \_\_\_\_\_ Date: \_\_\_\_\_

- a. Significant deficiencies should be listed.
- b. Fire Protection Inspection
- c. Signage fire extinguisher, exit etc.
- d. Kitchen plumbing should have a grease trap.
- e. Electrical System

16.0 Boat & Boat Supplies Sales Area (if applicable)

Signage fire extinguisher, exit etc.  
Electrical System

17.0 Maintenance/Repair Shop Facilities (if applicable)

17.1 Electrical System

- a. Are there classified electrical hazardous areas?
- b. Are appropriate NEC rated installations present in the classified areas?
- c. Power supply and grounding
- d. Distribution and grounding
- e. Panelboards and grounding
- f. Receptacles, outlets, GFCI, and grounding
- g. Lighting
- i. Inspection for OSHA-covered electrical items:
  - (1) Adequate wire size and insulation for conductors.
  - (2) Coverplates on receptacles.
  - (3) Grounding Pin Type Receptacles installed, with GFCI

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units in wet locations.

- (4) Portable cords in good repair, and equipped with grounding type plugs.
- (5) Integral conduit system insuring ground continuity.
- (6) Panelboard neutral bars grounded.
- (7) Panelboard trim plates installed.
- (8) Panel doors installed, with directories completed.

17.2 Fire extinguisher

A means of extinguishing small fires should be located in the maintenance area.

17.3 Signage

Lighted exit signs and other appropriate signs should be in place.

18.0 Playground Facilities (if applicable)

19.0 Campground Facilities (if applicable)

19.1 14 day limit

19.2 Sewage

19.3 Numbered sites

19.4 Posted fees \*\*\*\*signage

19.5 Comfort stations

19.6 Water

Electrical System

20.0 New Construction (if applicable)

20.1 Approved construction

20.2 Docks and walkways meet "Minimum Design Standards for Floating Structures"

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## APPENDIX D

### Facility Standards

1. Purpose. This appendix prescribes procedures and standards for the design, construction, and operation of facilities on all outgrants under the jurisdiction of the St. Louis District Corps of Engineers.

2. Applicability. This appendix is applicable to all land leased, licensed or covered by right-of-way easement managed by the St. Louis District Corps of Engineers.

3. Procedure. The procedure outlined below is developed as a general approach leading to required approvals. It should be understood that the complexity of the proposed construction will dictate the extent of review required as well the design submittals required in addition to construction drawings.

a. On large, new, complex developments and dams, the drawings and specifications must bear the seal of a registered professional engineer or architect-engineer licensed to practice in the state where the construction is proposed. On small projects, such as adding a room or adding a deck, the drawings may be prepared by the owner, a knowledgeable experienced designer, or company, such as a supply house. Drawings must be neat, legible, complete, and understandable. However, the St. Louis District Corps of Engineers reserves the right to require that a set of drawings be prepared, or reviewed and approved, by a professional engineer.

b. Applicants must submit six sets of construction drawings with an application letter and approved construction permit(s) issued by the state and/or county if applicable. Letters of applications must be signed by the person holding the outgrant or his authorized agent. If an agent is used by the owner, a letter of authorization shall also be submitted. Plans will be reviewed but not approved without a properly executed application letter.

c. Written approval or disapproval will be accomplished in an expeditious manner. On very large and complex developments, the applicant will be required to schedule meetings with representatives of the St. Louis District for arranging a submittal schedule.

d. Where applicable, a request for construction must be accompanied by appropriate Environmental and Historic Property

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Clearances, Section 404 permits, Section 10 Permits, Real Estate Consents, etc.

e. When the proposed construction requires land surveys, such as mapping and legal descriptions for right-of-ways, request for construction will be accompanied by surveys which are sealed by a professional surveyor licensed in the state where the work is to be performed.

f. Construction drawings at a minimum must:

- (1) Indicate location of all facilities on a site drawing.
- (2) Be drawn to scale.
- (3) Indicate existing facilities as well as proposed and future facilities.
- (4) Indicate the Government property line and/or outgrant boundary line where applicable.
- (5) Be drawn in sufficient detail to allow review that will judge conformance to standards herein.
- (6) Indicate limits required for removal of vegetation due to proposed construction.
- (7) Indicate borrow, fill, and disposal area.
- (8) Provide any available subsurface information and planned location.
- (9) Where rehabilitation of an existing facility will require installation of electrical improvements, a scaled drawing should be submitted for review and approval that shows the power source, switch panel location, circuit distribution, circuit sizes and special loading such as furnaces or air conditioner, all in addition to switches and receptables.
- (10) Where application for construction or rehabilitation involves an existing structure, the application must include recent photographs of the four elevations (sides) of the existing building, and a paragraph description of the construction of rehabilitation to be performed.

g. No construction will be allowed without written approval of the St. Louis District Corps of Engineers. All construction

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must conform to the approved construction drawing; no deviation will be allowed without written approval. All construction will be inspected by representatives of the Corps of Engineers. If an inspection reveals any deviation from approved plans or unsafe conditions, such deviations must be corrected immediately by the applicant upon notification by the Corps of Engineers.

4. Standards. All significant construction and operations on outgranted lands will conform to the latest use of the appropriate county or state code. Where conflict between codes exist, the most stringent code or regulation shall govern.

a. Building and structures shall conform to the Uniform Building Code published by the International Conference of Building Officials.

b. Electrical installations shall conform to the National Electric Code published by the National Fire Protection Association. All new electrical service lines, from primary line to the facility, shall be placed underground.

c. Plumbing installations shall conform to the National Plumbing Code published by McGraw-Hill.

d. All construction and operations shall conform to the National Fire Codes published by National Fire Protection Association.

e. All recreation planning and design shall meet EM 1110-2-400, Recreation, Planning, and Design Criteria published by the U.S. Army Corps of Engineers.

f. All recreation design shall meet EM 1110-2-410, Design of Recreation and Facilities Access and Circulation published by the U.S. Army Corps of Engineers.

g. All facilities shall meet EM 385-1-1, Safety and Health Requirements Manual published by the U.S. Army Corps of Engineers.

h. Wastewater treatment facilities in Missouri shall conform to A Guide for Design of Small Sewage Works published by Missouri Department of Natural Resources.

i. Wastewater treatment facilities in Illinois shall conform to Private Sewage Disposal Licensing Act and Code published by the Illinois Department of Public Works.

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j. Where applicable by state regulations, water supply and sewage systems must conform with requirements of the Illinois Environmental Protection Agency or the Missouri Department of Natural Resources, depending on the state. Where a construction or operation permit is necessary from one of these agencies, the applicant must furnish a certified copy to the Corps of Engineers prior to commencing construction.

k. Colors of all structures shall meet the District color charts and be approved by the District.

l. All signs must conform to the U.S. Army Corps of Engineers Sign Standards Manual.

m. All marinas shall conform to Guide for the Safe Operation and Maintenance of Marinas published by the National Water Safety Congress.

n. All activities and operations must comply with Title 36 Chapter III, Part 327, rules and regulations governing public use water resources development project administered by the Chief of Engineers.

o. Minimum Guidelines and Requirements for Accessible Design (GFR CH (XI 7-1-87)) shall govern the construction of all public facilities for handicapped access.