

# INTRODUCTION

Thank you for requesting a Marine Event Application Package. This package contains information that will help ensure compliance with all applicable safety guidelines and regulations contained in the Code of Federal Regulations. The CG-4423 "Application for Approval of Marine Event" can be found on the Sector Upper Mississippi River Marine Event Webpage:

[http://www.uscg.mil/d8/sectUMR/Response/marine\\_events.asp](http://www.uscg.mil/d8/sectUMR/Response/marine_events.asp)

If a regatta or marine event permit is required, the sponsor shall review their responsibilities as provided in this package. The sponsor must provide evidence of compliance with any applicable laws. All state and local permits must be approved prior to applying for a U. S. Coast Guard Marine Event Permit, as they are prerequisite requirements. The sponsor must contact the state boating law administrator to ensure local safety concerns have been identified and addressed. State environmental agencies must be contacted to preserve and protect the areas in the vicinity of the marine event that may be considered environmentally sensitive areas, critical habitats, or of historical significance.

Submitting a Marine Event Permit Application may seem overwhelming. Instructions have been provided in the following paragraphs to assist in the completion of the marine event permit application. If you have any questions, contact the Marine Event Permit Application Coordinators at (314) 269-2566 or email at:

[STL-PF-SectorUMRMarinePermits@uscg.mil](mailto:STL-PF-SectorUMRMarinePermits@uscg.mil)

## HOW TO I SUBMIT AN APPLICATION

**STEP 1:** Ensure that applications for first time events are submitted to Sector Upper Mississippi River Marine Event Coordinators no less than 135 days prior to the start of the event. For recurring events, the application must be submitted 60 days prior to the start of the event. Regardless of the event being a first time or reoccurring event, it is recommended that all marine event permit applications be submitted as soon as possible

**STEP 2:** Review Saint Louis Captain of the Port Policy Letter 01-09 and 02-09.

- [Policy Letter 01-09 pertains to fireworks displays](#)
- [Policy Letter 02-09 pertains to security at marine events](#)

**STEP 3:** Complete the Application for Approval of Marine Event:

- An Application can be completed electronically, or printed out and mailed or faxed. Addresses and a fax number have been provided at the end of the documents.
- Contact state clearinghouse **OR** contact local, regional, and/or federal environmental offices or other vested parties, like the Army Corps of Engineers to ensure the event does not pose a hazard to navigation or a threat to environmental sensitive areas or species. Links have been provided on the Sector Upper Mississippi River Marine Event Webpage to aid in this process. Correspondence from the clearinghouse and/or agencies must be provided to the marine event coordinators as part of the application.

**STEP 4:** Include any other pertinent information regarding your marine event in BOX 10 of the application. Once the permit has been issued, any changes to the scheduled activities should be reported to the marine event coordinators immediately. Failing to provide updated information to marine event coordinators in a timely fashion could result in the marine event permit being rescinded. Failure to

provide sufficient information or to dedicate sufficient safety/security resources to the event may result in an inquiry for more information, which could delay approval.

**STEP 5:** All sponsors are required to obtain approval from state and local government agencies prior to submitting a U.S. Coast Guard Application for Approval of Marine Event.

This step also satisfies the requirements established by the National Environmental Policy Act. Under this policy, federal agencies are required to implement decision-making procedures to identify potentially negative affects to the environment caused by the marine event.

- **CLEARINGHOUSE INFO:** The clearinghouse is an additional mechanism that states may use to ensure the appropriate agencies have been informed of proposed marine events. Some states within Sector Upper Mississippi River's area of responsibility do not utilize a clearinghouse system. For states with no clearinghouse, sponsors must contact the appropriate individual agencies. Sponsors are not required to use the clearinghouse tool. The clearinghouse correspondence must be included and is considered a part of the application package. State clearinghouse information is provided on the Sector Upper Mississippi River Marine Event Webpage.
- **LOCAL AND REGIONAL ENVIRONMENTAL AGENCY INFO:** Multiple local/regional agencies have an environmental interest in events taking place along the river. All interested agencies should be notified of the upcoming event and allowed to provide feedback. Lists of these environmental agencies are provided on the Sector Upper Mississippi River Marine Event Webpage.
- **FEDERAL FISH AND WILDLIFE INFO:** The Federal Fish and Wildlife agency has classified some waterways as sensitive areas. These areas must be identified so that the local habitat is not adversely affected by marine events. A list of agency contacts has been provided on the Sector Upper Mississippi River Marine Event Webpage.
- **ARMY CORPS OF ENGINEERS INFO:** The Army Corps of Engineers is responsible for maintaining a navigable channel. If any type of aid to navigation is deployed or the river would be modified in a manner that would affect flow, the Army Corps of Engineers must be notified. A link to each of the Army Corps of Engineers Districts has been provided on the Sector Upper Mississippi River Marine Event Webpage.

**STEP 6:** Submit the application by

- **MAIL TO:**  
Commander  
U.S. Coast Guard Sector Mississippi River  
ATTN: MARINE EVENT PERMIT COORDINATOR  
1222 Spruce Street, Suite 7.103  
Saint Louis, MO 63103-2846
- **FAX TO:**  
(314) 269-2734, ATTN: MARINE EVENT PERMIT COORDINATOR
- **EMAIL TO:**  
[STL-PF-SectorUMRMarinePermits@uscg.mil](mailto:STL-PF-SectorUMRMarinePermits@uscg.mil)
- **COMPLETE ELECTRONICALLY AT:**  
[https://homeport.uscg.mil/mycg/portal/ep/marine\\_event/marine\\_event\\_form.jsp](https://homeport.uscg.mil/mycg/portal/ep/marine_event/marine_event_form.jsp)

## Block by Block Instruction for Completing an Application for Marine Event CG-4423

1. Specific name of event
2. First day of event
3. This address should be the address of the sponsoring organization.
4. Best estimate of duration of event (should be used in am/pm format)
5. This address should be the address of the sponsoring organization. The approval letter will go to the address in block #23, unless noted in this section.
6. This block refers to the number of participants that will be participating in the regatta, boat race, or boating event.
7. Sizes of boats that will be participating in the event.
8. Types of boats include, kayaks, canoes, high-speed type, or other specific type of boat.
9. Number of spectator boats watching the event.
10. **FOR BOAT RACING EVENTS:** Please include maximum speed, duration of maximum speed, description and length of course, and number of vessels competing at one time.  
**FOR FIREWORK DISPLAYS:** Is it land or barge based, size of largest shell, if land based distance from the river, and name of firework company.
11. If this event interferes with or impedes the natural flow of river traffic.
11. A) Explanation of why there is an interference
12. Any extra or unusual hazards that may pose a risk to navigation or health of spectators at the event
13. After contacting vested agencies of using the clearinghouse, have there been any safety or environmental concerns identified.
13. A) If so, how they are being addressed
14. For any safety vessels, identify who is providing the resources and the number of those resources, example:  
2 – MO DNR VSLS
15. Is the safety patrol adequate
15. A) If not, what are the countermeasures to ensure safety of the event
16. Has Coast Guard Auxiliary been requested
16. A) If so, explanation of why sponsor requested an auxiliary patrol
17. Name of person in charge of the event and who will be making safety decisions before and during the event
18. Where will person in charge be during the event
19. How can the person in charge be contacted during the event
20. Person the marine event permit application coordinators can contact for further details about the event.
21. Name of person completing this application
22. Title of the person from box #21
23. Address of the person from box #21
23. A) Best telephone number for contacting person listed in box #21
23. B) Email address for contacting person listed in box #21
24. Signature for person listed in box #21