



Homeland
Security

U.S. COAST GUARD



Sector Upper Mississippi River

MARINE EVENT APPLICATION PACKAGE

Revised 25 April 2008

(Only versions dated 03/2007 and 04/2008 will be accepted)

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Section I: Introduction

Thank you for requesting a Marine Event application package. This package contains information that will help ensure that your event will adhere to federal boating laws and safety guidelines in accordance with the Code of Federal Regulations. Enclosed in the package you will find an Application for Approval of Marine Event. Please ensure that all forms are complete and accurate upon submission.

If a regatta or marine event permit is required, the sponsor shall review his/her responsibilities as provided in this package. The sponsor must provide evidence of compliance with any applicable state laws. Permission must be granted from appropriate state and local authorities prior to submission to the Coast Guard. The sponsor must contact the state Boating Law Administrator and the state agencies that are responsible for environmentally sensitive areas, critical habitats, and historical issues to ascertain what state requirements may apply to the event.

Submitting a Marine Event Application may seem overwhelming; however, the use of this package should help reduce confusion making the submission process go much more smoothly. If you have any questions or are unsure of the content of this package, contact the Marine Event Permit Application Coordinator at (314) 269-2500.

Section II: How Do I Submit an Application?

Step 1: Fill out the following required forms:

- Application for Approval of Marine Event, CG 4423 (Enclosure 1). This portion **MUST** be completed by the sponsoring organization.
- Sector Upper Mississippi River: Addendum to an Application for Approval of Marine Event (Enclosure 2). This portion **MUST** be completed by the sponsoring organization.

- Sector Upper Mississippi River: Fireworks Display Addendum to an Application for Approval of Marine Event (Enclosure 3). This portion **MUST** be completed by the sponsoring organization if the marine event involves a fireworks display.
- Sector Upper Mississippi River: NEPA Addendum for Approval of a Marine Event (Enclosure 4). This portion **MUST** be completed by the sponsoring organization and have attached correspondence prior to submission for approval from Sector Upper Mississippi River. This Addendum only needs to be completed under the following:
 - This is NOT an annual event; or,
 - This is an annual event and the proper approvals have NOT been granted within the last 5 years. (This will come in the form of a Categorical Exclusion from Sector Upper Mississippi River); or,
 - This event is an annual event and is NOT listed in 33 CFR Part 100.

Step 2: Fill out the following additional forms based on the nature of the event:

- Fireworks - As per St. Louis COTP Policy Letter 01-04, A fireworks site plan is required for events that are expected to launch fireworks from a vessel or an over water platform. This portion may be completed by the pyrotechnics company.

(All forms, instructions, and policies may be down loaded from the Sector Upper Mississippi River web site:

<http://www.uscg.mil/d8/sector/umr/>)

Step 3: Include any other pertinent information regarding your marine event. After we have issued you a permit, any changes to the schedule of activities should be reported to this office immediately. Failure to provide sufficient information, or to dedicate sufficient safety or security resources to the event, may result in return or disapproval of your application or revocation of your permit.

Step 4: Ensure that the application, addendum and fireworks site plan (if applicable), reaches Coast Guard Sector Upper Mississippi River no later than **135 days** prior to the event. This amount of time is needed to process and review the application. However, if a sponsor has a previously approved and recurring annual marine event on file with this office, then the application can be submitted **60 days** prior to the start of the event. Applications submitted **30 days** prior to the start of the event may be automatically denied are subject to automatic denial and will be handled on a case by case basis. Failure to provide us with this information in a timely manner could prevent a Marine Event Permit being issued.

Step 5: All sponsors are required to obtain approval from other government agencies prior to the USCG permitting the event. **This information must be indicated in the provided boxes and amplifying correspondence should be attached to the application.** This multi-agency notification process will provide the proper feedback that will ensure a safe and environmentally friendly event. The NEPA addendum is required to be filled with the following information:

- **Clearinghouse Info:** The Clearinghouse is an additional mechanism that States use to ensure federal agency responsiveness. Each state in Sector Upper Mississippi Rivers Area of Responsibility, excluding Nebraska, has a clearinghouse which can be utilized to distribute event information to all agencies that would have environmental concerns about the event. Clearinghouses will not provide the sponsor with a denial or approval of their event. Sponsors are not required to use the Clearinghouse; however, if a sponsor is finding difficulty in locating the environmental agencies in their area, the Clearinghouse may be able to provide further guidance. If a Clearinghouse is utilized to disseminate event information to those environmental agencies, please note that information in the applicable section on the application. State by state Clearinghouse contact information is provided on the Sector Upper Mississippi River website.
- **Local/Regional Environmental Agency Info:** Multiple local/regional agencies have an environmental interest in all Maritime Events. All interested agencies should be notified of the upcoming event and provide feedback. A list of these environmental agencies is provided on the Sector Upper Mississippi River website.

- Federal Fish and Wildlife Info: The Federal Fish and Wildlife agency has classified some waterway areas as sensitive or as wetlands. These areas must be recognized as such so that the local habitat is not adversely affected by Marine Events. See the Sector Upper Mississippi River website for all contact information related to the Federal Fish and Wildlife agency.
- Army Corp of Engineers Info: The Army Corp of Engineers is responsible for maintaining a navigable channel. If any type of Aid to Navigation (Buoy) is deployed or used for your event the Army Corp of Engineers must be notified. If no Aid to Navigation (Buoy) will be placed in the waterway please disregard notifying the Army Corp of Engineers. Army Corp of Engineers information can be found on the Sector Upper Mississippi River website.

Step 6: Mail the application and required documents to:

Commander
U.S. Coast Guard Sector Upper Mississippi River
Attn: Marine Event Permit Coordinator
1222 Spruce Street, Suite 7.103
St. Louis, MO 63103

DEPT. OF HOMELAND SECURITY U.S. COAST GUARD CG-4423 (Rev. 4/2008 Sector UMR)		APPLICATION FOR APPROVAL OF MARINE EVENT		DATE SUBMITTED
INSTRUCTIONS 1. This application must reach the Office at least 135 days prior to the event, or at least 60 days if the same event was held a year prior. Mail to address in block 23, or fax to (314) 263-1246. 2. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated. 3. Submit a copy of your entry requirements, and any special rules pertaining to equipment, rigs or procedures. 4. Please complete in a matter that allows for local reproduction.			13. HAVE ANY OBJECTIONS BEEN RECEIVED FROM OTHER INTERESTED PARTIES? __YES __NO (<i>Explain</i>)	
			14. VESSELS PROVIDED BY SPONSORING ORGANIZATION FOR SAFETY PURPOSES (number and description)	
1. NAME OF EVENT		2. DATE OF EVENT		15. DOES THE SPONSORING ORGANIZATION DEEM THEIR PATROL ADEQUATE FOR SAFETY AND SECURITY PURPOSES? (<i>See St. Louis COTP Policy Letter 02-04</i>) __YES __NO (<i>Explain</i>)
3. LOCATION OF EVENT / RIVER MILE		4. TIME (<i>from, to</i>)		
5. NAME AND ADDRESS OF SPONSORING ORGANIZATION (<i>Include Zip Code</i>)			16. PERSON IN CHARGE	
6. EXPECTED NO. PARTICIPANTS		7. SIZES OF BOATS:		17. WHERE WILL "PERSON IN CHARGE" BE DURING THE EVENT?
8. TYPE OF BOATS		9. EXPECTED NO. OF: a. SPECTATORS (land) b. SPECTATOR CRAFT		
			18. HOW CAN "PERSON IN CHARGE BE CONTACTED DURING THE EVENT?"	
			19. PERSON TO BE CONTACTED FOR FURTHER DETAILS (<i>Name, address, Zip code</i>) AREA CODE AND TELEPHONE NO.	
10. DESCRIPTION OF EVENT			The undersigned has full authorization to represent the sponsoring organization	
			20. SIGNATURE	21. TITLE
11. WILL THIS EVENT INTERFERE OR IMPEDE THE NATURAL FLOW OF NAVIGATION OR VESSEL TRAFFIC? __NO __YES (<i>Explain</i>)			22. ADDRESS (Include Zip code) AREA CODE AND TELEPHONE NO.	
12. WHAT EXTRA OR UNUSUAL HAZARD (to participants or non-participants) WILL BE INTRODUCED INTO THE REGATTA AREA?			23. TO: Commander U.S. Coast Guard Sector Upper Mississippi River Attn: Marine Event Permits Coordinator 1222 Spruce Street , STE 7.103 ST. LOUIS, MO 63103	
			Phone: (314) 269-2500 Fax: (314) 263-1246	

DEPT. OF HOMELAND SECURITY U.S. COAST GUARD PAGE 2		ADDENDUM TO APPLICATION FOR APPROVAL OF MARINE EVENT			
Number of Shoreside Personnel Associated with Event		Fireworks Event?		<input type="checkbox"/>	Yes*
				<input type="checkbox"/>	No
Law Enforcement Agencies (Police Department, Sheriff)	Number of personnel:	* Page 3, Fireworks Display Addendum, must be completed at time of submission for a Marine Event Permit. Failure to include the Fireworks Display Addendum will result in the delay or disapproval of permit. The Fireworks Display Addendum may be completed by the fireworks company.			
Other Agencies (Fire Departments, EMT)	Number of personnel:				
Volunteer Organizations (Event Personnel)	Number of personnel:	Race Event?		<input type="checkbox"/>	Yes
				<input type="checkbox"/>	No
		Max Participants?		Maximum Participants on the water at one time?	
		Maximum Speed of Vessels (MPH)	(mph)	Length of Course	
Number of Support Vessels Associated with Event		Sanctioning Organization (If Applicable)			
Law Enforcement Agencies (Police Department, Sheriff)	Number of vessels:	Other Type of Event (Describe the event in detail including number of participants)			
Other Agencies (Fire Departments, EMT)	Number of vessels:				
Volunteer Organizations (Event Personnel)	Number of vessels:				
**For your Addendum to Application for Marine Event to be complete, it must include a section of a chart of scale drawing showing the boundaries of the event, various water courses or areas to be utilized by participants, officials and spectator craft.		Name of Person Completing this form:			
		Signature:			

FIREWORKS DISPLAY ADDENDUM TO APPLICATION FOR APPROVAL OF MARINE EVENT

Fireworks Company Name		Display Information.			
Manager		Maximum Shell Being Used (In Inches)	(in)	Distance Away from Water (If Applicable)	(ft)
Physical Address of Company					
City, State, Zip		Dimensions of the Barge	Length	Width	Draft
Phone: Fax: E-mail:			X	X	
Person In Charge of Display		Name or Number of Barge			
Person conducting Safety Inspection of Barge		Owning Company of the Barge			
Phone: Fax: E-mail:		Manager or Owner of the Barge			
Phone: Fax: E-mail:		Phone: Fax: E-mail:			
Phone: Fax: E-mail:		Person Completing this form (Print):			
Phone: Fax: E-mail:		Signature:			
<p>For this application to be complete, ensure that you have attached a map containing the locations of spectators, launching site and the fallout zone (In accordance with National Fire Protection Association 1123: Code for Fireworks Display).</p>		Person from Sponsoring Organization (Print):			
		Signature:			

**NEPA ADDENDUM TO APPLICATION FOR APPROVAL OF
A MARINE EVENT**

Attach ALL/ANY other
correspondence to the
application.

CLEARINGHOUSE CONTACT

<u>Point of Contact</u>	<u>State</u>	<u>Phone</u>	<u>Email</u>	<u>Correspondence Attached</u>

LOCAL/REGIONAL ENVIRONMENTAL AGENCY (AS APPROPRIATE)

<u>Point of Contact</u>	<u>State</u>	<u>Phone</u>	<u>Email</u>	<u>Correspondence Attached</u>

**NEPA ADDENDUM TO APPLICATION FOR APPROVAL OF A
MARINE EVENT**

Attach ALL/ANY other
correspondence to the
application.

FEDERAL FISH AND WILDLIFE

<u>Point of Contact</u>	<u>State</u>	<u>Phone</u>	<u>Email</u>	<u>Correspondence Attached</u>

ARMY CORP OF ENGINEERS

<u>Point of Contact</u>	<u>State</u>	<u>Phone</u>	<u>Email</u>	<u>Correspondence Attached</u>