



Jacksonville District Regulatory Transformation Workshop

MAY
14 -15
2025

A+ Applications

Presented by:
Allison Cala and Amber Stroble



U.S. ARMY



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Overview

- ✓ **Regulatory Permitting Types**
 - GPs
 - NWP
 - IPs (Standard Permits and Letters of Permission)
 - Jurisdictional Determinations
- ✓ **Complete Applications**
- ✓ **Types of Forms**
- ✓ **Information to Submit with Applications**
- ✓ **Common Errors**



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Types of Permits

General, Nationwide, and Individual Permits

- Programmatic permits (PGP) reduce duplication
- Regional General permits (RGP)
- Nationwide permits (NWP)
- General Permits
 - Similar activities resulting in minimal impacts to water quality and the environment
 - Valid for 5-year period
- Individual Permits (Letters of Permission and Standard Permits)

Jurisdictional Determinations

- Approved Jurisdictional Determinations
- Preliminary Jurisdictional Determinations
- No Permit Required

*Presentation on Jurisdiction by Mrs. Tracy Sanders and Mrs. Terri Mashour during Breakout Session 2 at 1400-1450



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General Permits

The term "general permit" means a Department of the Army authorization that is issued on a nationwide or regional (District-wide or more limited geographic scope) basis for a category of activities when: those activities are substantially similar in nature and cause only **minimal individual and cumulative impacts**. General permits are a way to reduce the burden of the regulatory program on the public and ensure timely issuance of permits while effectively administering the laws and regulations which establish and govern the program.

Examples:

- SAJ-20 Docks and Associated Minor Structures in Florida
- SAJ-82 Single family residence projects in Monroe County



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Nationwide Permits

- Nationwide Permits (NWP) are a type of “general permit” that have been issued by the U.S. Army Corps of Engineers Headquarters (Washington, D.C.) for certain specified activities nationwide. If the terms and conditions of the NWP are met, the specified activity can take place.
- Sometimes the terms and conditions require the prospective Permittee to submit a Pre-Construction Notification (PCN) to the Jacksonville District, U.S. Army Corps of Engineers. Work cannot begin until the Jacksonville District provides a written response that “verifies” the proposed activity is authorized by the NWP. This response is colloquially referred to as a “verification”. This response could include additional “special conditions”.



Examples:

- NWP5 Scientific Measurement Devices
- NWP13 Bank Stabilization
- NWP18 Minor Discharges
- NWP19 Minor Dredging
- NWP22 Removal of Vessels
- NWP29 Residential Developments
- NWP39 Commercial and Inst. Developments



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Individual Permits

Letters of Permission

- The term "letter of permission" means a type of individual permit issued in accordance with the abbreviated procedures of 33 CFR 325.2(e).
- Letters of permission are a type of permit issued through an abbreviated processing procedure which includes **coordination with Federal and state fish and wildlife agencies**, as required by the Fish and Wildlife Coordination Act, and **a public interest evaluation**, but without the publishing of an individual public notice.

Standard Permits

- A Standard Permit is required when a **proposed project does not meet the criteria to qualify for a General Permit, Nationwide Permit, or Letter of Permission**. A Standard Permit usually has a **21-day comment period under public noticing**, though it can be as short as 15 days or up to 30 days.
- A copy of the permit drawings and a description of the project are mailed out to the adjacent property owners and the applicant and their consultant.
- All other interested parties have to access pending public notices from the web.



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Complete Applications

- Per 33 CFR 325.1

(d) Contents of Application. (1) the application must include a description of the proposed activity including necessary drawings, sketches, or plans sufficient for public notice; the location, purpose, and need for the proposed activity; scheduling of the activity; the names and addresses of adjoining property owners; the location and dimensions of adjacent structures; and a list of authorizations required by other federal, interstate, or local agencies for the work.



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33 CFR Ch. II (7-1-08 Edition)

work which may require a DA permit and which may involve the preparation of an environmental document, he shall contact the principals involved to advise them of the requirement for the permit(s) and the attendant public interest review including the development of an environmental document. Whenever a potential applicant indicates the intent to submit an application for work which may require the preparation of an environmental document, a single point of contact shall be designated within the district's regulatory staff to effectively coordinate the regulatory process, including the National Environmental Policy Act (NEPA) procedures and all attendant reviews, meetings, hearings, and other actions, including the scoping process if appropriate, leading to a decision by the district engineer. Effort devoted to this process should be commensurate with the likelihood of a permit application actually being submitted to the Corps. The regulatory staff coordinator shall maintain an open relationship with each potential applicant or his consultants so as to assure that the potential applicant is fully aware of the substance (both quantitative and qualitative) of the data required by the district engineer for use in preparing an environmental assessment or an environmental impact statement (EIS) in accordance with 33 CFR part 230, Appendix B.

(c) *Application form.* Applicants for all individual DA permits must use the standard application form (ENG Form 4345, OMB Approval No. OMB 49-R0420). Local variations of the application form for purposes of facilitating coordination with federal, state and local agencies may be used. The appropriate form may be obtained from the district office having jurisdiction over the waters in which the activity is proposed to be located. Certain activities have been authorized by general permits and do not require submission of an application form but may require a separate notification.

(d) *Content of application.* (1) The application must include a complete description of the proposed activity including necessary drawings, sketches,

Corps of Engineers, Dept. of the Army, D

or plans sufficient for public notice (detailed engineering plans and specifications are not required); the location, purpose and need for the proposed activity; scheduling of the activity; the names and addresses of adjoining property owners; the location and dimensions of adjacent structures; and a list of authorizations required by other federal, interstate, state, or local agencies for the work, including all approvals received or denials already made. See §325.3 for information required to be in public notices. District and division engineers are not authorized to develop additional information forms but may request specific information on a case-by-case basis. (See §325.1(e)).

(2) All activities which the applicant plans to undertake which are reasonably related to the same project and for which a DA permit would be required should be included in the same permit application. District engineers should reject, as incomplete, any permit application which fails to comply with this requirement. For example, a permit application for a marina will include dredging required for access as well as any fill associated with construction of the marina.

(3) If the activity would involve dredging in navigable waters of the United States, the application must include a description of the type, composition and quantity of the material to be dredged, the method of dredging, and the site and plans for disposal of the dredged material.

(4) If the activity would include the discharge of dredged or fill material into the waters of the United States or the transportation of dredged material for the purpose of disposing of it in ocean waters the application must include the source of the material; the purpose of the discharge, a description of the type, composition and quantity of the material; the method of transportation and disposal of the material; and the location of the disposal site. Certification under section 401 of the Clean Water Act is required for such discharges into waters of the United States.

(5) If the activity would include the construction of a filled area or pile or float-supported platform the project description must include the use of,



Complete Applications

- Per 33 CFR 325.1
(d)10 Complete Applications. An application will be determined to be complete when sufficient information is received to issue a public notice.

ONE ADDITIONAL FOOTNOTE

(10) *Complete application.* An application will be determined to be complete when sufficient information is received to issue a public notice (See 33 CFR 325.1(d) and 325.3(a).) The issuance of a public notice will not be delayed to obtain information necessary to evaluate an application.



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Regulatory Program Forms

- ENG Form 4345 - Application for Department of the Army Permit
- ENG Form 6082 - Nationwide Permit Pre-Construction Notification (PCN)
- ENG Form 6285 - Certification of Compliance with Department of the Army Permit
- ENG Form 6286 - Request Pre-Application Meeting or Project Scoping
- ENG Form 6287 - Notification of Administrative Appeal Options and Process and Request for Appeal
- ENG Form 6294 - Right of Entry
- ENG Form 6295 - Authorization to Act as an Agent
- ENG 6247 – Request for USACE Jurisdictional Determination
- ENG 6249 – Preliminary Jurisdictional Determination

*Forms can be located online via the U.S. Army Corps of Engineers Jacksonville District Website

Regulatory Program and Permits: <https://www.usace.army.mil/Missions/Civil-Works/Regulatory-Program-and-Permits/Regulatory-Program-Forms/>

Sourcebook: <https://www.saj.usace.army.mil/Missions/Regulatory/Source-Book/>



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ENG 6082 Pre-Construction Notification



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U.S. Army Corps of Engineers (USACE)			Form Approved - OMB No. 0710-0003 Expires: 2027-10-31				
NATIONWIDE PERMIT PRE-CONSTRUCTION NOTIFICATION (PCN) For use of this form, see 33 CFR 330; the proponent agency is CECW-COR.							
DATA REQUIRED BY THE PRIVACY ACT OF 1974							
Authority	Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Regulatory Program of the Corps of Engineers (Corps); Final Rule 33 CFR 320-332.						
Principal Purpose	Information provided on this form will be used in evaluating the nationwide permit pre-construction notification.						
Routine Uses	This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of the agency coordination process.						
Disclosure	Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued.						
<p>The public reporting burden for this collection of information, 0710-0003, is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE EMAIL.</p> <p>One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see <i>sample drawings and/or instructions</i>) and be submitted to the district engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned.</p>							
(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)							
1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE				
(ITEMS BELOW TO BE FILLED BY APPLICANT)							
5. APPLICANT'S NAME		8. AUTHORIZED AGENT'S NAME AND TITLE (<i>agent is not required</i>)					
First - Middle - Last -		First - Middle - Last -					
Company -		Company -					
Company Title -		E-mail Address -					
E-mail Address -							
6. APPLICANT'S ADDRESS		9. AGENT'S ADDRESS					
Address-		Address-					
City - State - ZIP - Country -		City - State - ZIP - Country -					
7. APPLICANT'S PHONE NOs. with AREA CODE		10. AGENT'S PHONE NOs. with AREA CODE					
a. Residence	b. Business	c. Fax	d. Mobile	a. Residence	b. Business	c. Fax	d. Mobile
STATEMENT OF AUTHORIZATION							
11. I hereby authorize, to act in my behalf as my agent in the processing of this nationwide permit pre-construction notification and to furnish, upon request, supplemental information in support of this nationwide permit pre-construction notification.							
<div><div></div><div>SIGNATURE OF APPLICANT</div></div> <div><div></div><div>DATE</div></div>							
NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY							
12. PROJECT NAME or TITLE (<i>see instructions</i>)							



ENG 4345

Application for Dept. of the Army Permit



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U.S. Army Corps of Engineers (USACE)			Print Form	Save As
APPLICATION FOR DEPARTMENT OF THE ARMY PERMIT			Form Approved - OMB No. 0710-0003 Expires: 2027-10-31	
For use of this form, see 33 CFR 325. The proponent agency is CECW-COR.				
<p>The public reporting burden for this collection of information, OMB Control Number 0710-0003, is estimated to average 11 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. PLEASE DO NOT RETURN YOUR APPLICATION TO THE ABOVE EMAIL.</p>				
PRIVACY ACT STATEMENT				
<p>Authorities: Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332. Principal Purpose: Information provided on this form will be used in evaluating the application for a permit. Routine Uses: This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public and may be made available as part of a public notice as required by Federal law. Submission of requested information is voluntary, however, if information is not provided the permit application cannot be evaluated nor can a permit be issued. One set of original drawings or good reproducible copies which show the location and character of the proposed activity must be attached to this application (see sample drawings and/or instructions) and be submitted to the District Engineer having jurisdiction over the location of the proposed activity. An application that is not completed in full will be returned. System of Record Notice (SORN). The information received is entered into our permit tracking database and a SORN has been completed (SORN #A1145b) and may be accessed at the following website: http://dpcld.defense.gov/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570115/a1145b-ce.aspx</p>				
(ITEMS 1 THRU 4 TO BE FILLED BY THE CORPS)				
1. APPLICATION NO.	2. FIELD OFFICE CODE	3. DATE RECEIVED	4. DATE APPLICATION COMPLETE	
(ITEMS BELOW TO BE FILLED BY APPLICANT)				
5. APPLICANT'S NAME		8. AUTHORIZED AGENT'S NAME AND TITLE (agent is not required)		
First - Middle - Last -		First - Middle - Last -		
Company -		Company -		
E-mail Address -		E-mail Address -		
6. APPLICANT'S ADDRESS:		9. AGENT'S ADDRESS:		
Address -		Address -		
City - State - Zip - Country -		City - State - Zip - Country -		
7. APPLICANT'S PHONE NOS. w/AREA CODE		10. AGENTS PHONE NOS. w/AREA CODE		
a. Residence b. Business c. Fax		a. Residence b. Business c. Fax		
STATEMENT OF AUTHORIZATION				
11. I hereby authorize, to act in my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this permit application.				
<div>SIGNATURE OF APPLICANT</div> <div>DATE</div>				
NAME, LOCATION, AND DESCRIPTION OF PROJECT OR ACTIVITY				
12. PROJECT NAME OR TITLE (see instructions)				
13. NAME OF WATERBODY, IF KNOWN (if applicable)		14. PROJECT STREET ADDRESS (if applicable)		
		Address		
15. LOCATION OF PROJECT				
Latitude: +N Longitude: -W		City - State - Zip -		
16. OTHER LOCATION DESCRIPTIONS, IF KNOWN (see instructions)				
State Tax Parcel ID Municipality				
Section - Township - Range -				



ENG 6247 Request for USACE Jurisdictional Determination



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U.S. Army Corps of Engineers (USACE)		Form Approved -
REQUEST FOR JURISDICTIONAL DETERMINATION (JD)		OMB No. 0710-0024
For use of this form, see Sec 404 CWA, Sec 10 RHA, Sec 103 MPRSA; the proponent agency is CECW-COR.		Expires 2027-09-30
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
Authority	Rivers and Harbors Act, Section 10, 33 USC 403; Clean Water Act, Section 404, 33 USC 1344; Marine Protection, Research, and Sanctuaries Act, Section 103, 33 USC 1413; Regulatory Programs of the Corps of Engineers; Final Rule 33 CFR 320-332.	
Principal Purpose	The information that you provide will be used in evaluating your request to determine whether there are any aquatic resources within the review area that are or that may be subject to federal jurisdiction under the regulatory authorities referenced above.	
Routine Uses	This information may be shared with the Department of Justice and other federal, state, and local government agencies, and the public, and may be made available as part of a public notice or FOIA request as required by federal law. Your name and property location where federal jurisdiction is to be determined will be included in any approved jurisdictional determination (AJD), which will be made available to the public on the District's website and on the Headquarters USACE website.	
Disclosure	Submission of requested information is voluntary, however, if the information is not provided there may be some delay in processing your request. Failure to provide this information will not result in an adverse action. System of Record Notice (SORN): The information received is entered into our permit tracking database and a SORN has been completed (SORN #A1145b) and may be accessed at the following website: http://dpcl.dod.mil/Privacy/SORNSIndex/DOD-wide-SORN-Article-View/Article/570115/a1145b-ce.aspx	
The Agency Disclosure Notice (ADN)		
The Public reporting burden for this collection of information, 0710-0024, is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil . Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.		
1. To (District Name):		
2. I am requesting a JD on property located at (Street Address):		
City/Township/Parish: County: State: Florida		
Acreage of Parcel/Review Area for JD:		
Section: Township: Range:		
Latitude (decimal degrees): Longitude (decimal degrees):		
(For linear projects, please include the center point of the proposed alignment.)		
3. Please attach a survey/plat map and vicinity map identifying location and review area for the JD.		
4. <input type="checkbox"/> I currently own this property. <input type="checkbox"/> I plan to purchase this property.		
<input type="checkbox"/> I am an agent/consultant acting on behalf of the requester.		
<input type="checkbox"/> Other (provide explanation):		



What to Submit with an Application

- ✓ **Correct ENG form(s)**
- ✓ **Drawings/Construction Plans**
- ✓ **Any additional items (if applicable) >**

- **ENG 6247** Request for USACE Jurisdictional Determination
- **ENG 6249** – Preliminary Jurisdictional Determination
- **Wetland Delineation Drawings**
 - Boundaries of property with labeled delineated aquatic resources / existing site conditions
 - Project impacts map
 - Vegetative communities map (FLUCCS or FLUCFCS)
 - NRCS Soils Map
- **Compensatory Mitigation Forms** (*UMAM / WRAP Sheets) *Mitigation Bank dependent
- **Paired Federal Data Sheets** (upland/wetland)
 - Map depicting location of paired data sheets



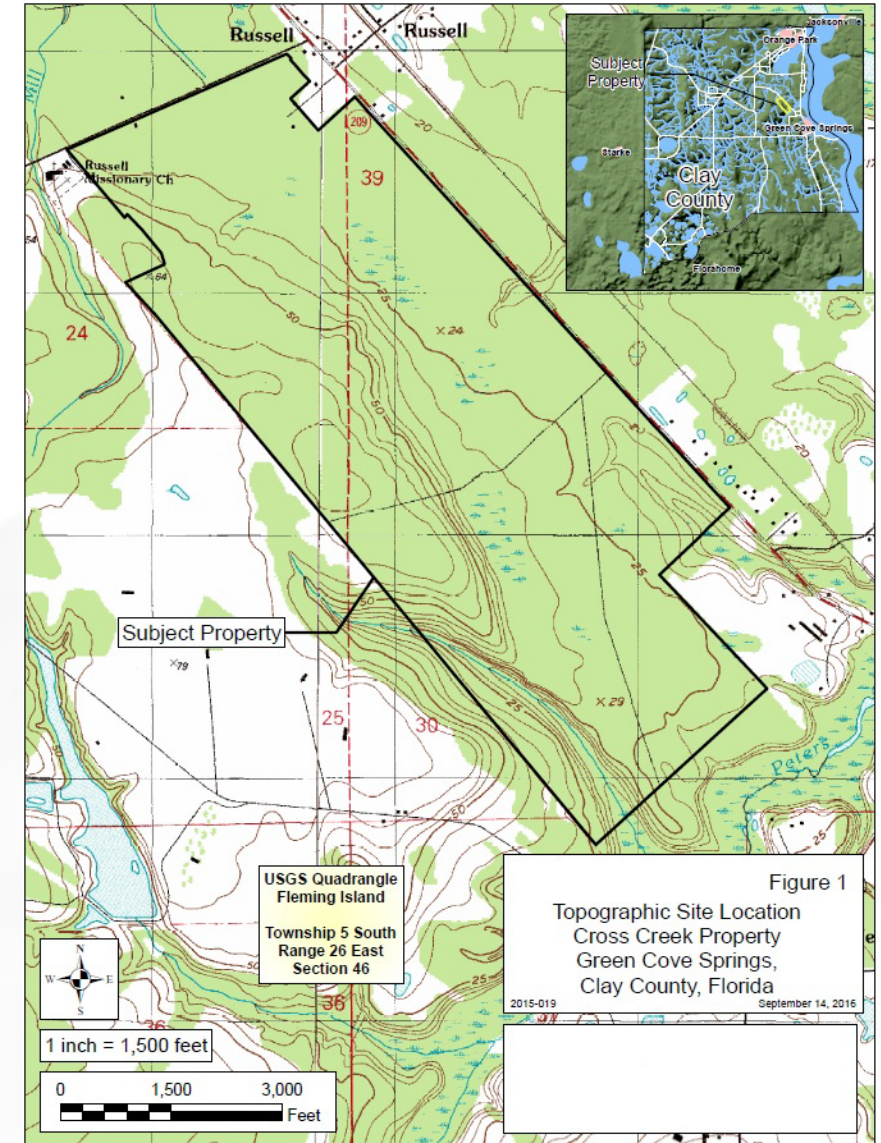
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*Presentation on Mitigation by Mr. Steve Currie and Mrs. Shannon White during Breakout Session 3 at 1500-1550



General Site Location Map

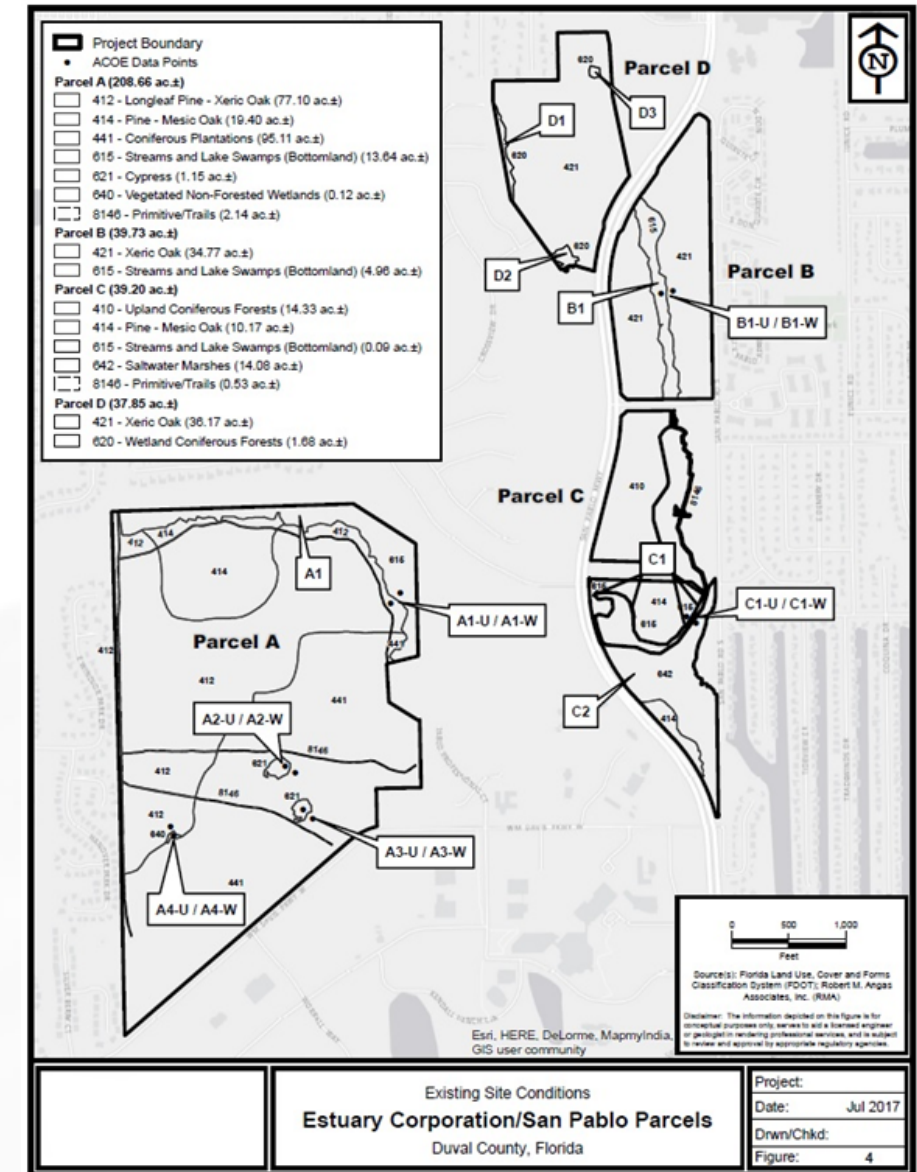
- Overall, general location
- More specific location
- Relative landmarks
- Scale
- North arrow
- Citations (e.g., quad sheet)
- Section, Township, Range
- City, County





Existing Conditions Map

- *Florida Land Use, Cover, and Forms Classification System (FLUCFCS)*
- Delineation data points
- Appropriate labels
- Clear depictions/lines
- Scale
- Accurate legend

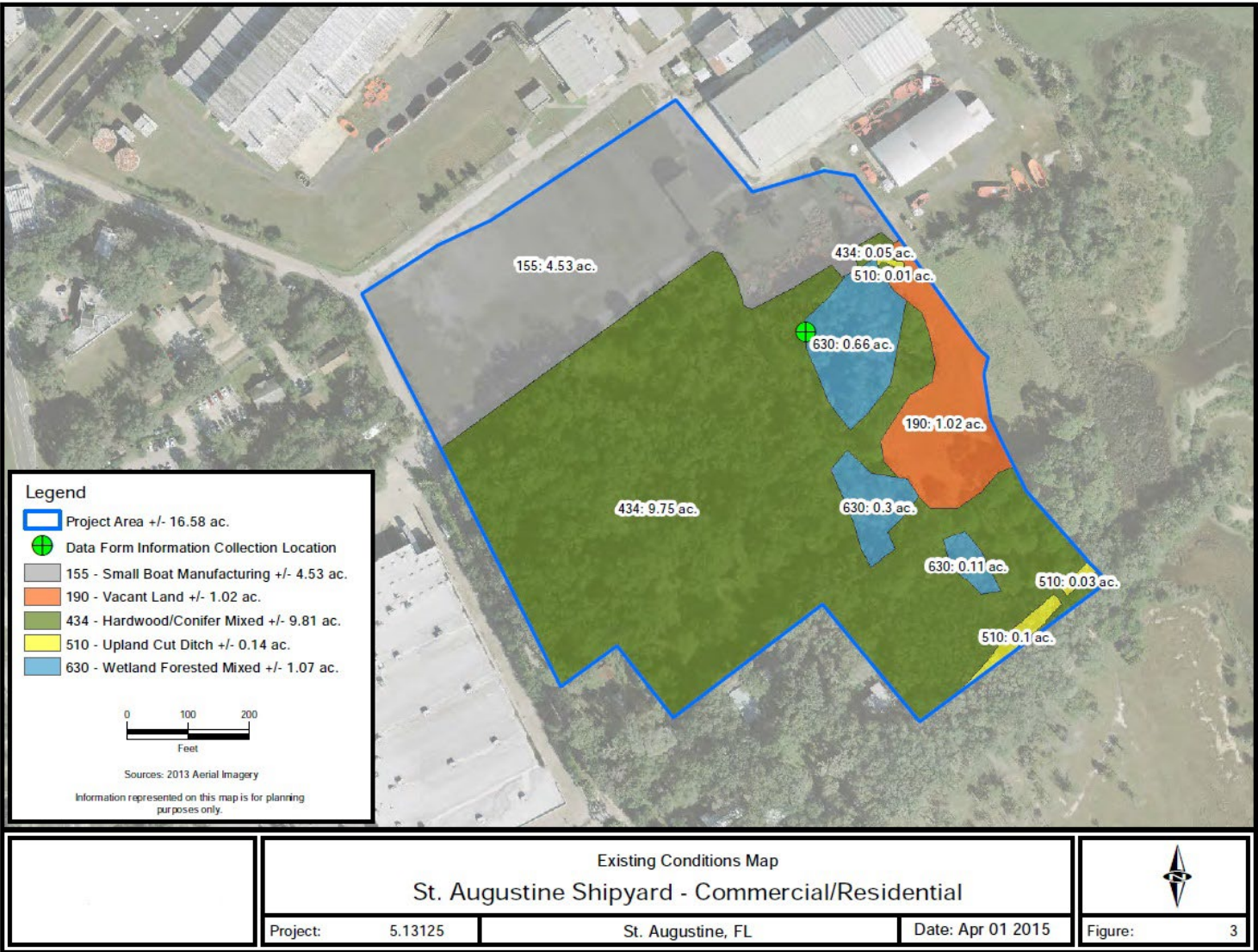


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Existing Conditions Map

- Google Earth background
- Distinct colors



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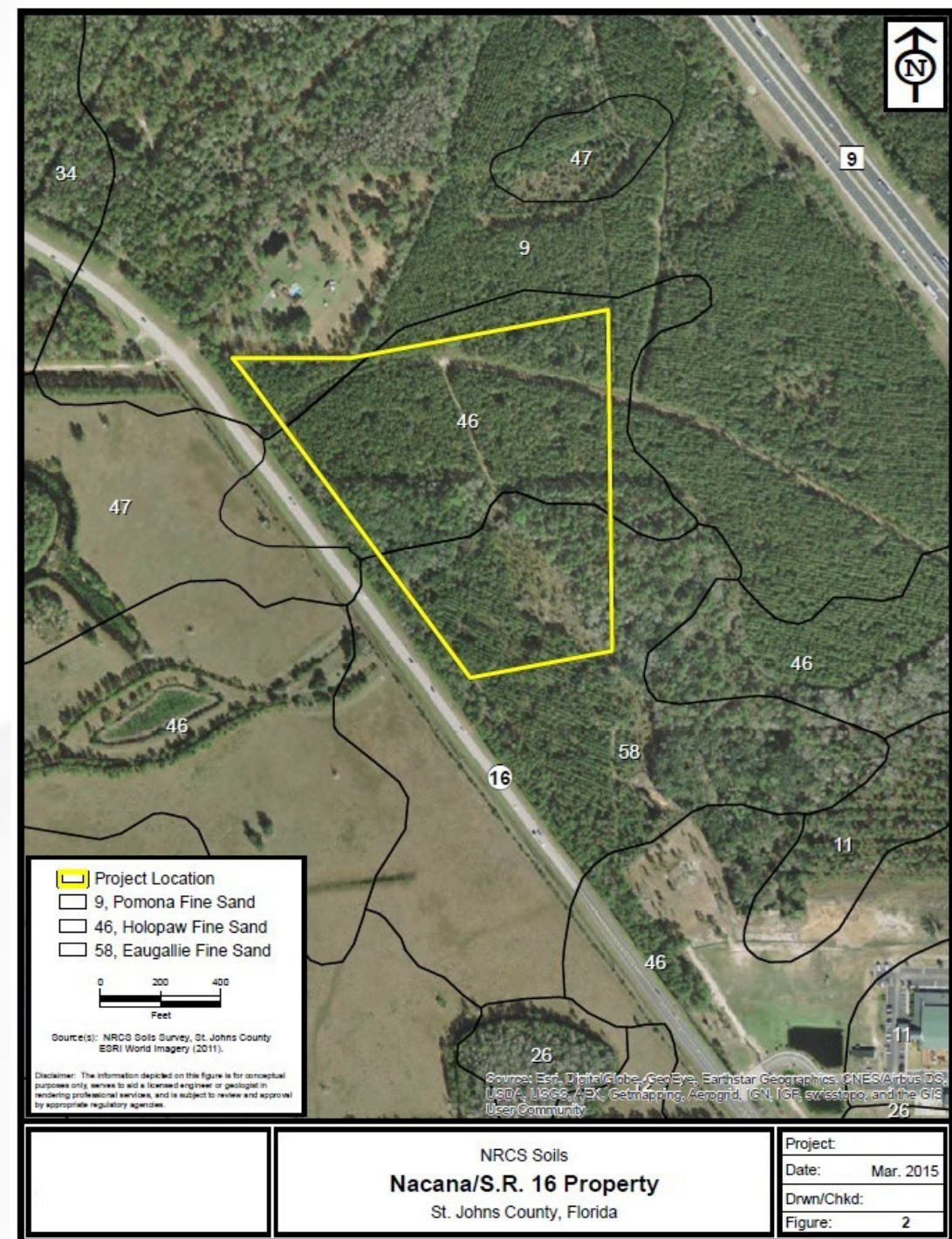


Existing Conditions Map

- Soils accurately identified
- Limited to onsite soils



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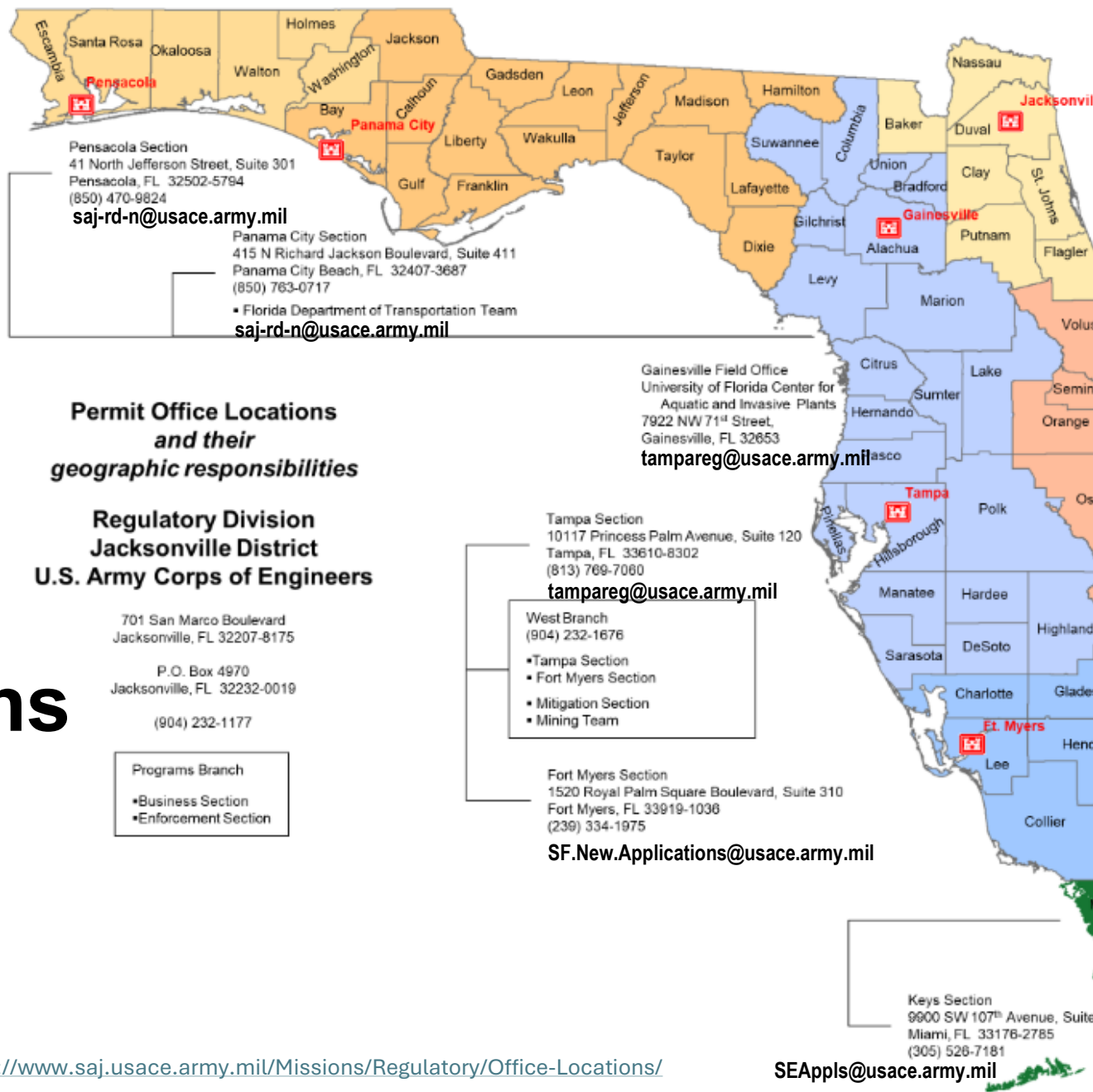




Where to Submit Applications



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Permit Office Locations and their geographic responsibilities

Regulatory Division Jacksonville District U.S. Army Corps of Engineers

701 San Marco Boulevard
Jacksonville, FL 32207-8175

P.O. Box 4970
Jacksonville, FL 32232-0019
(904) 232-1177

Programs Branch
• Business Section
• Enforcement Section

Pensacola Section
41 North Jefferson Street, Suite 301
Pensacola, FL 32502-5794
(850) 470-9824
saj-rd-n@usace.army.mil

Panama City Section
415 N Richard Jackson Boulevard, Suite 411
Panama City Beach, FL 32407-3687
(850) 763-0717
• Florida Department of Transportation Team
saj-rd-n@usace.army.mil

Gainesville Field Office
University of Florida Center for
Aquatic and Invasive Plants
7922 NW 71st Street,
Gainesville, FL 32653
tampareg@usace.army.mil

Tampa Section
10117 Princess Palm Avenue, Suite 120
Tampa, FL 33610-8302
(813) 769-7060
tampareg@usace.army.mil

West Branch
(904) 232-1676
• Tampa Section
• Fort Myers Section
• Mitigation Section
• Mining Team

Fort Myers Section
1520 Royal Palm Square Boulevard, Suite 310
Fort Myers, FL 33919-1036
(239) 334-1975

SF.New.Applications@usace.army.mil

Jacksonville Section
701 San Marco Blvd
Jacksonville, FL 32207-8175
P.O. Box 4970
Jacksonville, FL 32232-0019
(904) 232-1658

• Florida Power and Light Team

corpsjaxreg-nj@usace.army.mil

North Branch
(904) 232-1658
• Pensacola Section
• Panama City Section
• Jacksonville Section
• Cocoa Section

Cocoa Section
400 High Point Drive, Suite 600
Cocoa, FL 32926
(321) 504-3771

corpsjaxreg-nc@usace.army.mil

Palm Beach Gardens

Palm Beach Gardens Permits Section
4400 PGA Boulevard, Suite 500
Palm Beach Gardens, FL 33410-6557
(561) 472-3504

Application-SP@usace.army.mil

South Branch
(904) 232-1681
• Palm Beach Gardens Section
• Miami Section
• Keys Section

Miami Section
9900 SW 107th Avenue, Suite 203
Miami, FL 33176-2785
(786) 888-9198

CESAJ-RD-SA@usace.army.mil

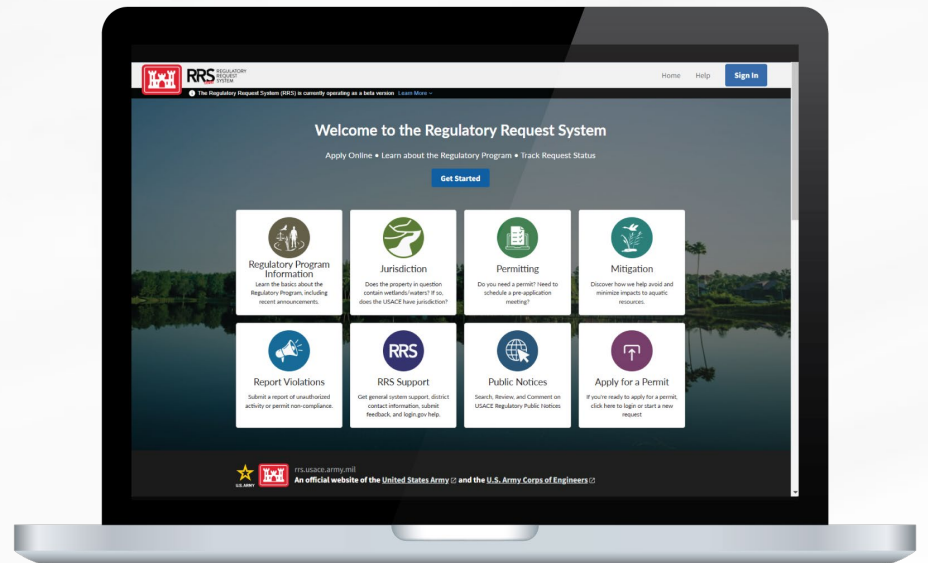
SEAppls@usace.army.mil

<https://www.saj.usace.army.mil/Missions/Regulatory/Office-Locations/>



Where to Submit Applications

- Applications can be submitted to individual **Field Offices**
<https://www.saj.usace.army.mil/Missions/Regulatory/Office-Locations/>
- **Regulatory Request System (RRS)**
<https://rrs.usace.army.mil/rrs>
 - Demonstration/presentation to be completed by Mrs. Adelyn Irlanda during Breakout Session 1 at 1300-1350



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Common Errors

No project description or poor project description

No latitude/longitude or not in decimal degrees

No adjacent property owners

Application not appropriately signed by the applicant and/or agent

No existing habitat description – e.g., seagrass surveys, ecological communities, vegetation, wetland delineation

Wetland delineations do not include data sheets, map of data points, or appropriate drawings depicting the proposed delineation

No drawings, poor quality drawings, poorly compiled drawings

Lack of avoidance and minimization statements

Lack of compensatory mitigation statement

Lack of information on endangered species surveys, cultural resources, essential fish habitat

Wrong functional assessment for a proposed mitigation bank

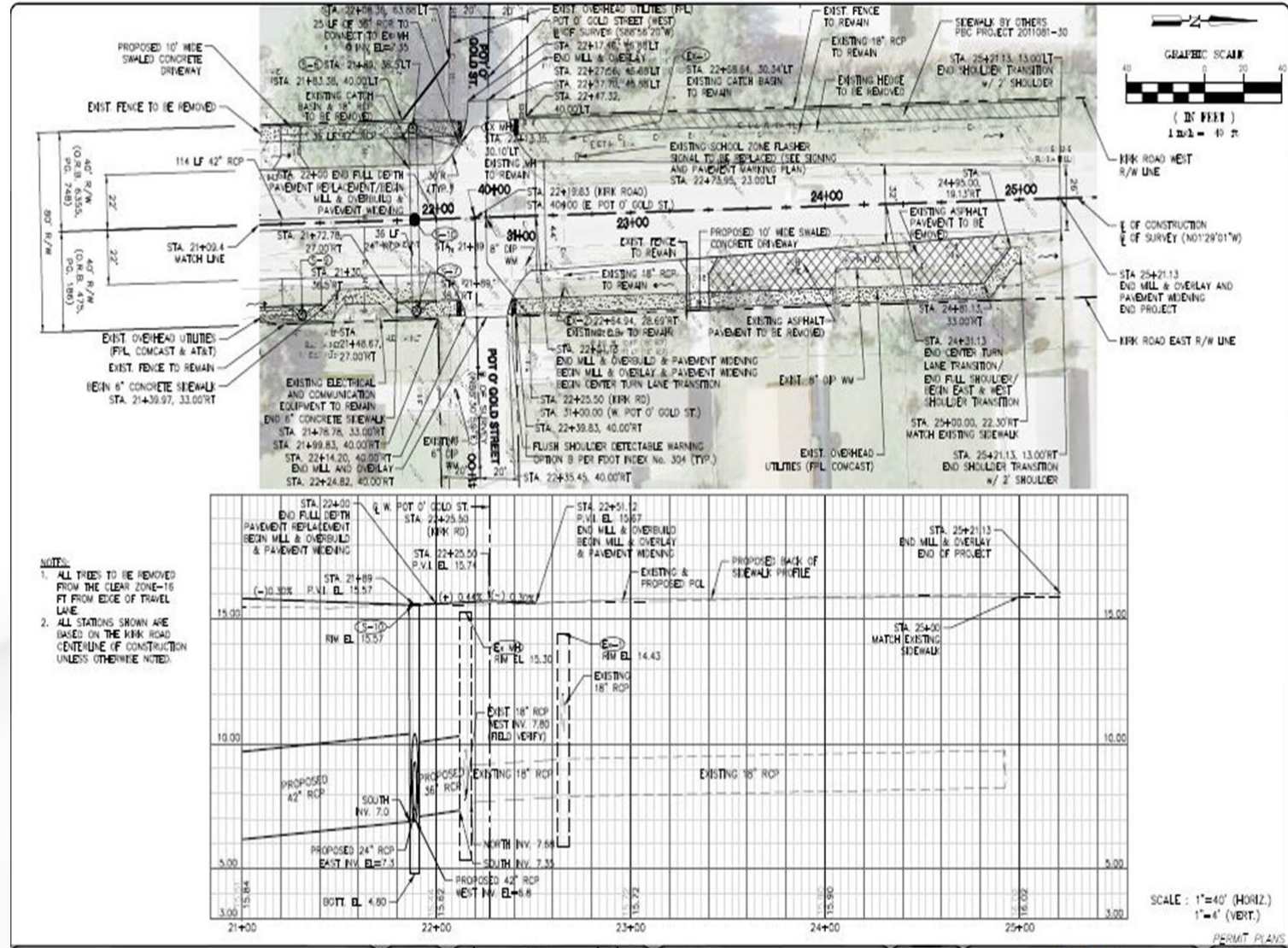


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Common Errors

- ✗ Too much information
- ✗ Confusing

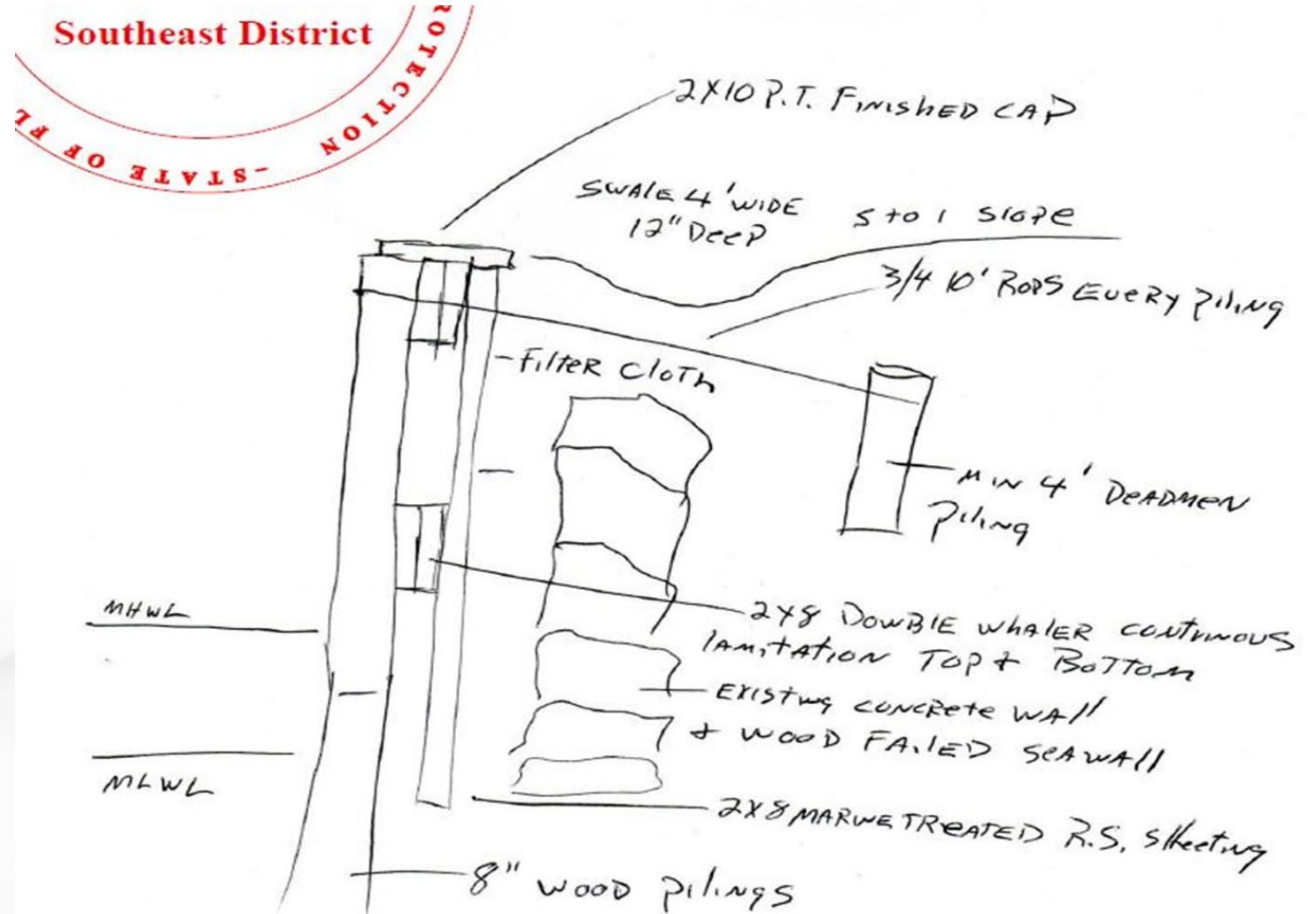


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Common Errors

- ✗ Too little information
- ✗ Illegible
- ✗ Disorganized





Questions?



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