



INDIANA DEPARTMENT OF TRANSPORTATION

100 North Senate Avenue
Room N758-ES
Indianapolis, Indiana 46204

PHONE: (317) xxx-xxxx
FAX: (317) xxx-xxxx

Eric Holcomb, Governor
Joe McGuinness, Commissioner

Example Early Coordination Letter

February 1, 2021

(Contact Information)

Re: Early Coordination Letter, Des. Nos.: 9999999, Small Structure Project over Tributary to Sample Creek on SR 00, 1.5 Miles South of US 99, Indiana County, Indiana

Dear (Entity):

The Indiana Department of Transportation, with federal funding, intends to proceed with a project involving the aforementioned small structure in Indiana County. This letter is part of the early coordination phase of the environmental review process. We are requesting comments from your area of expertise regarding any possible environmental effects associated with this project. **Please use the above designation numbers and description in your reply.** We will incorporate your comments into a study of the project's environmental impacts.

This project is located on SR 00, 1.5 miles south of US 99, in Indiana County. This section of SR 00 is a two lane *Rural Major Collector*. The existing SR 00 approach cross section consists of two 11' lanes bordered by 2' gravel, usable shoulders. V-ditches exist in the vicinity of the structure. The existing small structure is an 8.5' span by 3.5' rise reinforced concrete encased I-beam culvert, under shallow fill less than 2'. The draft need is due to the deterioration of the structure (rating 4 out of 9) which is in poor condition. The draft purpose is to have a structure with a condition rating of at least 7 (good condition) out of 9. The approximate existing right-of-way is 30' each side of centerline throughout the project.

The proposed project is anticipated to replace the small structure over a tributary to Sample Creek and include an estimated 482' of guardrail installation. The replacement structure is anticipated to be a reinforced concrete box culvert. Riprap is anticipated to be needed. The project requires the acquisition of 0.64 acre of permanent right-of-way. Proposed right-of-way widths along SR 00 are 50' from centerline. The project will be approximately 700' in length. The proposed method of traffic maintenance is anticipated to require an official state detour. No trees will be cleared as part of this project. The project is anticipated to begin construction in Fall 2023.

Land use in the vicinity of the project is primarily agricultural and includes one residence to the northwest. The INDOT Ecology & Permitting Office will perform waters and wetlands determinations to identify water resources that may be present. The project is anticipated to qualify for the Rangewide Programmatic Agreement for the Indiana bat and northern long-eared bat by completing the Information for Planning and Consultation (IPaC). Coordination will occur with INDOT Cultural Resources Office (CRO) to evaluate the project area for archaeological and historic resources and for Section 106 compliance. The results of this

investigation will be forwarded to the State Historic Preservation Officer (SHPO) for review and concurrence as appropriate.

Please provide your response within thirty (30) calendar days from the date of this letter. However, should you find that an extension to the response time is necessary, a reasonable amount may be granted upon request. If you have any questions regarding this matter, please feel free to contact (Environmental Preparer, Agency/Company, and Email/Phone Information), or (Project Sponsor Contact, Agency, and Email/Phone Information). Thank you in advance for your input.

Sincerely,

(Name, title, and company/agency name)

XXX/XXX

Attachment –

Maps/Graphics (Location, Aerial, Topographic, Photographs)

*Please note that any attachments provided should be listed on the early coordination letter along with a list of early coordination recipients. This can either be provided as an attachment (see next page) or provided as a CC list within the early coordination letter. (i.e. CC: U.S. Fish and Wildlife Service, Indiana Department of Natural Resources, etc.)



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The following agencies received Early Coordination Letters:

Indiana Department of Transportation
Office of Aviation
Room N955, IGC North
100 North Senate Avenue
Indianapolis, IN 46204
(Electronic Coordination)

Chief, Environmental Resources
Department of the Army
Louisville District, Corps of Engineers
Attn: CEPMP-P-E
P.O. Box 59
Louisville, KY 40201-0059

Field Environmental Officer
Chicago Regional Office
U.S. Department of Housing and Urban Development
Metcalf Federal Building
77 West Jackson Boulevard, Room 2401
Chicago, IL 60604
(Electronic Coordination)

Regional Environmental Coordinator
Midwest Regional Office
National Park Service
601 Riverfront Drive
Omaha, NE 68102

Field Supervisor
U.S. Fish & Wildlife Service
Bloomington Field Office
620 South Walker St.
Bloomington, IN 47403
(Electronic Coordination)

State Conservationist
Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278
(Electronic Coordination)

Environmental Coordinator
Indiana Department of Natural Resources
Division of Fish and Wildlife
Room W273, IGC South
402 West Washington Street
Indianapolis, IN 46204-2641
(Electronic Coordination)

Indiana Geological Survey
611 North Walnut Grove
Bloomington, IN 47405
(Electronic Coordination)

Federal Highway Administration
Room 254, Federal Office Building
575 North Pennsylvania Street
Indianapolis, IN 46204
(Electronic Coordination)

Chief, Groundwater Section
Indiana Department of Environmental Management
100 N. Senate Avenue
Indianapolis, IN 46204

INDOT – Office of Public Involvement
(Electronic Coordination)

Indiana Department of Environmental Management
(Electronic Coordination)

Indiana County Council Members
Courthouse Room 200
Sample, IN 47404

Indiana County Commissioner Members
Courthouse Room 150
Sample, IN 47XXX

Indiana County Director/Engineer
Courthouse Room 100
Sample, IN 47XXX

Indiana County Highway Supervisor
2400 S. Sample Road
Sample, IN 47XXX

Indiana County Surveyor
100 W. 5th Street, 2nd Floor
Butterfly Building
Sample, IN 47XXX

Sample/Indiana County MPO
200 N. Sample St. Ste 160
P.O. Box 200
Sample, IN 47XXX